



# Urugo-Women's Opportunity Center

## **JOB TITLE: Production and Marketing Manager**

**Vacancy Announcement: Kayonza, April 1<sup>st</sup> 2025**

**Urugo Women's Opportunity Center is recruiting for the position of Production, and Marketing Manager.** This position is open to All Interested Candidates/All Sources and is available to start immediately. The ideal candidate will be a hard-working professional able to undertake a variety of program management tasks and work conscientiously under pressure. This person will be comfortable working with a high degree of attention to detail and technical and managerial responsibilities with high discretion, as well as incorporating new and effective ways to achieve better results.

The successful candidate oversees the coordination of several technical sections of Urugo and will be responsible for the quality and implementation of all programs. S/ he will lead, supervise, and coordinate the heads of dairy, weaving, marketing, tailoring, kitchen, TVET, and training. The successful candidate for this challenging, demanding, and high-profile role should be highly motivated, independent-minded, and a qualified manager.

Specific duties include but are not limited to:

### **DUTIES AND RESPONSIBILITIES**

- Works in coordination with ED to oversee and manage all PMM components and ensure the program is carried out in accordance with the mission, goals, and terms and conditions of relevant grants
- Engage all sections in the transformation process to invigourate their approaches, processes, and procedures in the whole phases of learning, processing, producing, fine-twining, making, and advertisements using adequate technologies and clients' needs;
- Coordinate closely with managers and heads of sections to facilitate the staff use of and training in all PMM - specific programs.
- Manage and provide PMM guidance to the team and other staff in the implementation of all SDPM activities, programs, and strategies.
- Coordinate with section leads to ensure that PMM activities are integrated into all WOC planning, programming, and reporting.
- Oversee skills development, production, marketing, and the use of IT tools, training of staff in PMM activities, and tracking of the level of performance of the programs, participants, and clients/beneficiaries.
- Coordinate unique evaluations, impact studies, and community assessments as needed.
- Initiate the process of getting new tailored skills development programs through TVET, conduct on-job training, upgrade production equipment, revisit production process, ensure quality control, marketing and advertising using the Urugo brand and narrative behind the creation of Urugo with the milestone of serving the interest of vulnerable women;
- Participate in regular field visits to support implementation and identify areas where adjustments are needed for better PMM reporting.
- Conducting internal periodic (annually) diagnoses to ensure all sections are upgraded, need to be mapped, and capacity strengthened.

### **ADDITIONS SKILLS AND BEHAVIOURS**

#### **Communication & Teamwork**



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- Promote a culture of "Lessons Learned" and best practices of PMM activities, ensuring that data and processes are discussed in appropriate forums and in a timely fashion for practical use in field activities.
- Consistently compile and report on key PMM information and maintain accurate records of communication
- Responsible for efficient and effective use of allocated budget and compliance with finance procedures
- Participate in internal meetings and processes to represent the PMM teams as needed.

### **Personnel Management:**

- Supervise, guide, and manage PMM staff.
- Follow the annual performance of the PMM staff team.
- Ensure personnel performance management meets the WOC vision, goals, and plans in the area of PMM.
- Conduct annual performance appraisal of PMM staff subject to the approval of the ED of WOC.
- Manage performance appraisal of staff in the PMM department.
- Ensure regular meetings regarding progress throughout the year on all subjects of SDPM
- Provide coaching, mentoring, and on-the-job training of the PMM staff.

### **Creating and developing**

- Creates the PMM tools.
- Establish PMM data collection process and data gathering.
- Creates line of data sharing across departments and sections.
- Establish lines of data collections from community on all WOC programs.

### **Planning, Monitoring and evaluation**

- Organize and streamline PMM staff work
- Align the PMM staff to the WOC vision, mission, and goals
- Develop and coordinate planning across WOC
- Coordinates WOC planning documents, including business plans, operational plans, annual and monthly plans
- Coordinate the implementation of the WOC implementation plan
- Consistently follow the implementation of WOC staff activities
- Guide the PMM staff data collection and analysis
- Analyses and document the WOC activities with statistical data to support mobilization and advocacy for potential and continuation of program support
- Provide data to ensure the WOC decision process is guided by facts and evidence
- Publish regularly (quarterly) the PMM report to inform high-level leadership of the PMM and partners

### **Quality control**

- Provide standards of quality work (i.e., data collection and analysis protocols, etc.)
- Establish a quality control mechanism to ensure PMM staff work meets high standards and guide the decision-making of the organization on a daily basis
- Work on quality criteria to ensure PMM staff meet the expected results in their respective sections
- Monitor the respect of protocols in terms of learning, production, processing and analysis, and reporting across the WOC programs



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- Provide measuring tools for the WOC to enable services to work towards high performance in effective and efficient ways.
- Ensure all staff in all sections are conversant and able to work toward high-quality standards established by WOC and regulatory bodies in the countries, including RICA, FDA, RDB, etc..
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### **Capacity Building**

- Conducting needs assessment of TVET and developing TVET programs
- Establishing a learning system that is job-tailored and responds to market demands
- Conducting regular capacity assessments of the PMM staff team
- Provide on-the-job training (i.e., internal one-hour session, testing tools, piloting and sampling, sharing experiences, packaging lessons learned and good practices)
- Conduct PMM staff training on specific new approaches or new tool, and equipment as required
- Train WOC on data analysis and interpretation
- Train WOC on reporting and use of data.

### **Reporting**

- Establish a reporting system and tools for the WOC
- Develop a WOC reporting calendar
- Ensure departments and sections report regularly and consistently
- Compile all reports from different departments and activities to produce monthly, quarterly, and annual WOC reports

### **QUALIFICATIONS AND EXPERIENCE**

- Master's Degree in Economics, Development Studies, Program, and Project management, or related discipline with a significant number of 7 to 10 years as a program or project manager in relevant work experience may be considered in lieu of an advanced degree, but minimum Bachelor's Degree in relevant field is required;
- Proven experience in managing program, and project and able to lead people with tangible success and motivating qualities;
- Proven experience in managing multi-purpose programs with production and making social change and impact;
- Minimum of 5 years of work experience as a manager in a relevant field, preferably within civil society organizations, NGOs, or INGOs;
- Proven experience in using participatory tools and methodologies for program identification, implementation, Monitoring, and evaluation;
- Understanding and experience of gender issues and commitment to addressing gender inequalities in all areas of responsibility;
- Excellent analytical skills and ability to present complex data and analysis clearly;
- Experience managing staff and working in cross-departmental, cross-country contexts with a proven record of building, managing, and working with virtual teams and creating an enabling environment.
- Excellent spoken and written English to include research, writing, and communication skills.



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- Demonstrated experience building the capacity of staff.
- Independent and able to coordinate with others to produce proposals by the deadline.
- Excellent budget management skills.
- Computer skills, including working with Microsoft Word, Excel, PowerPoint, and Email.

If you are interested in this position, please send your detailed e-mail application, High Academic Degree, CV, and cover letter in English **by April 8<sup>th</sup>, 2025**, to [Careers@urugowoc.com](mailto:Careers@urugowoc.com) Please include the position title in the subject line. **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.** Urugo Women's Opportunity Center (WOC) is an equal opportunity employer and women and girls are strongly encouraged to apply.