



## MINISTRY OF WATER AND ENVIRONMENT

### JOB ADVERTISEMENT

#### 1. Background:

The Ministry of Water and Environment is implementing the Farm Income Enhancement and Forestry Conservation (FIEFOC) Programme (Project 2). The project's specific objective is to improve household incomes, food security, and climate resilience through sustainable natural resources management and agricultural enterprise development.

The project consists of four components namely: (i) Agriculture Infrastructure Development; (ii) Agribusiness Development; (iii) Integrated Natural Resources Management; and (iv) Project Management.

The Ministry of Water and Environment is the execution agency in Collaboration with Ministry of Agriculture, Fisheries and Animal Industry. A National Project Coordination Unit (NPCU) housed in the Ministry of Water and Environment coordinates the activities of the project.

The Ministry of Water and Environment therefore wishes to recruit a qualified person to provide technical support to the project as specified below.

2. **Job Title:** Programme Officer
3. **Reports to:** National Coordinator Farm Income Enhancement and Forestry Conservation (FIEFOC) Programme
4. **Location and operations:** The officer will be based in Kampala with frequent travels upcountry
5. **Terms of Appointment:** Two (2) year Contract (Renewable subject to satisfactory performance).

#### 6. Job Purpose

To manage the project information-communication-networking activities in close cooperation with components and other stakeholders in order to achieve development objectives. He / She shall provide guidance to the Local

Governments (LGs) to ensure that the activities under the project are adequately executed in line with project objectives and standards.

## **7. Key Result Areas:**

- a) Development and implementation of the Project Communication Strategy
- b) Preparation of information to update the Project / MWE Website
- c) Development of Information, Education and Communication (IEC) materials for the Media, public and stakeholders including project documentaries, press releases and briefs
- d) Collaborate with District Technical Support Teams (DTST) and other local implementation partners

## **8. Duties and Responsibilities**

Working closely with the Component Coordinators and the NPCU team, the Programme Officer will carry out the following tasks:

- a) Develop and supervise the implementation of the Project Communication Strategy in line with the Project Development Objective;
- b) Coordinate the development and production of Information, Education and Communication (IEC) materials (fliers, media supplements, project updates, newsletters etc.) in liaison with the various project staff, component heads and stakeholders to ensure quality and timely dissemination;
- c) Support the LGs in the work-plan implementation and reporting through regular mentoring visits, including meetings with District Technical Support Teams (DTSTs); document the best practices and approaches for deepening the knowledge base of the achievements of the results.
- d) Collaborate with implementation partners, support interactions with project component units, and provide timely and appropriate interventions to address implementation issues and bottlenecks;
- e) Coordinate efforts to strengthen the relations with media practitioners to promote a positive image of the Project and to enhance visibility of the activities; and access of the target population; and organize media events such as press conferences and talk-shows.
- f) Assisting in the preparation and review of various program documents.
- g) Participating and effectively represent the Project in internal and external meetings related to the implementation of the project.

- h) Attending to any other duties as may be assigned by National Project Coordinator.

**9. Qualifications and experience):**

- a) Applicants should be Ugandans holding a honours degree in Social Sciences, Arts, Public Relations, Economics or equivalent from recognised Institutions.
- b) A Master's degree in Development Communication or Social Development
- c) A minimum of 5 years of professional experience in communication at a senior position in public or private organizations, international agencies or other reputable Organizations,
- d) Experience in communication and media relations, media campaigns and promotional material development
- e) Good understanding of decentralization and local governance and supporting social service delivery systems at the local level
- f) Experience in working with grass roots communities, non-governmental organizations, multilateral and bilateral development agencies
- g) Excellent communication skills (verbal and written)
- h) High level of honesty, integrity and versatility
- i) Should be able to work with minimum supervision
- j) Excellent knowledge in Computer usage especially MS office

**Remuneration:** Attractive remuneration commensurable with Qualifications and Experience.

**Mode of Applications:**

All applications must be accompanied with recent 3 pass port photos and CVs detailing work experience, present position, current remuneration, professional and educational qualifications. Applicants must also include contact details (Day telephone contact and e-mail) of three (3) referees.

Applications addressed to Permanent Secretary, Ministry of Water and Environment, Old Portbell Road, Luzira P.O.Box 20026, Kampala should be delivered to the Ministry not later than **5.00pm Friday 4<sup>th</sup> May, 2018.**