



God's Word Life for All

## THE BIBLE SOCIETY OF UGANDA

### PROGRAM MANAGER JOB ADVERT

The Bible Society of Uganda is a registered Christian Non-governmental organization, which serves Churches and the general public by making the Holy Scriptures available in languages that people understand best at an affordable price. The Bible Society Uganda (BSU) works in partnership with Churches to help people engage meaningfully with the Holy Scriptures.

**Our Vision** "A people fully qualified and equipped by the **Word of God** to do every kind of good deed".

**Our Mission** "To provide affordable Holy Scriptures in languages and media that communicate effectively to the people".

Due to the need to fill the gap in the office of Program Manager for The Bible Society of Uganda, we are now seeking for a qualified and passionate individual with outstanding Management and leadership qualifications, experience and skills. The ideal candidate will provide leadership to our program team, ensure that the Program department operations and initiatives are effective, efficient and aligned to the overall strategic plan. The successful candidate must also be willing to share in our vision, mission and to join the team provided he or she meets the following requirements / guidelines:

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| <b>Job Title</b>                            | Program Manager                                                                                                                                                                                                                                                                                   |
| <b>Reports to</b>                           | General Secretary / CEO                                                                                                                                                                                                                                                                           |
| <b>Job purpose</b>                          | Responsible for working with senior management to plan and develop programs and activities for BSU. Responsible for supervising the program team projects and activities and ensure that BSU continues to score in her vision and mission                                                         |
| <b>Essential qualification requirements</b> | <ul style="list-style-type: none"><li>• Bachelor's degree or master's degree in business or related field</li><li>• Proven experience in program, stakeholder, and team management for at least 3 years.</li><li>• Must be a Christian, able to stand above denominational diversities.</li></ul> |

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|                              | <ul style="list-style-type: none"> <li>• Experience using computers for a variety of tasks.</li> <li>• Knowledge of project funding procedures and guidelines</li> <li>• Competency in monitoring and evaluation</li> <li>• Understanding of project management.</li> <li>• Time management skills</li> <li>• Good writing &amp; communication skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Key Responsibilities:</b> | <ul style="list-style-type: none"> <li>• Organise programs and activities in accordance with the mission and goals of the organization.</li> <li>• Develop new programs to support the strategic direction of BSU.</li> <li>• Create and manage long-term goals.</li> <li>• Develop a budget and operation plans for the program.</li> <li>• Develop an evaluation method to assess program strengths and identify areas for improvement.</li> <li>• Write program funding proposals to guarantee uninterrupted delivery of services.</li> <li>• Manage a team with a diverse array of talents and responsibilities.</li> <li>• Ensure goals are met in areas including customer satisfaction, safety, quality, and team member performance.</li> <li>• Implement and manage changes and interventions to ensure project goals are achieved.</li> <li>• Meet with stakeholders to make communication easy and transparent regarding project issues and decisions on services.</li> <li>• Produce accurate and timely reporting of program status throughout its life cycle.</li> <li>• Analyse program risks.</li> <li>• Work on strategy with the marketing team.</li> </ul> |

**The closing date for all applications will be Thursday 30<sup>th</sup> October 2025 by 05:00 pm.**

BSU is committed to the principles of workplace diversity. Only duly qualified people are encouraged to apply. Only shortlisted candidates shall be contacted for interviews within two weeks after the deadline.

Interested candidates with relevant experience can use the email [info@biblesociety-uganda.org](mailto:info@biblesociety-uganda.org) or hand deliver their applications together with a detailed CV, 3 references, a recommendation letter from a Church Leader of your local church and copies of academic documents to:

**The General Secretary / CEO  
The Bible Society of Uganda  
Plot 38 Bombo Road, P.O Box 3621,  
Kampala-Uganda**