



Job Advert – Program Officer

Job Title:	Program Officer
Job Grade:	KT 4
Unit of Service:	KT Uganda
Reports To:	Country Team Leader Uganda
Duty Station:	Kampala- with frequent field travels
Employment Category:	Contract

Purpose of the Job

- To provide technical oversight and track processes about quality of results from field implementation of projects, coordination of field work and manage all reporting processes from the various projects under implementation in Uganda

Responsibilities:

Technical:

- a) In liaison with the Country Team Leader, develop detailed projects' activity work plans and budgets.
- b) Develop project implementation and sub-agreement documentation for all implementing partners.
- c) Prepare and provide technical input in new project proposals.
- d) Design new projects and scaling up ongoing projects.
- e) Design new projects' systems and strategy in collaboration with the Country Team Leader.
- f) Design and develop technical project materials and tools to support effective implementation.
- g) Participate in the development and issuance of project procedures and policies to new partners and staff.
- h) Build capacity of the value chain actors and partners on different projects to appreciate structured markets/trade.
- i) Ensure increased productivity, quality and volumes of commodities traded collectively and commercially on the projects under implementation.
- j) Develop and implement business models that enhance efficiency and marketing through structured value chain linkages, improved technology and process management, and hence increased profitability for value chain actors.
- k) Conduct regular field/site visits to manage, guide, review and evaluate projects' progress.
- l) Work project teams examine alternative implementation strategies/approaches/methodologies ensuring value for money.

Project Finance:

- a) Provide inputs that support preparation of annual and other activity budgets, and conduct periodic budget reviews and analyses, undertaking accounts reconciliation of on-site and off-site budgets and reporting to the Country Team Leader
- b) Track budget expenditures for different project teams and partners.
- c) Prepare procurement requests for goods/services that require prior funding agency approval.
- d) Comply with project financial controls and all laid out operational procedures. In liaison with the Program Team, develop detailed project activity work plans and budgets.

Project Monitoring & Evaluation:

- a) Monitor achievements of project deliverables, risks, and any issues as well as impact and report back to Country team Leader as stated in Annual Project Plans

- b) Implement monitoring and evaluation strategies and processes in liaison with the Team Leader Quality Assurance & Resource Mobilization
- c) Manage and ensure accurate data capturing and analysis from country projects.
- d) Prepare and review quarterly, semi-annual, and annual projects' progress reports.

Knowledge Management and Documentation:

- a) Maintain a proper system of project information and documentation.
- b) Prepare regular progress reports and submit the same on time to Country Team Leader.
- c) Review quarterly reports from field assistants, associates and or subcontractors/grantees in relation to sub- contract scope of work.
- d) Maintain accurate record of project implementation activities including lessons learned.
- e) Perform accurate data analysis and interpretation of results and produce simplified illustrated reports and or presentations.

Information and Communication:

- a) Develop effective communication processes and maintain strategic relationships with stakeholders and partners.
- b) Coordinate communications between Country Team Leader and field/project offices
- c) Support the Country Team Leader in preparation of timely reports on project activities.
- d) Consolidate findings and prepare reports.
- e) Coordinate and participate in stakeholder and partners' meetings.
- f) Prepare documentation of best practices including writing/editing articles, press releases and other materials.
- g) Review data and information generated by the projects' activities and prepare information briefs materials for briefing and review sessions.

Leadership & Management:

- a) Supervise and manage the performance of Project Assistants, Technical Assistants, Associates, Enumerators and Consultants to achieve project goals and objectives

Competencies Required:

- a) Able to provide general direction to various team members on project implementation.
- b) Able to work in a team environment and possess excellent communication and interpersonal skills.
- c) Ability to work independently and proceed with objectives without close supervision.
- d) Experience in effective partnerships and/or linkages with private and public sector in donor funded projects.
- e) Ability to use standard project management tools to plan, schedule, track and manage project performance against deliverables.
- f) Ability to generate innovative solutions in work situations.
- g) Ability to write concise impactful field and country level reports to clients.
- h) Ability to multi-task and deliver quality work under tight and sometimes conflicting deadlines.
- i) Good in personal attributes, such as: High attention to detail and accuracy; Presence; Integrity; Self-driven; Courteous; Innovative; and a good manager of time.
- j) Applicants with experience in agriculture project implementation and management will have an added advantage

Educational Qualifications and Experience Required:

- a) Master's degree in Agribusiness Management, Agricultural Extension, Agricultural Economics, Rural Development, or any other relevant degree
- b) Prior training/experience in developing structured market linkages will be an added advantage.
- c) Demonstrated experience in managing projects and teams is an added advantage.
- d) At least Five (7) 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: Thursday 27th July 2023

Only shortlisted candidates will be contacted