



BUKEDI RURAL AND URBAN COMMUNITY INITIATIVES (BRUCI)

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VOLUNTEER JOB ADVERT

a) About BRUCI.

Bukedi Rural and Urban Community Initiatives (BRUCI) is an indigenous national organization that was founded with the aim of empowering rural and urban communities for self-reliance. It all started by the founder members reflecting on the recurring and rampant challenges they always faced around their communities. The founders interpreted these challenges as need to do something that can enable the communities to be self-reliant rather than wait for aid from others. BRUCI is head-quartered in Tororo District in Eastern Uganda with 8 regional operational/contact offices in Kampala, Busoga, Bugisu, Teso, West Nile, Acholi, Kigezi and Karamoja. Our Vision is "A self-reliant, empowered, sustainable and holistically transformed community." And Mission is "To empower rural and urban communities through capacity building, economic empowerment, climate smart agriculture, advocacy and strong partnerships that promote sustainable livelihoods and community-led development." For more information about BRUCI Uganda please visit our website www.bruci.org or call us on 0200-947058.

BRUCI is looking for two self-motivated volunteers to join the current vibrant team in the capacity of Field Engagement Officer and Programs Officer.

1.0) **Job Title: Field Engagement Officer Volunteer (1 vacancy)**

Reports To: Executive Director.

Duty Station: Head Office, Tororo District.

Office Cluster: Bukedi Regional Office.

Start of Work: August 3, 2026.

1.1) **Key Responsibilities of the Field Engagement Officer Volunteer.**

- 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.
- Provide information and assistance on available resources and services.
- Advocate for community members' needs and interests.
- Any other duties that shall be assigned to him/her by the supervisor during the contract period.

1. Community Mobilization and Sensitization

- Mobilize community members to participate in BRUCI projects and activities.

- Conduct community awareness campaigns on project objectives, rights, livelihoods, health, education, and environmental issues.
- Facilitate community meetings, dialogues, and sensitization sessions.

2. Stakeholder Engagement

- Build and maintain positive relationships with local leaders, community structures, and partner organizations.
- Support coordination with Local Councils, religious leaders, cultural leaders, and community groups.
- Represent BRUCI during community events and stakeholder meetings.

3. Beneficiary Identification and Registration

- Assist in identifying and registering project beneficiaries according to established criteria.
- Verify beneficiary information and maintain accurate records.
- Support the preparation of beneficiary lists and attendance registers.

4. Project Implementation Support

- Support field-level implementation of project activities.
- Assist in organizing trainings, workshops, demonstrations, and community events.
- Monitor activity progress and report challenges encountered in the field.

5. Data Collection and Reporting

- Collect field data using questionnaires, observation checklists, Kobo Toolbox, or other approved tools.
- Document success stories, lessons learned, and beneficiary feedback.
- Prepare field reports and submit them to supervisors on time.

6. Community Feedback and Accountability

- Receive and document community concerns, complaints, and suggestions.
- Support community feedback and accountability mechanisms.
- Ensure beneficiaries understand their rights and project entitlements.

7. Monitoring and Follow-up

- Conduct routine follow-up visits to beneficiaries and community groups.
- Track project progress and verify the utilization of project inputs.
- Support monitoring and evaluation activities.

8. Advocacy and Community Empowerment

- Promote citizen participation in local development initiatives.
- Encourage community ownership and sustainability of project interventions.

Support advocacy activities aimed at improving service delivery and community welfare.

1.2 Field Engagement Officer Volunteer required Qualifications.

The volunteer should have the following qualifications;

- A diploma **or** bachelor degree in either Community Development and Social Justice **or** Bachelor of Social and Community Development **or** any related course from a reputable University/institute/college.
- Knowledge in Non-Governmental Organisations (NGOs) and Community Based Organisations (CBOs) in Uganda.
- Knowledge on financial and narrative reporting.
- Strong interpersonal and communication skills.
- Advocacy and community mobilization skills.
- Cultural sensitivity and understanding.
- Proficiency in computer and Microsoft office package like Word, Excel, PowerPoint, and Outlook.
- Fluency in English. Any other local language(s) is an added advantage.

2.0) Job Title: Volunteer Program Officer (1 vacancy)

Reports To: Executive Director.

Duty Station: Head Office, Tororo District.

Office Cluster: Bukedi Regional Office.

Start of Work: August 3, 2026

2.1) Key Responsibilities of the Volunteer Program Officer.

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

2. Program Planning and Implementation

- Assist in planning and implementing project activities in line with approved work plans.

- Coordinate field activities involving volunteers and community groups.
- Ensure timely execution of project interventions and achievement of planned targets.
- Support the integration of volunteer activities into organizational programs.

3. Community Mobilization and Engagement

- Mobilize community members to participate in project activities.
- Facilitate community meetings, awareness campaigns, and stakeholder engagements.
- Strengthen relationships with local leaders, community structures, and partner organizations.
- Promote community ownership and sustainability of project interventions.

4. Training and Capacity Building

- Organize and facilitate training sessions for volunteers and community groups.
- Support the development of training materials and learning resources.
- Identify capacity gaps among volunteers and recommend appropriate interventions.
- Promote knowledge sharing and peer learning among volunteers.

5. Monitoring, Evaluation, Accountability, and Learning (MEAL)

- Support data collection, verification, and reporting for project activities.
- Monitor volunteer contributions and project progress against set targets.
- Document success stories, lessons learned, challenges, and best practices.
- Support beneficiary feedback and accountability mechanisms.

6. Reporting and Documentation

- Prepare activity reports, monthly progress reports, and field visit reports.
- Maintain accurate records of volunteer activities and project achievements.
- Compile volunteer timesheets, attendance records, and deployment reports.
- Ensure proper documentation of meetings, trainings, and community engagements.

7. Partnership and Stakeholder Coordination

- Collaborate with government departments, community-based organizations, schools, and other stakeholders.
- Represent BRUCI in meetings and community forums as delegated.
- Support the development and maintenance of strategic partnerships.

8. Advocacy and Resource Mobilization Support

- Support awareness campaigns and advocacy initiatives.

- Assist in identifying community needs and opportunities for program expansion.

Contribute information for proposal development, concept notes, and donor reports.

2.2) Program Officer Volunteer required Qualifications.

- A diploma **or** bachelor degree in in social work and social administration or any other related discipline **or** any related course from a reputable University/institute/college.
- Knowledge in Non-Governmental Organisations (NGOs) and Community Based Organisations (CBOs) in Uganda.
- Resource mobilization skills including proposal writing.
- Organizational and project management skills.
- Problem-solving and conflict resolution skills.
- Knowledge on financial and narrative reporting.
- Advocacy and community mobilization skills.
- Proficiency Microsoft office package like Word, Excel, PowerPoint, and Outlook. Including other online tools for communication, data collection, and reporting.
- Fluency in English.
- Strong interpersonal and communication skills.

3.0) HOW TO APPLY.

Interested candidates are invited to submit their application letter, Curriculum Vitae (CV), Academic Transcripts/certificates merged together in a single PDF document to the **Human Resource Manager** via email jobs@bruci.org by **Friday July 10, 2026** with the title of the position as the subject line. Only shortlisted candidates shall be contacted and only email applications shall be accepted.