



EMPOWER CHILDREN & COMMUNITIES AGAINST ABUSE

“You and I can make a difference”

Empower Children & Communities against Abuse (ECCA) P.O. Box 829 Kampala, Uganda. Tel: 256-0414-267424. Kampala Office: Programs & Counseling Centre, Block 254, Plot 142 Nkuzongere Road, (2nd right turn off Kansanga-Gaba Road, after Barclays Bank-Kansanga Branch). www.eccauganda.com

Introduction

Empower Children and Communities against Abuse (ECCA) is a Ugandan initiative that was conceived by a female survivor of gender-based violence who together with other survivors identified liberated men with similar experiences and formed the organization – ECCA. These rare men and women have a vision of “a world free of gender-based violence”. In addition to their life experiences, they possess exceptional professional expertise as practitioners and activists in the area of rights, gender, education, community development, counseling psychology, leadership and entrepreneurship. ECCA’s activities are implemented under 2 program areas, a Psychosocial Support Program (PSP) and a Community Empowerment Program (CEP)

VACANT POSITIONS (2)

ECCA is therefore searching for a mature like-minded Ugandan male or female to join the team as the **Executive Director**. We are also searching for a Counselor (**Kampala**). Based in either of our offices in Kampala or Lyantonde Town, Lyantonde District, with periodic travel to Kampala and our other areas of operation, the Executive Director will report to the Executive Committee. He/She will be in charge of all the organization’s work and also supervise a Program Manager who is responsible for programming and advocacy work. She will be responsible for ensuring timely delivery of outputs.

Both positions require a commitment to motivating and empowering people, gender equity, skillful networking and a firm belief in ECCA’s values and vision.

Application Details

If you are interested in applying for the position of **Executive Director** or **Counselor**, please complete this form in **writing** and mail it **or** hand deliver it with accompanying documents as outlined in the job advert to the address provided. Please indicate the position you are applying for on the top left hand corner of the envelope.

The Chairperson,

Empower Children & Communities against Abuse (ECCA)

Kampala Office:

Programs & Counselling Centre, P O Box 829 Kampala, Uganda

Block 254, Plot 142 Nkuzongere Road

(2nd right turn off Kansanga-Gaba Road, after Barclays Bank-Kansanga Branch)

All the information contained in this form is confidential and will only be shared with key ECCA stakeholders (Staff and Governing Body). Once we have received your application, you will be contacted either by post, telephone, or email to follow up your application if you are short listed.

Closing dates

The closing date for receipt of this application form to the address provided is **Thursday April 30th, 2009**. Applications received after this date, will not be considered.

Short listing

Shortlisting will be determined on the basis of the information provided on the completed application form. It is therefore important that all applicants submit a detailed and complete form. *Please do not submit a CV.*

Selection for interview

ECCA is an organization that endeavors to keep basic administrative overheads. Consequently we are not in a position to notify applicants who have not been short listed for an interview. If you do not hear from us within 2 weeks of the closing date for submission, please realize that your application will not have satisfactorily matched our requirements.

A: STATEMENT OF ELIGIBILITY

POSITION APPLIED FOR: _____

With reference to the detailed advert for this position please explain how you meet the person specification criteria on Page 1 and how this combined with your qualifications and experience (see page 2) make you the most suitable candidate for this position. Your submission for this section must not exceed this page.

B: PERSONAL INFORMATION

PERSONAL DATA

Full Names: _____

Place of Birth: _____ **Date:** _____
(mm/dd/yy)

District of Residence: _____ **Religion:** _____

Sex: _____

Marital Status: _____

Nationality: _____

EDUCATION

Please provide information about all forms of education and additional training courses you have undertaken in reverse chronological order (starting with the most recent).

Dates Attended	Institution	Location	Award

CONTACT INFORMATION

Home Address (Physical and Mailing):

Home phone: _____

Home fax: _____

Mobile phone: _____

Personal email: _____

Do you have any dependants? Yes / No

If 'Yes'

- Please give name, contact and brief about what your husband/wife / partner does.

- Number and ages of children (if applicable)

Other skills

Please list skills you have e.g. driving, proficiency in using computer packages like EXCEL e.t.c

Please give details of your language skills

C: PROFESSIONAL/WORK EXPERIENCE

1. Provide the following information on your most recent employment: job title, description of activities, organization and contact information, period of employment, reference, salary

Name and Contact of Organisation	Job Title	Description of Activities	Period of employment	Reference	Salary

2. Describe the functions and responsibilities of your present job or your most recent job and how they relate to your career goals.

3. If you are currently employed, why do you want to leave your current job?

4. What is your current/most recent salary?
5. Please attach a simple organisation structure showing your position in your current *or* most recent place of employment.

Please share your employment record over the past 5-10 years in the table below.

Dates From-to	Name, address and contacts of Organisation	Position held	Reasons for leaving

D: EXTRA CURRICULAR AND VOLUNTEER WORK

ACTIVITIES

Please provide detailed information about any membership you have in professional, community, public service organisations, etc. In addition, please share any community service volunteer experience you have highlighting any positions of leadership you may have held or still hold. *Please include any relevant skills and experience gained.*

AWARDS AND PUBLICATIONS

1. If relevant, please provide the most significant education, community, and/or professional awards you have received and any articles and publications (if any) you have written or collaborated on.

E: REFERENCES

1. Please indicate 3 people (not including personal friends or relatives) who recommend you professionally. Please provide name, address, email, and telephone numbers in the space below. In addition, please request them to send a recommendation letter to the Chairperson, ECCA, by **29th April, 2009.**

