MINISTRY OF AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES

JOB ADVERTISEMENT

The Ministry of Agriculture, Animal Industry and Fisheries (MIAIF) received funding from the Islamic Development Bank (IDB) to support the government of Uganda’s efforts to attain rice self-sufficiency through the “Enhancing National Food Security through Increased Rice Production (ENRP) Project.” The project will contribute to the increase in production, marketing and consumption of rice for improved Nutrition, Food Security and Incomes in Uganda as well as support, build and strengthen the institutional and technical capacities, for sustained agricultural growth that contributes to the poverty alleviation and food security. MIAIF ENRP seeks to recruit suitably qualified Human Resource as follows:

Job Title: Monitoring and Evaluation Officer
Organization: Ministry of Agriculture, Animal Industry and Fisheries (MIAIF)
Duty Station: Kampala, Uganda
Funding Source: Islamic Development Bank (IDB)
Project Name: Enhancing National Food Security through Increased Rice Production (ENRP) Project
Reports to: Assistant Commissioner M & E, MIAIF

Job Summary: The Monitoring and Evaluation Officer will be responsible for the development and implementation of a comprehensive monitoring and evaluation system for the project, including capacity development and establishment of an effective Management Information System.

KEY DUTIES AND RESPONSIBILITIES:
• Establishing Baseline.
• Developing an M & E system for the Project and coordinate the development of the project’s M&E guidelines.
• Developing monitoring and evaluation guidelines for the project, for use by staff at different levels of implementation of the project.
• Coordinating data and information collection on project implementation and undertake analysis.
• Preparing M & E reports to the Coordinator for decision making and improvement of implementation of the project.
• Contributing to the preparation of the Project Implementation and Financial Manuals.
• Preparing and disseminating the project’s periodic progress reports in consultation with the Project Coordinator.
• Organizing and facilitating the Annual Review Workshops, Annual Work-plan and budget (AWPB) Workshops, supervision missions and other technical backstopping missions in consultation with the Project Coordinator.
• Coordinating, supervising and providing technical backstopping for surveys, studies and project assessments.

QUALIFICATIONS, SKILLS AND EXPERIENCE:
• The applicant should be a Ugandan citizen holding an honors Bachelor’s degree in Agriculture or related field, plus a Master’s degree in Agriculture, Agricultural Economics, Economics, Development Studies, Business Administration or equivalent field plus a post graduate diploma/certificate in MIS or M&E will be an advantage, all from a recognized university or institution.
• At least 5 years’ experience of working in the field of M&E and good knowledge of participatory M&E approaches and techniques and development of performance based indicators.

Age: 28 years and above

Job Title: Procurement Officer
Organization: Ministry of Agriculture, Animal Industry and Fisheries (MIAIF)
Duty Station: Kampala, Uganda
Funding Source: Islamic Development Bank (IDB)
Project Name: Enhancing National Food Security through Increased Rice Production (ENRP) Project
Reports to: Project Coordinator

Job Summary: The Procurement Officer will oversee and manage the procurement for the PMU project under strict deadlines and standards as set out in the IDBs Guidelines Procurement of works and goods by IBR Borrowers.

KEY DUTIES AND RESPONSIBILITIES:
• Preparing specifications, bidding documents for goods and equipment contracts, requests for proposals for consulting assignments, and proposal application packages for subproject proposals using standard documentation agreed with IDB.
• Arranging for advertising contract opportunities and assistance in preparing contract bids.
• Preparing required procurement and other documentation for review and or objection by the IDB.
• Preparing of contracts to be signed with suppliers, consultants, NGOs, CBOs and other entities.
• Maintaining a record of and ensure compliance with agreed procurement method thresholds, IDB prior review thresholds and agreed aggregate threshold amounts for less competitive procurement.
• Work collaboratively with Technical Specialists and Accountant in preparing quarterly Project Management Reports (PMR) to be submitted to IDB.
• Monitoring the implementation and performance of contracts by suppliers, consultants and other entities under time and cost management and produce monthly and quarterly reports.
• Documenting the lessons learnt and provide the best practices on design of follow-on projects.
• Performing any other duties as assigned by his/her supervisor.

QUALIFICATIONS, SKILLS AND EXPERIENCE:
• The applicant should be a Ugandan citizen holding an honors degree in Procurement, Business, Law or Engineering, from a recognized university or institution; with at least 5 years post graduate experience in procurement and contract management in public sector.
• He/she should be a member of CIPS and have good knowledge of procurement policies and procedures of a multilateral financial institution (preferably the PPDA, Government of Uganda, Donor Projects), as well as good knowledge of the institutional, technical, and commercial aspects of procurement.

Age: 28 years and above

Job Title: Accountant
Organization: Ministry of Agriculture, Animal Industry and Fisheries (MIAIF)
Duty Station: Kampala, Uganda
Funding Source: Islamic Development Bank (IDB)
Project Name: Enhancing National Food Security through Increased Rice Production (ENRP) Project
Reports to: Project Coordinator

Job Summary: The Accountant will mainly implement and oversee the running of a reliable financial management system in accordance with the approved budgeted/ planned and the laid down accounting procedures & operational guidelines.

KEY DUTIES AND RESPONSIBILITIES:
• Ensuring that all the payment vouchers are adequately supported by appropriate source documentation, duly authorized for payment and properly filed to facilitate easy retrieval and referencing.
• Ensuring that approved bank accounts are maintained at adequate levels to enable scheduled payments to be made without delay, undertake timely cash flow projections and to observe good treasury & cash management practices.
• Maintaining and updating all required financial records, including cash books, ledgers, commitment registers, contract registers and fixed asset registers.
• Preparing monthly reconciliation statements for all bank accounts
• Performing any other tasks as may be assigned by Project Coordinator from time to time.

QUALIFICATIONS, SKILLS AND EXPERIENCE:
• The applicants should be a Ugandan citizen holding an honors Bachelor of Commerce Degree (Accounting option), Bachelor of Business Administration or its equivalent from a recognized University or institution.
• Five or more (5) years relevant post qualification experience.
• Candidates with professional qualification such as ACCA or CPA will have added advantage. He/she should have hands on experience in accounting for multiple donor funded projects, Proficiency in Computer software applications & spreadsheets and have superb knowledge of International accounting and auditing standards in the public and private sectors.
• Possess a high levels of professionalism and integrity.

Age: 28 years and above

How to Apply:
Please send your applications with a detailed CV indicating contact addresses and details of three references should be submitted during official working hours to:
The Permanent Secretary, Ministry of Agriculture, Animal Industry and Fisheries, P.O. Box 102, Entebbe, Uganda.
Please obtain forms from the Public Service Commission or Ministry of Agriculture, Headquarters and government ministries and departments. Those who had earlier applied for are encouraged to re-apply.
Deadline: Monday, 2nd May 2016.