



# MINISTRY OF WATER AND ENVIRONMENT

## FARM INCOME ENHANCEMENT AND FORESTRY CONSERVATION PROGRAMME PROJECT 3 (FIEFOC 3)



### CAREER OPPORTUNITIES

#### Background

The Government of Uganda (GoU) represented by the Ministry of Water and Environment has received financing from the Islamic Development Bank (ISDB) to implement the Farm Income Enhancement and Forestry Conservation (FIEFOC) Programme (Project 3): Irrigation Schemes Development Project in Unyama, Namalu, and Sipi regions. The project 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 therefore wishes to recruit qualified personnel to provide technical support to the project as specified below.

#### Job Description and Person Specification

**Job Title: Agri-business Development Officer (ADO) (O1 position)**  
Reports to: National Project Coordinator

#### Purpose

Develop alternative livelihoods and business development initiatives and activities that will further the achievement of project objectives.

#### Duties and Responsibilities

- Appraise and analyze the financial viability of the natural resources conservation-based value addition technologies for small-holder farmers;
- Identify and engage with national and local stakeholders (farmers, traders, mechanization and business service providers, financial institutions etc.) involved or interested in supporting the provision of agri-business services amongst smallholder farmers and facilitate linkages and contracts;
- Build capacities of value chain actors and key stakeholders on resilience based stewardship and how to establish sustainable business relations with smallholder farmers;
- Supervise the development of agro-businesses under the project to deliver agribusiness technical skills and enterprises to the youth;
- Build and maintain linkages to appropriate financial products targeting rural service providers and smallholder farmers in consultation with collaborating financial institutions.
- Supervise the training of farmers, traders, mechanization and business service providers, and

- associated businesses in business management, financial management and marketing;
- Support supervision of adoption and implementation of agribusiness related technologies for smallholder farmers along the food value chain for various commodities considered in the irrigation schemes; and linkages to other key value chain actors;
- Contribute to the development of promotional materials and marketing strategies by the private sector to support small scale mechanization;
- Assess and enhance the performance of the business models and develop upgrading strategies;
- Regularly share information on progress of implementation and any challenges and emerging issues with the Agribusiness Development Component Coordinator to support rapid resolution of such challenges.
- Diagnose constraints in the delivery of agribusiness technical skills and enterprises and develop options;
- Facilitate establishment of market information system to farmers through mobile operators;
- Document best practices and lessons learnt in the project and support their replication in the communities
- Ensure that gender inclusion strategies and methods are integrated in the implementation of the project
- Facilitate linkages between farmers and producers, processors and traders;
- Prepare periodic progress reports; and
- Perform other duties as assigned from time to time by the National Project Coordinator.

#### Qualifications and Experience

- A Bachelor's degree in Food Technology, Agribusiness or other related disciplines from a recognized university.
- Post graduate qualification in agribusiness management, agricultural economics or other related disciplines.
- Minimum of 5 years of relevant experience in value chain development methodologies, program management, agribusiness or agricultural development activities with local communities;
- Detailed knowledge and understanding of agricultural value chains (Fish, Apiary, horticulture and Rice is preferred)
- Proven exposure and experience supporting producer organizations to access agricultural inputs, advisory and business development services, and output markets; increase their production and marketing efficiencies; and enhance product competitiveness;
- Demonstrated high-level technical, analytical, interpersonal skills and ability to meet tight deadlines

- with logical analyses and clear presentation;
- Proven ability and demonstrated experience in appraising business cases, with experience in Gender entrepreneurial programmes;
- Strong agribusiness relationship management experience and focus with ability to stimulate trust and manage various stakeholders
- Prior and proven experience successfully implementing Islamic Development Bank/BADEA/ World Bank funded programs is an added advantage
- Demonstrate strong communication skills and creative thinking personality
- Strong managerial and leadership skills and excellent computer skills (proficiency in Microsoft Office Applications such as Excel, Power Point)

**Job Title: Assistant Procurement Officer (APO) (O1 position)**

Reports to : Procurement Officer

#### Purpose

Support the preparation and implementation of the Procurement Plan (PP) in conformity with GoU, ISDB, and BADEA Procurement guidelines; and in liaison with the Procurement and Disposal Unit (PDU). The APO shall support the project technical personnel in all procurement-related processes to ensure that all procurements are carried out in an efficient and timely manner.

#### Duties and Responsibilities

- Support the preparation and implementation of the Procurement Plan and ensure that all the Project procurements for goods, services, and works under the project are properly planned for and procured in accordance with the applicable Government of Uganda and Donor Procedures at all stages of the procurement process.
- Support the management of the issuance, receipt and opening of bids and proposals, including managing pre bid meetings and conferences where necessary.
- Assist in the initiation and preparation of procurement documents (EOIs, SPNs, bidding documents, RFPs, evaluation reports and contracts) and coordinate with members of the Project Components, User departments, Procurement and Disposal Unit (PDU) and Contracts Committee of the Ministry; and other stakeholders and ensure timely procurements.
- Assist in Maintenance of complete procurement files and records including all correspondence related to procurement activities
- Assist in preparation of Periodic Status Reports on the procurement of works, goods and services under the project

- Carry out any other duties assigned by the Procurement Officer or National Project Coordinator
- Qualifications and Experience**
- Bachelor's degree in Procurement and Supply Chain Management, Business Management, Commerce, Law or related fields from a recognized university;
  - Postgraduate qualification in either Procurement, Supply Chain Management, Business management OR Professional Qualification such as CIPS;
  - At least 3 years' experience in public procurement with the multilateral agencies like Islamic Development Bank, BADEA, African Development Bank, or World Bank financed projects is required;
  - Excellent computer skills and proficiency in Microsoft Office Applications such as Excel, Power Point. Experience in use of an integrated Financial Management System (IFMS) and Electronic Procurement will be an added advantage.

**Job Title: Assistant Accountant (O1 position)**

Reports to : Project Accountant

#### Purpose

Support the planning and execution of budgeting and financial accounting functions of the project. Actively using financial data to inform and assess the progress and results of activities implemented under the project in accordance with the financial rules and procedures of the Government of Uganda, Islamic Development Bank and BADEA.

#### Duties and Responsibilities

- Assist in preparation and consolidation of annual and periodic project work plans & budgets together with Component teams.
- Support to prepare and review the budgeted and actual annual cash flows and report variances and utilization of project funds for management consideration.
- Enter financial transactions into the Integrated Financial Management system (IFMS).
- Prepare monthly bank reconciliation, financial statements and periodic disbursement reports
- Support preparation of disbursement applications including timely and accurate Statements of Expenditure of the Special Accounts as per disbursement guidelines.
- Assist to conduct financial monitoring and supervision of district local governments (DLGs) that have special accounts on a regular basis and provide capacity building in terms of budgeting, financial management and reporting.
- Support preparation of periodic financial reports, consolidated project financial statements as required

- by the ISDB and other stakeholders.
- Provide support to the Annual Financial Audit process by external auditors as required by the applicable Accounting and Auditing standards.
- Ensure a proper filing system is in place and security of project documents
- Manage and maintain project assets including project vehicles and other project facilities
- Perform any other duties as assigned by the Project Accountant and National Project Coordinator.

#### Qualifications and Experience

- Bachelor Degree in Accounting, Finance or Business Administration or a related qualification.
- A CPA qualification will be an added advantage
- A working experience of at least four (4) years in accounting and financial management in Government or a donor funded Project.
- Experience in ISDB funded projects is an added advantage.
- Candidate should be able to work independently – with minimum supervision and guidance from supervisors.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Knowledgeable of Government of Uganda Accounting and Administrative procedures, rules and regulations. Experience in use of the Integrated Financial Management System or any other similar Accounting Software and Microsoft Office applications.

#### Duration of the Assignment

Twenty-four (24) months contract will be awarded to the successful candidate, commencing immediately on appointment. There will be a possibility of extension, subject to satisfactory performance.

#### Duty Station

The officers shall be stationed at the Farm Income Enhancement and Forest Conservation Programme Offices, Ministry of Water and Environment Headquarters at Port Bell, Luzira, Kampala.

#### Applications

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

Applications should be physically delivered to the address below not later than **13<sup>th</sup> June, 2023**.

**The Permanent Secretary,  
Ministry of Water and Environment,  
P O Box 20026  
Plot 3-7 Kabalega Crescent, Off Old Portbell Road,  
Luzira, KAMPALA.**