



BUKEDI RURAL AND URBAN COMMUNITY INITIATIVES (BRUCI)

P.O. Box 300551, Agururu "B", Tororo, Uganda.

Tel: +256 (0) 200-947058

Email: info@bruci.org / bukediruralandurbancommunityin@gmail.com

Website: www.bruci.org

VOLUNTEER JOB ADVERT

Job Title: Field Engagement Officer (2 vacancies)

Reports To: Team Leader, Programmes.

Duty Station: Head office and Muwayo Town Council, Bugiri District.

Office Cluster: Busoga Regional Contact Office.

Starts of Work: April 1, 2025

1.0 INTRODUCTION.

Bukedi Rural and Urban Community Initiatives (BRUCI) is a national organization that was founded with the aim of empowering rural and urban communities for self-reliance. BRUCI is an indigenous organisation headquartered in Tororo District, targeting a cross-section of beneficiaries who include vulnerable children, adolescents, youth, vulnerable adults (women and men), persons living with sickle cells, HIV, Key population, persons with disability in hard to reach and underserved communities. BRUCI uses bottom-up and holistic empowerment approaches to build community led groups that focus on individual behavior change amongst vulnerable communities for sustainable livelihood transformation. BRUCI's core programme areas include; Democracy and Human Rights; Disaster Risk Reduction and Environmental Protection; Community Health and Education; Smart Agriculture and Economic Empowerment; Resilient and Sustainable Livelihood; Research, Innovation and Capacity Building.

BRUCI's vision is: "A self-reliant, sustainable and holistically transformed Community" and mission is: "Building an empowered community through capacity building, economic empowerment, smart agriculture, linkages and networking for sustainable livelihoods and community-centered development."

BRUCI is head-quartered in Tororo District in Eastern Uganda with 8 regional contact offices in Kampala, Busoga, Bugisu, Teso, West Nile, Acholi, Kigezi and Karamoja.

BRUCI is looking to recruit two (2) suitable volunteers for the position of Field Engagement Officer for the Busoga Contact Office located in Bugiri and Head office located in Tororo.

2.0 JOB PURPOSE.

To actively engage with communities, building relationships, identify community needs, and facilitate communication and collaboration to achieve BRUCI's goals.

3.0 KEY RESPONSIBILITIES.

a) Community Engagement:

- Actively engage with community members to understand their needs, concerns, and aspirations.
- Build and maintain strong relationships with community leaders, organizations, and residents. Facilitate communication and collaboration between the organization and the community.
- Organize and coordinate community events, workshops, and activities to address specific needs.
- Promote a sense of belonging and community cohesion.

b) Information and Resource Provision:

- Provide information and assistance on available resources and services.
- Advocate for community members' needs and interests.

c) Program Implementation:

- Support the planning, implementation, and evaluation of community-based programs.
- Develop and implement strategies for engaging with communities effectively.
- Ensure programs are culturally sensitive and responsive to community needs.

d) Networking and Partnerships:

- Build and maintain relationships with relevant stakeholders, including government agencies, non-profit organizations, and other community partners.
- Represent the organization at community meetings and events.

e) Reporting and Documentation:

- Collect and analyze data on community engagement activities.
- Prepare reports and presentations on program outcomes and community needs.

f) Administrative Role:

- Scheduling appointments, meetings, and events for executives and team members.
- Answering emails, phone calls, and managing incoming mail.
- Creating, editing, and formatting documents such as letters, reports, presentations, and spreadsheets.
- Preparing agendas, taking minutes, and distributing meeting materials.
- Booking flights, hotels, and transportation for business travel.
- Maintaining accurate filing systems, both physical and digital.
- Ordering office supplies, managing equipment maintenance, and handling basic accounting tasks.
- Reception duties including greeting visitors and directing them to the appropriate person.
- Inputting information into databases and spreadsheets.

g) Other Duties:

- May involve conducting research, developing training materials, or providing technical assistance to community organizations.
- Any other duties that shall be assigned to him/her by the supervisor during the contract period.

4.0 SKILLS AND QUALIFICATIONS.

- **Strong interpersonal and communication skills:** Ability to build rapport, listen actively, and communicate effectively with diverse audiences.
- **Cultural sensitivity and understanding:** Ability to work effectively with people from diverse backgrounds and cultures.
- **Organizational and project management skills:** Ability to plan, implement, and evaluate community-based programs.
- **Problem-solving and conflict resolution skills:** Ability to identify and address community needs and challenges.
- **Advocacy and community mobilization skills:** Ability to advocate for community members' needs and mobilize community support for programs and initiatives.
- **Knowledge of relevant policies and programs:** Understanding of relevant policies, programs, and services that impact the community.
- **Computer literacy:** Proficiency in using computer software and online tools for communication, data collection, and reporting.
- **Language skills:** Fluency in English and Lusoga. Any other local language(s) is an added advantage.
- A diploma in social work and social administration or any other related discipline. A bachelor degree is and added advantage.

5.0 HOW TO APPLY.

Interested candidates are invited to submit their **application letter including the duty station, Curriculum Vitae (CV), Academic Transcripts** merged together in a **SINGLE PDF or WORD** document to the **Human Resource Manager** via email jobs@bruci.org by **Friday March 28, 2025 at 5.00PM** with the title of the position as the subject line. Only shortlisted candidates meeting the above criteria will be contacted.