



**8<sup>TH</sup> JANUARY 2024**

## **JOB OPPORTUNITIES**

Volunteer Efforts for Development Concerns (**VEDCO**) in partnership with World Food Program (WFP) is implementing a three-year project, “**The Agriculture Market Support (AMS)**” in the Districts of Kaabong, Karenga, Abim and Kotido in Karamoja region. The project aims at contributing to the achievement of the AMS vision of Smallholder Farmers and Micro & Small Agricultural Enterprise (MSE) owners, especially the youth, women and refugees to participate in, contribute to, and benefit from economic participation in agri-food systems to achieve food security, nutrition and resilience to shocks.

VEDCO is seeking to recruit suitably qualified, experienced, dynamic and highly motivated individuals for the following positions:

<b>No.</b>	<b>Job Details</b>	<b>Qualification &amp; Experience</b>	<b>Key Result Areas</b>
1.	<p><b>Job Ref:</b> VED – 2024–AMS – 1</p> <p><b>Title:</b> Project Coordinator</p> <p><b>Report to:</b> Programs Director</p>	<ol style="list-style-type: none"> <li>1. A Bachelor’s degree in Agriculture, Agri-business, Agricultural Economics or Social Sciences.</li> <li>2. A Master’s degree will be an added advantage.</li> </ol>	<ol style="list-style-type: none"> <li>1. Take lead in coordination and implementation of the project activities as spelt out in the AMS project design.</li> <li>2. Provide technical guidance and support to project staff in the implementation of project activities in</li> </ol>

	<p><b>Contract period:</b> Three years</p> <p><b>No. of positions:</b> 01</p>	<ol style="list-style-type: none"> <li>3. A minimum of 5 years working experience in managing agricultural food security livelihood interventions.</li> <li>4. Good knowledge of Value chain actors and market linkages and related issues.</li> <li>5. Good communication and networking skills and ability to advocate on issues.</li> <li>6. At least 3 years' experience in Programme/Project planning and management.</li> <li>7. Proven track record of leadership skills, project management, budget and resource management.</li> </ol> <p><b>Critical Competences:</b></p> <ol style="list-style-type: none"> <li>1. Strong initiative and self-motivation required, with a commitment to teamwork and effectiveness within a dynamic multi-disciplinary project.</li> <li>2. Coordination, Monitoring and Evaluation skills.</li> <li>3. Excellent report writing skills</li> <li>4. Good decision making and problem-solving skills</li> <li>5. Ability to work under minimum supervision</li> <li>6. Demonstrated people management and supervisory skills.</li> <li>7. Strong interpersonal skills.</li> </ol>	<p>line with the AMS project design, VEDCO mandate and strategic plan.</p> <ol style="list-style-type: none"> <li>3. Train and provide technical support to farmer institution and develop strategies to improve and upgrade on the existing markets.</li> <li>4. Develop project operational work plans/ budgets and write progress reports in line with AMS project design and objectives.</li> <li>5. Develop and maintain an updated data base of the project activities and clientele.</li> <li>6. Conduct annual project staff performance appraisals in line with VEDCO Human Resource Manual.</li> </ol>
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2.	<p><b>Job Ref:</b> VED – 2024–AMS – 01/03</p> <p><b>Title:</b> MEAL Officer</p> <p><b>Report to:</b> Project Coordinator</p> <p><b>Contract period:</b> Three years</p> <p><b>No. of positions:</b> 01</p>	<ol style="list-style-type: none"> <li>1. A Bachelor degree in Statistics, Quantitative Economics or Social Sciences.</li> <li>2. A Post Graduate, especially in Monitoring and Evaluation is an added advantage.</li> <li>3. At least 5 years experience in Project monitoring, evaluation and reporting.</li> <li>4. At least 3 years’ experience in the design and implementation of M&amp;E/MIS in development projects, leaning to Agricultural sector development.</li> <li>5. Three years experience in designing tools and strategies for data collection, analysis and production of high-quality reports.</li> </ol> <p><b>Critical Competencies</b></p> <ol style="list-style-type: none"> <li>1. Proven ICT skills, especially in the conceptualization, utilization and maintenance of Management Information Systems using Monitoring Visualization, and database software.</li> <li>2. Expertise in analysing data using statistical software.</li> <li>3. Robust Capacity building &amp; facilitation skills.</li> <li>4. Unwavering commitment to data-driven program monitoring &amp; evaluation.</li> <li>5. Very good analytical skills</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitor development of farmer groups and their transformation into legally recognized institutions</li> <li>2. Collect and analyze group data from select project sites using PME techniques.</li> <li>3. Monitor and evaluate project activities as defined by the project document.</li> <li>4. Conduct baseline survey and situation analysis for new areas.</li> <li>5. Organize quarterly/bi-annual review meetings and planning at sub-county and district levels.</li> <li>6. Build capacity of female and male farmer groups in participatory M&amp; E tools.</li> <li>7. Keep up-to-date group and beneficiaries’ database and documentation of case studies, success stories and best practices.</li> <li>8. Participate in the training of female and male farmers in the field and maintain an elaborate database of the project</li> </ol>
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3.	<p><b>Job Ref:</b> VED – 2024–AMS – 01/04</p> <p><b>Title:</b> Enterprise Development Officers</p> <p><b>Report to:</b> Project Coordinator</p> <p><b>Contract period:</b> Three years</p> <p><b>No. of positions:</b> 04</p>	<ol style="list-style-type: none"> <li>1. A Bachelor’s Degree in Agriculture, business administration, agriculture economics, agribusiness or Social Sciences.</li> <li>2. Postgraduate training in related field is an added advantage</li> <li>3. At least three years’ work experience in community development work</li> <li>4. Knowledge in extension services delivery</li> <li>5. Experience in youth skilling and programming</li> <li>6. Experience in business incubation and management</li> <li>7. Experience in layering of services</li> <li>8. Knowledge of environmental good practice</li> <li>9. Experience in NGO work.</li> <li>10. Experience in enterprise development, business incubation, management and acceleration</li> <li>11. Experience in agriculture value chain, research and development</li> <li>12. Knowledge in extension services delivery</li> </ol>	<ol style="list-style-type: none"> <li>1. Process market information about farmers, buyers, exporters and input suppliers on a weekly basis according to the stakeholders needs.</li> <li>2. Disseminate the processed information to farmers, buyers and other stakeholders on a weekly basis in accordance to the departmental guidelines and objectives.</li> <li>3. Monitor the adoption rate of the pre- and post-harvest techniques and the impact in reduction of pre- and post-harvest losses in respect to program objectives.</li> <li>4. Train VEDCO staff and farmers in interpretation and usage of market information in line with the training objectives.</li> <li>5. Link farmers’ associations to buyers, exporters and input stockiest through provision of market information and conducting of trade negotiation meetings with respect to stakeholders’ needs.</li> <li>6. Carry out analysis of economics of production of the selected Agro-based enterprises</li> <li>7. Develop activity work plans and budgets and produce monthly and activity reports in line with the approved activities and budgets</li> <li>8. Provide information pertaining to the clients status by updating the clients’ information databank at regular intervals in reference to the organizational objectives</li> <li>9. Develop tools to monitor the agreed terms of trade between marketing associations/ cooperative</li> </ol>
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			<p>societies, buyers and review them with staff.</p> <p>10. Develop a computerized data base to capture information collected and analysis and produce reports about the status of the client out reach.</p> <p>11. Set up community-based market information in line with the program objectives.</p> <p>12. Spearhead the information of marketing associations/ cooperative societies by farmers in VEDCO areas of operation.</p>
4.	<p><b>Job Ref:</b> VED – 2024–AMS – 01/06</p> <p><b>Title:</b> Gender Officer</p> <p><b>Report to:</b> Project Coordinator</p> <p><b>Contract period:</b> Three years</p> <p><b>No. of positions:</b> 01</p>	<ol style="list-style-type: none"> <li>1. Bachelor’s degree in Gender and Women Studies, Social Work &amp; Administration, Developmental Studies or Social Sciences.</li> <li>2. A Master’s degree in the relevant field of Gender Studies or Social Science will be an advantage.</li> <li>3. A minimum of three (3) years of professional experience on gender and social inclusion in the development space and experience in project management.</li> <li>4. Demonstrated experience in private sector development, entrepreneurship and support to women SMEs.</li> </ol> <p><b>Critical Competencies.</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated and strong communication and organization skills, dealing with various stakeholders with different backgrounds and capacity to perform in complex situations;</li> </ol>	<ol style="list-style-type: none"> <li>1. Coordinate all gender activities in line with the Institution and Project requirements.</li> <li>2. Ensure that GALS methodology is integrated in the project and community structures.</li> <li>3. Ensure that gender is mainstreamed in all project documents and reports.</li> <li>4. Liaise with key gender-related NGOs, national and regional institutions and any relevant stakeholders of the project for purposes of partnerships, information sharing, networking and potential operational collaborations.</li> <li>5. Assist in developing indicators to monitor the gender impact of the project supported activities using the Gender Marker System.</li> <li>6. Develop studies and any preparatory documents related to gender for the purpose of project formulation, supervision and post-evaluation.</li> <li>7. Support the Project Coordinator in the development of Terms of Reference for knowledge products related to gender</li> </ol>

		<ol style="list-style-type: none"> <li>2. Ability to build effective working relationships in a diverse multicultural environment.</li> <li>3. Competence in the use of standard Microsoft Office applications.</li> </ol>	<p>assessments and analysis.</p> <ol style="list-style-type: none"> <li>8. Build the capacity of staff in gender issues.</li> </ol>
5.	<p><b>Job Ref:</b> VED – 2024–AMS – 01/07</p> <p><b>Title:</b> Project Accountant</p> <p><b>Report to:</b> Project Coordinator</p> <p><b>Contract period:</b> Three years</p> <p><b>No. of positions:</b> 01</p>	<ol style="list-style-type: none"> <li>1. Bachelor of Commerce or Bachelor of Business Administration with a bias in Accounting.</li> <li>2. A Certified Public Accountant (CPA or ACCA).</li> <li>3. At least 5 years of experience in financial and project accounting work, solid experience in budgeting, planning and reporting on donor funded projects.</li> <li>4. Good knowledge of financial and accounting regulations and procedures of the GoU</li> </ol> <p><b>Critical Competencies</b></p> <ol style="list-style-type: none"> <li>1. Proven knowledge and use of accounting softwares.</li> <li>2. Excellent communication, writing and presentation skills as well as a demonstrated commitment to team work.</li> <li>3. Ability to meet targets/objectives within specified timeframes.</li> <li>4. High degree of integrity and honesty.</li> </ol>	<ol style="list-style-type: none"> <li>1. Compile regional office financial reports and submit them to coordination office in line with VEDCO and donors specified period and program documents / requirements.</li> <li>2. Prepare periodical financial reports for programme/project activities and submit to the Finance Manager.</li> <li>3. Provide technical assistance to the programme/project staff during budgeting and planning sessions in accordance with the VEDCO financial policy.</li> <li>4. Maintain and update a filing system for all accounts documents in line with the financial policy.</li> <li>5. Provide administrative support services to regional staff to ensure smooth running of operations</li> <li>6. Take a lead role in the implementation of regional field activities as scheduled with the regional team</li> <li>7. Manage and coordinate human, material and finance resources of the region office in line with VEDCO mandate.</li> <li>8. Provide technical assistance during programme budgeting process and ensure proper management of programme resources in line with organization mandate.</li> </ol>

6.	<p><b>Job Ref:</b> VED – 2024–AMS – 01/02</p> <p><b>Title:</b> Field officers</p> <p><b>Report to:</b> Project Coordinator</p> <p><b>Contract period:</b> Three years</p> <p><b>No. of positions:</b> 14</p>	<ol style="list-style-type: none"> <li>1. A Bachelor’s degree in Agriculture, Social Sciences or development studies</li> <li>2. At least 3 years’ experience in project implementation.</li> <li>3. Possession of a valid Motor cycle driving permit (Class A) is a <b>MUST</b></li> </ol> <p><b>Critical Competencies.</b></p> <ol style="list-style-type: none"> <li>1. Excellent report writing skills</li> <li>2. Good decision making and problem-solving skills</li> <li>3. Willingness to work upcountry (in the Karamoja region).</li> <li>4. Ability to work under minimum supervision</li> <li>5. Strong interpersonal skills.</li> </ol>	<ol style="list-style-type: none"> <li>1. Development and training of the farmer groups, clusters. (Mobilizations, profiling and validation)</li> <li>2. Linking the farmer groups to the financial institutions, formation and training of VSLA groups.</li> <li>3. Identification and registration of beneficiaries</li> <li>4. Setting up of demonstration plots (gardens), using hands on approach and demo yield data collection.</li> <li>5. Documentation-writing weekly, monthly and quarterly reports</li> <li>6. Planning and organizing exposure field visits, Field days and World Food day celebrations.</li> <li>7. Coordinating the work of the Community based trainers assigned to the area of work/ coverage.</li> <li>8. Guiding farmers on viable enterprise selection and Business plan development.</li> <li>9. Development and support to the Local seed businesses.</li> <li>10. Linkages of the farmer group to the seed breeders/input dealers.</li> </ol>
7.	<p><b>Job Ref:</b> VED – 2024–AMS – 01/10</p> <p><b>Title:</b> MEAL associates</p> <p><b>Report to:</b> MEAL Officer</p>	<ol style="list-style-type: none"> <li>1. A Bachelor degree in Statistics or Quantitative Economics.</li> <li>2. At least 2 years’ experience in Project monitoring, evaluation and reporting.</li> <li>3. Very good analytical skills</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitor development of female and male farmer groups and their transformation into legally recognized institutions</li> <li>2. Collect and analyze group data from select project sites using PME techniques.</li> <li>3. Monitor and evaluate project activities as defined by the project document.</li> </ol>

	<p><b>Contract period:</b> Three years</p> <p><b>No. of positions:</b> 02</p>		<ol style="list-style-type: none"> <li>4. Conduct baseline survey and</li> <li>5. Situation analysis for new areas.</li> <li>6. Organized quarterly/bi-annual review meetings and planning at Sub County and District levels.</li> <li>7. Collect and analyze group data from select project sites using recommendable</li> <li>8. Develop periodic project reports (weekly, monthly quarterly and bi- annual).</li> <li>9. Keep up-to-date group and beneficiaries' database and documentation of case studies, success stories and best practices.</li> </ol>
8.	<p><b>Job Ref:</b> VED – 2024–AMS – 01/08</p> <p><b>Title:</b> Project Driver</p> <p><b>Report to:</b> Project Coordinator</p> <p><b>Contract period:</b> Three years</p> <p><b>No. of positions:</b> 01</p>	<ol style="list-style-type: none"> <li>1. Minimum of Uganda Certificate of Education/ Ordinary level</li> <li>2. Valid Driving license with 3 years' experience</li> <li>3. Training in Defensive Driving will be an added advantage</li> </ol>	<ol style="list-style-type: none"> <li>1. Drive organization vehicles to enable people move from one place to another to meet the organization objectives.</li> <li>2. Keep organization vehicles mechanically sound in line with Uganda traffic laws.</li> <li>3. Transport and deliver organizational mails and messages according to office practice.</li> <li>4. Renew organization vehicle licenses in line with VEDCO vehicle policy and traffic laws</li> <li>5. Ensure safety of passengers and luggage at all times and observe speed limits and all institutional travel guides</li> <li>6. Ensure that vehicles are serviced promptly as per the instructions to the contracted service providers.</li> <li>7. Ensure all vehicles have log books / sheets , pens</li> </ol>

			and maintain accurate vehicle records to ensure that all trips, fuel fill-ups, time and mileage readings are timely recorded and submitted to the finance and administrating manager on a monthly basis.
9.	<p><b>Job Ref:</b> VED – 2024–AMS – 01/09</p> <p><b>Title:</b> Office Assistants</p> <p><b>Report to:</b> Project Coordinator</p> <p><b>Contract period:</b> Three years</p> <p><b>No. of positions:</b> 04</p>	1. At least UCE/ Ordinary level certificate.	<ol style="list-style-type: none"> <li>1. Ensure that the office premises are well maintained hygienically at all times.</li> <li>2. Shop items and prepare refreshment and serve manager and officers in line the VEDCO welfare policy.</li> <li>3. Order lunch for manager and serve them in line with the welfare policy.</li> <li>4. Provide security and account for the utensils in line with the welfare policy.</li> <li>5. Conduct daily Stocktaking of Kitchen items In line with the welfare Policy.</li> <li>6. Maintain the company utensils clean in the kitchen in line with human resource manual</li> <li>7. Provide professional custodianship services to all properties at VEDCO.</li> <li>8. Responsible for closing and opening of VEDCO office premises in time.</li> </ol>

## APPLICATION PROCESS

Interested and duly qualified candidates should submit their applications, detailed CVs with addresses of three (3) traceable referees and copies of relevant academic credentials to; **vedcouganda@gmail.com** not later than **Friday 26<sup>th</sup> January 2024**. Applications should be addressed to the Human Resource Manager. Please quote the job reference for the position you are applying for.

### NOTE:

- VEDCO is an equal opportunity employer.
- All jobs are based in the Karamoja region.
- Only short-listed applicants will be contacted.