



Transforming Lives Through Agribusiness

VACANCY Number	2018-6
Job Title	Program Officer
Job Grade	KT4
Reports To	Program Team Leader
Direct Reports	None
Employment Category	2 years - renewable
Duty Station	Kampala - Uganda (Frequent Travels within East Africa)

Purpose of the Job

- Support the Programme execution and ensure effective implementation of the Project Deliverables; formation of business clusters/ consortiums and improving the performance of the actors in the consortium.
- To support Program Development through Fundraising Initiatives and effective monitoring and evaluation.

Specific Responsibilities

Program Development

- a) Work closely with the Team Leaders on the growth and development of the fundraising Initiatives and managing their implementation.
- b) Develop strong partnerships with the private and public sector for the development of robust value chains.

Project Implementation

- a) Build capacity of the different value chain actors in identified gaps to structure agricultural value chains and markets.
- b) Develop and implement business models that enhance efficiency and marketing through structured value chain linkages, improved technology and process management, and hence increased profitability;
- c) Conduct regular field/site visits to manage, guide, review and evaluate project progress
- d) Assist the Program Team to establish resources need and examine alternative implementation strategies/approaches/methodologies.
- e) Promote use of better post-harvest handling technologies
- f) Coordinate learning visits among value chain actors within the East African region; to promote knowledge sharing.

Agricultural Financing

- a) Review and coach partners on developing bankable business plans.
- b) Assist partners on implementing Best Business Management Practices (BMPs).
- c) Establish linkages between financial institutions, Insurance Companies and consortia partners.

Project Finance and administration

- a) Comply & enforce project financial controls and all laid out operational procedures

Project Monitoring, Evaluation and Learning

- a) Implement monitoring and evaluation strategies and processes in liaison with the MEL Officer
- b) Manage and ensure accurate data capturing using ODK and analysis
- c) Prepare and review quarterly progress reports.
- d) Prepare documentation of best practices including writing/editing articles, press releases, lessons learnt and other materials

Information and Communication

- a) Work closely with the Team Leaders to ensure effective and unified communication to the various stakeholders, partners and donors.

Technical Competence Requirements

- a) Good Understanding and experience in market led value chain development approaches
- b) Good Understanding and experience of the Agricultural Sector within East Africa
- c) Expertise and experience in establishing and nurturing partnerships (Value chain expertise in the development of Private-Public-Partnerships is essential for the achievement of project objectives and deliverables) using the consortium approach to value chain development.
- d) Experience in introduction of new technologies, approaches, models, resources and processes to ensure that value chain actors and smallholder farming communities when operationalize would lead to increased competitiveness;
- e) Ability to design effective capacity building approaches for smallholder farmers and small and medium enterprises to increase productivity and quality of produce;
- f) Designing and developing competitive and sustainable business models to enhance efficiency of local commodity sourcing and marketing through structured value chain linkages, improved technology and process management for increased profitability;
- g) Expertise in project execution especially donor-funded projects in the agri-business sector;
- h) Ability to effectively manage stakeholders and other value chain actors to reach beneficial agreements at project outset and throughout the life of the project;
- i) Ability to use standard project management tools and techniques to plan, schedule, track, correct and manage project performance against deliverables;
- j) Experience in fundraising for the Agricultural Sector in the corporate, charitable, public sectors.
- k) Understanding of the contracting process and ensuring that value chain actors adhere to the agreed standards and procedures.
- l) Expertise in proposal writing and donor relationship management
- m) Ability to manage teams and partner expectations

Problem Solving & Decision Making

- a) Ability to analyse, define, evaluate alternatives, generate solutions and understand when to make decisions

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.

Educational Qualifications and Experience Required

- a) Master's degree in any field of agriculture, food science and nutrition, or agricultural economics; development studies; or any other related field
- b) A minimum of Six years of progressive work experience in Project Management and Implementation with in the East African Region.
- c) Must be able to Communicate very well in English, Kiswahili and French

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 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

Closing Date: 7th December 2018

Only shortlisted candidates will be contacted