



ASHINAGA
Uganda

Ashinaga Uganda

Yesu Amala, Nansana, Wakiso District

PO Box 16864, Kampala, Uganda

Tel: +256 (0) 756 970 148 Email: ugandaoffice@ashinaga.org

en.ashinaga.org [f](https://www.facebook.com/AshinagaUganda) AshinagaUganda [t](https://twitter.com/AshinagaGlobal) @AshinagaGlobal

Ashinaga Uganda Vacancy Announcement

Key Information:

Title: Program Coordinator/ Senior Program Coordinator for the Ashinaga Africa Initiative.

Start Date: November 15th 2022 (Earlier starts also considered). Initial 1-year contract with possibility of renewal.

Days of Duty: 5 days/ week, occasional holiday work, overtime, overseas business trips.

Reports To: Program Manager.

Working Hours: 09:00-17:00.

Benefits:

Salary: Commensurate with experience.

Health Insurance and Immunizations: Provided.

International Allowance: Applicable for non-residents.

Flights to Uganda: Applicable for non-residents.

Annual Bonus: Performance related.

Training support: All staff receive investment towards their professional development.

Holiday Allowance: 21 days per annum (pro-rata, in addition to public holidays).

Deductions: Income Tax, Local Tax, NSSF.

Deadline for applications:

October 1st 2022



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Job Description:

- Oversee consultation, application, and study support for Ashinaga Africa Initiative Candidates.
- Interface with students regarding their future plans, subject of study in overseas universities and university applications.
- Facilitate the operation of the Preparation Year for all students.
- Contribute to the development of innovative and evidence-based curricula and optimized course scheduling.
- Assist the management of service providers who support the delivery of Ashinaga Uganda's activities.
- Support the collection, entry and analysis of academic and leadership-related data collected across the year.
- Assist management in the growth and development of program strategy and delivery.
- Recruiting and supervising interns as required.
- Providing support with marketing, promotion and fundraising as required.
- Support with all student and organization-related administration.

Please note – if you are applying for the Senior Program Coordinator role you will be expected to work on the above independently, lead projects with minimal supervision, and be held to a higher standard of work.



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Requirements:

	Essential	Desired
Education		
Bachelor's Degree.	✓	
Master's Degree (preferred for Senior Program Coordinator applicants).		✓
Experience studying in the UK, the USA or Japan.		✓
Experience with IELTS, SAT or ACT.		✓
Degree in education, African Studies, International Development, or related degrees.		✓
Experience		
Can speak, write, and read English fluently.	✓	
1-3 years experience (for Program Coordinator), 3-5 years experience (for Senior Program Coordinator) with educational programming and working for either a school or charity/ NGO/ NPO.	✓	
Experience leading a team in a professional setting.	✓	
Experience with clerical desk work and following strict administrative procedures.	✓	
Experience in tutoring or teaching.	✓	
A track record of meeting tight deadlines and balancing several tasks.	✓	
Skills and Abilities		
Excellent communication, verbal and written, skills.	✓	
Advanced with Microsoft Office Suite (this will be tested).	✓	
Portuguese, Japanese or French proficiency (this will be tested if listed).		✓
Experience with social media, photography, videography, marketing, fundraising and partnerships.		✓
Qualities and Characteristics		
Demonstrable interest in youth empowerment and education.	✓	
Ability to multi-task and manage concurrent timelines.	✓	
Proactive and positive attitude - a collaborative team player.	✓	
Critical thinker - unafraid to tackle complex issues.	✓	
Passionate about social impact, especially in an African context.	✓	



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Application Procedure:

Please send your CV/ Resume and Cover Letter by October 1st 2022 to Hector Bagley (bagley.h@ashinaga.org). Please ensure both documents are in Microsoft Word or PDF format. Please include in the title the role you are applying for in the email subject. Invitations for further assessment and/ or interview will be sent by October 7th. If you have not heard from us by this stage, please assume your application was not successful.

Additional Information

Ashinaga

Ashinaga is a Japanese non-profit organization that provides educational and emotional support to young people who have experienced the loss of one or both parents. In the past 45 years, Ashinaga has raised over \$1bn to enable more than 100,000 orphaned students to complete higher education in Japan. In 2001, Ashinaga expanded beyond its domestic activities and now supports a global community of disadvantaged young people, with a focus on Sub-Saharan Africa. We now have offices in Uganda, Senegal, the United States, the United Kingdom, Brazil, and France, and have supported over 100 hundred orphaned students from Sub-Saharan Africa to study at universities in Japan, Europe, the United States, the United Kingdom, and Brazil.

Ashinaga Africa Initiative

The Ashinaga Africa Initiative (AAI) is an academic leadership program that aims to provide an opportunity for higher education at the world's leading institutions to orphaned students from 49 countries in Sub-Saharan Africa. The goal of the program is to nurture future leaders who will contribute to democratic realization, economic development and poverty eradication in their home countries post-graduation. Ashinaga hopes that education will empower these students to overcome their difficult backgrounds and bring positive change to their communities. One outstanding student from each Sub-Saharan African country will be selected to join the program every year. Ashinaga will provide these students with the training, opportunities and finances necessary to study at academic institutions around the world.

Ashinaga Uganda

The Ashinaga Uganda Kokoro-Juku serves as the core of the AAI's recruitment and training. Selected students from English-speaking and Portuguese-speaking countries join six-month a "Study Camp" to improve academics, apply for global universities and expand leadership capacity. After application, students again gather in Uganda to join "Preparation Camp" to apply for Visas, improve academic skills and adopt new culture and life. We also work to establish a wider network of academic, financial, and career development support for our scholars, as well as activities to ensure the financial sustainability of our work.