



VACANCY (EXTERNAL ADVERT)

PROJECT ON PROMOTING INTEGRATED LANDSCAPE MANAGEMENT APPROACH FOR CONSERVATION OF THE MT ELGON ECOSYSTEM IN EASTERN UGANDA

BRIEF BACKGROUND

The National Environment Management Authority (NEMA) has on behalf of Government of Uganda received financial support from the Global Environment Facility (GEF) through the United Nations Environment Programme (UNEP) for a project on “**Promoting Integrated Landscape Management approach for conservation of the Mt Elgon Ecosystem in Eastern Uganda**”.

The Goal of the project is to “enhance conservation of ecosystems that provide critical goods and services for rural livelihoods and food security in the Mt. Elgon landscape” while its objective is to “transition the Mt. Elgon landscape to a sustainable, biodiverse, climate-resilient, integrated landscape with efficient coffee and staple crops (maize, beans, banana and Irish potato) value chains”.

To ensure effective and efficient delivery of project outputs and outcomes, NEMA is seeking to recruit competent staff for the Project Management Unit (PMU).

NEMA invites applications from suitably qualified Ugandans to fill the following vacant positions:

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| 1. Job Ref | : PILM/ADV/EXT/01/2023 |
| Title | : Project Monitoring and Evaluation Officer |
| Reports to | : Project Manager |
| Scale | : PILM 02 |
| Vacancies | : 01 (One) |

Job purpose: To monitor progress on project implementation, document lessons learned and communicate project results accordingly

Responsibility: A Monitoring and Evaluation Officer will execute the monitoring and evaluation functions of the project. S/he will support all project staff and partners in monitoring progress on project implementation. S/he will particularly focus on

tracking the performance of the project, provide recommendations for continuous improvement, documentation of lessons learned and the appropriate communication of project results and learning.

Duties

- In collaboration with the Project Manager (PM), project officers and project partners:
 - Track the progress of the project through field-based data collection and performance review against the set targets
 - Produce the required periodic (monthly, quarterly and annual) project progress reports highlighting achievements, challenges, recommendations and the next steps; and
 - Document and synthesize project results and lessons learnt and sharing thereof.
- In collaboration with the PM, produce relevant reports to the Global parent (FOLUR) project, UNEP and other fora.
- Work with relevant Project Implementing Partners (PIPs) in the setting up and maintenance of multi-stakeholder platforms for project monitoring and results uptake.
- Provide hands-on support to the PM, staff and other government counterparts in the areas of project planning, monitoring and evaluation, as well as impact assessment.
- Assist the PM in the preparation and revision of the Annual Work Plans (AWPs) – with specific technical contributions to M&E activities.
- Assist the PM in adjusting the project's Results Framework, as required, and in line with corporate requirements.
- Ensure that data and information generated through the implementation of the project's interventions are collected and collated as part of project monitoring activities.
- Operationalize the project's M&E plans, based on the Project Results Framework, monitor project implementation through monthly and quarterly data gathering through:
 - Field-based data collection
 - Data analysis, reporting and dissemination
 - working with project partners in establishing relevant data capturing and tracking in monthly, quarterly and annual (PIR/ARP) reporting;
 - ensure that gender markers are included in the M&E plan and are considered.
- Assist the PM in drafting of Project Implementation Reports (PIRs) and Annual Project Reports (APRs), technical and status reports for submission to the Project Steering Committee (PSC) and UNEP as required.
- Assist the PM with the preparation of material for PSC and Expert Working Group (EWG) meetings, including reports and presentations.
- Support the PM to integrate the project periodic work plans (AWPs and Quarterly work plans, and reports) into NEMA work plans and reports

Qualifications

- An Honors Bachelor's Degree in the relevant field of Environment and Natural Resources, Agriculture, Development Studies, Economics and Statistics.
- Postgraduate Diploma in Monitoring and Evaluation

Experience

- At least three (3) years' experience in project management, with a focus on M&E and documentation of lessons learnt from project interventions.

Competences and skills

- Proven ability to plan, organize and effectively implement activities.
- Ability to coordinate and work in teams, as well as in complex environments and the public sector.
- Proven experience in participatory processes, and in facilitating dialogue between government, development partners, the private sector and civil society.
- Strong reporting, communication and advocacy skills.
- Excellent written, oral and interpersonal skills.
- Ability and proven experience in multi-tasking, in taking initiative and working effectively under pressure.
- Familiarity with branding compliance.
- Knowledge of Microsoft Office and related project management or M&E software.
- Fluency in written and spoken English.
- Understanding of UNEP/GEF functioning and reporting procedures.

Location: Mbale with extensive travel to the project sites

Duration: Full-time (4 years - full project life)

2. Job Ref : **PILM/ADV/EXT/01/2023**
Title : Project Officer (Biodiversity)
Reports to : Project Manager
Scale : PILM 02
Vacancies : 01 (One)

Job purpose: To support implementation of project activities on biodiversity focal area at field level

Responsibility: Under the general supervision of the Project Manager and in close collaboration with the project partners, the Project Officer (Biodiversity) is responsible for day-to-day implementation of project activities on biodiversity focal area at field level.

Duties

- Ensure the timely and effective implementation of the approved project activities at field level;
- Participate in the preparation of quarterly and annual work plans and budgets;

- Ensure the accurate recording of all data relevant for operational, financial and results based monitoring;
- Prepare accurate and timely quarterly and annual technical reports for activities undertaken as required;
- Provide technical assistance to project partners at field level on implementation of project activities on biodiversity focal area as required;
- Maintain linkages with district local governments for liaison, rapport and any other assistance as required;
- Ensure proper use of project equipment;
- Support the Project Manager in the preparations for meetings, workshops and seminars and the preparation of meeting and workshop reports;
- Support the Project Manager in the organization of the mid-term and final evaluations, and provide inputs as required;
- Support the Project Manager in carrying out training related to the biodiversity focal area;
- Provide technical knowledge and assistance in biodiversity conservation to the district local governments, NGOs/CBOs;
- Support the Project Manager in the development of terms of reference for consultancy work and monitoring delivery of outputs by consultants against stipulated timeframe;
- Provide support in integrating and promoting biodiversity conservation into district local government development plans and decision making processes and in on-going programmes;
- Support the Project Manager in tracking implementation of project activities for the biodiversity conservation focal area against the stipulated time frames;
- Participate and represent the project in collaborative meetings with project partners and as required;
- Provide support in the dissemination of information on biodiversity to the target beneficiaries;
- Carry out other tasks as requested by the PM and carry out any other duties that may be assigned from time to time.

Qualifications

- An Honors Bachelor's Degree in the relevant field of Environment and Natural Resources.
- Postgraduate diploma in Project Planning and Management

Experience

- Minimum of 3 years' experience preferably in project management or implementation of the same or similar natural resource management projects.

Competences and skills

- Very good inter-personal skills;
- Good communication skills;

- Field experience on environment and natural resources management;
- High degree of initiative, flexibility and creativity;
- Proficiency in the use of computer software such as MS Word, MS Excel and MS Publisher and MS PowerPoint.

Location: Mbale, with frequent travel to the project sites

Duration: Full-time (4 years - full project life)

3. Job Ref : **PILM/ADV/EXT/01/2023**
Title : Project Officer (Climate Change)
Reports to : Project Manager
Scale : PILM 02
Vacancies : 01 (One)

Job purpose: To support implementation of project activities on climate change focal area at field level

Responsibility: Under the general supervision of the Project Manager and in close collaboration with the project partners, the Project Officer (Climate Change) is responsible for day-to-day implementation of project activities for the climate change focal area at field level.

Duties

- Ensure the timely and effective implementation of the approved project activities at field level;
- Participate in the preparation of quarterly and annual work plans and budgets;
- Ensure the accurate recording of all data relevant for operational, financial and results based monitoring;
- Prepare accurate and timely quarterly and annual technical reports for activities undertaken as required;
- Provide technical assistance to project partners at field level on implementation of project activities for the climate change focal area as required;
- Maintain linkages with district local governments for liaison, rapport and any other assistance as required;
- Ensure proper use of project equipment;
- Support the Project Manager in the preparation for meetings, workshops and seminars and the preparation of meeting and workshop reports;
- Support the Project Manager in the organization of the mid-term and final evaluations, and provide inputs as required;
- Support the Project Manager in carrying out training related to the climate change focal area;

- Provide technical knowledge and assistance in climate change mitigation and adaptation to the district local governments, NGOs/CBOs, and monitor of effects of climate change in the farming communities;
- Support the Project Manager in the development of terms of reference for consultancy work and monitoring delivery of outputs by consultants against stipulated timeframe;
- Provide support in integrating and promoting climate change into district local government development plans and decision making processes and in on-going programmes;
- Support the Project Manager in tracking implementation of project activities for the climate change focal area against the stipulated time frame;
- Participate and represent the project in collaborative meetings with project partners and as required;
- Provide support in the dissemination of climate change information to the target beneficiaries;
- Carry out any other tasks as requested by the PM and any other duties that may be assigned from time to time.

Qualifications

- An Honors Bachelor's Degree in the relevant field of Environment and Natural Resources management or natural sciences.
- Postgraduate diploma in Project Planning and Management

Experience

- Minimum of 3 years' experience preferably in project management or implementation of the same or similar natural resource management projects.

Competences and skills

- Very good inter-personal skills;
- Good communication skills;
- Field experience on environment and natural resources management;
- High degree of initiative, flexibility and creativity;
- Proficiency in the use of computer software such as MS Word, MS Excel and MS Publisher and MS PowerPoint.

Location: Mbale, with frequent travel to the project sites

Duration: Full-time (4 years - full project life)

4. Job Ref	: PILM/ADV/EXT/01/2023
Title	: Project Officer (Sustainable Land Management)
Reports to	: Project Manager
Scale	: PILM 02
Vacancies	: 01 (One)

Job purpose: To support implementation of project activities on Sustainable Land Management focal area at field level

Responsibility: Under the general supervision of the Project Manager and in close collaboration with the project partners, Project Officer (Sustainable Land Management) is responsible for day-to-day implementation of project activities for the Sustainable Land Management focal area at field level.

Duties

- Ensure the timely and effective implementation of the approved project activities at field level;
- Participate in the preparation of quarterly and annual work plans and budgets;
- Ensure the accurate recording of all data relevant for operational, financial and results based monitoring;
- Prepare accurate and timely quarterly and annual technical reports for activities undertaken as required;
- Provide technical assistance to project partners at field level on implementation of project activities for the sustainable land management focal area as required;
- Maintain linkages with district local governments for liaison, rapport and any other assistance as required;
- Ensure proper use of project equipment;
- Support the Project Manager in the preparation for meetings, workshops and seminars and the preparation of meeting and workshop reports;
- Support the Project Manager in the organization of the mid-term and final evaluations, and provide inputs as required;
- Support the Project Manager in carrying out training related to the sustainable land management focal area;
- Provide technical knowledge and assistance on sustainable land management to the district local governments, NGOs/CBOs;
- Support the Project Manager in the development of terms of reference for consultancy work and monitoring delivery of outputs by consultants against stipulated timeframes;
- Support the design, planning and management of climate smart agriculture, sustainable land management and on farm diversification interventions of the project;
- Provide support in integrating and promoting sustainable land management into district local government development plans and decision making processes and in on-going programmes;
- Support the Project Manager in tracking implementation of project activities for the sustainable land management focal area against the stipulated time frame;
- Identify and document potentially suitable staple crop agronomic good practice options for enhanced climate resilience of farming practices to contribute to increase in climate resilience of farming households and communities;

- Participate and represent the project in collaborative meetings with project partners as and when required;
- Provide support in the dissemination of information on sustainable land management to the target beneficiaries;
- Carry out other tasks as requested by the PM and any other duties that may be assigned from time to time.

Qualifications

- An Honors Bachelor's Degree in the relevant field of agriculture.
- A Master's degree in the relevant field of agriculture is added advantage

Experience

- Minimum of 3 years' relevant working experience in Sustainable Land Management

Competences and skills

- Very good inter-personal skills;
- Good communication skills;
- Field experience on environment and sustainable land management;
- High degree of initiative, flexibility and creativity;
- Proficiency in the use of computer software such as MS Word, MS Excel and MS Publisher and MS PowerPoint.

Location: Mbale, with frequent travel to the project sites

Duration: Full-time (4 years - full project life)

5. Job Ref : **PILM/ADV/EXT/01/2023**
Title : Value Chain Officer
Reports to : Project Manager
Scale : PILM 02
Vacancies : 01 (One)

Job purpose: To support implementation of project activities on coffee and staple crops value chain outputs of the project

Responsibility: Under the general supervision of the Project Manager and in close collaboration with the project partners, the Value Chain Officer is responsible for day-to-day implementation of project activities on coffee and staple crops value chains at field level.

Duties

- Ensure the timely and effective implementation of the approved project activities at field level;
- Participate in the preparation of quarterly and annual work plans and budgets;

- Ensure the accurate recording of all data relevant for operational, financial and results based monitoring;
- Prepare accurate and timely quarterly and annual technical reports for activities undertaken as required;
- Support the development and operationalization of coffee and staple crops value chains;
- Support the Project Manager in tracking implementation of project activities for the coffee and staple crops value chains against the stipulated time framework;
- Provide technical assistance to project partners at field level on implementation of project activities for the sustainable land management focal area as required;
- Ensure proper use of project equipment;
- Support the Project Manager in the preparation for meetings, workshops and seminars and the preparation of meeting and workshop reports;
- Support the Project Manager in the organization of the mid-term and final evaluations, and provide inputs as required;
- Carry out training related to the coffee and staple crops value chains;
- Develop and maintain positive relationships with relevant local and national stakeholders related to coffee and staple crops value chains;
- Work closely with, mentor and develop the capacity of local counterparts on the development and operationalization of coffee and staple crops value chains;
- Work closely with the Project Manager in the implementation and operationalization of coffee and staple crops value chains;
- Provide support in integrating and promoting coffee and staple crops value chains in district local government development plans, decision making processes and ongoing programmes;
- Provide support in the dissemination of information on coffee and staple crops value chains to the target beneficiaries;
- Carry out other tasks as requested by the PM and any other duties that may be assigned from time to time.

Qualifications

- An Honors Bachelor's Degree in the relevant field of agriculture
- A Master's degree in the relevant field of agriculture is added advantage

Experience

- At least three years of relevant experience in value chain development methodologies, program management, agribusiness or agricultural development activities with international, national and local communities.

Competences and skills

- Detailed knowledge and understanding of agricultural value chains

- 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 experience in private sector development, entrepreneurship and support to women Small Medium Enterprises (SMEs);
- Very good inter-personal skills;
- Good communication skills;
- High degree of initiative, flexibility and creativity;
- Proficiency in the use of computer software such as MS Word, MS Excel and MS Publisher and MS PowerPoint.

Location: Mbale, with frequent travel to the project sites

Duration: Full-time (4 years - full project life)

6. Job Ref : **PILM/ADV/EXT/01/2023**
Title : Agribusiness Promotion and Youth Development Officer
Reports to : Project Manager
Scale : PILM 02
Vacancies : 01 (One)

Job purpose: To support implementation of project activities on alternative livelihoods and business development initiatives

Responsibility: Under the general supervision of the Project Manager and in close collaboration with the project partners, the Agribusiness Promotion and Youth Development Officer is responsible for day-to-day implementation of project activities on alternative livelihoods and business development initiatives at field level.

Duties

- Ensure the timely and effective implementation of the approved project activities at field level;
- Participate in the preparation of quarterly and annual work plans and budgets;
- Ensure the accurate recording of all data relevant for operational, financial and results based monitoring;
- Prepare accurate and timely quarterly and annual technical reports for activities undertaken as required;
- Appraise and analyse the financial viability of the natural resources conservation-based value addition technologies including coffee and staple crops 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;

- Manage the development of youth-led agro-businesses to deliver agribusiness technical skills and enterprises to the youth;
- Prepare periodic progress reports;
- Build and maintain linkages to appropriate financial products targeting rural service providers and smallholder farmers in consultation with collaborating financial institutions;
- Manage the training of farmers, traders, mechanization and business service providers, and associated businesses in business management, financial management and marketing;
- Assess and enhance the performance of the business models and develop upgrading strategies;
- Significantly contribute to the development of promotional materials and marketing strategies by the private sector to support small scale production;
- 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;
- Build and facilitate linkages between farmers and producers, processors and traders;
- Ensure proper use of project equipment;
- Support the Project Manager in the preparation for meetings, workshops and seminars and the preparation of meeting and workshop reports;
- Support the Project Manager in the organization of the mid-term and final evaluations, and provide inputs as required;
- Perform other duties as assigned from time to time by the Project Manager.

Qualifications

- An Honors Bachelor's Degree in the relevant field of agriculture.
- A Master's degree in the relevant field of agriculture is added advantage

Experience

- Good communication skills;
- At least five years of relevant experience in value chain development methodologies, program management, agribusiness or agricultural development activities with international, national and local communities.

Competences

- Detailed knowledge and understanding of agricultural value chains
- 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 experience in private sector development, entrepreneurship and support to SMEs;
- Demonstrated high-level technical, analytical, interpersonal skills and ability to meet tight deadlines with logical analyses and clear presentation;
- Excellent 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)

Location: Mbale, with frequent travel to the project sites

Duration: Full-time (4 years - full project life)

7. Job Ref : **PILM/ADV/EXT/01/2023**
Title : Community Development Officer (Revolving Fund and Credit Scheme Management)
Reports to : Project Manager
Scale : PILM 02
Vacancies : 01 (One)

Job purpose: To support implementation of project activities on micro-finance and credit scheme programme of the project

Responsibility: Under the general supervision of the Project Manager and in close collaboration with the project partners, the Community Development Officer (Revolving Fund and Credit Scheme Management) will be responsible for day-to-day implementation of project activities on micro-finance and credit scheme programme at field level that are aimed at empowering communities in the Mt Elgon landscape. S/he will also be involved in providing business development training and access to the micro-finance and credit scheme.

Duties

- Prepare annual plans of action comprising and detailing new community groups to access micro-finance and credit scheme;
- In partnership with opinion leaders, provide sensitization and training to community groups on the aims and objectives of the micro-finance and credit scheme;
- Mobilize interested persons into groups of not more than thirty members per group and in particular, encouraging persons with similar businesses to belong to same groups;
- Provide group dynamics training to ensure group cohesion and vibrancy;
- Conduct training needs assessment among community members;
- Provide business development training based on community group felt needs;
- Guide interested community groups to apply for micro-finance and credit scheme from the project;
- Receive and evaluate micro-finance and credit scheme applications;
- Prepare and sign micro-finance and credit scheme application forms;
- In consultations with the Project Manager and the Finance Officer, disburse micro-finance and credit scheme funds to community groups;
- Monitor utilization of micro-finance and credit scheme funds and general performance of community groups;
- Provide capacity building to less performing community groups;
- Work with Project Manager and Finance Officer to evaluate and refine monitoring and evaluation criteria for the micro-finance and credit scheme;
- Ensure the timely and effective implementation of the approved project

- activities at field level;
- Ensure the accurate recording of all data relevant for operational, financial and results based monitoring;
- Adhere to monitoring and evaluation procedures and guidelines and prepare reports on a monthly basis;
- Critically assess micro-finance and credit scheme performance and design and actively suggest and initiate continuous improvement activities;
- Prepare accurate and timely quarterly and annual technical reports for activities undertaken as required;
- Perform other duties as assigned from time to time by the Project Manager.

Qualifications

- An Honors Bachelor's degree in relevant field of agriculture, Finance, Economics, Business Administration and Social Sciences.
- A Master's degree in the relevant field of agriculture, Finance, Economics, Business Administration and Social Sciences is added advantage

Experience

- A minimum of three years' post-qualification experience;
- Professional experience in micro-finance sector in private or non-governmental sector;
- Experience in project management, implementation and coordination;
- Demonstrated knowledge of micro-credit and saving schemes, micro-finance institutions, business start-ups, micro-enterprise development concepts, accounting systems and micro-finance legal framework;
- Experience in working with diverse communities, training programmes and experience of working in government Ministries/Agencies is an advantage.
- Experiencing administering and facilitating a microcredit program
- Experience working in rural areas

Competencies and skills

- Integrity – The job involves disbursement and recovery of loans from people with low educational background and virtually keep no written record.
- Detail-oriented: The job requires being careful about detail as large volumes of figures are involved.
- Respect- treats all clients, partners, and recipients with respect, courtesy and kindness at all times.
- Critical Thinking - It is imperative that the candidate can think critically around issues that arise within the program and can take the initiative to implement creative solutions to effectively address them and recommend continuous improvement
- Team player - adopts a collaborative approach to development and collaboration with the microcredit team as well as combined efforts across programs is necessary.
- Compassionate - The Microcredit Officer is expected to lift up and empower clients of the microcredit program. They must be able to establish a rapport

with potential and current clients, celebrate successes and hold clients accountable with compassion and grace.

- Ability to conduct training needs assessment and develop training plans tailored to community needs
- Demonstrated proficiency in Microsoft Excel
- Strong report writing skills

Location: Mbale, with frequent travel to the project sites

Duration: Full-time (4 years - full project life)

8. Job Ref : **PILM/ADV/EXT/012/2022**
Title : Gender Officer
Reports to : Project Manager
Scale : PILM 02
Vacancies : 01 (One)

Job purpose: To support the project in promoting gender equality and women empowerment

Responsibility: Under the direct supervision of the Project Manager, the Gender Officer is responsible for day-to-day implementation of project activities on mainstreaming gender into project activities and promoting gender equality and women empowerment.

Duties

- Mainstream gender issues at all stages of the project cycle, from planning to monitoring and evaluation;
- Assist in the inclusion of gender in all project activities, ensuring gender balance in project trainings, and beneficiaries;
- Assist in developing indicators to monitor the gender impact of project supported activities using the Gender Marker System;
- Assess the potential gender impact of proposed sub-projects, review impact of on-going sub-projects and propose mitigating measures;
- Participate in operational missions and the drafting of project documents in order to enhance the level of gender analysis of the project;
- Work with Field Officers to develop innovative approaches to gender stand-alone operations;
- Collect and make available to the Project Management Unit gender-related information on each of the project outputs in form of output level Gender profiles;
- Develop studies and any preparatory documents related to gender for the purpose of project formulation, supervision and post-evaluation;
- Support the Project Manager in the development of Terms of Reference for knowledge products related to gender assessments and analysis;
- Liaise with key gender-related NGOs, national and regional institutions and any relevant stakeholders of the project for purposes of partnerships, information sharing, networking and potential operational collaborations;
- Perform other duties as assigned by the Project Manager.

Qualifications

- An Honors Bachelor's Degree in the relevant field of Gender Studies, Social Science
- A Master's degree in the relevant field of Gender Studies or Social Science.

Experience

- Have a minimum of three (3) years of professional experience on gender and social inclusion in the development space and experience in project management

Competences and skills

- Demonstrated experience in private sector development, entrepreneurship and support to women SMEs;
- Demonstrated and strong communication and organization skills, dealing with various stakeholders with different backgrounds and capacity to perform in complex situations;
- Ability to build effective working relationships in a diverse multicultural environment;
- Ability to communicate effectively (written and oral) in English or French, with a good working knowledge of the other language;
- Competence in the use of standard Microsoft Office applications (Word, Excel, Access, PowerPoint); knowledge of SAP is desirable.

Location: Mbale, with frequent travel to the project sites

Duration: Full-time (4 years - full project life)

9. Job Ref	: PILM/ADV/EXT/01/2023
Title	: Communications Officer
Reports to	: Project Manager
Scale	: PILM 02
Vacancies	: 01 (One)

Job purpose: To support development and implementation of communications for internal and external audiences

Responsibility: Under the direct supervision of the Project Manager, the Communications Officer is responsible for day-to-day communication of project activities to internal and external audiences.

Duties

- Develop and implement effective communications activities for external customers and stakeholders;
- Ensure the timely and effective implementation of the approved project activities at field level;
- Ensure the accurate recording of all data relevant for operational, financial and results based monitoring;

- Write and optimise content for the website, digital newsletters, print publications and social networking sites;
- Ensure consistency in terms of voice, branding, messaging and frequency of posting via digital channels;
- Handle media enquiries and create effective news releases to gain positive press coverage;
- Develop and deliver well-executed and effective campaigns;
- Develop working relationships with key internal and external stakeholders and partners;
- Use project planning techniques to deliver the project and actively manage project budgets;
- Implement a communication strategy for the project that includes media outreach and social media content creation;
- Research and write press releases, and content for the project website, infographics, blogs, and newsletters;
- Acquire and maintain a detailed knowledge of the project's activities, strategies and programmes and keep up-to-date with relevant developments;
- Arrange and coordinate press conferences, and plan events;
- Work with key internal role-players to brainstorm content ideas, in line with the project's strategy and in support of various project interventions;
- Support and evaluate results of communication campaigns with the team;
- Build and maintain relationships with journalists and key external role-players;
- Prepare accurate and timely quarterly and annual technical reports for activities undertaken as required;
- Perform other project related duties as assigned from time to time by the Project Manager.

Qualifications

- An Honors Bachelor's Degree in the relevant field of Journalism, Public Relations or Communications.
- A Master's Degree in the relevant field of Journalism, Public Relations or Communications is added advantage

Experience

- Minimum of 3 years' experience in communications strategy development;
- A proven track-record of professional experience in communications, public relations, journalism, marketing or a related field;

Competencies and skills

- Capability and proven experience in crafting communications strategies with an eye toward results-based management;
- Capability and proven experience crafting messages in various formats (press releases, websites, success stories, blog entries, tweets, etc.) targeting a variety of audiences;
- Excellent written and verbal communication skills;
- Very good inter-personal skills;
- High degree of initiative, flexibility and creativity;

- Highly computer literate with capability in email, MS Office, and related business and communication tools;
- Content writing experience for all media platforms;
- Proven social media and networking expertise.

Location: Mbale, with frequent travel to the project sites

Duration: Full-time (4 years - full project life)

10. Job Ref : NEMA/ADV/EXT/01/2022

Title : Project Finance Officer

Reports to : Project Manager

Scale : PILM 02

Vacancies : 01 (One)

Job purpose: To provide financial and administrative support to colleagues, clients and stakeholders of the project.

Responsibility: Under the direct supervision of the Project Manager, the Finance Officer, will develop budgets, monitor transactions, and prepare financial reports.

Duties

- Responsible for providing general financial and administrative support to the project;
- Assist project management in performing budget cycle: planning, preparation, revisions, and budget execution;
- Support the Project Manager in the preparation of quarterly and annual work plans and budgets;
- Prepare accurate and timely quarterly and annual financial reports for activities undertaken as required;
- Work with the Project Manager to provide financial management support in project activities at central and site level;
- Maintain day-to-day management of financial operations of the project in accordance with established rules, regulations and relevant manuals;
- Management and monitoring of the project budget, maintaining all relevant records;
- Process payment requests to suppliers/vendors, advances to the responsible partners;
- Maintain project's disbursement ledger and journal;
- Prepare accurate financial reports, including annual, quarterly and monthly disbursement reports and financial reports;
- Presentation of information on the status of financial resources as required;
- Provide full support to project evaluation, reviews and audit missions;
- Contribute to the preparation of progress reports;
- Maintain project correspondence and lines of communication in accordance with established procedures;
- Support the preparation of work plans and budget revisions;
- Provide logistical organization for field visits, workshops and meetings;

- Maintain a proper filing system and office administration;
- Perform other project related duties as assigned from time to time by the Project Manager.

Qualifications competences

- A Bachelor's degree in Commerce (Accounting or Finance), Business Administration (Account or Finance), Finance and Accounts
- Finance and/or Accounting Certifications like CPA, ACCA is an advantage.

Experience

- At least 3 years of experience in project/programme finance management.

Competences and skills

- Understanding of accounting processes and procedures, and Financial Reporting;
- Ability to handle a large volume of work under time constraints;
- Anticipates client needs and addresses them promptly;
- Proficient in software applications (Excel, Ms Word among others);
- Ability to communicate effectively to different stakeholders and organizations;
- Demonstrates / Safeguards Ethics and Integrity and Acts as a team player and facilitates team work;
- Understanding of GEF and UNEP finance and administrative procedures will be an added advantage.

Location: Kampala with frequent travel to the field.

Duration: Full-time (4 years - full project life).

11. Job Ref : PILM/ADV/EXT/01/2023

Title : Assistant Project Finance Officer
Reports to : Project Finance Officer
Scale : PILM 03
Vacancies : 02 (two)

Job purpose: To provide support to Project Finance Officer in monitoring financial expenditure and reporting by project partners.

Responsibility: Under the direct supervision of the Project Finance Officer, the Assistant Finance Officers, will assist the Project Finance Officer in monitoring transactions, and preparation of financial reports by project partners.

Duties

- Work with the Project Finance Officer to provide financial support management in the implementation of project activities;
- Support project partners in maintaining day-to-day management of financial operations of the project in accordance with established rules, regulations and relevant manuals;
- Support the Project Finance Officer in the monitoring of the project budget, maintaining all relevant records;

- Process payment requests to suppliers/vendors, advances to project partners
- Maintain project's disbursement ledger and journal;
- Support the preparation of accurate financial reports, including monthly and quarterly disbursement reports and financial reports;
- Provide information on the status of financial resources of project partners as required;
- Assist the Project Finance Officer in project evaluation, reviews and audit missions;
- Contribute to the preparation and implementation of progress reports;
- Maintain project correspondence and lines of communication in accordance with established procedures;
- Support the preparation of work plans, budgets and budget revisions;
- Provide logistical organization for field visits, workshops and meetings;
- Maintain a proper filing system and office administration.

Qualifications, experience and competences

- A Bachelor's degree in Commerce (Accounting or Finance), Business Administration (Account or Finance), Finance and Accounts

Competences and skills

- Anticipates client needs and addresses them promptly;
- Proficient in software applications (Excel, Ms Word among others);
- Ability to communicate effectively to different stakeholders and organizations;
- Demonstrates / Safeguards Ethics and Integrity and Acts as a team player and facilitates team work.

Location: Kampala with frequent travel to the field

Duration: Full-time (4 years - full project life)

12. Job Ref : PILM/ADV/EXT/01/2023
Title : Assistant Project IT Officer
Reports to : Project Manager
Scale : PILM 03
Vacancies : 01 (One)

Job purpose: To install, configure, and maintain computer network systems for the project

Responsibility: The Assistant IT Officer will ensure that project computer network is functioning properly and up-to-date.

Duties

- Install, configure and maintain the project's computer network;
- Set up hardware and software applications as and when required;
- Maintain and repair the project's computer network on a daily basis including checking for errors and helping colleagues troubleshoot problems;
- Provide general support for the project's computer users;

- Install and maintain peripherals (printers, keyboards, routers, modems, and smart devices) and ensure that they are both functional and secure;
- Handle colleague queries regarding networks, systems and applications, often through a help desk answering calls and emails regarding technological problems;
- Keep records of the project computer network's configurations, peripheral specifications, problems and solutions; and
- Handle various ongoing tasks such as checking and proofreading content, data entry, database maintenance and using printers, copiers and the like.

Qualifications

An Honors Bachelor's Degree in the relevant field of Information Communication Technology.

Competences and skills

- Extensive knowledge of the inner workings of computer networks, as well as how to operate and repair them;
- Ability to analyze and work with peripherals they may have never encountered before;
- Good interpersonal skills;
- Good communication skills.

Location: Mbale Project Office

Duration: Full-time (4 years - full project life)

- 13. Job Ref : PILM/ADV/EXT/01/2023**
Title : Assistant Project Administrative Officer
Reports to : Project Manager
Scale : PILM 03
Vacancies : 01 (One)

Job purpose: To manage and distribute information among co-workers and other administrative work

Responsibility: Under the direct supervision of the Project Manager, the Assistant Administrative Officer will be responsible for managing and distributing information among co-workers, answering phones, and doing other administrative work.

Tasks

- Handling administrative requests and queries from senior managers;
- Organizing and scheduling appointments;
- Supporting the Project Manager in planning meetings and taking detailed minutes as well as making travel arrangements;
- Preparing reports and maintaining appropriate filing systems.

Qualifications

Bachelor's Degree in Public Administration and Management, Business Administration

Experience and skills

- Fluency in English (written and spoken) is a must;
- Being able to work for long hours and having good interpersonal skills, honesty and transparency as well as being active in service.

Location: Mbale Project Office

Duration: Full-time (4 years - full project life).

14. Driver (3 positions)

Job Ref	:	PILM/ADV/EXT/01/2023
Title	:	Project Driver
Reports to	:	Project Manager
Scale	:	PILM 04
Vacancies	:	03 (three)

Job purpose: To transport staff and documents to partners and stakeholders as required

Responsibility: The drivers are responsible for timely and safe transportation of project teams, delivery of documents and any other item(s) as may be required while exhibiting the highest standards and professionalism in delivery of the services. The drivers should have a high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

Duties

- Provide reliable and secure driving services to project staff to various locations including travel to field areas;
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports;
- Proper use of the vehicle
- Ensures proper day- to-day maintenance and cleanliness of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, etc.;
- Responsible for ensuring that his driving license is valid at all times and for conforming to the traffic regulations and for meeting requirements for driving motor vehicles driven by him;
- In case the vehicle is involved in accident, he should ensure that the necessary steps taken conform to rules and regulations;
- Regularly inspect the validity of the vehicle's license, insurance, and inform the immediate supervisor when the renewal is due;
- Ensure that the immediate supervisor is informed immediately if anything irregular happens to the project vehicles and suggest the necessary steps;

- Ensures that records/logbook for the vehicle's mileage, performance and cost of upkeep of the vehicle assigned to him are kept as required
- Assists management in identifying and purchasing necessary spare part for office vehicles; undertakes minor repair of vehicles under the administrative custody of the company and obtains quotations on cost of vehicle repairs;
- Undertakes delivery of documents and related materials ensuring safe carrying of packages, mail or any documents, parcels or other articles entrusted to him for transporting as assigned by the immediate supervisor;
- Assists in logistical preparations as and when necessary, ensuring flexibility in working hours and over the weekend;
- Performs official errands as required
- Performs any other tasks as assigned

Qualifications

- Uganda Certificate of Education (Ordinary level) Certificate;
- Clean and Valid driver's license of either CH, DH, DM or E

Experience

- 5 years' driving experience with safe driving record, preferably within a project;
- Experiences working with National/ International Projects;

Competences and skills

- Fluency in English (written and spoken) is a must;
- Knowledge of driving rules and regulations;
- Basic elementary knowledge of motor vehicles mechanics including being able to undertake minor repairs is an added advantage;
- Being able to drive long distances multiple times;
- Good interpersonal skills, honesty and transparency.

Location: Mbale with frequent travel to the field.

Duration: Full-time (4 years - full project life).

How to apply

Potential candidates should download an application form from NEMA website www.nema.go.ug, fill the form and attach 'O' and 'A' level certificates, Bachelor's and Postgraduate Degree Transcripts and Certificates, Professional certificates where applicable and Employment letters in **one pdf file** named: 'Position-Name of Applicant'. The **one pdf file** should be submitted to projects@nema.go.ug **NOT** later than May 12, 2023 addressed. Applications not in **one pdf file** and those arriving after closing time will not be considered.