
Job Title: Project Coordinator - Every Child Can Learn

Location: Kitgum District, Northern Uganda

Reports to: Country Director

Supervises: Project Trainers

Contract Type: 36 months, starting on 1st December 2025

Application Deadline: 13th November 2025

Open to: Ugandan nationals

About Backup Uganda

Backup Uganda is an education-based NGO committed to promoting and providing individual attention for pupils and students in Uganda, particularly those who experience learning difficulties. Since 2016, we have been working with schools, teachers, parents, and local leaders to promote inclusive education practices across Northern Uganda.

About Every Child Can Learn

From 2026-2028, Backup Uganda will be implementing the Every Child Can Learn project in Omoro, Kitgum and Nwoya. The project's aim is to make a significant contribution to high-quality, inclusive education for all children in Uganda through a sustainable, inclusive support system for primary school learners. The Backup team will do this by:

- Strengthening teachers', administrators', parents' and caregivers' capacity of early identification and individualized management of learning difficulties & disabilities among learners at 30 primary schools;
- Strengthening district/city/municipality/town council education and health officials' and health facilities representatives' capacity for referral and specialist assistance for learners experiencing learning difficulties & disabilities;
- Establishing inclusive learning and social environments, created and sustained by learners.

Position Summary

The **Project Coordinator** will be responsible for coordinating Every Child Can Learn project activities in Kitgum municipality and district, ensuring smooth implementation

of training, monitoring, and reporting processes. The position involves supervising and mentoring a team of 2 trainers, liaising with school administrators, district officials, and other partners to ensure effective achievement of project goals.

Key Responsibilities

Project Planning & Coordination

- Lead the planning, implementation, and monitoring of project activities in Kitgum.
- Coordinate training schedules, workshops, and school visits in collaboration with Trainers.
- Ensure activities align with project timelines, budgets, and objectives.
- Liaise with the Country Director and other departments to ensure effective resource allocation and reporting.

Supervision & Mentorship

- Provide regular supervision, guidance, and technical support to Trainers.
- Conduct performance check-ins and field visits to ensure quality delivery of training sessions.
- Foster teamwork, motivation, and professional growth among Trainers.

Stakeholder Engagement

- Build and maintain positive relationships with schools, district education officials, and other partners.
- Represent Backup Uganda in district-level coordination meetings and education fora.
- Facilitate effective communication and feedback between field teams and management.

Monitoring, Evaluation & Reporting

- Support Trainers to collect and document accurate data on project activities and outcomes.
- Compile and submit monthly progress reports to the Country Director.

- Identify challenges and propose practical solutions to improve project implementation.

Administrative & Financial Responsibilities

- Oversee logistical arrangements for field activities and training sessions.
- Lead the Kitgum field office.
- Support accountability processes for field expenditures and adherence to financial procedures.
- Ensure timely submission of activity budgets and financial reports.

Qualifications and Experience

- Bachelor's degree in Education, Project Management, Social Work, or related field.
- Minimum of 3 years' experience in project coordination, preferably in inclusive education in the NGO sector.
- Proven experience supervising field teams or trainers.
- Strong communication, leadership, and organizational skills.
- Proven experience in MEAL of at least 3 years.
- Experience in inclusive education or working with children with disabilities is an added advantage.

Personal Attributes

- Passionate about inclusive education and child development.
- Self-driven, proactive, and adaptable to field conditions.
- Excellent interpersonal and teamwork skills.
- High level of integrity and accountability.

How to Apply

Interested candidates should submit their **cover letter, CV, and academic documents** in one PDF file to info@backupuganda.org with the subject line **“Project Coordinator –**



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E-mail: info@backupuganda.org
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Kitgum.” Cover letters and CVs are permitted to be shared in video format of maximum 5 minutes.

In your cover letter, please answer the following question: In this role, how do you expect to make a unique contribution to inclusive education in Uganda?