



Job Advert – Program Assistant - Agronomy

Job Title:	Program Assistant - Agronomy
Job Grade:	KT5
Unit of Service:	Reduce-Reuse-Recycle Rice Initiative for Climate Smart Agriculture Program (R4iCSA Program)
Reports To:	Team Leader - R4iCSA Program
Duty Station:	Uganda
Employment Category:	One Year Renewal Contract
<p>Purpose of the Job Enhance the capacity of the partners under the Reduce-Reuse-Recycle Rice Initiative for Climate Smart Agriculture (R4iCSA) program in Uganda with respect to:</p> <ul style="list-style-type: none"> a) Regenerative agriculture in rice-based farming systems through: <ul style="list-style-type: none"> i. Sustainable rice cultivation ii. Inter/rotational cropping with leguminous species and iii. Management of rice crop waste streams b) Evidence based knowledge products on circular and regenerative models to influence policy shift. 	
<p>Responsibilities: The Program Assistant will provide technical support in agronomy and ensure effective execution of the Reduce-Reuse-Recycle Rice Initiative for Climate Smart Agriculture (R4iCSA) project with respect to:</p> <p>Project planning</p> <ul style="list-style-type: none"> a) Provide technical support in developing a detailed Results Plan and Financial budget. b) Develop and implement training programs for smallholder farmers, and other value chain actors in collaboration with another key project partners. c) Support project partners to develop workplans. <p>Project Implementation: provide technical input to:</p> <ul style="list-style-type: none"> a) Prepare training manuals to be used for relevant training on sustainable rice practices (SRPs); b) Develop capacity of project partners to engage farmers and supervise training of smallholder farmers and other value chain actors/project beneficiaries. c) Support value chain actors and provide technical support in the development of business cases and plans for investment in utilization of rice by-products. d) Provide technical support in the production of feasibility analyses for investment in different rice by-products. <p>Project Monitoring, Evaluation and Learning:</p> <ul style="list-style-type: none"> a) In collaboration with TL-MEL assess uptake of SRPs by SHFs. b) Support in capturing accurate data for tracking performance of project partners. c) Support preparation and review of quarterly progress reports and documentation of success stories, lessons and facilitate sharing of the same. <p>Finance and Administration:</p> <ul style="list-style-type: none"> a) Comply with project financial controls, regulations, and operational guidelines. b) Support basic administrative functions of the office. c) Provide technical input to ensure documentation and efficient management project documents. 	

Information and Communication:

- a) Establish, manage, and maintain strategic relationships with all project stakeholders and partners.
- b) Prepare timely reports on project activities; consolidate findings and prepare reports.
- c) Prepare documentation of best practices including writing/editing articles, press releases, lessons learnt and other learning materials.
- d) Ensure that rice and rice by-products value chain members are informed and can respond quickly when market conditions change

Competences

- a) Extensive knowledge in plant and soil science.
- b) Proficient in mapping and geographic analysis application
- c) Able to provide general direction to various team members on agronomy of various value Chains including Rice.
- d) Able to work in a team environment and possess excellent communication skills and interpersonal skills.
- e) Ability to work independently and proceed with objectives without close supervision.
- f) Experience in effective partnerships and/or linkages with private and public sector in donor funded projects.
- g) Ability to use standard project management tools to plan, schedule, track and manage project performance against deliverables.
- h) Ability to generate innovative solutions in work situations.
- i) You are very good in personal attributes, such as: High attention to detail and accuracy; Presence; Integrity; Self-driven; Courteous; Innovative; and Good management of time.
- j) Applicants with experience in agricultural projects will have added advantages

Educational Qualifications and Experience Required

- a) Bachelor's Degree in Agriculture with emphasis on agronomy, crop, soil, weed management and agribusiness.
- b) Post-graduate degree in Agricultural Sciences.
- c) At least Three (3) Years relevant experience

How to Apply

If you are the right candidate, please send your application letter plus the following:

- ✓ An up-to-date CV, highlighting relevant skills and experience (presented in relation to each of the Responsibilities and each of the experience areas listed above).
- ✓ The names and contacts of three referees, and a daytime contact telephone number of each of them.
- ✓ Copies of Academic Certificate and Transcripts for O' level, A' level - where applicable, Under-Graduate and Post-Graduate qualifications
- ✓ The names and contacts of your immediate supervisor(s) in the current job and two of your immediate previous jobs.
- ✓ Your daytime contact telephone number; and
- ✓ A statement and proof of current remuneration package

Please submit your application documents electronically to recruitment@kilimotrust.org

Address all applications to The Human Resource & Administration Manager, Kilimo Trust.

Deadline for application: Tuesday 11th May 2021.

Only shortlisted candidates will be contacted