Vacancy

<table>
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<tr>
<th>Job Title:</th>
<th>Assistant Program Officer Market Access (01)</th>
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About the Program:
The Development Initiative for Northern Uganda (DINU), a Government of Uganda Programme supported by the European Union (EU) and supervised by Office of the Prime Minister. Together with a consortium of partners, the International Institute of Tropical Agriculture (IITA) has received a grant to implement an action named "Building resilience to enhance food and nutrition security, incomes and health in Northern Uganda". This will be implemented in seven districts of Amolatar, Apac, Dokolo, Otuke and Kwania in Lango sub-region, and Kapelebyong and Amuria in Teso Sub-region.

Under the Market Access and Value addition Unit of the IITA-led action, Kilimo Trust and Rikolto International both consortium partners are responsible for activities of the Increased Market Accessibility Component including facilitating the building and strengthening of market systems, scouting for market opportunities and establishing long term business relationships among value chain actors.

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<th>Job Grade:</th>
<th>KT4</th>
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<tr>
<td>Unit of Service:</td>
<td>KT Uganda</td>
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<td>Reports To:</td>
<td>Country Team Leader</td>
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<td>Direct Reports:</td>
<td>Technical Assistants (05)</td>
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<td>Duty Station:</td>
<td>DINU Office in Dokolo District – Uganda</td>
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<td>Employment Category:</td>
<td>Three Year Contract</td>
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Purpose of the Job
Support the Project Team with project execution and effective implementation of Program Deliverables; formation of business clusters/ consortia and improving the performance of the actors in the consortia.

Responsibilities:

Program Development

- Work closely with the DINU Project Manager in planning, reviewing and improving the project and managing its implementation
- Coordinate agribusiness and market linkage activities and periodically liaise with the other project components to ensure efficient use of resources for effective delivery of project objectives
- Facilitate trade agreements between rural producer organisations and buyers/ processors.
- Establish and sustain partnerships with relevant stakeholders both in the private and the public sector especially Local Government Authorities.

Project Implementation

- Developing market access interventions for different agricultural products
- Establish partnerships with various stakeholders so as to integrate market access services and trainings into field activities.
- Initiate and manage collaborative partnerships with various value chain actors including signing of MoUs.
- Identify market opportunities and product niches
- Improve quality and volumes of various commodities traded collectively and commercially.
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| f) | Develop and Implement business models that enhance efficiency and marketing through structured trade.  
| g) | Promote profitability of farmers and other value chain actors using improved technologies and process management.  
| h) | Work with various stakeholders to improve aggregation centers  
| i) | Assist the project team to establish resource needs and examine alternative implementation strategies/approaches/methodologies.  
| j) | Build the capacity of the value chain actors to profitably engage in structured markets/trade.  
| k) | Develop capacity building materials including manuals, pamphlets and fliers etc  
| l) | Conduct regular field/site visits to manage, guide, review and evaluate project progress.  

**Agricultural Financing**  
Facilitate financial linkages between financial Institutions / cooperatives and providers of Agricultural Services including Crop Insurance

**Project Finance and administration**  
- a) Financial management of the market's component  
- b) Comply with project financial procedures and controls and all the laid out operational procedures  
- c) Ensure timely accountability of imprest and proper recording and documentation  
- d) Support in the development and review of financial reports – quarterly and annual  
- e) Ensure procurement procedures are followed as per KT and funders guidelines  
- f) Develop capacity of partners in finance management and accountability  
- g) Support periodic audits of the projects.

**Project Monitoring & Evaluation**  
- a) Support establishment of indicator baselines  
- b) Implement monitoring and evaluation strategies and processes in liaison with the M & E Officer.  
- c) Manage and ensure accurate data capturing and analysis and its use to improve performance of projects and agribusinesses  
- d) Participate in project reviews and learning events  
- f) Prepare and review weekly, monthly, quarterly and annual progress reports.  
- g) Conduct regular field/site visits to manage, guide, review and evaluate project progress.

**Information and Communication**  
- a) Introduce innovation in ICT to increase efficiency while implementing project deliverables  
- b) Work closely with the KT Country team leaders and DINU project team leaders to ensure effective and unified communication to the various stakeholders and partners.  
- c) Review the communication strategy regularly during its implementation and update in collaboration with other team members.  
- d) Support the DINU Project Team Leader in preparation of timely reports on project activities; consolidate findings and prepare reports.  
- e) Prepare documentation of best practices including writing/editing articles, press releases, lessons learnt and other materials for increasing KT and its partners’ visibility.

**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  
- c) Review quarterly reports from field assistants and/or sub-contractors/grantees in relation to sub- contract scope of work  
- d) Maintain accurate record of project implementation activities and processes including lessons learned  
- e) Perform accurate data analysis and interpretation of results
Educational Qualifications and Experience Required

a) A Master’s in Agriculture, Agricultural Economics, Food Science and Technology or any related field
b) A minimum of four (4) years of progressive experience implementing an agricultural program or handling similar activities
c) Excellent report writing and presentation skills
   Experience in capacity building for small holder farmers and other agricultural value chain actors.
d) Ability to Speak and write any of the local languages used in Amolatar, Apac, Dokolo, Otuke and Kwania in Lango sub-region, and Kapelebyong and Amuria in Teso Sub-region.

Relationship / Interpersonal skills

a) Ability to consult, seek advice, facilitate discussions, support others, solve conflicts and establish trust, credibility and respect among colleagues and partners and stakeholders.
b) Ability to build mutually beneficial partnerships with value chain actors in consortia to enhance efficiency and profitability across the target value chains.
c) Ability to establish linkages with public and private sector partners that adds to KT’s network of partners.

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).
✓ 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 electronically to:
   The Human Resource & Administration Manager
   Kilimo Trust
   Plot No. 42, Princess Anne Drive
   Bugolobi P.O. Box 71782,
   Kampala, Uganda
   Tel: +256 392 264 980/1, 0200 926 498
   Email: recruitment@kilimotrust.org

Kilimo Trust is an equal opportunity employer

Closing Date: 20th March 2020

Only shortlisted candidates will be contacted