



## 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 (NDP2). The NDP2 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 livestock sector, and in particular Uganda's ability to produce some of the best beef in Africa. However, for this to be achieved a number of sector challenges need to be addressed including; outdated and non-enforced policies, poor production, productivity and quality assurance practices, and marketing and processing facilities which do not meet current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 beef sector within its National Indicative Plan (NIP) for Uganda and agreed to fund a 5 year project, implemented by the Ministry of Agriculture, Animal Industries and Fisheries (MAAIF), to support the development of the beef sector such that it could realize its full potential. The project is called **“Developing a Market-Orientated and Environmentally Sustainable Beef Meat Industry 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 meat 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: Monitoring and Evaluation (M&E) Officer**

Job Title:	Monitoring and Evaluation (M&E) Officer
Number of Positions:	(1)
Reports to:	National Project Coordinator
Salary Scale:	Attractive
Duty Station:	Entebbe, Uganda

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

To support the implementation of a baseline study and M&E framework for the Project.

#### **Duties and Responsibilities:**

Under the overall supervision of the National Programme Coordinator (NPC) at MAAIF and in close consultation with the Chief Technical Advisor (CTA) and the other members of the Project Management Unit (PMU), the M&E Officer will:

- 1) Develop project implementation controls by enforcing adherence of operators/stakeholders to agreed formats, content, quality, and agreed deadlines for M&E report submission;

- 2) Prepare Multiannual Programme Estimates (Logical Framework) and coordinate the accomplishment of the predetermined objectives through the project operators/stakeholders;
- 3) Schedule and conduct regular field monitoring and control visits and compile data and reports received from the project implementers and other PMU professionals;
- 4) Regularly provide guidance on how to fulfill M&E functions and assist to solve field level problems and constraints;
- 5) Work closely with the other PMU staff to plan, draft terms of reference, coordinate and facilitate surveys and thematic impact evaluations;
- 6) Organize annual participatory and interactive planning and evaluation workshops;
- 7) Regularly produce synthetic project M&E reports and notes;
- 8) Perform management control and cost accounting functions, so that physical progress data coming from the M&E system is matched with financial data and within budget;
- 9) Coordinate all communication and knowledge sharing activities specified in the Multiannual Programme Estimates; and
- 10) Perform other related duties as requested by the Project Coordinator.

#### **Educational Qualifications:**

- 1) The successful candidate should have an Honors Bachelor's degree in Agricultural Economics, Business Administration, Environment and Natural Resource Management, Environmental Economics, Social Sciences, Project Planning and Management from a recognized University or training institution.
- 2) In addition, the candidate must have a Master's Degree in Monitoring and Evaluation, Economics, Environment and Natural Resources Management, Project Planning and Management or Development Studies from a recognized University or training institution.

#### **Relevant Experience:**

- 1) Must have a minimum of 5 years working experience in the field of Monitoring and Evaluation, three of which should have been from engaging with Local Governments and rural communities in Uganda.
- 2) Experience of working within donor funded projects is an advantage.
- 3) Proven experience in M&E Framework development and implementation.

#### **Competencies:**

The candidate should have the following competencies:

- Knowledge of Digital based M&E data collection and analysis using open source software.
- Excellent communication, writing and presentation skills as well as a demonstrated commitment to team work.
- Ability to meet targets/objectives within specified timeframes.

- Proficiency in computer, information and communication technology.
- 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 ACCOUNTANT**

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

### **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:**

- 4) At least 5 years of experience in financial and accounting work, solid experience budgeting, planning and reporting on donor funded projects.
- 5) Experience with or knowledge of EDF procedures is a must.
- 6) 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 3: ADMINISTRATION OFFICER**

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

### **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) Monitor project workplans budgets and expenditures and contribute to preparation of budget revisions.
- 2) Monitor procurement activities, review procurement processes, contracts and expenditures and update the procurement plan in compliance with EU regulations.
- 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) Draw up and monitor programmes, activities and appointments.
- 10) Carry out any other administrative assignments as requested by the National Program Coordinator.

### **Qualifications and Experience**

- 1) The applicant should be a Ugandan in possession of a honors bachelor's degree in any of the following fields:-Public Administration, Social Sciences, Secretarial Studies, Office and Information Management, Business Administration, Entrepreneurship, Business Studies, or any related field.
- 2) At least 5 years' experience in administrative functions in Uganda.
- 3) Must have relevant working experience with donor funded projects.

### **Competencies**

- 1) Proficiency in MS Office packages.
- 2) Ability to meet targets/objectives within specified timeframes.
- 3) Good oral and written communication skills.
- 4) Good interpersonal skills.
- 5) Highest degree of integrity and honesty.
- 6) Ability to work long hours.

**POSITION 4: DRIVER**

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

**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.