



1st August 2024

JOB OPPORTUNITIES

Volunteer Efforts for Development Concerns (**VEDCO**) is implementing a project titled “integrated and Sustainable Production for Inclusive and Resilient Economies (INSPIRE) in Kamuli, Dokolo and Amolatar districts. The project focuses on sustainable, inclusive development and increased productivity and sustainable land use by Small Holder Famers.

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

No.	Job Details	Qualification & Experience	Key Result Areas
1.	<p>Job Ref: VED – 2024–INSPIRE – 01/06</p> <p>Title: Project Coordinator</p> <p>Report to: Programs Director</p>	<ol style="list-style-type: none"> 1. A Bachelor’s degree in Agriculture, Agri-business, Agricultural Economics or Social Sciences. 2. A Master’s degree will be an added advantage. 3. A minimum of 5 years working experience 	<ol style="list-style-type: none"> 1. Take lead in coordination and implementation of the project activities as spelt out in the INSPIRE project design. 2. Provide technical guidance and support to project staff in the implementation of project activities in line with the INSPIRE project design, VEDCO

	<p>Contract period: Five years</p> <p>No. of positions: 01</p> <p>Duty Station: Kamuli district</p>	<p>in livelihood and Environment.</p> <ol style="list-style-type: none"> 4. Good knowledge of Value chain actors and market linkages and related issues. 5. Good communication and networking skills and ability to advocate on issues. 6. At least 3 years' experience in Programme/Project planning and management. 7. Proven track record of leadership skills, project management, and budget and resource management. <p>Critical Competences:</p> <ol style="list-style-type: none"> 1. Strong initiative and self-motivation required, with a commitment to teamwork and effectiveness within a dynamic multi-disciplinary project. 2. Coordination, Monitoring and Evaluation skills. 3. Excellent report writing skills 4. Good decision making and problem-solving skills 5. Ability to work under minimum supervision 6. Demonstrated people management and supervisory skills. 7. Strong interpersonal skills. 	<p>mandate and strategic plan.</p> <ol style="list-style-type: none"> 3. Train and provide technical support to small holder farmers to achieve higher income and resilient livelihoods to climate and market deficiencies. 4. Develop project operational work plans/ budgets and write progress reports in line with INSPIRE project design and objectives. 5. Develop and maintain an updated data base of the project activities. 6. Conduct annual project staff performance appraisals in line with VEDCO Human Resource Manual.
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2.	<p>Job Ref: VED–2024–INSPIRE–02/06</p> <p>Title: MEAL Officer</p> <p>Report to: Project Coordinator</p> <p>Contract period: five years</p> <p>No. of positions: 01</p> <p>Duty Station: Kamuli district</p>	<ol style="list-style-type: none"> 1. A Bachelor degree in Statistics, Quantitative Economics or Social Sciences. 2. A Post Graduate, especially in Monitoring and Evaluation is an added advantage. 3. At least 5 years experience in Project monitoring, evaluation and reporting. 4. At least 3 years’ experience in the design and implementation of M&E/MIS in development projects, leaning to Agricultural sector development. 5. Three years experience in designing tools and strategies for data collection, analysis and production of high-quality reports. <p>Critical Competencies</p> <ol style="list-style-type: none"> 1. Proven ICT skills, especially in the conceptualization, utilization and maintenance of Management Information Systems using Monitoring Visualization, and database software. 2. Expertise in analysing data using statistical software. 3. Robust Capacity building & facilitation skills. 4. Unwavering commitment to data-driven program monitoring & evaluation. 5. Very good analytical skills 	<ol style="list-style-type: none"> 1. Monitor development of farmer groups and their transformation into legally recognized institutions 2. Collect and analyze group data from select project sites using PME techniques. 3. Monitor and evaluate project activities as defined by the project document. 4. Conduct baseline survey and situation analysis for new areas. 5. Organize quarterly/bi-annual review meetings and planning at sub-county and district levels. 6. Build capacity of female and male farmer groups in participatory M& E tools. 7. Keep up-to-date group and beneficiaries’ database and documentation of case studies, success stories and best practices. 8. Participate in the training of female and male farmers in the field and maintain an elaborate database of the project
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3.	<p>Job Ref: VED – 2024–INSPIRE – 03/06</p> <p>Title: Project Accountant</p> <p>Report to: Project Coordinator</p> <p>Contract period: Five years</p> <p>No. of positions: 01</p> <p>Duty Station: Kamuli district</p>	<ol style="list-style-type: none"> 1. Bachelor of Commerce, Bachelor of Business Administration with a bias in Accounting and Bachelor of accounting and finance 2. A Certified Public Accountant (CPA or ACCA). 3. At least 5 years of experience in financial and project accounting work, solid experience in budgeting, planning and reporting on donor funded projects. 4. Good knowledge of financial and accounting regulations and procedures of the GoU <p>Critical Competencies</p> <ol style="list-style-type: none"> 1. Proven knowledge and use of accounting softwares. 2. Excellent communication, writing and presentation skills as well as a demonstrated commitment to team work. 3. Ability to meet targets/objectives within specified timeframes. 4. High degree of integrity and honesty. 	<ol style="list-style-type: none"> 1. Compile project periodical financial reports and submit them to coordination office in line with VEDCO and donors specified period and program documents / requirements. 2. Provide technical assistance to the programme/project staff during budgeting and planning sessions in accordance with the VEDCO financial policy. 3. Maintain and update a filing system for all accounts documents in line with the financial policy. 4. Provide administrative support services to regional staff to ensure smooth running of operations 5. Take a lead role in the implementation of regional field activities as scheduled with the regional team 6. Manage and coordinate human, material and finance resources of the region office in line with VEDCO mandate. 7. Provide technical assistance during programme budgeting process and ensure proper management of programme resources in line with organization mandate.

4.	<p>Job Ref: VED – 2024–INSPIRE – 04/06</p> <p>Title: Project Officers</p> <p>Report to: Project Coordinator</p> <p>Contract period: 5 years</p> <p>No. of positions: 3</p> <p>Duty Station: Kamuli, Dokolo & Amolatar districts</p>	<ol style="list-style-type: none"> 1. A Bachelor’s degree in Agriculture or a related discipline 2. At least 3 years’ experience in project implementation. 3. Possession of a valid Motor cycle driving permit (Class A) is a MUST <p>Critical Competencies.</p> <ol style="list-style-type: none"> 1. Excellent report writing skills 2. Good decision making and problem-solving skills 3. Willingness to work in Kamuli, Dokolo and Amolatar 4. Ability to work under minimum supervision 5. Strong interpersonal skills. 	<ol style="list-style-type: none"> 1. Development and training of the farmer groups, clusters. (Mobilizations, profiling and validation) 2. Linking the farmer groups to the financial institutions, formation and training of VSLA groups. 3. Identification and registration of beneficiaries 4. Setting up of demonstration plots (gardens), using hands on approach and demo yield data collection. 5. Documentation-writing weekly, monthly and quarterly reports 6. Planning and organizing exposure field visits, Field days and World Food day celebrations. 7. Coordinating the work of the Community based trainers assigned to the area of work/ coverage. 8. Guiding farmers on viable enterprise selection and Business plan development. 9. Development and support to the Local seed businesses. 10. Linkages of the farmer group to the seed breeders/input dealers.
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5.	<p>Job Ref: VED – 2024–INSPIRE – 05/06</p> <p>Title: Project Assistants</p> <p>Report to: Project Coordinator</p> <p>Contract period: Five years</p> <p>No. of positions: 18</p> <p>Duty Station: Kamuli, Dokolo & Amolatar districts</p>	<ol style="list-style-type: none"> 1. A diploma in Agriculture or related discipline. 2. At least 2 years’ experience in project implementation. 3. Possession of a valid Motor cycle driving permit (Class A) is a MUST <p>Critical Competencies</p> <ol style="list-style-type: none"> 1. Possess excellent interpersonal, communication, public speaking, and strategic planning skills required. 2. Demonstrated ability to manage multiple priorities, deadlines, tasks efficiently. 3. Ability to work under minimum supervision 4. Should be computer-literate with knowledge in Word, Excel, and PowerPoint. 5. Possess a valid riding permit 	<ol style="list-style-type: none"> 1. Development and training of the farmer groups, clusters. (Mobilizations, profiling and validation) 2. Linking the farmer groups to the financial institutions, formation and training of VSLA groups. 3. Identification and registration of beneficiaries 4. Setting up of demonstration plots (gardens), using hands on approach and demo yield data collection. 5. Documentation-writing weekly, monthly and quarterly reports 6. Planning and organizing exposure field visits, Field days and World Food day celebrations. 7. Coordinating the work of the Community based trainers assigned to the area of work/ coverage. 8. Guiding farmers on viable enterprise selection and Business plan development. 9. Development and support to the Local seed businesses. 10. Linkages of the farmer group to the seed breeders/input dealers.

6.	<p>Job Ref: VED – 2024–INSPIRE – 06/06</p> <p>Title: Office Assistants</p> <p>Report to: Project Coordinator</p> <p>Contract period: Five years</p> <p>No. of positions: 03</p> <p>Duty Station: Kamuli, Dokolo & Amolatar districts</p>	<p>1. At least UCE/ Ordinary level certificate.</p>	<ol style="list-style-type: none"> 1. Ensure that the office premises are well maintained hygienically at all times. 2. Shop items and prepare refreshment and serve manager and officers in line the VEDCO welfare policy. 3. Order lunch for manager and serve them in line with the welfare policy. 4. Provide security and account for the utensils in line with the welfare policy. 5. Conduct daily Stocktaking of Kitchen items in line with the welfare Policy. 6. Maintain the company utensils clean in the kitchen in line with human resource manual 7. Provide professional custodianship services to all properties at VEDCO. 8. Responsible for closing and opening of VEDCO office premises in time.

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; **vedcohr@gmail.com** not later than **16th August, 2024**. Applications should be addressed to the Human Resource Manager. Please quote the job reference and desired duty station (where applicable) of the position you are applying for.

NOTE:

- VEDCO is an equal opportunity employer.
- All jobs are based in the Kamuli, Dokolo and Amolatar districts.
- Only short-listed applicants will be contacted.