



## **MINISTRY OF WATER AND ENVIRONMENT**

### **VACANCY ANNOUNCEMENT**

#### **ADVERT**

### **NDICI/2024/459-667: PARTNERING FOR FORESTS DEVELOPMENT PROJECT – GOVERNANCE, SOCIAL INCLUSION AND COORDINATION**

#### **Background**

The Ministry of Water and Environment, with support from the European Union and the Royal Danish Government, is implementing the Partnering for Forests (P4F) Project. The project is as a result of the Memorandum of Understanding signed between the European Union and the Government of Uganda on 8th November 2022 in Sharm el Sheikh, Egypt with a mutual goal of enabling forests to fulfill their multiple roles in society, economy and environment. The overall objective of this project is to implement targeted sustainable development, climate change adaptation and mitigation, and biodiversity conservation by addressing critical issues in forest governance and management in Uganda, contributing to both national economic development and global environmental goals

In order to successfully implement the project, the following staff have been identified as critical in project implementation:

**1. Job Title:** Technical Support Officer

**No. Vacancy:** 1

**Duty Station:** Head Office

**Contract Duration:** 2 years (Renewable)

## **Reporting lines**

The Technical Support Officer will work under the overall supervision of the National Project Coordinator of the P4F Project/EU Partnership, in close coordination with other component heads and the staff of the Department of Forestry Management (DFM) assigned to the Project.

## **Technical Focus**

The Technical Support Officer will provide expert knowledge and guidance related to technical aspects of the P4F Project and the Forest Partnership.

## **Key duties and responsibilities of the Technical Support Officer will among others include:**

- Technical guidance: Provide expert guidance to the program coordinator and other team members on technical aspects of the program, helping them troubleshoot technical challenges that arise during project implementation and make informed decisions.
- Standards Adherence and Quality Control: Ensure that all forestry activities adhere to relevant industry standards, environmental regulations, and best practices and implement quality control measures to guarantee achievement of the project goal.
- Skills enhancement: Identify areas where community members, project staff and other implementation partners need technical skills improvement and facilitate / propose and organize appropriate training sessions.
- Technical Monitoring: undertake an internal review of the log frame and develop/update technical indicators and parameters to monitor the progress and quality of the program ensuring they align with the current program context and are standard. Also, work with the M&E Specialist to deliver the Monitoring Evaluation And Learning (MEAL) component of the program.
- Innovation: Stay up to date with the current affairs in the forestry sector including latest advancements in forestry research and technology, opportunities for resource mobilization, trade, regulation, integrating innovative approaches and best practices into project activities whenever applicable, especially issues that might require the attention of the political dialogue.
- Technical Reporting: Prepare detailed quality and timely periodic technical reports and provide support to the Project Accountant with variance notes

to financial reports ensuring they are of a high standard for sharing with program stakeholders, Support coordination and integration of interventions across all the four project components in line with the Forest Partnership Road-map. Provide support to the communications officer and improve on communications/ visibility of the Project.

- Support organization of and participate in all Programme Steering Committee meetings, Forest Partnership Political Working Group and Technical Working Group meetings

### **Minimum requirements**

- An advanced university degree (Master's degree or equivalent) in Forestry, conservation, ecology, environmental science and or related field is required.
- A first level university degree in forestry, community forestry, conservation, environmental science or relevant academic qualifications
- At least 10 years of professional experience at a strategic level, involving planning, management and reporting in the areas of forestry, environment and conservation.
- Experience with implementing EU funded projects will be an added advantage
- Professional certification/accreditation in project management is an added advantage
- This position is open to both local and international candidates.

## **2. Job Title: Finance and Administration Officer/ Project Accountant:**

**No. Vacancy:** 1

**Duty Station:** Head Office

**Contract Duration:** 2 years (Renewable)

### **Technical Focus**

The Finance and Administration Officer will support the project to prepare financial forecasts, budgets and financial reports. Develop detailed financial forecasts that project the future financial performance and funding requirements of the project including preparation of accurate and timely financial reports that

provide a clear overview of the project's financial status and oversee the financial management team, providing guidance, support, and supervision to ensure that all financial activities are conducted efficiently and effectively.

### **Reporting lines**

The Finance and Administration Officer will report to the AC Accounts in consultation with the NPC. He or she will work closely with the Finance and Administration Department of the Ministry of Water and Environment under the P4F Project Coordination Unit.

### **Tasks and Responsibilities**

- Perform routine financial administration support and transaction processing tasks
- Developing detailed project budgets, work plans, including cost breakdowns for different components and activities.
- Monitoring budget execution against approved plans, identifying potential cost overruns and proposing corrective actions.
- Conducting regular financial analysis of project expenditures to assess efficiency and effectiveness.
- Preparing financial reports highlighting key performance indicators and the financial health of the project.
- Overseeing the process of disbursing funds to implementing partners, ensuring compliance EU special conditions.
- Reviewing and approving payment requests from project contractors and suppliers.
- Overseeing the process of disbursing funds to implementing agencies, ensuring compliance with EU special conditions.
- Reviewing and processing payment requests from project contractors and suppliers.
- Make available auditable documents such as book of account financial Statements, project documents and annual work plan to be provided to external auditors.
- Facilitate the work of external auditors and make a follow up action to rectify the audit finding and take adequate correcting measure in subsequent periods.
- Perform other duties as required.

### **Minimum Requirements**

- An advanced university degree (Master's degree or equivalent) in Accounting, business administration, finance or related field is required.
- A first level university degree in the above-mentioned fields with a combination of relevant academic qualifications (certification/training in finance/Accountancy)
- Professional certification/accreditation as a Certified Public Accountant (CPA), Chartered Accountant or by a similar professional body is a MUST
- International Public Sector Accounting standards (IPSAS) is required. International Financial Reporting Standards (IFRS) is required.
- Five years of relevant experience in finance, accounting, cash management and related support work.
- Experience with implementing EU funded programs is an added advantage.
- A national of the republic of Uganda

### **3. Job Title: M&E Officer**

**No. Vacancy:** 1

**Duty Station:** Head Office

**Contract Duration:** 2 years (Renewable)

#### **Reporting lines**

Reporting to the National Project Coordinator through the Technical Support Officer and working closely with the other project staff including component heads, DFM staff pre-assigned to the project, and liaise with other P4F implementing partners and agencies.

#### **Technical Focus**

The Project M& E Officer will be responsible for development of the P4F project and forest partnership M&E framework, collect and analyze data from implementing partners & agencies, and furnish the Technical Support Officer & National Project Coordinator with all required data/information for completion of technical reports.

#### **Key duties and responsibilities of the M&E Officer will among others include:**

- Developing P4F Project M&E Framework that aligns with the project's objectives, outcomes, and indicators across the different Components with P4F Implementing Partners and the Forest Partnership. This framework

should outline the methodologies, tools, and processes for data collection, analysis, and reporting.

- Coordinate and oversee data collection activities across all implementing partners and agencies. Ensure that data is collected systematically and in a timely manner according to the M&E framework.
- In collaboration with the other implementing partners of the P4F Project, develop and maintain a robust data management system to store, process, and retrieve data. He/she will provide technical support and manage the Project's Information System and Applications. The officer will be responsible for developing tools for capturing real time data on activities and Key performance indicators (KPIs)
- Analyze collected data to assess project performance against targets. Use statistical tools and software to interpret data and identify trends, patterns, and areas needing improvement.
- Furnishing the Technical Support Officer(TSO) and Project Coordinator (PC) with Required Data/Information for Completion of Technical Reports
- Communicate findings and insights to the TSO, NPC, and other stakeholders. This involves presenting data in a clear and understandable manner, using visuals such as charts and graphs where appropriate.
- Train project staff and partners on M&E best practices, tools, and methodologies. Ensure that all stakeholders understand their roles in the M&E process.
- Plan and conduct mid-term and end-of-project evaluations to assess overall project impact and effectiveness, while periodically updating the Forest Partnership.

### **Minimum Requirements**

- Master's degree in economics, statistics or natural science disciplines;
- Postgraduate Diploma in monitoring and evaluation
- Understanding the current M&E systems in development organizations with at least +10 years minimum of experience in monitoring and evaluation positions.
- At least 5 of working experience in forestry or related projects involving GIS data collection and management;
- Experience in conservation projects will be an added advantage.
- Experience in implementing EU-funded projects, including familiarity with EU monitoring and evaluation frameworks such as GERF and OPSYS, will be an added advantage.
- Professional certification/accreditation in project management is an added advantage

**4. Job Title:** Program Outreach Officer

**No. Vacancy:** 1

**Duty Station:** Head Office

**Contract Duration: 2 years**

### **Reporting Lines**

The Program Outreach Officer (PCO) will work under the overall supervision of the National Project Coordinator of the EU Partnership, the Technical Advisor, in close coordination with other component heads and the staff of the Forestry Sector Support Department.

### **Technical focus**

The PCO will be charged with developing a project component awareness plan in line with the foreseen project activities and in alignment with the EU communications guidelines. He / She will be responsible for capturing strategic impact stories of the project component.

### **Key duties and responsibilities**

- Prepare a detailed project component outreach plan that aligns with the EU's communication guidelines.
- Develop a comprehensive Project Component awareness plan specifying activities to be undertaken, timelines, and responsibilities.
- Support project component internal communication ensuring that project staff and immediate target stakeholders are up to date with achievements of milestones, potential risks and challenges and ongoing activities.
- In liaison with PCU and other project staff, develop and disseminate information education and communication (IEC) materials about the project component among the direct target group.
- Support the NPC in effective preparation of content for the Forestry Programme steering committee meetings, Project Component technical engagements and other related events.
- Ensure effective implementation of the project component awareness activities in line with project objectives.
- In collaboration with the M&E Officer, compile and document the lessons learnt in the course of implementing project activities, including impact stories and areas for improvement. Share these lessons with PCU as a

reference for future programming and possible strategic communication by the Ministry of Water and Environment and / or the EU.

### **Minimum requirements**

- A degree in mass communication, sociology, education, forestry or agricultural extension and other relevant subjects or equivalent experience of working at a similar level in specialist area
- Master's degree in any of the above fields with a bias in extension services, community development, natural resources management or any other related fields
- At least 10 years' experience in community mobilisation, rural development, forestry extension, stakeholder engagements, or related field.
- At least 5 years of professional experience in developing and implementing outreach programmes in reputable national and international organizations
- Training or experience in ESG (Environment, Sustainability and Governance) is added advantage.
- Must be a Ugandan national

All applications must be accompanied with recent (3) passport size photographs and CVs detailing work experience, current remuneration, professional and educational qualifications. Applicants must also include contact details (telephone and email) of three (3) referees.

A detailed job description and person specifications can be accessed on <https://www.mwe.go.ug>

**Applications should be addressed to the Permanent Secretary, Ministry of Water and Environment, Old Port Bell Road, Luzira P.O Box, 20026, Kampala and should be delivered to the Ministry Headquarter not later than Friday 13<sup>th</sup> February, 2026.**

Dr. Alfred Okot Okidi

**PERMANENT SECRETARY**

