



THE REPUBLIC OF UGANDA

MINISTRY OF AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES

ADVERT FOR NATIONAL OIL PALM PROJECT (NOPP)

RECRUITMENT OF STAFF FOR THE NATIONAL OIL PALM PROJECT AT THE PROJECT OFFICE AND IN THE BUVUMA, MAYUGE AND MASAKA HUBS

1. PROJECT OVERVIEW

The Government of Uganda (GoU) has received a loan from the International Fund for Agricultural Development (IFAD) towards financing a ten-year National Oil Palm Project (NOPP). The project is being implemented by the Ministry of Agriculture Animal Industry and Fisheries (MAAIF) as the Lead Project Agency, in partnership with other agencies, private sector and farmer Organisations.

1.1 Project Objectives and Outcomes of National Oil Palm Project (NOPP).

The overall goal of the NOPP is inclusive rural transformation through oil palm investment. The development objective is to sustainably increase rural incomes through opportunities generated by the establishment of an efficient oil palm industry that complies with modern environmental and social standards. This will be realized through three outcomes:

- 1) sustainable supply chains for oil palm growers established;
- 2) household livelihoods diversified and resilience increased; and
- 3) an enabling environment created for sustainable scaling-up of oil palm investment. The Project has three components;

1.2 Project Components

The project has three components:

- **Component 1. Scaling-up smallholder oil palm development.** NOPP will establish sustainable commercial partnerships between smallholder oil palm growers and private processors. In total, it will involve 11,000 growers with a total of 19,700 ha under oil palm in four new hubs where the crop will be planted for the first time, and in Kalangala where production is already established.
- **Component 2. Livelihoods diversification and resilience.** NOPP will support the creation of alternative economic opportunities and the mitigation of social risks in the larger communities.
- **Component 3. Oil Palm Sector Development Framework.** The Project will work to establish the enabling conditions for the sustainable scaling-up and long-term development of oil palm through policy and institutional support for national oil palm sector development; and strengthening of national capacity for oil palm research.

1.3 Oil Palm Hubs:

NOPP will support the development of five oil palm hubs namely Kalangala; Buvuma; Mayuge (Mayuge, Bugiri and Namayingo); Greater Masaka (Kyotera, Kalungu and Masaka); and Greater Mukono (Mukono and Buikwe).

For Hub establishment, NOPP will establish a hub coordination unit responsible for farmer mobilization and recruitment to grow oil palm and provide technical advice for oil palm production. The Hub team will support the establishment of oil palm plantations by smallholder farmers; and facilitate establishment/strengthening of farmer organization (s)while working hand-in-hand with the NOPP Project Management Unit (PMU) and BIDCO/OPBL team to carry out the day-to-day activities of the Hub during the first five years of operations and will directly report to the NOPP PMU. Once sufficient numbers of farmers have joined the scheme, production initiated and grass root oil palm farmer institutions are established, the responsibility of farmer mobilization, recruitment and oil palm plantation management will be shifted to the Farmer Organisations. Borrowing from the experience of oil palm development in Kalangala, farmer institutions in the hub will be organized into primary and secondary groups at three levels: *Units* and *Blocks* at Village and Parish levels; and linked to the district apex body. Hub Office Establishment will be phased,

starting with Buvuma Hub where preparations for initiation of development activities are in advanced stages.

1.4 The Workstation will be at the Project Management Unit and in the three Hubs which include;

- Buvuma Hub
- Masaka/Kyotera/Kalungu Hub
- Mayuge Hub

S/N	TITLE	LOCATION	NO. OF POSITIONS
1.	M& E and Learning Manager	Project Management Unit	1
2.	Mobilization and Participatory, Planning Officer	Project Management Unit	1
3.	Procurement Officer	Project Management Unit	1
4.	Project Accountant	Project Management Unit	1
5.	Social Development Officer	Project Management Unit	1
6.	Hub Plantation Managers	Masaka (1) and Mayuge (1) Hubs	2
7.	Agronomists/ Agriculture Extension Officer	Buvuma (2), Masaka (6) & Mayuge (6)	14
8.	Accountant	Masaka (1) and Mayuge (1) Hubs	2
9.	Credit Officers	Mayuge (1), Buvuma (1) and Masaka (1) Hubs	3
10.	Inventory Officers	Mayuge (1), Buvuma (1) and Masaka (1) Hubs	3
LOCALLY RECRUITED			
11.	Office Administrator	Masaka (1), Mayuge (1) & Buvuma (1) Hubs	3
12.	Hub Drivers	Buvuma (1), Masaka (1) & Mayuge (1) Hubs	3
13.	Office Attendants	Masaka (1), Mayuge (1) & Buvuma (1) Hubs	3

Interested applicants are advised to write application letters to the Permanent Secretary, Ministry of Agriculture, Animal Industry and Fisheries, attach copies of their Curriculum Vitae and academic documents. The applications should be submitted to the Ministry Registry by close of business on Monday 17th November 2025.

General Qualifications

Hub Offices will have the general responsibility for management of Project activities, working closely with the NOPP PMU, District Local Government and Management of BIDCO/Its subsidiaries in respective hubs. The team will ensure that the project is implemented according to the Loan Agreement and within the Government regulations. The Hub team will be responsible for planning, executing and reporting on the project implementation progress in respective Hubs. They will mobilize smallholder farmers to participate in oil palm production. They will provide technical support to the farmers in oil palm production and support access to production inputs by farmers. The team will keep accurate information and data on each of the farmers as required, including general farmer information, acreage, input amounts and value, to mention some.

The candidates for the positions should meet the following general qualifications:

- a) be a Ugandan Citizen;
- b) have general knowledge of project and business management with emphasis on work planning, budgeting and reporting;
- c) be computer literate and well versed with the use of Word, Excel and internet;
- d) be self-motivated and have the ability to take initiative and work with minimal supervision to meet deadlines;
- e) be fluent in English - written and oral and demonstrate excellent report writing skills;
- f) possess advanced advocacy, communication and negotiation skills and ability to work as a team member;
- g) be conversant with rural development strategies and gender equity;
- h) have a working knowledge of GOU policies, operations and reforms;

Details of Job Positions, roles and responsibilities/Terms of Reference and Person Specifications/ Qualifications.

1. M&E Learning Manager (1)

Reports to the Project Manager, the ME and L Manager will have overall responsibility for the coordination of the timely establishment, operation and maintenance of the Project M&E system; for the generation of knowledge and evidence; and for the communication of Project activities, achievements and lessons learned. He/she will also have specific responsibility for managing, Component 3.1, “Policy and Institutional Support for Oil Palm Sector development”.

Key Responsibilities:

- i. Consolidate the learnings from prior interventions in Oil Palm development towards the actions that enhance policy development within the Oil Palm sector, specifically assisting the GoU to establish enabling conditions for the long-term development
- ii. Ensure the building of a monitoring and evaluation system that lends towards efficient and effective management of the project
- iii. Working in collaboration with other PMU members, oversee the design and development of the Project M&E system, its knowledge management agenda, and its communication strategy; and ensure that these are coherent and synergistic and support the objectives of the Project, and that they are effectively planned and implemented.
- iv. Guide, support, supervise and monitor the work of the M&E Officer, KM and Communication Officer and M&E Assistant.
- v. Be in charge of designing of the central M&E system that will serve the NOPP needs during the Project implementation that will eventually become the national oil palm sector database.
- vi. Work in close coordination with all stakeholders to assess the data and information needs for the national oil palm sector database, for Project management and for IFAD’s requirements, ensuring that the M&E system is designed in a way that responds to these needs and that makes it possible to produce reliable M&E data in timely manner.
- vii. Plan and execute and Monitoring and Evaluation surveys with a view of informing NOPP management on the progress and areas that require improvement to ensure achievement of project objectives
- viii. Set up and management of the GIS/GPS systems to ensure data capture of all smallholder oil palm activities and beneficiaries in the NOPP hubs to facilitate monitoring progress and impacts.
- ix. Planning and the execution of Baselines Studies, Impact and Outcome Studies and Project Completion Studies in line with the timelines of the project. Ensure that these facilitate management decision making and progress tracking for the project.
- x. Introduce and strengthen the application of Participatory Planning, Monitoring and Evaluation methodology by smallholder oil palm farmers.
- xi. Work closely with the Finance Unit to ensure that project outputs and outcomes are closely linked with project financials to ensure value for money.

- xii. Support the KM and Communication Officer to develop an approach for prioritizing and implementing Knowledge Management activities, and developing and disseminating knowledge tools and products.
- xiii. Support the KM and Communication Officer to develop a Project communication strategy, geared towards Project implementers, the target group and stakeholders, and others, both within Uganda and outside, with an interest in oil palm development in Uganda.
- xiv. Lead, through interactions with different stakeholders, in the establishment of a conducive framework for sustainable scaling –up of oil palm investments.
- xv. Establishment of an enabling policy, legal, strategic and institutional framework for the inclusive and sustainable development of the oil-palm sector; specifically in the following areas:
 - a) Development of policy, bill and strategy framework;
 - b) In collaboration with the Environment, Health and Safety Officer, work on the development of the Strategic Environmental Assessment;
 - c) Establishment and implementation of the Oil Palm Stakeholder Platform
- xvi. Lead, guide and coordinate the Project annual work planning and budgeting process.
- xvii. Oversee timely preparation of quarterly and annual Project progress reports, their analysis and identification of lessons learned and potential bottlenecks for Project implementation, if/when relevant, and inform the Project management accordingly.

Academic Qualifications:

- a) Bachelor’s degree in Agriculture, Economics, Statistics, Development Studies, Rural Development, Planning or related field
- b) Master’s degree in Agriculture, Agricultural Economics, Economics, or related field.
- c) A post graduate diploma in M&E

Experience:

- a) Minimum of 10 years’ experience of working at a Senior Position in the field of Policy development, planning and ME&L
- b) Experience of at least 2 years in the use of application and use of Geographic Information Systems and Global Positioning Systems technologies.

Competences:

- a) Knowledge of participatory M&E approaches and techniques.
- b) Good knowledge in the development of performance-based indicators.
- c) Evidence of hands – on experience in data management and analysis
- d) Demonstrated experience in policy dialogue and development in the agriculture/rural development sector
- e) Demonstrated experience in the techniques of data collection, data entry, data analysis and design of management information systems to facilitate the planning and decision-making processes within the institution/s

- f) Training/ demonstrated experience in project design and/ or appraisal is an added advantage
- g) Evidence of reporting and report writing skills will be an added advantage
- h) Good knowledge of computer applications (particularly MS Excel, Word, Access and Power point, STATA) will be an added advantage

2. Mobilization and Participatory Planning Officer (1)

Reports to the Operations Manager, the Mobilization and Participatory Planning officer will lead the Project's outreach to smallholder farmers and their mobilization as participants in Project activities, and for the development of the Oil Palm (OP) Hub Development Plans. In this, he/she will work closely with other members of the Operations team in the PMU, the members of the Hub Start-up teams, and the District Local Government.

Key Responsibilities:

- i. Reach out to the identified communities in the OP hubs to explain the Project's scope and the opportunities it offers to rural households, both as OP growers and as participants on other Project activities.
- ii. Identify, mobilize and register smallholder OP growers, giving attention to both issues of capacity and of social inclusion.
- iii. Identify the preparatory activities, assessment studies needed to feed into the OP Hub Development Plan; determine responsibilities for conducting them; and oversee their conducting.
- iv. Draw up the requirements of the Hub Development Plan, define the responsibilities for its different elements, manage the drafting of inputs, and take responsibility for its overall preparation.
- v. Use the Hub Development Plan as a basis for providing guidance to the Hub Start-up team as to their required activities, phasing etc.
- vi. Provide training on NOPP-specific outreach and mobilization of farmers to PMU and Hub-Start-up team members, as well as district local government staff.
- vii. Monitor implementation progress of Hub Development Plans.
- viii. Manage and liaise with the other stakeholders on Land management and environmental procedures.
- ix. Laisse with communications department to package messages and materials to create project awareness

- x. Undertake other duties and responsibilities related to Project work as directed by the Operations Manager.

Academic Qualifications:

- a) Degree in Social Sciences, Economics, Education, Social Work & Social Administration, Social Development, Development Studies or related field from a recognised University.
- b) Postgraduate training in Project Planning, Social Sciences, Social Development, Demography or any other related field.

Experience:

- a) At least 5 years of work experience in community/rural development project,
- b) Experience of at least 2 years in the of application and use of Geographic Information Systems and Global Positioning Systems technologies.
- c) Experience working in a donor funded Project/intervention
- d) Experience in application of participatory approaches to community development.

Competences:

- a) Knowledge of the IFAD's Free Prior Informed Consent (FPIC) policies is required
- b) Knowledgeable of social and environmental issues in oil palm growing as laid down by RSPO
- c) Knowledge of targeting, mobilisation and grass root participation in rural/community development projects
- d) Knowledge and experience of participatory planning monitoring, evaluation and reporting
- e) Proficiency in the relevant computer applications (particularly MS Excel, Word and Power Point)

3. Procurement Officer (1)

Reporting to the Procurement and Contracts Manager.

Key Responsibilities:

- i. Sourcing for quotations from suppliers;
- ii. Receive purchases and check requests from throughout the Project;
- iii. In liaison with the office Administrator, order office supplies;
- iv. Prepare purchase orders;
- v. Maintain contact with vendors regarding orders and coordinate purchasing;

- vi. Receive, inspect, and distribute procured goods and equipment and files damage claims with suppliers;
- vii. Conduct annual project inventory, prepare inventory listings to include the location and status of all equipment;
- viii. Evaluate the quality and appropriateness of supplies and equipment; conduct cost/quality comparisons prior to submitting requests to accounts for payment
- ix. Confer with PMU staff to determine purchasing needs and specifications for simple supplies.
- x. Perform related work as required.

Academic Qualifications:

- a) A University degree in Procurement and Supply Chain or Procurement and Logistics Management or Commerce or Business Administration or Economics or an equivalent
- b) A Post graduate qualification related to purchasing and supply chain management from a recognised higher institution of learning will be an added advantage.

Experience:

- a) Minimum of 5 years of relevant experience, 3 of which must be in Donor funded project and in a public institution.
- b) Experience in Stores and Logistics management.

Competences:

- a) Knowledge of Public Procurement and Disposal procedures and policies.

4. Project Accountant (1)

Reports to the Project Finance and Administration Manager, the Accountant will be responsible for maintaining an efficient and accurate Accounting function.

Key Responsibilities:

- i. Assist in the preparation of Annual Work plans and budgets (AWPBs)
- ii. Prepare monthly reconciliations of the bank and cashbooks.
- iii. Prepare monthly accountability schedules of individual advances
- iv. Make appropriate accounting entries for PMU payments in the accounting system
- v. Receive and review accountabilities for funds advanced to officers to carry out project activities
- vi. Carry out proper filing of all accounting documents
- vii. Maintain an accurate fixed asset register
- viii. Prepare payment vouchers according to the approved AWPBs
- ix. Follow up daily payments between PMU and MAAIF
- x. Help in the reconciliation of the Special Account
- xi. Assist in the preparation of monthly, quarterly and annual financial reports
- xii. Ensures all payments and related transactions are kept up to date on computerized accounting system

- xiii. Perform any other duties assigned by the supervisors

Academic Qualifications:

- a) Bachelor's degree in Accounting, Finance, Business Management or Business Administration from a recognized University
- b) Qualification in professional accounting (ACCA, CPA, etc) plus Full membership of the Institute of Certified Public Accountants of Uganda.

Experience:

- a) 5 years of accounting experience in a reputable organization.
- b) Experience working with donor funded project is an added advantage

Competencies:

- a) Working knowledge of accounting packages and proficient in the use of spreadsheets
- b) Strong technical accounting skills and solid knowledge of IFRS and IPSAS
- c) Working knowledge of Government Accounting procedures added advantage

5. Social Development Officer (1)

Reports to the Operations Manager, the Social Development Officer is responsible for ensuring high standards of social performance of NOPP operations at all stages of the project cycle. This will entail managing all social activities considered under the Project, using data and learning from the field to fine-tune Project strategies, and feeding Project learning around social inclusion, youth and gender mainstreaming to local and national policy dialogue.

Key responsibilities:

- i. Guiding and overseeing community sensitization processes, ensuring that key information reaches all intended target groups, that beneficiary selection is transparent and in line with pre-defined criteria and that all target groups participate in relevant Project decision-making processes.
- ii. Managing the effective implementation of NOPP's gender and youth strategy in close coordination with other team members.
- iii. Providing support to team members responsible for Component 1 and Sub-Component 2.1 to ensure that Project strategies promote social inclusion and avoid unintended negative social consequences.
- iv. Identify emerging opportunities to reach male and female youth and the promotion of gender equality and wider social inclusion in Project activities.
- v. Liaising with local stakeholders regularly to disseminate information about social risk mitigation activities considered by NOPP, seek alignment and coordination of NOPP social processes and interventions in target communities and assess collective progress. Specific areas or intervention include: the fight against HIV/AIDS, promotion of food security, addressing malnutrition, gender equality, effectively targeting women and youth, inclusive participation in local governance processes.

- vi. Manage the process of identifying service providers and partners to implement relevant Project activities (NOPP Sub-Component 2.2); provide oversight and support towards expected results of each specific intervention.
- vii. Ensure that information from the field and data generated by the Project, as well as learning's captured from supervision missions and other reviews are used to fine-tune Project strategies.
- viii. Participate in national level fora related to youth empowerment and gender equality so as to ensure that NOPP is aligned with emerging policies and lessons learnt from other projects and programmes and actively shares best practices and lessons learnt to feed into policy development processes.
- ix. Introduce house hold mentoring methodology in the project areas to ensure inclusive development.
- x. Any other duties as may be assigned from time to time related to the Project's social performance.

Academic Qualifications:

- a) Degree in, Social sciences, Socio-Economics, Sociology, Development Studies or any other discipline in a related field.
- b) Post graduate training in community/rural development is required.

Experience:

- a) 5 years' work experience in community development and applied gender mainstreaming, project targeting and social inclusion in agriculture-based development project in Uganda is required.
- b) Demonstrated experience in use of gender targeting or gender action methods and PRA tools in Uganda is a requirement
- c) Experience of at least 2 years in Household Mentoring Methodology.

Competencies:

- a) Wider knowledge and experience in national policies and intervention on women and youth empowerment is an added advantage
- b) Knowledge of project design and/ or appraisal is an added advantage
- c) Good knowledge of computer applications (particularly MS Excel, Word and Power point) will be required

6. Hub Plantation Manager (2)

Reports to the PMU Operations Manager. The Hub Plantation Manager will be responsible for overseeing the successful planning and implementation of the NOPP activities in the Hub including mobilization of smallholder oil palm farmers for oil palm development and other project interventions under Component 2 (Livelihood diversification and resilience) in the Districts under the respective Hub.

Key Responsibilities:

The Hub Plantation Manager's duties will include the following:

- i. Lead all key processes of Hub Project planning, budgeting, management, Project implementation, monitoring, execution and reporting.
- ii. Liaise with the PMU in preparation of farmer mobilization guidelines and materials for consensual adoption.
- iii. Provide leadership in the identification and implementation of alternative livelihood activities in the hub.
- iv. Coordinate the establishment of community-driven farmer mobilization and vetting teams in collaboration with PMU.
- v. Monitor the key implementation processes in the Hub to ensure achievement of Hub Objectives.
- vi. Coordinate the development of database of eligible farmers participating in the smallholder scheme.
- vii. Lead the development of training programs for both the farmers and staff in production methods, technologies, skills conservation and proper land use.
- viii. Prepare and present timely work plans and budgets for approval by the Board and submission to PMU for integration into the PMU Budget.
- ix. Provide timely and accurate reporting of all activities in the approved Annual Work Plan & Budget on Quarterly, Semi-Annual and Annual Basis.
- x. Set up SOP documents and policies to guide and govern work activities and the use of PMU resources together with the PMU Operations Manager.
- xi. Coordinate and liaise with other key stakeholders to ensure smooth implementation of oil palm establishment.
- xii. Act as the principal spokesperson for the Project; disseminate its objectives, activities and achievements and its roles relative to oil palm development in the hub, as authorized by the NOPP PMU.

Academic qualifications

- a) Bachelors' degree in Agriculture, Agriculture Economics, Agribusiness, Agriculture Extension or its equivalent from a recognized University/Institution.
- b) Post Graduate in Agriculture, Agricultural Economics, Agribusiness and Rural Development, Management or related field from a recognized University/Institution.
- c) Computer literacy- Microsoft Word, Excel, Power Point and other computer applications.

Work Experience

The candidate should;

- a) Have five (5) years in a large and busy organization involved in Agriculture and Rural Development.
- b) Have a good understanding of the Oil Palm subsector and be able to lead the technical implementation of the oil palm value chain activities.
- c) Have experience in working with farmer organizations, out grower schemes and running of agriculture enterprises as business entities.
- d) Have strong leadership and organizational skills and team management capabilities.
- e) Experience in Agricultural Extension and/or Credit/Rural financial services and working without growers' schemes will be added advantage.

7. Agronomist/Agriculture Extension Officer (14)

Reporting to the Hub Plantation Manager while working closely with the PMU Oil Palm Agronomist, the overall responsibility of the Agricultural Extension officers is to ensure that the oil palm establishment activities are carried out in accordance with the laid down guidelines. They will also provide extension advice in agricultural intensification under alternative livelihoods activities. Each Extension Officer will be in charge of a sub-county where project activities will be undertaken.

Key Responsibilities:

- i. Mobilize farmers into groups for delivery of Extension services.
- ii. Identify farmer's need and provide responses as appropriate.
- iii. Assist the farmers and their leaders (Unit and Block) to identify suitable land and plan the schedules for the recommended services and farm inputs for oil palm establishment.
- iv. Oversee the oil palm establishment stages in land preparation, lining, planting, crop maintenance, FFB harvesting and collection at Block level.
- v. Provide Agricultural Advisory and Training service to oil palm farmers in collaboration with Agricultural staff at the District Local Government and the Private Sector.
- vi. Carry out agronomic demonstrations, training or exposure to best oil palm agronomic practices.
- vii. Conduct in-field training sessions on the correct use and application of fertilizers and crop protection products.
- viii. Provide technical advice to the farmers in other project-supported agricultural enterprises, in addition to oil palm.
- ix. Supervise and monitor performance of farmers' activities in oil palm cultivation.
- x. In liaison with the Credit Officer, sensitize farmers on savings and credit.
- xi. Support the Farmer Loan Application Process.
- xii. Technically assess stages of oil palm development for approval of farmers' loan payments.
- xiii. Attend technical and other training as required.
- xiv. Participate in preparation of work plans, budgets and reports as required by the PMU.
- xv. Ensuring timely and accurate reporting of all activities to the Hub coordinator.
- xvi. Carry out any other duties delegated by the Hub Coordinator from time to time.

Specific Qualifications

In addition to the general qualifications detailed above, the following specific qualifications are required:

- a. A Degree in Agriculture, Agriculture Extension, Agribusiness, Agro- Forestry or related field from a recognized Institution.
- b. A Post Graduate qualification is an added advantage.
- c. 5 years' experience in working in relevant field
- d. Knowledge of Oil Palm Agronomy is an added advantage
- e. The ability to understand and communicate with farmers to provide information and advice in an acceptable way.
- f. Should have a pro-active approach to work with the ability to take field level decisions.
- g. Willing and able to ride a motor cycle.
- h. Fluent in English and a working knowledge of the local languages in the hub.
- i. Computer literate in at least MS Office Word and Excel packages.
- j. Ability to write and submit reports timely.
- k. Be a team player.

8. Accountant (2)

Reports to: Hub Manager

Job purpose: The Hub Accountant reporting to Hub Manager will ensure a high performing accounting and finance department with efficient operating systems to facilitate implementation of project activities at the Hub.

Key Responsibilities:

He/she will be responsible for the following:

- i. Manage the activities of the finance department and coordinate the process of financial planning, budgeting, control and reporting.
- ii. Ensure systems and accounting records are set up properly, accurately, complying with statutory requirements.
- iii. Advise management on financial implications of business activities and initiatives to maximize profitability and/or take corrective action where necessary.

- iv. Ensure that accurate and timely preparation of management and monthly reports is carried out.
- v. Responsible for managing the Hub cash flows, banking relationships and facilities including negotiating new facilities where required.
- vi. Spearhead the planning and budgeting process of the hub.
- vii. Ensure that internal controls are in place and reviewed periodically for effectiveness and suitability.
- viii. Ensure availability of adequate funds for project activities at the Hub by submitting timely workplans and budgets and accountability of all funds previously released to the PMU.
- ix. Undertake monthly reconciliations and prepare financial reports and advise the Hub Coordinator on the Financial status of the Hub and ensure timely submission of the reports to the NOPP PMU.
- x. Ensure compliance with all legal, audit, tax and contractual responsibilities.
- xi. Payroll for hub staff prepared and statutory deductions made.
- xii. Perform any other duties assigned by the hub coordinator from time to time.

Academic Qualifications:

- a) A Bachelor's Degree in Commerce, Business Administration, Finance/Business related degree majoring in Accounting from a recognised institution.
- b) ACCA/CPA on-going
- c) At least a Credit in O-Level Mathematics & English

Work Experience:

- a) At least 5 years' experience in Accounting.

Competence:

- a) Knowledge in Government of Uganda financial management and accounting procedures.
- b) Competence in computer based financial management systems.
- c) Experience of Financial Management practices in rural development project is added advantage.

9. Credit Officer (3)

The Credit officer will report to the Hub plantation Manager. The overall responsibility of the Credit Officer will be to ensure that the financing for oil palm development activities are carried out in accordance with the laid down guidelines in the implementation plan and according to Hub smallholder oil Palm growing scheme.

Key Responsibilities:

- i. Establish and manage smallholder oil palm farmers' Credit Scheme
- ii. Identify farmer's financial needs and provide responses as appropriate.
- iii. Ensure proper filing and financial record keeping of farmers' data at all times.
- iv. Timely posting and reconciliation of farmers financial data from time to time.
- v. Supervise and monitor performance of farmer's credit related activities in oil palm cultivation.
- vi. Sensitise farmer's on savings and credit activities and formation Village Savings and Loans Associations (VSLAs), together with the Hub Community Development and Liason Officer.
- vii. Support the Farmer Loan Application Process.
- viii. Appraise farmer applications for loans
- ix. Ensure all farmers sign agreements with the Hub Office before participating in oil scheme
- x. Ensure the recovery of the loans disbursed to farmers
- xi. Sensitize farmers on credit access, management and utilization
- xii. Identify farmers that will require financing from Banks and recommend for financing
- xiii. Monitor and report on the performance of Commercial loans extended to oil palm farmers by selected Financial Institutions.
- xiv. Conduct financial literacy trainings among Oil Palm Growers and Non-oil palm growers aimed at improving the savings and credit culture among project beneficiaries.
- xv. Participate in preparation of work plans, budgets and reports as required by the PMU.
- xvi. Ensuring timely and accurate reporting of credit progress.
- xvii. Perform any other duties as assigned by the Hub Accountant from time to time

Academic Qualifications:

- a. Bachelor's Degree in Statistics, Economics and Statistics, Business Administration, Commerce, Finance, Agribusiness, Agriculture, Agricultural Economics, Micro finance, or related field from a recognized Institution.
- b. Computer literate in at least MS Office Word, Excel and Access

Experience:

- a. Five (5) years' experience working with organisations involved in Agriculture Financing and Rural Development.
- b. At least 3 years' experience with Credit/ Rural financial services, working a financial institution in credit management.

10. Inventory Officer (3)

Inventory Officer reports to the Hub Plantation Manager. The overall role is to coordinate, manage stores inventory, handle receipts and issuance of stores in accordance with laid down procedures and guidelines.

Key responsibilities:

- i. To receive, keep, retrieve and issue stores in accordance with the established procedures.
- ii. To advise user departments on stock levels.
- iii. To ensure stores inventory are identified by use of unique coding system for ease of location of item and accuracy of the stores.
- iv. To prepare reports on the performance of the stores and make recommendations for improvement.
- v. To manage the security and safety of the stores.
- vi. To post and maintain stores records for receipts, issuance and items in the stock.
- vii. To verify invoices against goods received notes.
- viii. To undertake stock-taking and stock inspection.
- ix. Monitor stock levels and noting any stocks which are running low and making requisitions to Procurement.
- x. Receive goods which have been procured, ensuring that the correct specifications have been delivered and entering items into the store according to procedures.

- xi. Manage the operation of stores ensuring that requests by users are available at all times in sufficient quality and quantity.
- xii. Always ensure the physical security of items in the store.

Academic Qualifications:

- a) A Bachelor's degree in Business Administration or Public Administration or Commerce/Logistics Management or Transport and Logistics Management, Procurement and logistics management or related field
- b) Must be computer literate and shall be required to show proof.

Experience:

- a) Applicant should have a minimum of five (5) years relevant working experience in Government or reputable organization.
- b) Experience in the management of the store's inventory.
- c) A team player with high levels of integrity
- d) Ability to work under minimum supervision

11. Office Administrator (3)

Reporting to the Hub Plantation Manager, Office Administrator plays a key role in clerical and administrative functions of an organisation. Office Administrator shall be responsible for updating company records, scheduling meetings, managing document security, answering phones, perform administrative functions and interact with customers directly.

Key responsibilities:

- i. Manage the front office and receive the organisation's clients.
- ii. Perform general clerical duties to include photocopying, faxing, mailing (sign for and distribute courier packages), filing, compiling, transcribing and making project meeting appointments with relevant stakeholders.
- iii. File and retrieve organizational documents, records and reports and maintain hard copy and electronic filing system for the organisation.
- iv. Caretake the staff office space and equipment.
- v. Maintain and distribute organisation staff weekly travel schedules.

- vi. Schedule meetings/calendar events and remind the relevant persons of the meetings.
- vii. Open, sort and distribute incoming correspondence including faxes and email.
- viii. In liaison with the PMU Communications Officer, assist in special events, commissioning of works, product launch and annual review workshops.
- ix. Oversee all aspects of general office coordination.
- x. Carry out other duties as may be assigned by the Hub Coordinator.

Qualifications:

- a) At least a Diploma in Secretarial and Administration Studies or a related field.
- b) At least five (5) years' experience in general office responsibilities and procedures.
- c) Knowledge of principles and practices of organisation, planning, records management and general administration.
- d) Ability to operate standard office equipment including but not limited to computers, telephone systems, calculators, copiers and fax machines.
- e) Computer literacy in Microsoft Word, Excel, Power Point, Email and internet applications.
- f) Ability to follow oral and written instructions.

12. Driver (3)

Reporting to the Hub Plantation Manager, the Driver will be responsible for good care of the vehicle and its maintenance in sound mechanical condition.

Key responsibilities:

- i. Driving the vehicle as required, ensuring the safety of its passengers and contents;
- ii. Ensuring that the vehicle is kept clean and tidy;
- iii. Reporting when the vehicle is due for servicing and repairs;
- iv. Keeping and having safe custody of the vehicle;
- v. Maintaining the log book for duties at the work station and in the field;
- vi. Complying with traffic regulations and procedures;
- vii. Ensuring that the vehicle is fueled at all times, that they have the correct levels of lubricants and that the tires have the recommended pressure levels
- viii. Assisting with the delivering of messages and documents;

- ix. Reporting any accidents/incidents involving the project vehicle in custody to the immediate supervisor;
- x. Perform any other duties and responsibilities as may be assigned by the Hub Coordinator.

Specific Qualifications

- a) Minimum of UCE Certificate with at least four passes including the English Language.
- b) A valid Driving Permit of class CM and above.
- c) Certificate in defensive driving is an added advantage
- d) Training in vehicle mechanics is an added advantage
- e) Fluency on oral and written English
- f) At least five (5) years' accident free proven experience with a reputable organization
- g) Good human relations, sensitive, able to meet goals and accept responsibility.

13. Office Attendant (3)

Office Attendant shall be supervised by the Office Administrator. The key role will be to ensure cleanliness of the office, preparing office teas for the staff, ensuring that the office is locked and secured and perform any other relevant duties as may be assigned by the Hub Coordinator.

Key responsibilities

- i. Keep offices clean at all times
- ii. Deliver mail and documents to relevant office/places
- iii. Maintain an out-going and in-coming mail register
- iv. Photocopy documents and ensure the photocopier and other office equipment are used properly and kept in working condition
- v. Open and Close offices at the recommended working hours
- vi. Serve break tea to all the staff of the Hub and during meetings
- vii. Maintain the image of Hub coordination unit to the public and carry out any other duties and responsibility assigned by the supervisor in line with the organizational requirements

Specific Qualifications

- a) Minimum of UCE Certificate with at least four passes including the English Language
- b) Fluency on oral and written English

- c) At least five (5) years' experience with a reputable organization
- d) Good human relations, friendly, jolly, able to meet goals and accept responsibility.

Maj. Gen. David Kasura-Kyomukama
PERMANENT SECRETARY