



## MINISTRY OF AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES

### EMPLOYMENT OPPORTUNITIES

#### **Background**

Uganda Vision 2040 has the primary aim of seeing Uganda become a middle income country by 2040. To bring about this Vision the Government of Uganda (GoU) has developed a number of supporting plans, policies and strategies, but all fall within the National Development Plan II (NDPII). The NDPII mentions a number of strategic agricultural commodity options which it believes, if supported and grown, can help move Uganda towards its Vision 2040. One of the commodity sectors mentioned is the fisheries and Aquaculture sector, and in particular Uganda's ability to produce fish and fishery products for domestic, regional and international markets. However, for this to be achieved a number of sector challenges need to be addressed including; outdated and non-enforced policies, poor production, productivity and quality assurance practices, and marketing and processing facilities which do not meet current international standards.

The European Union (EU) identified the opportunity of the Aquaculture sector within its National Indicative Plan (NIP) for Uganda and agreed to fund a 6-year project, implemented by the Ministry of Agriculture, Animal Industries and Fisheries (MAAIF), to support the development of the commercial aquaculture such that it could realize its full potential. The project is called **"Promoting Environmentally Sustainable commercial Aquaculture in Uganda"** and is financed under the 11<sup>th</sup> European Development Fund (EDF).

The main objective of the project is to use a holistic value chain approach in the targeted geographical areas, to leverage an increase in the overall performance (in terms of production volume, quality, value addition, increased employment and environmental sustainability) of the Ugandan aquaculture value-chain.

The Ministry of Agriculture, Animal Industry and Fisheries wishes to invite suitably qualified individuals, with qualifications and experience to apply for the following positions:

#### **POSITION 1: PROJECT ACCOUNTANT**

JOB TITLE:	Project Accountant
Number of Positions:	One (1)
Reports to:	Project Coordinator
Salary Scale:	Attractive
Duty Stations:	MAAIF, Entebbe

#### **Purpose of the Position:**

The objective of this assignment is to ensure timely and efficient and effective management of project resources for timely implementation of project activities in accordance with the Project Financial management manual. The selected consultant is expected to play a key coordinating role between all stakeholders in the financial management cycle.

#### **Duties and responsibilities**

- 1) Develop sound internal financial management controls and mechanism, in line with EU requirements.
- 2) Regularly keep project memorandum books in support of financial ledger for the project and process accounting documents for authorization and payment.
- 3) On a daily basis, collate all documents covering financial transactions of the project and prepare them for the Project's authorizing process.
- 4) On a monthly basis, update financial ledgers and generate routine and periodic financial reports on Project progress.
- 5) Regularly process approved invoices and raise Payment Vouchers in consultation with the implementation units, codify the expenditure and note the correct codes on the payment vouchers;
- 6) Maintain the Project's expenditure commitment register and update the register regularly in liaison with the implementing units that the register reflects all commitments outstanding;
- 7) Periodically collate data and documentation and prepare documents to replenish the Project Petty Cash Fund.
- 8) Regularly open and keep files on all disbursements for the projects.
- 9) Maintain an advance payment register and monitor settlement of advances given by the Project.
- 10) Assist in maintaining the project's fixed asset register.
- 11) Prepare and regularly monitor Annual Work Plans and Budgets (AWPB).
- 12) Perform other related duties as requested by the Project Coordinator.

#### **Educational qualifications:**

- (i) MUST have full professional qualifications in Accounting such as CPA or ACCA.
- (ii) Master's degree and/or additional accounting qualifications are an added advantage.

**Relevant experience:**

- 1) At least 5 years of experience in financial and accounting work, solid experience budgeting, planning and reporting on donor funded projects.
- 2) Experience with or knowledge of EDF procedures is a must.
- 3) Good knowledge of financial and accounting regulations and procedures of the GoU.

**Competencies:**

The candidate should have the following competencies:

- Proven knowledge and use of accounting softwares.
- Excellent communication, writing and presentation skills as well as a demonstrated commitment to team work.
- Ability to meet targets/objectives within specified timeframes.
- Good interpersonal skills in dealing with the value chain stakeholders especially the senior executives and government officials.
- High degree of integrity and honesty.
- Ability to work long hours.

**POSITION 2: Project Administrative & Logistics Coordinator**

Job Title:	Project Administrative & Logistics Coordinator Officer
Number of Positions:	(1)
Reports to:	Project Coordinator
Salary Scale:	Attractive
Duty Station:	MAAIF, Entebbe

**Purpose of the Position:**

The Administrative/ Logistics Coordinator will be responsible for organizing and maintaining project files and records, keeping systems organized and implement all clerical and administrative duties under the project.

**Duties and Responsibilities:**

- 1) Provide administrative support to the project team for ensuring the smooth running of operations;
- 2) Maintain project records and assist in their movement, and develop control processes for efficient management of records;
- 3) Organise meetings, workshops & training events, including production and distribution of necessary materials, taking and finalizing where required and ensuring clear and efficient filing of the same;
- 4) Support Project Officers in daily administrative roles to ensure work efficiency and progress momentum is maintained
- 5) Keep stock of office materials, equipment functionality, stationary, supplies, etc.;
- 6) Draft correspondences and other project documents, and perform data entry, recording, printing and filing duties;
- 7) Organise and coordinate travel arrangements for project staff both nationally and outside of Uganda;
- 8) Prepare and raise requisitions and following up payments for office procurement for various supplies as needed; and

- 9) Performing any other relevant duties assigned by the Project Coordinator.

**Educational Qualifications:**

- (i) A Bachelor's Degree in Arts, Social Sciences, Social Work and Social Administration, Sociology, Development Studies, Business Administration (Management Option) or Office Management; and
- (ii) Must have a minimum of a Post Graduate Diploma in Public Administration and Management, Monitoring and Evaluation, Economics, Environment and Natural Resources Management, Project Planning and Management or Development Studies.

**Relevant experience:**

- (i) Must have at least 5 years working experience in administration and management in government or a reputable dynamic private sector organization.
- (ii) Must have relevant working experience with donor funded projects.

**Competencies:**

The candidate should have the following competencies:

- Excellent communication skills both orally and written.
- Excellent interpersonal and leadership skills.
- Knowledge of MS office packages.
- Records / data management skills.
- Ability to prioritize and plan effectively.
- Ability to multitask and cope with pressure at work.
- Good Customer and inter personal relations.
- Basic financial / accounting skills.

**POSITION 3: Project Assistant**

Job Title:	Project Assistant
Number of Positions:	One (1)
Reports to:	National Project Coordinator
Salary Scale:	Attractive
Duty Station:	MAAIF, Entebbe

**Purpose of the Position:**

To ensure appropriate use of project's inputs towards the achievement of its main objectives, in line with European Union (EU) and MAAIF rules of procurement and financial management.

**Duties and Responsibilities:**

- 1) Drafting routine correspondences and reports as required from time to time.
- 2) Prepare presentations and other materials to support the project visibility (EU and MAAIF structured communications procedures) and general awareness raising materials.
- 3) Maintain inventory control over office supplies and stores at the PMU.
- 4) Schedule and organize meetings, travels and conferences.

- 5) Coordinate and oversee the operations of office facilities, equipment and machines and regularly maintain the Project Asset Register.
- 6) Prepare monthly payroll for the Project staff.
- 7) Prepare draft written responses and respond to requests for information by phone or e-mail.
- 8) Receive and attend to visitors/ clients - internal and external.
- 9) Monitor and prepare periodic reports with respect to project progress against expected outputs and results as required by the EU, MAAIF and other project groups.
- 10) Organize periodic planning and evaluation reviews with respect to the project cycle and LogFrame structure for the project.
- 11) Schedule and conduct regular field monitoring and control visits and compile data and reports received from the project implementers and other PMU professionals.
- 12) Assist the PMU/ Technical Assistance Team (TAT), with procurement activities in line with EU requirements.
- 13) Support the Project Administrative & Logistics Coordinator to maintain Project records.
- 14) Undertake any other tasks as required by the Project Coordinator.

**Educational Qualifications:**

- (i) A Bachelor’s Degree in Arts, Social Sciences, Social Work and Social Administration, Sociology, Development Studies, Business Administration (Management Option) or Office Management; and
- (ii) Must have a minimum of a Post Graduate Diploma in Public Administration and Management.
- (iii) Must have relevant working experience with donor funded projects.

**Relevant experience:**

- (i) Must have at least 3 years working experience in administration and management in government or a reputable dynamic private sector organization.
- (ii) Experience in M&E Framework development and Implementation.

**Competencies:**

The candidate should have the following competencies:

- Excellent communication skills both orally and written.
- Excellent interpersonal and leadership skills.
- Knowledge of MS office packages.
- Records / data management skills.
- Ability to prioritize and plan effectively.
- Ability to multitask and cope with pressure at work.
- Good Customer and inter personal relations.
- Basic financial / accounting skills.

**POSITION 4: DRIVER**

Job Title:	Project Driver
Number of Positions:	One (1)
Reports to:	The National Project Coordinator
Salary Scale:	Attractive
Duty Station:	MAAIF, Entebbe

**Duties and responsibilities:**

- a) Ensuring safe custody of the vehicle.
- b) Ensuring that the vehicle is regularly cleaned.
- c) Obeying all traffic regulations.
- d) Drive the Project vehicle during assigned official duties.
- e) Make requests for service of the vehicle when required.
- f) On a daily basis, update and maintain the vehicle log book.
- g) Routinely report any defects, accidents and mechanical defaults to relevant authorities.
- h) Perform other related duties as required by the Project Coordinator.

**Qualification and Experience**

- a) A Uganda Certificate of Education (UCE) with at least a pass in English Language.
- b) Clean driving license with CM classes.
- c) At least minimum of five years of driving experience in a reputable organization.
- d) Must have passed competency driving test by Ministry of Works and Transport.
- e) Training in motor vehicle mechanics is an added advantage.

**Competencies:**

- a) Time Management.
- b) Fluency in English.
- c) Good interpersonal skills.
- d) High degree of integrity and honesty.
- e) Ability to work long hours.

**Applications:**

Interested candidates should submit their applications accompanied by a detailed CV, copies of both academic and professional certificates and testimonials, names and addresses of three reputable referees, contact details (e-mail, telephone) should be addressed to the Permanent Secretary, Ministry of Agriculture, Animal Industry and Fisheries, P.O. Box 102, Entebbe, and delivered to the Security Registry of the Ministry, not later than 5<sup>th</sup> March 2018.