



REPUBLIC OF UGANDA

MINISTRY OF AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES

RECRUITMENT OF STAFF FOR THE RESILIENT LIVESTOCK VALUE CHAIN PROJECT (ReLIV).

JOB ADVERT

INTRODUCTION AND BACKGROUND

The Resilient Livestock Value chain Project (ReLIV) is a six-year International Fund for Agricultural Development (IFAD) funded project, implemented by the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF) across 55 districts. The goal of the project is to contribute to the improved livelihoods of smallholder livestock farmers in Uganda. The Project Development Objective is to enhance income, nutrition and resilience of smallholder dairy and beef producers.

The project outcomes are: increased productivity, value addition, resilience and reduced climate impact of smallholder beef and dairy production systems; enhanced access to markets and value addition for smallholder producers and access to finance; and, strengthened policy and regulatory environment.

ReLIV operates through three major components, each addressing a critical constraint in Uganda's livestock transformation agenda:

Component 1: Increasing Productivity, Resilience and Reducing the Impact of Climate Change on Production: This component will support the transformation of smallholder and grazing/pastoral production systems in order to improve their productivity, increase their resilience to climate change and other constraints and shocks such as epizooties, lower their GHG emissions and enhance carbon sequestration in rangelands and pastures.

Component 2: Enhancing Access to Markets for Smallholder Producers and Investments in the Value Chain: This component will focus on the post-production level and are intended to foster collective action among smallholder beef and dairy farmers, broaden market opportunities for farmers, increase milk and beef value chain efficiency, increase investment at different levels of the value chain, promote green and sustainable solutions, and improve food safety as well as nutrition and reduce food loss and waste at various stages of the value chains which will contribute to limit unproductive GHG emissions.

Component 3: Project Management, Coordination, and Learning: This component will support overall project management, fiduciary oversight, environmental and social safeguards compliance, M&E

systems, communication, capacity building, and knowledge learning functions. It ensures that the project is implemented efficiently, transparently, and in compliance with International Fund for Agricultural Development and Government of Uganda guidelines.

APPLICATION FOR THE POSITIONS

According to the Financing Agreement with IFAD, MAAIF is expected to set up a Project Management Unit (PMU) for the day- to- day management and implementation of the ReLIV.

Applications are therefore, invited from suitably qualified and experienced Ugandans to apply for the following positions;

S/N	TITLE	LOCATION	NO. OF POSITIONS
1.	Financial Controller	National Project Coordination Unit	1
2.	Monitoring, Evaluation and Knowledge Management Specialist	National Project Coordination Unit	1
3.	Procurement Specialist	National Project Coordination Unit	1
4.	Climate Change and Environmental Specialist	National Project Coordination Unit	1
5.	Social Inclusion Specialist	National Project Coordination Unit	1
6.	Communication and Knowledge Management Officer	National Project Coordination Unit	1
7.	Procurement Officer	National Project Coordination Unit	1
8.	Drivers	National Project Coordination Unit	5

Interested applicants should send their written applications with copies of identification documents, 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, P.O. Box 102 Entebbe, Uganda or hand delivered to the Ministry Registry located at Plot No.14 Lugard Road, Entebbe by close of business on Friday 06th February 2026.

General Qualifications

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;

Detailed Job Positions, roles and responsibilities/Terms of Reference and Personal Specifications/Qualifications can be accessed on the entity website: www.agriculture.go.ug

NB: Only shortlisted candidates will be contacted

Maj. Gen. David Kasura-Kyomukama

PERMANENT SECRETARY

Post 1: Financial Controller

Ministry	:	Agriculture, Animal Industry and Fisheries
Job Title	:	Financial Controller
Department	:	Dairy Development and Production
Reports to	:	Project Coordinator
Number of Positions	:	One (01)
Directly Supervises	:	Accountant, Office Administrator, Systems Administrator
Job Purpose	:	He/She is responsible for financial management and maintaining all project accounts in good order; take charge of all matters in the project accounting cycle.

Key Functions/Duties:

The incumbent shall be responsible to the Project Coordinator in performing the following duties:

- I. Responsible for expediting all loans and grants management and disbursement activities through MAAIF systems
- II. Ensure timely capture of ReLIV in the GoU budget IFMS as required by the budgeting processes and calendars to be able to access counterpart funding.
- III. Communicate to all implementing institutions and service providers, their financial responsibilities, the funds available and how to access it, and the requirements of reporting and record keeping in accordance with prevailing government practices which are acceptable to IFAD.
- IV. Ensure that all project funds are used in accordance with the conditions of the financing agreements, with due attention to economy and efficiency, and only for the purposes for which the funds were provided;
- V. Ensure that all necessary supporting documents, records and accounts are kept in respect of all project activities, with clear linkages between the books of account and the financial statements presented to the financiers;
- VI. Ensure that designated account and operational accounts are maintained in accordance with the provisions of the financing agreement and in accordance with the financier's rules and procedures;
- VII. Contribute to the review and finalization of the Project Implementation and Financial Manuals;

- VIII. Ensure the Project's Financial Procedures as detailed in the Project Implementation and Financial Manuals are strictly adhered to by all Project staff and implementing agencies;
- IX. Ensure that the financial statements are prepared in accordance with International Public Sector Accounting Standards as adopted in Uganda;
- X. Liaise with external auditors to audit the project accounts to meet the required submission dates by both GoU and IFAD;
- XI. Liaise with the Accountants from Implementing agencies and the lead Project agency to ensure that SOEs are prepared in a timely manner and forwarded to Ministry of Finance, Economic Planning and Development;
- XII. Process documentation and follow up on disbursements from the government and IFAD to ensure that releases are not delayed.
- XIII. Ensure that funds for project implementation are disbursed in a timely manner to enable project interventions to be carried out on time.
- XIV. Any other duties as may be assigned by the Project Coordinator.

Person Specification:

Academic qualifications

- An Honors Bachelor's degree in Finance, Business Administration (Accounting or Financial) , Business Management, Accounting, or a related field from a recognized University/ Institution;
- A Master's degree or equivalent in in any of the above fields from a recognized University/ Institution is an added advantage;
- **MUST** be a Certified Public Accountant, duly registered with the Institute of Certified Public Accountants of Uganda (ICPAU).

Work Experience

- At least 4 (four) years of relevant work experience as an accountant in government/externally programmes or large institutions.

Knowledge and Skills/ Key Competences

(a) Technical Competences

- ✓ Strong managerial skills and demonstrated capacity to manage people and interact with a wide range of private sector partners and government representatives
- ✓ Knowledge of work planning, budgeting and reporting
- ✓ Knowledge of IFMS and mapping of the system desired
- ✓ Excellent quantitative and analytical skills
- ✓ Computer-literate including accounting packages and well-versed in the use of Excel, Word and basic data base set-ups.
- ✓ Accountability

(b) Behavioral

- ✓ • Ethics and integrity
- ✓ • Good oral and communication skills

- ✓ ▪ Customer Care and public relations skills
- ✓ ▪ Demonstrate high levels of Professionalism
- ✓ ▪ Team leader and player
- ✓ ▪ Innovation and self-initiative
- ✓ ▪ Time Management
- ✓ ▪ Interpersonal and public relations
- ✓ ▪ Ability to mentor, coach and develop subordinates.

Contract: Renewable variable contract based on mutual agreement

Post 2: Monitoring, Evaluation and Knowledge Management Specialist

Ministry	:	Agriculture, Animal Industry and Fisheries
Job Title	:	Monitoring, Evaluation and Knowledge Management Specialist
Department	:	Dairy Development and Production
Reports to	:	Project Coordinator
Number of Positions	:	One (01)
Directly Supervises	:	M&E Officer, GIS Officer, Communication and Knowledge Management Officer
Job Purpose	:	He/She 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 communication of Project activities, achievements and lessons learned.

Key Functions/Duties:

The incumbent shall be responsible to the Project Coordinator in performing the following duties:

- i. Ensure the building of a monitoring and evaluation system that will facilitate efficient and effective management of the project.
- ii. 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.

- iii. Guide, support, supervise and monitor the work of the M&E Officer and the Communication Officer and KM Officer.
- iv. Be in charge of designing of the central M&E system that will serve the project needs during implementation.
- v. Work in close coordination with all stakeholders to assess the data and information needs for the national oil seeds 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.
- vi. Plan and execute and Monitoring and Evaluation surveys with a view of informing ReLIV management on the progress and areas that require improvement to ensure achievement of project objectives
- vii. 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.
- viii. Introduce and strengthen the application of Participatory Planning, Monitoring and Evaluation methodology by smallholder oil palm farmers.
- ix. Work closely with the Finance Unit to ensure that project outputs and outcomes are closely linked with project financials to ensure value for money.
- x. 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.
- xi. Support the KM and Communication Officer to develop a Project communication strategy, geared towards Project implementers, the target group and stakeholders.
- xii. Take a led role to guide and coordinate the Project annual work planning and budgeting process.
- xiii. Oversee timely preparation of quarterly, bi-annual 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.
- xiv. Any other duties as may be assigned by the Project Coordinator.

Person Specification:

Academic qualifications

- An Honors Bachelor's degree in Business Administration, Agriculture, Economics, Statistics, Development Studies, Rural Development, Planning or related field from a recognized University/ Institution;
- A post graduate diploma in Monitoring and Evaluation;
- Certification in computer applications;
- A Master's degree or equivalent in any of the above fields from a recognized University/ Institution is an added advantage;

Work Experience

- A minimum of 4 (four) years' experience of working at a senior position in the field of development, planning and M&E and in Government/externally funded programmes or large institutions.

Knowledge and Skills/ Key Competences

(a) Technical Competences

- ✓ Solid knowledge of participatory M&E approaches and techniques.
- ✓ Good knowledge in the development of performance-based indicators.
- ✓ Evidence of hands – on experience in data management and analysis.
- ✓ 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
- ✓ Evidence of reporting and report writing skills will be an added advantage

(b) Behavioral

- ✓ ▪ Ethics and integrity
- ✓ ▪ Good oral and communication skills
- ✓ ▪ Customer Care and public relations skills
- ✓ ▪ Demonstrate high levels of Professionalism
- ✓ ▪ Team leader and player
- ✓ ▪ Innovation and self-initiative
- ✓ ▪ Time Management
- ✓ ▪ Interpersonal and public relations
- ✓ ▪ Ability to mentor, coach and develop subordinates.

Contract: Renewable variable contract based on mutual agreement

Post 3: Procurement Specialist

Ministry	:	Agriculture, Animal Industry and Fisheries
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Job Title	:	Procurement Specialist
Department	:	Dairy Development and Production
Reports to	:	Project Coordinator
Number of Positions	:	One (01)
Directly Supervises	:	Procurement Officer
Job Purpose	:	He/She will have responsibility for coordinating and supervising procurement of goods and services for the Project.

Key Functions/Duties:

The incumbent shall be responsible to the Project Coordinator in performing the following duties:

- I. Ensuring the timely planning, controlling and delivery of procurement activities of the Project.
- II. Liaising with other staff of the PMU and implementing agencies, to compile all procurement requirements of the Project.
- III. Preparing periodic reports to Contracts Committee, PPDA and other stakeholders, as required.
- IV. Ensuring compliance and conformity with legal and regulatory framework governing public procurements.
- V. Providing timely advice to the Project, contracts committee and other stakeholders on matters relating to procurement and disposal.
- VI. Preparing and updating the procurement plan and ensuring availability of funds for procurements and timely payment for procurement commitments.
- VII. Preparing solicitation/Bid documents for procurements and participation in evaluations.
- VIII. Providing secretariat services for the contracts committee.
- IX. Guiding suppliers on procurement procedures.
- X. Give technical backstopping to Project implementers at different levels on procurement matters.
- XI. Prepare advertisements for Project procurements.
- XII. Any other duties as may be assigned by the Project Coordinator.

Person Specification:

Academic qualifications

- An Honors Bachelor's degree in Procurement and Supply Chain Management or Procurement and Logistics Management or Commerce or Business Administration or a related discipline from a recognized University /Institution;
- Professional qualifications in Purchasing and Supply Chain Management from MCIPS/ISM- full member;
- Certification in Computer Application (particularly MS Excel, Word, Access and Power point, STATA).
- A Master's degree in any of the above fields or a related field from a recognized University /Institution is added advantage.

Work Experience

- A minimum of 4 (four) years' procurement management experience in a reputable organization /externally funded Programmes.

Knowledge and Skills/ Key Competences**(a) Technical Competences**

- ✓ Demonstrated knowledge of the Public Procurement and Disposal processes
- ✓ Negotiation Skills
- ✓ Strategic Sourcing
- ✓ Market Research and Analysis
- ✓ Contract Management
- ✓ Financial Acumen
- ✓ Supplier Relationship Management
- ✓ Communication Skills
- ✓ Risk Management

(b) Behavioral

- ✓ • Ethics and integrity
- ✓ • Good oral and communication skills
- ✓ • Customer Care and public relations skills
- ✓ • Demonstrate high levels of Professionalism
- ✓ • Team leader and player
- ✓ • Innovation and self-initiative
- ✓ • Time Management
- ✓ • Interpersonal and public relations
- ✓ • Ability to mentor, coach and develop subordinates.

Contract: Renewable variable contract based on mutual agreement

Post 4: Climate Change and Environment Specialist

Ministry		Agriculture, Animal Industry and Fisheries
Job Title	:	Climate Change and Environmental Specialist
Department	:	Dairy Development and Production
Reports to	:	Project Coordinator
Number of Positions	:	One (01)
Directly Supervises	:	
Job Purpose	:	He/She will be responsible for orienting and ensuring the climate resilient implementation of project activities.

Key Functions/Duties:

The incumbent shall be responsible to the Project Coordinator in performing the following duties:

- I. Supervise infrastructure assessments and develop a strategy/guideline for necessary modifications to make them climate resilient.
- II. Supervise the development of building codes/standards to ensure that investments are climate resilient.
- III. Work with appropriate local partners to ensure engineers and technicians can supervise infrastructure according to agreed building codes and standards.
- IV. Provide guidance to Service Providers on climate risk management in ReLIV intervention areas.
- V. Develop detailed TORs and tender documents for climate and environment support services.
- VI. Identify potential in-country partners to support climate and environmental needs.
- VII. Assist in developing agro-meteorological products and decision support systems for transmission to various departments of the ministry, relevant extension services, and private sector/business partners.
- VIII. Provide specific recommendations, including opportunities to optimize climate adaptation, environmental management, and resource use in the dairy value chain.
- IX. Explore existing lessons and good practices in dairy and beef production, assess scale-up options.
- X. Ensure sound integration of climate-resilient technologies in dairy and beef value chain development.
- XI. Build ReLIV capacities in climate resilient approaches (adaptation and mitigation).
- XII. Plan and implement a capacity-building program on climate and environment for key stakeholders, PMU staff, implementing partners, and service providers based on identified needs.

- XIII. Assist in the preparation and implementation of Learning Routes regarding climate resilience.
- XIV. Ensure application of safeguards defined in the SECAP studies, ensuring compliance with mandatory SECAP studies (Environment, Climate and Social Management Framework (ECSMF) and its Environment, Climate and Social Management Plan (ECSMP); Pesticide Management Plan (PMP); Solid and Liquid Waste Management Plan (SLWMP); Stakeholder Engagement Plan (SEP); Grievance Redress Mechanism (GRM); Labour Assessment and Management Procedures (LAMP); ESG due diligence, Environmental and Social Management System (ESMS) and Environmental and Social Action Plan (ESAP) for financial intermediaries; Targeted Adaptation Assessment; GLEAM-*i* carbon assessment).
- XV. Monitor GHG emissions generated by the project throughout its duration.
- XVI. Ensure activities of climate and environment are reflected in the AWPB.
- XVII. Assess IFAD corporate indicators related to climate and environment at baseline, MTR, and completion; ensure regular annual monitoring reflects data and information on key climate and environment indicators.
- XVIII. Prepare and organize workshops on climate and environment for target beneficiaries.
- XIX. Ensure climate information services reach beneficiaries and draft quality climate risk assessments for target areas.
- XX. Undertake regular field visits to monitor and assess progress on climate and environment.
- XXI. Serve as a channel of communication between the project and other stakeholders working on climate and environment issues.
- XXII. Keep updated on climate and environment policies in Uganda, including national policies, ministries, implementing institutions, and financing agencies, including IFAD.
- XXIII. Establish linkages with other climate and environment programs by national, international, and intergovernmental agencies.
- XXIV. Support evidence-based information creation on good practices in climate and environment.
- XXV. Act as a focal point for GEF and GCF supplementary projects.
- XXVI. Carry out any other duties as assigned by the supervisor.

Person Specification:

Academic qualifications

- An Honors Bachelor's degree in Climatology, Climate or Environmental Sciences, Natural Resource Management, or a related discipline from a recognized University /Institution;
- A Master's degree in any of the above fields or a related field from a recognized University /Institution is added advantage;

Work Experience

- A minimum of 4 (four) years' working experience in climate, environment, and natural resource management and safeguards procedures.

Knowledge and Skills/ Key Competences

(a) Technical Competences

- ✓ Experience in the country context of Uganda
- ✓ Experience in mainstreaming climate adaptation and mitigation issues within both public and private sector organizations.
- ✓ Ability to work in an interdisciplinary team and meet crucial deadlines
- ✓ Working knowledge of spoken and written English;

(b) Behavioral

- ✓ ▪ Ethics and integrity
- ✓ ▪ Good oral and communication skills
- ✓ ▪ Customer Care and public relations skills
- ✓ ▪ Demonstrate high levels of Professionalism
- ✓ ▪ Team leader and player
- ✓ ▪ Innovation and self-initiative
- ✓ ▪ Time Management
- ✓ ▪ Interpersonal and public relations
- ✓ ▪ Ability to mentor, coach and develop subordinates.

Contract: Renewable variable contract based on mutual agreement

Post 5: Social Inclusion Specialist

Ministry	:	Agriculture, Animal Industry and Fisheries
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Job Title	:	Social Inclusion Specialist
Department	:	Dairy Development and Production
Reports to	:	Project Coordinator
Number of Positions	:	One (01)
Directly Supervises	:	
Job Purpose	:	He/She will perform activities in main areas of social inclusion – gender, youth and nutrition.

Key Functions/Duties:

The incumbent shall be responsible to the Project Coordinator in performing the following duties:

- I. Advice and support the project management, other members of the PMU and field officers at all levels in the effective mainstreaming of targeting, gender, youth, nutrition in project activities.
- II. In close collaboration with the PMU, develop youth inclusion and nutrition strategies and fine-tune the project Social Inclusion Action Plan (SIAP) to be updated regularly.
- III. Work with each specialist in the PMU in critically reviewing project to see how each component or sub-component addresses youth and nutrition issues and identify opportunities for strengthening implementation from an social inclusive perspective.
- IV. Review basic project implementation processes to provide feedback and suggestions on how to achieve the best possible project outcomes with respect to youth and nutrition.
- V. Ensure that baseline, mid-line and end-line have the IFAD corporate indicators related to youth employment and nutrition have been assessed at baseline, MTR and completion; and regular annual monitoring reflects data and information on key social inclusion indicators (youth and nutrition);
- VI. Development of detailed TORs and tender documents of service providers for nutrition support services.
- VII. Support development of training on youth and nutrition related issues and provide capacity-building/training with support from nutrition and youth specialists for staff at the field level, PMU, implementing partners and service providers.
- VIII. Prepare and organize workshops on youth and nutrition to the target beneficiaries.
- IX. Prepare and implement national nutrition campaign, lease with potential partners for jointly conducting and or supporting campaign
- X. Develop clear selection criteria and method for linking MCCs with schools
- XI. Contact education system authorities for engaging with school milk programme, including reaching out to partners implementing school milk programmes in the country to establish collaboration.
- XII. Prepare documents for materializing school milk pilot is selected districts
- XIII. Reach out to TV, radio station and other potential stakeholders to support national campaign messaging and disseminating.
- XIV. Undertake regular field visits to monitor and assess the progress on nutrition

- XV. Serve as a channel of communication between the project and others working on nutrition issues in government, implementing agencies, other development projects and IFAD.
- XVI. Be familiar with nutrition policies of the institutions linked to the project, including national policies and those of ministries, implementing institutions and financing agencies, including IFAD.
- XVII. Establish linkages with other nutrition programmes implemented by national, international and intergovernmental agencies.
- XVIII. Support evidence-based information creation on good practices in nutrition.
- XIX. Any other duties as may be assigned by the Project Coordinator.

Person Specification:

Academic qualifications

- An Honors Bachelor's degree in Social Science, Social Works and Social Administration, BA Arts, Developmental Studies, Applied Human Nutrition, Food Science and Technology or a related discipline from a recognized University /Institution;
- A master's degree in any of the above fields or a related field from a recognized University /Institution is added advantage;

Work Experience

- A minimum of 4 (four) years' experience working in nutrition, nutrition education, community mobilization, social marketing and campaign;

Knowledge and Skills/ Key Competences

(a) Technical Competences

- ✓ Familiarity with social inclusion issues in the country;
- ✓ Experience in agricultural, food security, livelihoods and rural development projects;
- ✓ Experience in designing and delivering training modules
- ✓ Understanding of social behaviour change and communication
- ✓ Working knowledge of spoken and written English;

(b) Behavioral

- ✓ • Ethics and integrity
- ✓ • Good oral and communication skills
- ✓ • Demonstrate high levels of Professionalism
- ✓ • Team leader and player
- ✓ • Innovation and self-initiative
- ✓ • Time Management
- ✓ • Interpersonal and public relations
- ✓ • Ability to mentor, coach and develop subordinates.

Contract: Renewable variable contract based on mutual agreement

Post 6: Communication and Knowledge Management Officer

Ministry	:	Agriculture, Animal Industry and Fisheries
Job Title	:	Communication and Knowledge Management Officer
Department	:	Dairy Development and Production
Reports to	:	Monitoring, Evaluation and Knowledge Management Specialist
Number of Positions	:	One (01)
Directly Supervises	:	
Job Purpose	:	He/She will lead the development, implementation, evaluation and continued improvement of communication and knowledge management initiatives during the implementation of the Project.

Key Functions/Duties:

The incumbent shall be responsible to the M&E and Knowledge Management Specialist in performing the following duties:

- I. Conduct the research, including stakeholder analysis and needs assessment, and develop and implement creative communication strategy for ReLIV.
- II. Continuously review and improve the Project communication strategies and materials to ensure effectiveness.
- III. Develop, manage and fulfil a demanding annual production cycle of communication materials including campaigns and information materials to support awareness raising, sensitization and key messages (stories, videos, photos etc.) about the Project and articulate them in ways appropriate to the key stakeholders' target audiences.
- IV. Provide functional direction to special events and in particular with reference to activities in the dairy and beef sub-sector, such as product launch, commissioning of works with special emphasis on effective use of the media.
- V. Prepare user-friendly information sheets that detail key facts and figures about beef and dairy farming development.
- VI. Liaise with MAAIF communication unit staff and advise PMU staff on media engagement.
- VII. Synthesize reports and write thematic case studies, lessons learned and stories about successes emerging from ReLIV implementation; package them and ensure that they are shared within the country, with Government and other development partners in and outside Uganda.
- VIII. Support the beef and dairy policy development process, develop and package targeted policy products as required, and ensure that key stakeholders at different levels are fully informed as to the issues in question.
- IX. Ensure that systematic learning and knowledge management are fully embedded in Project management and implementation.

- X. Design and implement training activities for Project staff, government partners and other project stakeholders, as required, on KM and communication approaches, methods and tools.
- XI. Develop and implement mechanisms to encourage individuals, organizations and functional networks to share their experiences for mutual learning.
- XII. Carry out other duties related to the Project's activities, as may be assigned by the M&E and Learning Specialist.
- XIII. Any other duties as may be assigned by the Monitoring, Evaluation and Knowledge Management Specialist.

Person Specification:

Academic qualifications

- An Honors Bachelor's degree in Mass Communication, Marketing, Journalism , Business Administration or a related discipline or related field from a recognized University/ Institution;
- A Master's degree or equivalent in any of the above fields from a recognized University/ Institution is an added advantage;

Work Experience

- A minimum of 2 (two) years of experience in communications in a reputable organization/institution.

Knowledge and Skills/ Key Competences

(a) Technical Competences

- ✓ Proven experience in designing and implementing successful communication for sustainable development;
- ✓ Experience in the sphere of rural development project management and implementation, in particular a good basic knowledge of communication strategy development and implementation, will be a distinct advantage;
- ✓ Experience in, or solid understanding of, use of modern information and communication technology; print, broadcast media/interactive digital media in agriculture and rural development;
- ✓ Experience in building relationships with journalists, handling inquiries, pitching features and conducting interviews;
- ✓ Ability to translate agriculture and rural development work into compelling stories using excellent editing and copyright skills;
- ✓ Ability to draft clear and concise ideas and concepts in written and verbal form with special skills in writing press releases, articles, stories for traditional and electronic media;
- ✓ Excellent design and production skills;
- ✓ Knowledge of current practices in communication research and role of mass media;

(b) Behavioral

- ✓ • Ethics and integrity
- ✓ • Good oral and communication skills
- ✓ • Customer Care and public relations skills
- ✓ • Demonstrate high levels of Professionalism
- ✓ • Team leader and player

- ✓ • Innovation and self-initiative
- ✓ • Time Management
- ✓ • Interpersonal and public relations
- ✓ • Ability to mentor, coach and develop subordinates.

Contract: Renewable variable contract based on mutual agreement

Post 7: Procurement Officer

Ministry	:	Agriculture, Animal Industry and Fisheries
Job Title	:	Procurement Officer
Department	:	Dairy Development and Production
Reports to	:	Procurement Specialist
Number of Positions	:	One (01)
Directly Supervises	:	
Job Purpose	:	He/She will ensure achievement of results-oriented outcomes in the procurement function.

Key Functions/Duties:

The incumbent shall be responsible to the Project Coordinator in performing the following duties:

- I. Support the Procurement Specialist in execution of procurement related tasks.
- II. Put in place a system that would allow for appropriate planning with regard to the consolidation of a list of all needed procurement items for the effective implementation of a given Programme Year's work plan. The list should be exhaustive including the appropriate specifications, quantity, the preferred delivery time period, etc.
- III. Work closely with the Procurement Specialist and PMU to ensure that an informative and detailed project work plan and budget is timely prepared.
- IV. During the course of AWPB implementation, monitor implementation of the different contracts, report status and problems to the Programme Coordinator and intervene to address any problems upon request by the Programme Coordinator.
- V. Keep an appropriate contract register for all contract entered into during ReLIV implementation. The register must be continuously updated to reflect the physical and financial progress.

VI. Maintain all procurement records in a form appropriate for regular auditing.

VII. Prepare quarterly and annual reports of progress with implementation of the Procurement Plan, and regularly inform the Programme Coordinator of problems and make proposals to overcome bottlenecks; and

VIII. Carry out any other activities that are assigned by the Supervisor.

Person Specification:

Academic qualifications

- An Honors Bachelor's degree in Procurement and Supply Chain Management or Procurement and Logistics Management, Purchasing and Supply, Economics, Finance or Law or Commerce or Business Administration or a related discipline from a recognized University /Institution;
- Certification in Computer Applications.

Work Experience

- A minimum of 2 years work experience in procurement and contracting from a reputable organization.

Knowledge and Skills/ Key Competences

(a) Technical Competences

- ✓ Negotiation Skills
- ✓ Strategic Sourcing
- ✓ Market Research and Analysis
- ✓ Contract Management
- ✓ Financial Acumen
- ✓ Supplier Relationship Management
- ✓ Communication Skills
- ✓ Risk Management

(b) Behavioral

- ✓ • Ethics and integrity
- ✓ • Good oral and communication skills
- ✓ • Customer Care and public relations skills
- ✓ • Demonstrate high levels of Professionalism
- ✓ • Team leader and player
- ✓ • Innovation and self-initiative
- ✓ • Time Management
- ✓ • Interpersonal and public relations
- ✓ • Ability to mentor, coach and develop subordinates.

Contract: Renewable variable contract based on mutual agreement

Post 8: Drivers (5)

Job Title	:	Drivers
Department	:	Dairy Development and Production
Reports to	:	Office Administrator
Number of Positions	:	One (05)
Directly Supervises	:	
Job Purpose	:	He/She will be responsible for daily vehicle maintenance

Key Functions/Duties:

The incumbent shall be responsible to the Office Administrator in performing the following duties:

- ✓ Driving the vehicle for official duty and assignments;
- ✓ Carrying out daily vehicle maintenance checks and generating reports in line with the administrative guidelines and Council's policy;
- ✓ Reporting major mechanical faults in the vehicle to the supervisor;
- ✓ Maintaining update records of vehicle movement logbook, insurance and license service card in line with Project's administrative policies and procedures;
- ✓ Maintaining a clean, tidy and safe vehicle;
- ✓ Any other duties as may be assigned from time to time

Person Specification:

Academic qualifications

- Applicants should be Ugandans holding a Uganda Certificate of Education (UCE) with at least a pass in English Language; a valid driving permit of class E, held for the last three years.
- A Certificate in defensive driving and training in road safety
- Certificate of Competence from Ministry of Works and Transport will be an added advantage

Work Experience

- Applicants should have a working experience of two (2) years as Driver in a reputable Organization

Knowledge and Skills/ Key Competences

(a) Technical Competences

- ✓ Knowledge of vehicle mechanics
- ✓ Road safety
- ✓ Traffic rules

(b) Behavioral

- ✓ ▪ Ethics and integrity
- ✓ ▪ Good oral and communication skills
- ✓ ▪ Customer Care and public relations skills
- ✓ ▪ Demonstrate high levels of Professionalism
- ✓ ▪ Time Management
- ✓ ▪ Interpersonal and public relations

Contract: Renewable variable contract based on mutual agreement