



Vacancy

Job Title	Program Associate
Duty Station	Kampala
Application Deadline	31 st July 2017
Duration of Contract	One Year (Renewable)

1. About the Centre for Policy Analysis:

The Centre for Policy Analysis (CEPA) is a think-tank in constant search of new, practical and cost effective policy alternatives that are capable of driving the development aspirations of the world. CEPA independently conducts public policy research, analysis and an advocacy think-tank with exclusive programming in parliamentary democracy. CEPA's flagship programme is the Parliament Watch Initiative (@pwatchug), a virtual information portal and tracker that monitors the House on a regular basis and generates relevant data and information and expert analysis to bridge the gap between Parliament and the people.

2. Job Description:

The Program Associate will provide support to advance the organization's impact areas. This position will include a set of tasks and responsibilities not limited to;

- 1) Attend Parliament committee meetings and prepare committee reports
- 2) Live tweet Parliament committee proceedings
- 3) Publish a weekly blog
- 4) Live tweet Parliament Plenary proceedings
- 5) Compile weekly summary of what transpired in Parliament
- 6) Provide required research as assigned by the supervisor(s)
- 7) Gathering information in Parliament through other methods including interviewing MPs and staff, analysing data from Parliament and reading and summarizing research reports on Parliament
- 8) Publish a quarterly policy analysis
- 9) Publish a quarterly opinion piece in the main stream press
- 10) Participate in the implementation of organisation projects as and when required

3. Required Skills and Qualification

- Any university degree (this position is open to all talented persons regardless of degree background)
- Good writing and communications skills
- Ability to develop creative solutions to complex challenges
- Experience working with social media platforms such as Twitter and Instagram
- Knowledge of Uganda's political environment.
- Understanding of Uganda's Parliamentary practices and procedures is an added advantage

4. Submissions:

Interested individuals should send a one paged cover letter / motivational letter and CV to info@cepa.or.ug

Please note that only emailed submissions to the above address will be accepted.

The Centre for Policy Analysis provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics

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