



Terms of Reference for the Girls Education Officer Role

1. Background

JM Education and Research Centre (JMERC) is a learning-focused non-profit organisation based in Uganda. Our work focuses on advancing equitable education, social-emotional learning (SEL), and adolescent empowerment. Through our programming, we combine evidence-based interventions, community engagement, and systems strengthening to ensure that all learners — especially girls and vulnerable adolescents — acquire the knowledge, skills, and agency to thrive in school, work, and life.

Our work is anchored in four core values:

- **Hope:** Inspiring optimism and certainty for a brighter future among vulnerable children, youth, and women.
- **Collaboration:** Partnering with communities and stakeholders to build adaptive learning ecosystems.
- **Dependability:** Delivering on our commitments with reliability and dedication.
- **Audacity:** Embracing courage, passion, and vision to transform the present and shape the future.

Our core programmes:

- **Adolescent Resilience and Empowerment Programme (AREP):** Enhancing adolescent girls' resilience, wellbeing, agency, and informed SRHR decision-making through social-emotional learning, gender-transformative environments, and socio-economic empowerment.
- **Foundational and Inclusive Learning Programme (FILP):** Strengthening literacy, numeracy, and social-emotional learning among children through play-based, inclusive, and gender-transformative approaches.

Within these programmes, gender equity is a cross-cutting priority. JMERC recognises that empowering girls and addressing gender barriers are key approaches to achieving our vision. As such, we seek to recruit a **Girls Education Officer** who will play a critical role in ensuring that gender perspectives are integrated across all JMERC initiatives, supporting adolescents, educators, and communities to thrive in inclusive learning environments.

2. Objectives of the Assignment

- Strengthen JMERC's Girls' Initiative and other gender-focused programmes.
- Streamline stakeholder engagement and collaboration on youth and gender issues.
- Build the capacity of adolescents, teachers, and stakeholders on gender equity and inclusion.
- Strengthen research and monitoring activities with a gender lens.

3. Scope of Work

- **Program Oversight:** Coordinate and monitor gender-related activities across JMERC programmes (AREP and FILP).
- **Girls' Initiative Leadership:** Provide strategic direction and implementation support.
- **Stakeholder Liaison:** Act as the primary contact between JMERC and schools, institutions, district focal persons, and other partners.
- **Training & Capacity Building:** Design and deliver training sessions for adolescents, teachers, and stakeholders.
- **Curriculum Development:** Contribute to the design of training materials and resources.
- **Research & M&E Collaboration:** Work with the M&E team to integrate gender perspectives into research and program evaluations.
- **Event Coordination:** Participate in planning and organizing JMERC events, workshops, and campaigns.
- **Reporting:** Prepare timely reports and respond to gender-related concerns.
- **Advocacy & Representation:** Represent JMERC in forums, networks, and partnerships related to youth and gender.

4. Deliverables

- Annual and quarterly work plans for gender-related activities.
- Training materials and facilitation guides.
- Capacity building workshops conducted for adolescents, teachers, and stakeholders.
- Reports on gender activities, including progress, challenges, and recommendations.
- Contributions to research studies and M&E reports with gender analysis.
- Documentation of events, campaigns, and stakeholder engagements.

5. Reporting & Accountability

- The Girls Education Officer will report directly to the Head of Youth Empowerment Programmes and will work closely with the M&E team, Programme leads (AREP and FILP), and the Executive/Partnerships Office.
- Performance will be assessed based on deliverables, timeliness, and impact of activities.

6. Required Qualifications & Skills

- A bachelor's degree in Gender Studies, Social Sciences, Education, Development Studies, or a related field.
- 1-3 years of experience in youth-focused gender programming.
- Strong facilitation, public speaking, and training skills.
- Excellent planning, organisational, and decision-making abilities.

- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Fluency in Lusoga or Japadhola languages
- Strong interpersonal and communication skills.
- High flexibility, motivation, and ability to learn quickly.
- Demonstrated ability to work collaboratively in diverse teams.

7. Duration & Terms

- Contract duration: 1 year, renewable based on performance.
- Duty station: Kampala, Uganda.
- Travel: Occasional travel to schools, institutions and districts as required.

8. How to apply

Interested candidates should submit:

- A cover letter outlining motivation and relevant experience.
- A detailed CV with at least two referees.
- Applications should be sent to info@jmerc.org with the subject line: ***Application – Girls Education Officer by February 10th, 2026.***

9. Special Note

Female candidates are strongly encouraged to apply, particularly those with experience working with adolescents and girls' education programmes. JMERC is an equal opportunity employer. All recruitment decisions are made based on qualifications and organisational needs.

10. Why Join JMERC?

At JMERC, you'll be part of a dynamic team dedicated to transforming adolescent lives through education, resilience and gender equity. This is an opportunity to make a meaningful impact while growing professionally in a supportive environment.