



Terms of Reference: Zero Waste Coordinator

Position Title: Zero Waste Coordinator

Organization: Green Africa Youth Organization (GAYO)

Location: Kampala

Reports To: Programs Manager

Duration: 1 year

Start Date: Immediate

Background.

1.0. About The Green Africa Youth Organization (GAYO)

GAYO is a youth-led gender-balanced Non-Governmental Organization (NGO) that advocates for environmental sustainability and community development. Founded in 2014 in Ghana, GAYO is dedicated to raising awareness, educating and building the capacity of different stakeholders to adopt sustainable environmental practices that satisfy the needs of the present generation without compromising the ability of future generations to have a good quality of life. As part of the Green Africa Youth Organization's aim to expand across other African countries, we have established the GAYO in Uganda office to advance the mission of researching to provide solutions to pressing environmental issues through youth empowerment and public education. To achieve its objective, GAYO works with various institutions and multiple levels of governance to implement climate change, circular economy and disaster risk reduction projects within communities.

Visit our website for more information: www.greenafricayouth.com

2.0. Position description

As part of the Green Africa Youth Organization's aim to expand across other African countries, we have established the GAYO in Uganda office to advance the mission of researching to provide solutions to pressing environmental issues through youth empowerment and public education. The primary responsibility of this role is to coordinate and support Zero waste



programs in Uganda. This portfolio will entail engaging stakeholders within regions in Uganda and working with project officers to deliver program goals. Uganda, similar to other countries in sub-Saharan Africa, faces challenges in solid waste management especially within its fast growing urban centers and cities. GAYO seeks to bring on board a Zero Waste coordinator to implement our Zero waste strategy of addressing the solid waste management in Uganda to realise the broader vision of Waste free Cities. The Zero waste coordinator would report directly to the GAYO Uganda programs manager.

GAYO is inspired by the potential of this office to spur multilevel partnerships and collaborations, influence policies, build collective strength for climate change locally and regionally, and create a scalable and replicable model for other African Countries.

3.0. Position roles and responsibilities.

3.1. Stakeholder Engagement

- Map and develop linkages of key stakeholders to respective components of projects.
- Provide detailed knowledge to ensure timely and effective project delivery.
- Maintain cordial relationships with and among project stakeholders, partners, clients, and informal sector workers.

3.2. Fundraising and resource mobilization

- Support processes of fundraising for organization growth through writing grant proposals.
- Create linkages with stakeholders that can provide resources for program implementation.

3.3. Project Planning and Delivery

- Ensure the prompt delivery of project components (e.g., movement building, waste collection and segregation, composting/value chain business model design, recycle art).
- Support design of zero waste project implementation models in line with GAYO's



mission and vision.

- Coordinate stakeholder engagement programs and workshops.
- Prepare and manage project teams, ensuring motivation and constant communication with project stakeholders.
- Maintain the effectiveness and efficiency of both human and non-human resources.
- Ensure conflict-free communication among teams, partners, and stakeholders.
- Support documentation and reporting on all project activities both internally and externally.

3.4. M&E (Monitoring & Evaluation) Support

- Supervise project baseline and end-line data collection and documentation.
- Liaise with the M&E officer and programs manager to obtain and analyze project data to support reporting.
- Document weekly, monthly, and quarterly project reports and share them with the programs manager.

4.0. Qualifications:

Applicants to this role should possess at least bachelor's degree in Environmental Management, Environmental engineering, Forestry, or related field.

5.0. Required skills

The ideal candidate is someone who has the following qualities;

- Must have at least 1 years of experience in Projects related to climate change and specifically waste management.
- Prior experience working with Civil Society Organizations (CSO) at the national, regional and international levels including evidence-based experience working with development partners, local government and other relevant stakeholders.
- Existing theoretical and practical knowledge of national, regional and international climate change and waste management processes climate change policy processes. This



includes familiarity with the Waste management ordinance, Global treaty on Plastic pollution, National Adaptation Plan, Nationally Determined Contributions, National Climate Change Policy, Paris Agreement, AU / EAC and UNFCCC processes, etc.

- Personal organization, ability to manage workload, and take initiative.
- Good communication skills, planning and coordination & reporting, and expectation management.
- Familiarity with virtual working tools including Zoom, Teams, Google Docs, and Microsoft Office suite.
- Detailed-oriented and an ability to work with low supervision

6.0. Outputs/deliverables

1. Ensuring the outputs related to assigned projects are delivered and activities are implemented in a timely and efficient manner.
2. Timely submission of the projects (monthly progress update), quarterly and annual reports to the line manager ensuring documents capture approaches, good practices, lessons learnt and results.
3. A maintained stakeholders database for Zero waste in Uganda including community, partnerships, and project funders.
4. Number of MOU signed with local government and strategic partnerships with ministries and development partners established.
5. Number of stakeholder workshops and events organised according to priorities of Zero Waste programs.
6. Constant contribution to teamwork

7.0. Terms and Conditions

- The Contract is for one year
- Working hours: 40 hours per week (Full time)
- Working language: English
- The Zero Waste Coordinator will receive a monthly net salary of 600,000 Ugandan



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8.0. How to apply

Please apply via this [link](#) by uploading application documents including your application documents including your CV and a cover letter all merged into 1 pdf document not more than 5MB size.

9.0. Equal Opportunity and Employment Policy

GAYOs' hiring policy is geared to ensure that the organization hires employees without regard to their race, color, religion, tribe, citizenship, age, gender, marital status, socio-economic background or sexual orientation. GAYO's policy is that applicants for employment and career progression are considered solely based on their relevant qualifications and competencies.

10. Please note that applications received after the deadline cannot be considered.

GAYO will only contact applicants shortlisted for this position. If you do not receive any feedback from GAYO a week after your application, it means you were not successful in this particular position. However, we would recommend regularly checking our website or social media channels for opportunities we continually make available.

Application Deadline: 15th.02, 2025