



Transforming Lives Through Agribusiness

REQUEST FOR EXPRESSION OF INTEREST
(R4EoI)

1. About the Assignment:

We require a Senior Executive Recruitment Specialist with professional technical expertise in Executive Recruitment and Selection to support the Human Resource Committee (HRC) of the Kilimo Trust Board in the Recruitment and Selection of a Senior Executive from within the East African Region. It is estimated that the assignment will take Six Months to complete.

About Kilimo Trust:

Kilimo Trust (KT) is an independent regional agricultural development organization - working on agriculture for development across the EAC Region. It is head quartered in Uganda and has offices in Tanzania, Kenya and Rwanda. It implements projects across all EAC Partner States.

2. The Associate Expert will be expected to:

- a) Prepare the Recruitment plan
- b) Prepare the Job Advert
- c) Identify suitable candidates for the role and interest them into applying for the position
- d) Prepare the long list for the Candidates and share it with the Search Committee
- e) Guide the Search Committee in short listing four suitable candidates
- f) Prepare the assessment tools and share with the Search Committee
- g) Coordinate the Interview Process including reference checks
- h) Coordinate with the CEO to Manage the Induction Process for the identified candidate.

3. Qualifications and Experience required:

- a) Hands on experience of 10 years in conducting Executive Recruitments
- b) Excellent understanding of use of Assessment Centers to evaluate suitable Executive Candidates
- c) Experience in working with Board Members to coordinate recruitment
- d) Excellent Analytical and Communication skills.
- e) Good Understanding of the dynamics of Regional Trade in Agricultural commodities
- f) Master's in human resource management
- g) Ready to work two days a week with the CEO for six months during the recruitment process and must be based in Kampala Uganda

4. Mode of Application;

Qualified Senior Executive Recruitment Specialists should send in an Expression of Interest PLUS

- ✓ An up-to-date CV, highlighting relevant skills and experience.

- ✓ Three Reference letters from clients you have done similar assignments for;
- ✓ Copies of your academic documents
- ✓ Budget

Please submit your Expression of Interest electronically to:

The Human Resource & Administration Manager

Kilimo Trust

Plot No. 42, Princess Anne Drive

Bugolobi P.O. Box 71782,

Kampala, Uganda

Tel: +256 392-264980

Email: recruitment@kilimotrust.org

Closing Date: 08th March 2019

Only shortlisted candidates will be contacted