

VACANCY Number	2017-6
Job Title	Program Officer
Job Grade	KT4
Reports To	Program Team Leader
Direct Reports	None
Employment Category	2 years - renewable
Duty Station	Dar-es- Salaam - Tanzania

Purpose of the Job

- To support Program Development through Fundraising Initiatives, Program implementation, program coordination & management; administrative support; and monitoring and evaluation.
- Establish Linkages between Financial Institutions and Consortia Partners

Specific Responsibilities

Program Development

- a) Work closely with the Program Team Leader on the growth and development of the fundraising Initiatives, reviewing and improving these Initiatives and managing their implementation.
- b) Develop relationships with Partners and strive to gain relationships with new stakeholders both in the private and the public sector.

Project Implementation

- a) Build the capacity of the value chain actors for various Projects to appreciate structured markets/trade
- b) To increase productivity, quality and volumes of various value chains traded collectively and commercially.
- c) Develop and Implement business models that enhance efficiency and marketing through structured value chain linkages, improved technology and process management, and hence increased profitability of farmers and other value chain actors;
- d) Conduct regular field/site visits to manage, guide, review and evaluate project progress
- e) Assist the Project Team to establish resource need and examine alternative implementation strategies/approaches/methodologies.

Agricultural Financing

- a) Ensure Matching Grant Fund (MGF) partners' access financial credit from lending institutions.
- b) Ensure farmers' access to inputs under pre-financing or other arrangements.
- c) Review and coach partners on developing bankable business plans.
- d) Assist Partners on implementing Best Business Management Practices (BMPs) and graduate into other funding opportunities like equity financing.
- e) Establish linkages between financial institutions and consortia partners.
- f) Develop profitability measurement tools for consortia partners.
- g) Develop profitability analyses, with different scenarios for consortia partners.
- h) Build capacity of consortia partners on profitability measurement.
- i) Establish linkage of farmers to crop insurance services

Project Finance and administration

- a) Comply with project financial controls and all laid out operational procedures
- b) Develop capacity of partners in finance management and accountability

Project Monitoring & Evaluation

- a) Implement monitoring and evaluation strategies and processes in liaison with the M & E Officer
- b) Manage and ensure accurate data capturing and analysis and its use to improve performance of projects and agribusinesses
- c) Prepare and review quarterly and annual progress reports

Information and Communication

- a) Work closely with the Team Leader to ensure effective and unified communication to the various stakeholders and partners.
- b) Support the Project Team Leader in preparation of timely reports on project activities; consolidate findings and prepare reports.
- a) Prepare documentation of best practices including writing/editing articles, press releases, lessons learnt and other materials for increasing KT and its partners' visibility.

Technical Competence Requirements

- a) Ability to Identify and research new sources of funding for the Agricultural Sector in the corporate, charitable and Public sectors.
- b) Ability to build a database for, both major and low level regular giving donors that mainly target the Agricultural sector.
- c) Expertise in Identifying and maximising any funding opportunities for the Agricultural sector
- d) Ability to ensure that Proposals for new projects are finalized as per the required standards and submitted in time.
- e) Ability to lead on the compilation and submission of reports to donors in an appropriate and timely manner.
- f) Excellent understanding of the Public Sector
- g) Expertise and experience in establishing and nurturing partnerships
- h) Expertise in project execution especially donor-funded projects in the agri-business sector
- i) Ability to effectively manage stakeholders and other value chain actors to effectively reach beneficial agreements at project outset and throughout the life of the project.
- j) Ability to use standard project management tools and techniques to plan, schedule, track, correct and manage project performance against deliverables
- k) Understanding of the contracting process and ensuring that value chain actors adhere to the agreed standards and procedures.
- l) Expertise in preparation of bankable business plans for agribusiness partners and Farmer Business Organisations.

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.
- b) Ability to build mutually beneficial relationships with value chain actors in a consortium so that the entire chain works in a cooperative way
- c) Ability to establish linkages with public and private sector partners that adds to Kilimo Trust's list of network of partners.

Educational Qualifications and Experience Required

- a) Master's degree in any field of agriculture, or agricultural economics; development studies; business studies majoring in agribusiness with strong understanding of agribusiness financing and fundraising
- b) A Bachelor's degree in Agricultural Economics OR any related field
- c) A minimum of Six years of progressive Project Management and three of which should be with Government Agencies.
- d) Ability to Speak and write English and Kiswahili very well

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 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: 16th January 2018

Only shortlisted candidates will be contacted