



## **MINISTRY OF WATER AND ENVIRONMENT VACANCY ANNOUNCEMENT**

### **Background**

The Government of Uganda (GOU) represented by the Ministry of Water and Environment (MWE) with financial support from the World Bank is implementing the Irrigation for Climate Resilience Project (ICRP). The project development objective (PDO) is to provide farmers in the project areas with access to irrigation and other agricultural services and to establish Operation and Maintenance arrangements for irrigation service delivery. The project is implemented by the MWE as Project Executing Agency and the Ministry of Agriculture Industry and Animal Fisheries (MAAIF) as the Technical Implementation Partner for activities that fall under MAAIF mandate.

The Irrigation for Climate Resilience Project (ICRP) aims to support the Government of Uganda (GoU) in the shift towards more resilient agriculture through the development of sustainable irrigation services. The project intends to address Uganda's climate change vulnerabilities by: (i) promoting adoption of irrigation by small farmers, in synergy with other agriculture inputs and technologies; (ii) increasing water storage capacity; (iii) promoting drainage; and (iv) promoting sustainable catchment management. Through the introduction of irrigation services, combined to the provision of extension services and facilitated access to agri-inputs, farmers are expected to record more stable and higher yields, increase intensification (by cropping also during the dry season), and diversification (by introducing higher value crops). This change will be pulled by the market, with irrigation becoming the anchor for stronger producer organizations and development of value chains. The project recognizes the need to explore a range of irrigation models adapted to local needs.

The ICRP Implementation Manual (PIM) arrangements require a Project Support Team (PST) to be established under Component 3 to augment the MWE and MAAIF Project Implementation Unit (PIU) capacity for supporting the smooth implementation of the Project.

The Ministry of Water and Environment invites suitably qualified individuals, with qualifications and experience to apply for the under listed positions. The successful candidates will be required to commence work as soon as possible.

## **1. Post: GRANT FUND MANAGER**

**Reports to:** Project Coordinator and Component 2 Coordinator

**Number of Vacancy: -** 1 (One)

**Duration of Contract:** 18 Months

**Duty station:** Kampala and Entebbe

### **Duties and Responsibilities:**

#### ***a) Establish detailed mechanisms and systems for implementation of each of the matching grants, in line with the Matching Grant Operational Manual:***

- Upon recommendation of MAAIF, establish systems (software and hardware) for flow of funds.
- Develop detailed eligibility criteria for each of the matching grants
- Design a roll-out strategy for the matching grant investments.
- Provide pre-investment business advisory support to project implementers to prepare proposals that are bankable with detailed techno-commercial feasibility.

#### ***b) Provide technical support and due diligence on matching grant allocations***

- With input from project implementers, establish relationships with potential service providers;
- Screen and provide due diligence on applications for matching grants;
- Provide trainings to implementers and/or recipients as required and as challenges are identified;
- Suggest and document a mechanism to supervise, monitor, and evaluate the implementation of matching grants by FOs and the project monitoring unit,
- Upon recommendation of MAAIF/MWE, identify grant and development financing opportunities available to complement project efforts through government, development partners, private sector, and non-government organizations.
- Provide approaches that ensure gender consideration in the design and implementation of project activities, training programs and knowledge sharing events.

#### ***c) Ensure effective implementation of the assignment activities***

- Produce periodic reports on the performance of the grants, as required by the Grant Management Committee.
- Prepare documentation for grant evaluation, approvals, and disbursements.

- Analyse and evaluate grant applications, proposals, and awards to ensure adherence to grants management regulations.
- Ensure proper education of the grantees about the terms and conditions for grants.
- In close consultation with MAAIF, analyse budget estimates and ensure rationalization (equitable allocation) of available funds among the different categories of beneficiaries.
- Prepare grants agreements, and ensure the required documentation is complete.
- Conduct pre-award audits of possible grantees, in addition to audits during implementation and at close-out, as needed and identified in the Matching Grants Operational Manual and in coordination with the Finance team.
- Monitor financial management of grant funds to ensure consistency with the agreed technical plan and actual implementation, and monitor the projected expenditures against their actual incurrence.
- Monitor grantees to ensure they implement and administer grants according to grant agreements, investment plans, and other regulations

### **Education Qualifications and Experience:**

- Bachelors' Degree in Agriculture, Agribusiness, Agricultural Economics, Entrepreneurship, Business Administration (Accounting or Finance option), Bachelor of Commerce or other related courses.
- Masters' Degree in Business Administration, (Accounting or Finance option) Agricultural Economics, Entrepreneurship, Project planning and management, finance, economics, or related fields.
- At least 5 years' experience in Grants design and administration, management, and oversight
- Demonstrated leadership, integrity, versatility, and clean record
- Proven expertise and experience reviewing and preparing budgets, reviewing financial reports, preparing for and monitoring audits of grantees, and file management
- Demonstrated ability to work in a fast-paced environment and deliver results on tight deadlines
- Previous experience working as a Grants Manager or in similar capacity.

## **2. Post: GRANTS OFFICER-INFORMATION TECHNOLOGY**

**Reports to:** Grant Fund Manager  
**Number of Vacancy:** 1 (One)  
**Duty Station:** Kampala and Entebbe  
**Duration of Contract:** 18 Months

**Duties and Responsibilities:**

***a) Under the E-Voucher Management System used to implement the input matching grants***

- *Database Management:* oversee the administration, monitoring, and maintenance of the input-matching grants database system, ensuring data integrity, security, and accessibility. Ensure that the best practices in database design, optimization, and performance tuning are adhered to.
- *System Upgrades and Maintenance:* Lead system upgrades, ensuring minimal disruption to operations. Test and deploy updates, and work hand in hand with the e-VMA to coordinate staff training and notifications.
- *Troubleshooting and Technical Support:* Identifying and overseeing the resolving of technical issues related to the input matching grants database and IT systems. Provide timely technical support to end-users.
- *Reporting and Data Analysis:* Utilize data analytics tools to generate complex reports related to the input matching grant, approvals, disbursements, and performance metrics. Create custom dashboards for real-time monitoring.
- *Data Quality Assurance:* Oversee data quality initiatives, ensuring data accuracy, completeness, and consistency. Implement data validation rules and data cleansing processes.
- *Compliance and Workflow Automation:* Oversee the developed and implemented automated workflows and alerts to ensure that all grant-making activities adhere to established procedures and compliance requirements. Integrate compliance checks into the IT system.
- *Monitoring and Evaluation System:* Collaborate with the Monitoring and Evaluation team to design and implement a robust system for tracking and evaluating the impact of the input Matching Grants. Support with Implementing data collection and reporting mechanisms.

***b) Grant management***

- Liaise with the Project Team to ensure accurate and adequate paper and electronic document retention.
- Training the project stakeholders on the e-voucher management system (e-VMS) as requested from time to time during the project implementation
- Analyse input matching grants-related data and generate reports for the project steering and technical committees.
- Solve IT-related problems and complex input-matching grant scenarios; consult/liase with finance and/or IT departments and NITA-U.
- Support to design a roll-out strategy for the input-matching grant investments

***c) Ensure effective implementation of Grants in the ICRP***

- Support the production of periodic reports on the performance of the grants, as required by the client
- Assist in ensuring proper sensitization of the grantees about the terms and conditions of grant applications, proposals, and implementation procedures.
- Assist in analyzing budget estimates and ensuring equitable allocation of available funds among the different categories of beneficiaries
- Assist in preparing grant agreements, and ensuring the required documentation is complete
- Assist in conducting pre-award verification of securities of possible grantees.
- Perform other related duties as assigned by the supervisors

**Education Qualifications and Experience:**

- i. Bachelor's Degree in Computer Science, Software Engineering, Information Technology, or Statistics— computing option. A Master's degree in related field is preferred
- ii. Proven experience in system development, database management, programming, and application development.
- iii. Professional qualifications in database administration are an added advantage.

- iv. Candidates should have a minimum of 4 years of professional work experience, with some knowledge or background in designing grant procedures and/or management systems and compliance issues.
- v. At least 3 years of hands-on experience working with enterprise databases and building end-user applications
- vi. At least 3 years' experience in designing, building, and maintaining applications and wallet systems in CodeIgniter, Cyclos
- vii. Excellent skills in building scripts for data backup, recovery, security, and integrity
- viii. Data management experience, familiarity with data systems and business processes
- ix. Financial or business analysis skills
- x. Well-developed facilitation and teaching skill
- xi. Exceptional communication skills
- xii. Proficiency in Microsoft Office, especially with Excel and PowerPoint
- xiii. Experience with complex database systems, experience with MicroEdge GIFTS or comparable grants management software preferred
- xiv. Ability to multitask and work independently and as part of a team to meet tight deadlines in a fast-paced environment.

### **3. Post: FARMER INSTITUTION DEVELOPMENT SPECIALIST**

**Reports to:** Project Coordinator and Component 2 Coordinator

**Number of Vacancy:** 1 (One)

**Duration of contract:** 18 Months

**Duty station:** Kampala and Entebbe

#### **Duties and Responsibilities:**

- i. Assessing and analyzing of existing Farmer Organizations (FOs) or Cooperatives (strengths, weaknesses, opportunities, and threats) and suggesting tangible organizational or structural improvements.
- ii. Identification of potential services and opportunities related to micro-finance, supply of farming inputs, marketing, market access, water management, training, agricultural extension, and local disaster and emergency management.
- iii. Identification of practical measures to be taken by a FO to increase their participation in respective value chain development activities
- iv. Guiding the identification of potential agriculture and livelihood intervention areas through local FOs and Community-Based Organizations (CBOs).
- v. Drafting of specific FO Support Strategies with realistic steps and activities to be done during project implementation
- vi. Discussion and review of analyses, findings, and FO support programme with sector departments in MAAIF, Local Governments, relevant agencies and other partners.
- vii. Develop strategies and guidelines for the development of business partnerships

#### **Education Qualifications and Experience:**

- An Honors Bachelor of Science Degree in any of the following fields: Agriculture, Agricultural Extension, Agricultural Economics, Agribusiness, Agricultural and Rural innovations from a recognized university or Institution.

- Postgraduate qualification in the field of Agriculture, Agricultural Extension, Agricultural Economics, Agribusiness, Agricultural and Rural innovations and Business Administration.
- Professional working experience of 3 years in the fields of Agricultural Extension, Agronomy and Farmer Organization development.

#### **4. Post:     AGRICULTURAL EXTENSION COORDINATOR**

**Reports to:**                               Project Coordinator and Component 2 Coordinator

**Number of Vacancy:**               **1 (One)**

**Duration of contract:**           18 Months

**Duty Station:**                       Kampala and Entebbe

#### **Duties and Responsibilities:**

- i.       Coordination and supporting provision of agricultural extension services and training of beneficiaries at the district.
- ii.      Coordinating and supporting the promotion and dissemination of complementary technologies to the agro-inputs provided through the e-voucher scheme.
- iii.     Strengthening and backstopping the capacity of the district and sub-county agricultural extension staff as well as the Multi-Stakeholder Platforms for project implementation.
- iv.      Preparation of technical information on the ICRP-supported Technologies, Innovations and Management Practices (TIMPs) for the district and sub-county extension workers to access and use for their work as well as for farmers.
- v.       Acting as a link between the Ministry/Project Coordination Unit and the districts on agricultural extension issues; thereby providing functional feedback and fourth mechanism between the lower structures and the Ministry

## **Education Qualifications and Experience:**

- i. Honours Bachelor's degree in Agricultural extension, rural Innovation, and Agricultural development or related field.
- ii. Postgraduate qualification in the relevant field.
- iii. Professional working experience of 3 years in fields of Agricultural Extension, Agronomy and Farmer Organisation development.
- iv. Experience in Technology upscaling and demonstration and dissemination including use of rural development approaches is an added advantage.

## **5. Post: GRADUATE ENGINEERS**

**Reports to:** Senior Engineer Irrigation and Drainage/MAAIF

**Number of Vacancies:** 3 (Three)

**Duration of contract:** 18 Months

**Duty Station:** Kampala and Entebbe

### **Duties and Responsibilities:**

#### **a) Design and Technical Supervision**

- i. Assess, design, cost and supervise on-farm and FLID irrigation systems, including site assessments, preparation and review of designs, Bill of Quantities (BoQs) and Technical Specifications.
- ii. Ensure construction and installations comply with approved standards, environmental requirements and quality standards. This will be done through conducting technical inspections and providing guidance to ensure irrigation works meet approved designs, specifications, quality standards and environmental requirements.

#### **b) Farmer Support and Capacity Building**

- i. Support farmers and DLGs in selecting appropriate irrigation technologies based on site suitability such as water availability, crop requirements, site conditions, affordability and technical feasibility.
- ii. Conduct capacity-building and awareness-creation activities for farmers, extension staff and DLGs. This will focus on building stakeholder

understanding of irrigation development, FLID, system management, water-use efficiency, operation and maintenance.

- iii. Conduct training and field demonstrations on irrigation scheduling, water-use efficiency and system management. The Irrigation Engineers are expected to organize practical training and demonstrations to improve farmers' ability to effectively manage irrigation water and operate their systems.
- iv. Provide technical troubleshooting during installation and initial operation to identify and resolve installation, commissioning and early operational challenges.
- v. Strengthen the capacity of extension staff, farmers and other stakeholders through provision of technical mentorship and practical support to strengthen their local capacity for sustainable irrigation development and management.

### **c) Monitoring, Quality Assurance and Reporting**

- i. Test and evaluate completed irrigation systems for functionality and efficiency. The irrigation engineers are expected to inspect and test completed systems to verify functionality, performance, water distribution and suitability for intended use.
- ii. Monitor on-farm and FLID implementation and conduct technical quality assurance.  
By undertaking regular field monitoring to verify implementation against approved designs, specifications, standards and agreed work plans.
- iii. Track progress, identify technical issues, delays and cost overruns, and recommend corrective actions through identifying implementation risks and provision of timely technical recommendations to address delays, quality concerns and inefficient resource use.
- iv. Use Kobo ToolBox, Irritrack and GEMS for field data collection and monitoring.  
Collect, update and manage field information using approved digital platforms to support real-time tracking and reporting of irrigation investments.
- v. Review reports, document performance and prepare technical reports on irrigation interventions through analysis of field and district reports, document progress and challenges, and preparation of concise technical reports with recommendations for action.

undertake other relevant technical duties assigned by the Project Coordinator, supervisor or PIU in support of project implementation.

**Education Qualifications and Experience:**

- i. Honours Bachelor's Degree in Agricultural Engineering; or Civil Engineering; or Irrigation Engineering; or Water Resources Engineering from a recognized University or Institution.

The applicants are encouraged to review carefully the full job details and requirements as detailed in the terms of reference (TOR) which can be accessed at [https://mwe.go.ug/publications/opportunities/jobs\\_careers](https://mwe.go.ug/publications/opportunities/jobs_careers)

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.

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 25<sup>th</sup> September 2026**.

**Dr. Alfred Okot Okidi**  
**PERMANENT SECRETARY**