

20<sup>th</sup> November, 2025

### Job Advert - Employment Opportunities

Comprehensive Rehabilitation Services for People with disability in Uganda (CoRSU) was established in 2006 as a private non-profit, non-governmental organization. CoRSU provides Orthopaedic Surgery, Plastic Surgery, and Rehabilitation, mainly for children as well as adults with disability.

### CoRSU Hospital seeks to fill the following vacancy:

**Job Title:** Grants, Fundraising & Partnership Officer  
**Number of vacancies:** 01  
**Payment Grade:** Full-time  
**Reporting to:** Head of Programs and Partnerships  
**Department:** Programs and Partnerships

#### Overall job objective:

The role is responsible for identifying funding opportunities, developing high-quality proposals, maintaining partnership databases, supporting reporting processes, and strengthening engagement between CoRSU and its partners, donors, corporate entities, and community-based organizations.

#### Functional Outputs/Activities per key performance area:

##### Grants Acquisition, Proposal Development, and donor compliance:

- Identify new donor, corporate, and institutional funding opportunities aligned to CoRSU's strategic plan.
- Facilitate design sessions in coordination with CoRSU Head of Programs and Partnerships and ensure proposal design is in line with CoRSU standards and practices.
- Liaise with Head of Programs and Partnerships to ensure proposals are of high quality, meet internal and donor standards, and are submitted on time to the donor.
- Maintain a database of upcoming calls for proposals, deadlines, eligibility, and priority themes.
- Support the development of budgets in collaboration with Finance and relevant departments
- Track grant deliverables, reporting timelines, and milestones to ensure compliance.
- Coordinate donor reporting by collecting program data, financial information, and results from relevant departments, especially for CSR and other donations received by CoRSU.
- Maintain an internal grant tracker and share periodic updates with the head of programs.
- Support internal and external audits related to grants.
- Update project management tools, including funding trackers, grant trackers, and dashboards.

##### Fundraising & Resource Mobilization

**Comprehensive Rehabilitation Services for People with Disability in Uganda.**

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Website: [www.corsuhospital.org](http://www.corsuhospital.org)

- Support the implementation of the CoRSU Resource Mobilization & Fundraising Strategy.
- Develop fundraising materials, impact stories, case studies, and communication products in collaboration with the PR/Communications team.
- Engage with corporate partners to mobilize CSR support, sponsorships, and in-kind contributions.
- Support events such as CoRSU Walk, fundraising campaigns, and partner engagement forums.
- Support the Head of Programs and Partnerships to track funding opportunities, including calls for funding, progress of proposals, submission deadlines, and financing available.
- Develop tools and systems for business analytics, visualizing funding trends (thematic, geographically, donors, etc.) and identifying risks, gaps, and challenges, to inform management decision-making.
- Support the identification and maintain a database of existing and potential implementing partners
- Strengthen CoRSU's relationships with relevant line Government Ministries, donors, and partners, through regular meetings, consultations, and updates on CoRSU's programs.

#### **Partnership Development and coordination**

- Work closely with the PR/Communications Officer to ensure timely and accurate communication with donors and all partners, referencing the donor communication and engagement strategy.
- Collect and synthesize program data, patient stories, impact evidence, and photos for communication, reporting, and fundraising purposes.
- Support the preparation of program briefs, donor updates, and documentation of achievements and lessons learned.
- Support in organizing donor visits, field missions, and partner events.
- Maintain updated Partner and Donor Profiles and the Partnership/MoU Tracker.
- Coordinate partnership meetings, prepare agendas, take minutes, and follow up on action points.
- Support renewal and compliance of partnership MoUs in collaboration with the PMO and legal/administration teams.
- Ensure consistent communication with partners and respond to partner needs promptly.

#### **Capacity Building**

- Provide support and training to the field teams to ensure that they effectively contribute to Business Development
- Provide support to program teams at key moments, including program start-up, kick-off meetings, inception meeting check-ins, quality audits and spot checks, and end of program transition meetings.
- Provide coaching and mentoring to the Team to grow competencies in business development.

#### **Representation**

- Identify, build, and manage collaborative partnerships with donors, peer agencies, and other stakeholders to ensure consistent communications to donors at all levels.
- As delegated, act as a focal point for all queries and information requests from CoRSU and donors in collaboration with the head of programs.

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- Represent CoRSU to donors, peer agencies, and other key stakeholders, as requested.

### **Financial Management**

- Develop the budget for the department as per the set guidelines.
- Monitor and control the allocated budget and put measures in place to address variances.

Continuously identify areas for improved efficiency.

### **Risk Management**

Perform risk assessments for strategies before implementation, and develop a mitigation plan to manage the risks.

### **Compliance**

- Ensure CoRSU Program policies, Donor guidelines, and regulatory compliance in execution of activities.

Adherence to all CoRSU Policies and Procedures

### **Required Qualifications:**

Bachelor's degree in international relations, public health, Public Administration and Management, Business Administration, Social Work and Administration, or related field

A Master's Degree in Community-Based Rehabilitation, Social Work and Social Administration, or Public Health is an added advantage

Advanced training in Project Management/Programs Management is an added advantage

Recognized training and success in proposal writing, Advocacy, leadership, and community work is an added advantages.

### **Key Competencies & Skills**

- Stakeholder Management i.e. Board, Donor relations
- Project Management Skills
- Program Design
- Budget Management
- Proposal Writing Skills
- Advanced Analytical Skills
- Advanced Computer Skills

### **Experience**

Minimum of five years of experience providing coordination or management support to program implementation in humanitarian and development contexts,

Experience working with key institutional donors (USAID, FCDO, EC, private foundations, etc.) and familiarity with their donor regulations related to reporting and program implementation

### **Attributes include:**

- Confidentiality
- Customer Mindset
- Drive to succeed
- Commitment to quality
- Attention to Detail
- Strong Business Acumen
- Decisive

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Competencies Required:

**Behavioural**

- Integrity
- Professionalism
- Self-Confidence
- Resilience and Tenacity

**Behavioural**

- Ability to work with a team and motivate teams.

**Leadership**

- Leadership
- Driving Accountability
- Influencing Strategic Direction

Qualified persons should submit their applications (detailed CV with a cover letter plus copies of Academic Qualifications) to: The Head of Human Resources, CoRSU Hospital P.O. 46 Kisubi, or email to: [recruitment@corsuhospital.org](mailto:recruitment@corsuhospital.org) before midnight of **Friday 19<sup>th</sup> December, 2025**, the Title of the Job you are applying for and the name of the Applicant should be the subject of the email. Profiling & Shortlisting Candidates will be on a rolling basis.

**NB:** *CoRSU is an Equal Opportunity Employer; so capable People with Disabilities (PWDs) are encouraged to apply. However, only shortlisted candidates will be called for interviews.*