



Job Advert – Program Assistant – Agroforestry (01)

Job Title:	Program Assistant – Agroforestry
Job Grade:	KT 5
Unit of Service:	Tree Planting Initiative in Buliisa and Nwoya districts in Uganda
Reports To:	Program Officer
Duty Station:	Kampala with frequent field travels
Employment Category:	Contract

Purpose of the Job

- To Oversee the implementation of the Tree Planting Initiative in Buliisa and Nwoya Districts.

Responsibilities:

Management of Project Partners

- a) Actively support and strengthen linkages between District Officials, KT, Resident Associates, and other relevant stakeholders in the implementation area.
- b) Actively support Resident Associates, Village Agents and farmers to plant and tend the seedlings supplied.

Project Planning:

- a) In liaison with the Program Team, develop detailed project activity work plans and budgets.
- b) Provide technical input in new project proposals.

Project Implementation:

- a) Conduct all activities in accordance with approved project plan.
- b) Analyze the data collected from project implementation and produce knowledge products and briefs.
- c) Build the capacity of the village agents, farmers, and resident associates in Agroforestry.
- d) Implement project plans and track progress against key milestones and deliverables.
- e) Conduct regular field/site visits to manage, guide, review and evaluate project progress.
- f) Implement a system of compliance assessment to ensure adherence to project standards and requirements.

Project Monitoring & Evaluation

- a) Implement monitoring and evaluation strategies and processes in liaison with the M & E Team
- b) Manage and ensure accurate data capturing and analysis about the tree planting initiative.
- c) Prepare and review quarterly progress reports.

Competencies Required:

- a) Excellent Interpersonal and communication skills.
- a) Ability to draft correspondence and correct documents.
- b) Ability to identify discrepancies and errors in Plans, Budget, or automated databases.
- c) Ability to operate Independently when carrying out established, recurring and non-recurring tasks.
- d) Excellent technical skills in writing, editing, formatting, research, negotiation, and verbal communications.
- e) Attention to detail.

Educational Qualifications and Experience Required:

- a) Bachelor's degree in any field of Forestry, or Agroforestry; Environmental Management; Natural Resource Management majoring in Silviculture with strong understanding of Agroforestry and Forest Economics.
- b) A master's degree in will be an added advantage.
- c) A minimum of 3 years of progressive project management, especially in tree planting initiatives.
- d) Demonstrated experience in the Agroforestry sector is an advantage.
- e) Ability to speak and communicate well in any of the local languages of Buliisa and Nwoya is an added advantage.

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: Thursday 27th July 2023

Only shortlisted candidates will be contacted