



## MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT

### UGANDA GRADUATE VOLUNTEER SCHEME

#### RECRUITMENT OF GRADUATE VOLUNTEERS (5 POSITIONS)

Government of the Republic of Uganda under the Ministry of Gender, Labour and Social Development is implementing the Uganda Graduate Volunteer Scheme (UGVS). The Scheme provides young graduates access to workspaces in Public and Private organizations, Civil Society, and UN Agencies to gain employability skills. The Scheme leverages on volunteerism as an essential mechanism for skills development and enhances young graduates' employability by equipping them with the highly needed workplace skills and experience.

MGLSD now invites suitably qualified graduates/individuals to apply for the graduate volunteer positions under UGVS.

Details of the scope of services, deliverables, qualifications, contract and reporting arrangements can be found at <https://mglsd.go.ug>.

Interested eligible applicants should submit applications including a cover letter, current Curriculum Vitae, a copy of the National ID, and copies of **Academic Certificates and Transcripts/Testimonials**, to be delivered at **MGLSD's General Registry on 2<sup>nd</sup> Floor, Gender and Labour House, Plot 2, George Street Not later than 1700hrs on 29<sup>th</sup> November 2024**. Only shortlisted applicants will be contacted.

The Permanent Secretary  
Ministry of Gender Labour and Social Development  
Gender and Labour House, Plot 2, George Street  
P.O Box 7136  
**KAMPALA**  
Tel: 0414-343-572  
Email: [ugvs@mglsd.go.ug](mailto:ugvs@mglsd.go.ug)

## TERMS OF REFERENCE FOR GRADUATE VOLUNTEERS

<b>Job title</b>	:	<b>Graduate Volunteer</b>
<b>Number of positions</b>	:	<b>Five (05)</b>
<b>Reports to</b>	:	<b>Programme Coordinator, MGLSD</b>
<b>Duty Station</b>	:	<b>MGLSD Headquarters (Kampala)</b>
<b>Duration of contract</b>	:	<b>12 months</b>

### **Job Purpose**

The Graduate Volunteer will support the Organisation where they will be placed by contributing to its objectives through practical work, skill-building, and active involvement in ongoing projects. Guided by experienced staff, the volunteer will gain hands-on experience, apply academic knowledge in real-world settings, and develop professional skills to enhance employability and career readiness.

### **Duties and Responsibilities**

- i. Support Project Implementation by assisting in the planning, coordination, and execution of departmental projects, working closely with team members to ensure timely and effective delivery of project objectives.
- ii. Conduct Research and Analysis by gathering, analyzing, and interpreting data to support departmental initiatives, preparing reports and summaries as needed for informed decision-making.
- iii. Liaise with relevant stakeholders, attend meetings, and take notes, ensuring communication flows smoothly between the department and external partners.
- iv. Documentation and Reporting: Maintain accurate records of activities, prepare weekly and monthly reports, and document key learnings and progress for review by supervisors.
- v. Administrative Support: Assist with day-to-day administrative tasks, including scheduling, organizing files, and managing correspondence to support the smooth functioning of the department.
- vi. Skill Development and Training Participation: Engage in professional development opportunities, attend training sessions provided by the department, and actively seek opportunities to develop relevant skills.
- vii. Community Outreach and Sensitization: Support community engagement and outreach efforts, where applicable, to promote program awareness and participation.
- viii. Monitoring and Evaluation Support: Contribute to monitoring and evaluation activities by gathering feedback, assessing program impacts, and helping improve the effectiveness of departmental programs.
- ix. Uphold Professional Ethics: Adhere to departmental guidelines, maintain confidentiality where necessary, and represent the department with professionalism and integrity in all interactions.
- x. Maintain collaborative relationships with all Project and MGLSD staff;
- xi. Perform any other duties as may be assigned from time to time by the Project Coordinator.



## **Qualification and Experience**

- i. A Bachelor's degree in any discipline.
- ii. While prior work experience is not mandatory, any internship, volunteer experience, or part-time work in a similar role is advantageous.
- iii. Experience with data collection, report writing, or basic project management is a plus.
- iv. Demonstrated involvement in extracurricular activities or leadership roles during university studies is also beneficial.
- v. Strong written and verbal communication skills to effectively interact with team members and stakeholders.
- vi. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with online collaboration tools.
- vii. Integrity and Accountability: A commitment to ethical conduct and responsibility.
- viii. The applicant must have finished university in the last 4 years (2020-2024);
- ix. Age: 30 years and below

A handwritten signature in blue ink, appearing to read "M. J. [unclear]".