



Transforming natural resource management
Empowering communities

Transformer la gestion des ressources naturelles
Renforcer le pouvoir d'agir des communautés

Program Lead - (*Administrative Leadership and Coordination*)

Location: Kampala, Uganda

Reports to: Program Director

Status: Fulltime

Deadline: 27 February, 2026

About IMPACT

IMPACT transforms how natural resources are managed in areas where security and human rights are at risk. We investigate and develop approaches for natural resources to improve security, development, and equality. We are an independent non-profit, collaborating with local partners for lasting change.

IMPACT is headquartered in Ottawa, Canada and has offices in Burundi, Côte d'Ivoire, Democratic Republic of Congo, Uganda and Zimbabwe. Learn more at www.impacttransform.org

About planetGOLD Uganda

The planetGOLD Uganda project, is supported by the Global Environment Facility (GEF), led by the UN Environment Programme (UNEP), executed by IMPACT in partnership with Uganda's National Environment Management Authority (NEMA) and the country's Ministry of Energy and Mineral Development under the Department of Mines.

The planetGOLD Uganda project plans to support 4,500 men and women at 11 mine sites in the country, reducing mercury use by 15 tonnes over five years. The project aims to reduce the use of mercury by supporting formalization of the artisanal gold mining sector and increasing access to finance. This will lead to adoption of mercury-free technologies and allow access to more responsible and traceable gold supply chains.

Overview

The **Program Lead** is responsible for providing senior administrative leadership and ensuring the successful execution of a complex project portfolio. This role is focused on the administrative architecture of the program—orchestrating the efforts of technical consultants, government partners, and staff to ensure coordinated delivery.

Working with significant autonomy and reporting to the Program Director in Ottawa, the Program Lead manages a project budget of approximately **USD \$5.5 million**.

This role requires a disciplined approach to monitoring workflows and providing administrative structure and oversight to the Uganda team and delivery of project obligations.

Primary Responsibilities

Project Coordination & Process Management

- Lead the comprehensive planning and execution of project activities with the engagement of all relevant partners, fostering a collaborative team environment that enables effective and timely delivery.
- Directly manage the project management unit, providing close monitoring, mentorship, and support to ensure team members work cohesively and deliver against the project plan.
- Identify, recruit, and manage contracts for high-level subcontractors, consultants, and experts promoting strong working relationships and integration within the broader project team.
- Ensure all contractual obligations are met and that technical outputs are integrated into a cohesive workflow.
- Promote adherence to and oversee compliance with organizational rules and ensure project management tools and processes are consistently implemented across the team.
- Produce and manage project activity reports, plans, and documentation to maintain a clear audit trail in accordance with donor obligations while enabling team alignment, knowledge-sharing, and continuous improvement.
- Prepare and manage contracts with subcontractors, consultants and partners to the project, with support of colleagues from IMPACT's operations department, ensuring contractual obligations are met and processes are respected.

Strategic Stakeholder & Government Engagement

- Work closely with project colleagues to submit project activity plans and budgets to the Project Steering Committee and ensure its effective implementation.
- Coordinate with PSC members including the National Environmental Management Agency (NEMA) and the Ministry of Energy and Mineral Development (MEND), as well as other relevant Ugandan authorities to facilitate effective implementation of project activities and maintain alignment with government priorities and expectations.
- Identify local stakeholders and implement engagement strategies, ensuring consistent communication between IMPACT, experts, local partners, and government counterparts.
- Liaise with project stakeholders (e.g. miners, traders, community leaders, etc.) to solicit input and feedback into activity planning and implementation, with careful consideration for equity and inclusion of potentially disadvantaged groups (e.g. women, youth, minorities, etc.).
- Organize 1-2 meetings per year for the Project Steering Committee and ensure proper documentation and communication follow up.
- Maintain ongoing, effective communication with PSC members and national ministries throughout the year to support coordination, responsiveness, and alignment with government priorities.

Office & Financial Administration

- Provide rigorous administrative oversight of the project budget.
- Ensure regular revision of project expenditures and monitoring of the budget in collaboration with designated finance officers.
- Verify that financial procedures (cash counts, bank reconciliations, timesheets) are strictly applied, and reports are submitted on time.
- Identify potential administrative, financial, or political bottlenecks and develop proactive mitigation strategies for Senior Management
- Ensure the Kampala office remains compliant with all legal requirements to operate in Uganda.
- Logistical Support: Provide administrative and logistical support to visiting delegations and regional partners.
- Accountable for office security oversight and duty of care in Kampala, ensuring security procedures are implemented consistently (in coordination with the Security Focal Point and Program Director).
- Ensure security risk assessments and mitigations are integrated into activity planning, field movements, and events, and that measures are resourced/budgeted.
- Ensure timely incident reporting, escalation, and follow-up, including documentation and corrective actions.

Essential qualifications, expertise, and skills:

- Proven track record of at least 5 years of relevant experience in senior project management of international development programs.
- Demonstrated experience managing larger, complex, high-budget projects (at least several million USD).
- Proven experience liaising with government authorities and regulatory bodies, specifically in the Ugandan context.
- Undergraduate degree or equivalent in fields such as Social Sciences (International development, Sociology, Political Science, etc.), Business, Management, Administration or other.
- Demonstrated ability to effectively promote, apply organizational rules, maintain consistent processes, and follow structured plans.
- Evidence of building and leading cohesive teams that collaborate effectively to deliver shared outputs and achieve project results.
- High proficiency in reporting, meeting documentation, and basic financial administration using Microsoft Office (Word, Excel, PowerPoint).

Competencies:

- Problem solving, good judgment, analytical, and logical thinking.
- Personable; Good communication skills.
- Strong organizational skills, planning and time management, and the ability to multitask.
- Good ability to work in a team, in an intercultural environment and to maintain good interpersonal relationships.
- Integrity and strong ethics.

- Leadership and motivation: commitment to excellence in performance by showing enthusiasm for the job as well as personal conviction, strength of character and trust in the team.
- Rigor and concern for accuracy, precision and compliance with standards.

Benefits:

- Competitive salary.
- We're a tight-knit, fast-paced organization with a vibrant and diverse team working in six countries, including Canada. Be prepared to thrive in a dynamic environment where things change quickly and collaboration is key. You'll work alongside people from various backgrounds and perspectives, making our work all the more innovative. We value our mission deeply and are driven to make a positive impact in the world.

To Apply

Send the following information by email to jobs@impacttransform.org :

- A **cover letter** explaining your interest in the position (maximum 2 pages)
- Your **curriculum vitae** (maximum 3 pages)

In the subject of the email please state: the position you are applying for and your name.

Deadline for applications: February 27, 2026

We thank all candidates but only those selected for an interview will be contacted. Due to the volume of applications received, we ask that you do not follow up on your application.