



THE REPUBLIC OF UGANDA

Project	UGANDA CLIMATE SMART AGRICULTURAL TRANSFORMATION PROJECT (P173296)
Sector	MINISTRY OF AGRICULTURE ANIMAL INDUSTRY AND FISHERIES (MAAIF)

TERMS OF REFERENCE (TOR) FOR RECRUITMENT OF PROJECT ADMINISTRATOR

2.Position Title:	PROJECT ADMINISTRATOR
Number of Positions:	ONE (1)
Contract Type:	Full-time, renewable based on performance and availability of funds
Location:	UCSATP - National Project Coordination Offices
Duration:	2 Years

1.0 BACKGROUND

The Government of Uganda has received funding from the World Bank towards financing a six (6) year Uganda Climate Smart Agricultural Transformation Project (UCSATP). The Project is implemented by the Ministry of Agriculture Animal Industry and Fisheries (MAAIF).

The overall Project Development Objective is to ‘Increase productivity, market access and resilience of selected value chains in the project area (69 districts) and to respond promptly and effectively to an eligible crisis or emergency’. The project consists of five components: (a) Strengthening Climate Smart Agricultural Research, Seed, and Agro-Climatic Information Systems; (b) Promoting Adoption of Climate Smart Agriculture Technologies and Practices; (c) Market Development and Linkages to Selected Value Chains; (d) Contingency Emergency Response Component; and (e) Project Management, Coordination, and Implementation.

Given the scale, complexity, and fiduciary requirements of the project, there is a need for a dedicated Project Administrator to provide administrative, logistical, and operational support to ensure efficient day-to-day functioning of the Project Implementation Unit (PIU).

2. OBJECTIVE OF THE ASSIGNMENT

The overall objective of the assignment is to provide efficient administrative, logistical, and office management support to the UCSATP Project Implementation Unit to ensure smooth project operations, timely implementation of activities, effective coordination, and compliance with Government of Uganda and World Bank administrative requirements.

3. SCOPE OF WORK AND KEY RESPONSIBILITIES

The Project Administrator shall work under the direct supervision of the National Project Coordinator (NPC) and in close collaboration with the Finance, Procurement, Monitoring & Evaluation, Environment and Social Safeguards, and Technical Teams. The duties shall include, but not be limited to, the following;

3.1 Administrative and Office Management

- Manage day-to-day administrative operations of the UCSATP Project Implementation Unit.
- Maintain and update project filing systems (both physical and electronic) in accordance with GoU and World Bank record-keeping standards.
- Coordinate internal and external correspondence, including drafting routine letters, memos, and official communications.
- Ensure proper documentation, tracking, and archiving of contracts, agreements, meeting minutes, and project records.
- Support preparation and organization of PIU meetings, technical committee meetings, and stakeholder engagements.

3.2 Logistical and Operational Support

- Coordinate logistics for project activities including workshops, trainings, field missions, supervision visits, and stakeholder consultations.
- Arrange travel, accommodation, and transport for project staff, consultants, and visiting missions in line with approved policies.
- Support management of office supplies, assets, and inventory, ensuring proper utilization and accountability.
- Assist in coordination of project events, launches, reviews, and World Bank missions.

3.3 Human Resource and Personnel Support

- Support onboarding and administrative management of project staff, consultants, interns, and short-term experts.
- Maintain up-to-date personnel files and attendance records for PIU staff.
- Support preparation of contracts, extensions, and performance documentation in collaboration with the Procurement unit.
- Coordinate leave schedules and administrative approvals in line with project procedures.

3.4 Financial and Procurement Support

- Support the Finance and Procurement teams by ensuring timely submission of administrative documentation required for payments, procurement processes, and audits.
- Assist in tracking administrative approvals, contract documents, and deliverables.
- Support preparation of requisitions and follow-up on administrative clearances, without engaging in fiduciary decision-making roles.

3.5 Coordination and Communication

- Act as a focal point for administrative coordination between the PIU, MAAIF departments, implementing agencies, districts, and other stakeholders.
- Facilitate information flow within the PIU to enhance coordination and efficiency.
- Support dissemination of official project communications, notices, and schedules.

3.6 Compliance and Reporting

- Ensure administrative practices comply with Government of Uganda regulations and World Bank operational policies.
- Prepare periodic administrative status reports as required by the NPC.
- Support audit missions, supervision missions, and inspections by ensuring availability of administrative records and logistical support.

4. EXPECTED OUTPUTS / DELIVERABLES

The Project Administrator is expected to deliver the following:

- Well-organized and up-to-date administrative and filing systems for UCSATP.
- Timely and well-coordinated logistical arrangements for all project activities.
- Accurate records of meetings, correspondence, and administrative transactions.
- Efficient support to PIU staff, consultants, and stakeholders.
- Periodic administrative reports submitted to the National Project Coordinator.

5. REQUIRED QUALIFICATIONS AND EXPERIENCE

5.1 Academic Qualifications

- A bachelor's degree in public administration, Business Administration, Management, Social Sciences, Business computing, Psychology, Development Studies, or a related field from a recognized institution.
- A postgraduate qualification in in the above or a related field will be an added advantage.

5.2 Professional Experience

- At least 5 years of relevant administrative experience, preferably in government programs, externally funded projects, or development organizations.
- Experience working with World Bank financed or other development partner-funded projects is a strong advantage.
- Proven experience in office management, logistics coordination, and administrative

5.3 Skills and Competencies

- Strong organizational and time-management skills with attention to detail.
- Excellent written and verbal communication skills in English.
- Ability to work independently and as part of a multidisciplinary team.
- High level of integrity, confidentiality, and professionalism.
- Proficiency in computer applications (MS Word, Excel, PowerPoint, email, and document management systems).

6. KEY COMPETENCES

The Project Administrator must demonstrate the following core competences:

a) Technical and Professional Competences

- Strong knowledge of administrative systems, office procedures, records management, and document control in a government or externally funded project environment.
- Ability to manage logistics for meetings, workshops, trainings, field missions, and supervision activities in a multi-stakeholder setting.

- Working knowledge of Government of Uganda public service administrative procedures and externally funded project operational requirements.
- Proficiency in use of standard office software packages (MS Word, Excel, PowerPoint, Outlook) and electronic filing systems.
- Ability to prepare clear, well-structured correspondence, reports, meeting minutes, and administrative briefs.

b) Planning and Organisational Competences

- Strong ability to plan, prioritize, and coordinate multiple administrative tasks under tight deadlines.
- Capacity to manage competing priorities while maintaining high levels of accuracy and quality.
- Demonstrated ability to maintain orderly and up-to-date records, calendars, and tracking systems.
- Attention to detail and commitment to compliance with procedures, guidelines, and deadlines.

c) Communication and Interpersonal Competences

- Excellent written and verbal communication skills, including ability to interact effectively with senior government officials, development partners, consultants, district teams, and community stakeholders.
- Ability to draft professional correspondence and communicate instructions clearly and diplomatically.
- Strong interpersonal skills with a collaborative and service-oriented attitude.

d) Problem-Solving and Initiative

- Ability to anticipate administrative and logistical challenges and propose practical solutions.
- Capacity to work with minimal supervision and take initiative to resolve routine operational issues.
- Flexibility to adapt to changing priorities and evolving project demands.

e) Integrity and Professional Ethics

- High level of integrity, confidentiality, and accountability in handling official information and documents.
- Commitment to ethical conduct, transparency, and adherence to Government of Uganda and World Bank standards.
- Ability to maintain neutrality, professionalism, and discretion in all project-related engagements.

6. REPORTING AND SUPERVISION

The Project Administrator shall report directly to the National Project Coordinator (NPC) of UCSATP. Day-to-day coordination will be undertaken in collaboration with the PIU Operations, Finance, and Procurement teams.

8. DURATION AND LOCATION

The duration of the assignment shall be 2 years subject to a probation period of 6 months and satisfactory performance. The contract may be renewed based on need and satisfactory performance.

9. APPLICATION PROCEDURE

All candidates should send their written applications with copies of academic credentials, testimonials and detailed Curriculum Vitae (CV) indicating contact details of (03) referees addressed to the Permanent Secretary, Ministry of Agriculture, Animal Industry and Fisheries, and hand delivered to the;

Ministry Registry located at Plot No.14 Lugard Road Entebbe,
P. O. Box 102, Entebbe – Uganda

NB: Only shortlisted candidates will be contacted