

The Hunger Project-Uganda, part of a global non-profit strategic organization committed to the sustainable end of world hunger and poverty, is looking for ambitious candidates to fill the positions of:

Job Title : **Partnership Building and Resource Mobilization Officer (PBRMO)**

Duty Station : **Country Office – Kampala**

Contract Terms : **1 year** (Renewable subject to performance and availability of funds)

Number of positions: **1**

Job purpose : Under the supervision of the Country Director, the Partnership Building and Resource Mobilisation Officer will be responsible for assisting the Uganda Country Office with resource mobilization, strategic planning and growing THPU business through creating, maintaining, and facilitating effective partnerships between THPU and its collaborating and financing partners, including national governments, non-governmental organizations, bilateral and multilateral institutions, and foundations to secure resources for THP-U programs. S/he will be responsible for promoting the Organisation and its achievements and be the liaison between THP-U program teams and funding and implementing partners in coordinating proposal development, partner solicitation and reporting on results.

Duties and Responsibilities:

Resource Mobilization

- Oversee the formation and operating processes of all resource mobilization activities, ensuring long-term, flexible, and sustainable resourcing for THP-U's programs and deliverables. Lead the continuous engagement with development partners to build strong relations, position and elevate what THPU does while increasing its visibility.
- Develop and implement a comprehensive resource mobilization strategy for THPU which specifies achievable financial targets and pipeline, reporting and tracking system and how the team can achieve them.
- Lead the process of concept note/proposal development in collaboration with the Country Director and national Program Staff and THP Global office, to ensure that they are properly coordinated and consistent with internal program priorities, cross cutting issues and partner priorities and requirements.
- Develop and ensure quality standards for proposals and concept notes and ensure achievement
- Identify and engage with traditional and innovative funding sources and potential partners to build and develop new business opportunities and strategic relationships for increasing the funding base.
- Coach THPU colleagues on fundraising skills, and approaches to business partnership development and resource mobilization.

- Collaborate with the Finance team in financial data tracking and analysis for budgeting, monitoring, and reporting and grant audit to meet program objectives and stakeholders/donor requirements.
- Work closely with the Global Office Team to gather and manage knowledge and intelligence to develop innovative ways of securing and expanding existing funding streams and translate this into clear messages that multi-disciplinary teams use in their engagement with different partners.
- Prepare updates to senior management and the National Advisory Council on the status of resource mobilization and partnerships.
- Developing and coordinating online/web-based fundraising initiatives
- Managing resource mobilisation functions and activities and supporting the Regional Director in managing donor relationships
- Coordinate the proposal development process – arranging meetings, coordinating with teams, getting approvals and making sure proposal submission is made in time.
- Develop and maintain a donor scoping sheet with details of all potential donors.
- Develop and maintain cultivation plans with details of high priority donors and engagement strategies with them.
- Maintain and regularly update the Uganda hub’s funnel with details of all existing and upcoming grants in the pipeline.
- Prepare capacity statements, thematic papers, concept notes and proposals.
- Ensure all submitted proposals are stored and arranged properly.
- Organise and lead grant inception meetings to induct implementing staff on grant requirements.
- Create and distribute standard and special reports, studies, summaries, and analyses, as required, to the leadership team as and when required.
- Participate in budget reforecasting for all grants.
- Filing of donor contracts and communications (soft and hard copies).
- Work closely with Finance department to implement recommendations from audits for the Fundraising and Partnerships section.
- Ensure Reporting schedule is updated and an effective guide to support timely submission and storage of high-quality donor reports.
- Coordinate and follow up with Programmes, M&E and Finance team for input and additional information into donors’ reports.
- Work closely with the Finance team to support the preparation of donor financial reports for small and medium-term grants.
- Deliver high quality editing of reports to ensure an accurate picture of progress is presented and donor commitments are met.
- Production of fundraising status report

Partnerships

- Manage a comprehensive database of partners to facilitate tracking of partnerships and outreach to potential partners to enhance collaborative effectiveness and a mutually beneficial engagement.
- Represent the Country Director as delegated to promote THP-U and its mission, articulating its position and leveraging opportunities for strategic collaboration and synergies.
- Support the Country Director with the establishment of high-level networking initiatives to mobilize resources from traditional and new partners and sources.
- Map events and manage a strategic “calendar” that anticipates events that can provide THP-U with partnership opportunities that can be leveraged in an effective way.

- Support the programs team in exploring the potential of building or strengthening partnerships with pan-African organizations, policy institutes and think tanks, based on common interest and purpose.
- Support the Country Director with strategic planning and coordinating the development and implementation of annual plans.
- Lead and coordinate the preparation, production and reporting to various partners, overseeing content development, quality control, finalization, and dissemination.
- All other related duties as assigned.

Required Qualifications Skills and Experience:

- Advanced University degree in Business Management, Business Administration, Social Sciences, Economics, Development Financing, Public Administration, International Development, or any other relevant discipline.
- Minimum of 5 years of which is proven and established track record in fund-raising, resource mobilization, business development, development financing and partnership-building at international level. Prior experience in direct interactions with donors and financial institutions, including with private and institutional investors is desirable.
- Demonstrated experience in and understanding of the funding mechanisms and procedures for bilateral and multilateral and development partners, philanthropic organizations, private foundations or NGOs as well as in grant management.
- Knowledge of the global development financing system, results-based financing, and official development assistance.
- Experience drafting proposals for funding that were successful and that translated into financial resources from diverse sources.
- Fluent in English
- Ability to effectively use software programs such as Microsoft Office Word, Excel, PowerPoint, and SharePoint.
- Planning and organizing
- Teamwork and collaboration
- Communication
- Respect for organizational, intercultural, and ethical values
- Learning and Innovation

Job application procedure:

Please forward letters of interest, salary expectations, CV and certified academic certificates/transcripts by email to: uganda.personnel@thp.org addressed to the Country Director, The Hunger Project- Uganda, P.O Box 26393, Kampala before **5:00pm** on **30th January 2025**. Please indicate the position you are applying for in the subject line of your email.

Only Shortlisted Candidates will be contacted.

Job Title : **Project Accountant**

Duty Station : **Regional Office – Nwoya District**

Contract Terms : **1 year** (Renewable subject to performance and availability of funds)

Number of positions: **1**

Job purpose : Under the supervision of the Manager – Budgets, Grants and Compliance, the Project Accountant will support the effective delivery of the Youth Ending Hunger in Nwoya District through managing financial records, ensuring compliance with tax laws of Uganda and provide financial advice.

Duties and Responsibilities:

Financial Management

- Compiles quarterly forecast for the sub- region Office and submit to the Manager- Budgets, Grants and Compliance.
- Ensure thorough and effective budgetary control at the Sub region Office and provide regular support to the Project Officers.
- Responsible for all finance disbursement at the sub- region Office.
- Initiate Beyonic payments in the system.
- Ensure paid vouchers are fully approved and authorized prior to disbursement.
- Supporting budget holders in reviewing budgets performance, variance analysis.
- Responsible for archiving and documentation of finance data, including supporting documents. Ensures they are handed over to finance at the country Office on monthly basis.
- Maintain hard copy filing system of finance-related documents and if possible, scan as well to have soft copies.
- Perform monthly Bank reconciliation.

Accounting/Finance/Internal Control functions

- Assist in reviewing and processing of payments to service providers by ensuring payment requests are properly supported with:
- Ensure adequate supporting documentation with evidence of receipt of the goods and services by suppliers/beneficiaries
- Adherence to approved budgets.
- Proper Coding (Project Number, Budget line)
- Adherence to National law requirements, Compliance with THP Internal Finance/Procurement procedures, and donor regulations
- Reviewing new budget development, variance analysis, budget revisions and realignments/re-allocations

Compliance and Reporting Responsibilities

- Provide technical guidance and support to program staff at the sub- region Office.
- Support Country Office during audit excise.
- Ensure compliance with relevant financial regulations and standards.
- Any other duties as agreed with the Supervisor of Support Service.

Required Qualifications Skills and Experience:

- Bachelor's degree in Finance, Accounting, Business Administration accounts option or any other related Business Studies
- Minimum of 2 years' experience working with an INGO or other international agency in finance and operations management.
- Computer literacy with knowledge of the use of Quick books accounting software.
- Proven experience working with partners is an added advantage.
- Fluent in English

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Job Title : **Transport Officer - Youth Ending Hunger Project**

Duty Station : **Nwoya and Amuru Districts**

Contract Terms: **1 year** (Renewable subject to performance and availability of funds)

Number of positions: **1**

Job purpose : Under the supervision of the Fleet Supervisor, the Transport Officer will ensure provision of reliable and secure driving services to authorized personnel, and the delivery/collection of mail, documents and other important items.

Duties and Responsibilities:

- Drive the Project vehicles safely in accordance to Uganda laws
- Maintain the project vehicles including conducting periodic checks on the condition of the vehicle and reporting any suspected mechanical faults.
- Maintain the vehicle in a clean and excellent mechanical condition.
- Take responsibility for the tools and loose equipment in the vehicle.
- Maintain the vehicle logbook as instructed by the Fleet Supervisor.
- Ensure security of the vehicle while on duty including safe parking.
- Checking the vehicle routinely and compiling service reports.
- All other related duties as assigned.

Required Qualifications Skills and Experience:

- A minimum qualification of UCE Certificate. Qualification above this will be an added advantage.
- Must have a valid driving permit with classes B and CM.
- Specialised training and skill in automobile / vehicle maintenance will be an added advantage.
- Training and skills in and first aid administration will be an added advantage.
- Applicants should have at least a minimum of three (3) years driving experience with driving record justified with recommendation letter(s) from the former employer(s)
- A defensive driving certification from a well-recognized training institution is an added advantage.
- Clean driving record.
- Good interpersonal and _communication skills.
- Good Team player.
- Public relations and customer care
- Time management
- Flexibility
- Fluent in English.

Job Title : **Project Officer – Peace Project**
Duty Station : **Nwoya and Amuru Districts**
Contract Terms : **1 year** (Renewable subject to performance and availability of funds)
Number of positions: **1**

Job purpose : Under the supervision of the Regional Programs Coordinator, the Project Officer will support the effective delivery of the Peace Project in Nwoya District through regular day-to-day implementation, monitoring and reporting requirements for the project activities.

Duties and Responsibilities:

- Support the effective delivery of the project and take responsibility for the day-to-day implementation, documentation and operation of project activities.
- In collaboration with the Epicentre leadership, district Local government staff and other key project stakeholders, plan and deliver high-quality activities using the agreed upon models including the Vision Commitment and Action (VCA), Citizen Voice (CVA) and Action and Budget Monitoring and Expenditure Tracking (BMET) methodologies.
- Build and maintain strong relations with staff in partner organizations including the District Local government leadership for more effective collaborations and partnerships
- Ensure timely completion of internal reporting requirements and donor reports.
- Conduct regular review of project workplans and budget to ensure they align with the project objectives while addressing any emerging shifts following the outcomes of the project monitoring reports.
- In liaison with the Finance officer conduct regular Budget monitoring and expenditure analysis to ensure that the project spending levels is within the expected.

Advocacy

- Develop and oversee the implementation of the THP-U's peace project Advocacy strategy and agenda in line with the consortium objectives.
- Lead the county level monitoring and evaluation of advocacy-related objectives and mapping of key opportunities and events.
- Provide timely update and advice to stakeholders and the management team on advocacy issues or other issues that arise.
- Participate in key national and local government planning and budgeting cycle on behalf of THP-U.

Build and maintain effective relationships.

- Develop and maintain positive working relationships with project partners.
- Contribute to the strengthening of THP-U coordination with other consortium partners as well as national and international peacebuilding actors in Uganda.
- Represent THP-U at external meetings, and promote lessons learnt from the organization's work.

Ensure regular liaison and information sharing with other parts of peace project

- In collaboration with epicenter leadership, contribute to cross-organizational learning and sharing.
- Ensure effective communication of project activities, results and lessons learnt within the Peace Project, including contributing to organizational outcome harvesting workshops and monthly, biannual as well as annual reporting.
- Regularly share project information and updates on formal social media platforms.

Support ongoing monitoring and evaluation and reporting on the project's work

- In collaboration with the monitoring, evaluation and learning Officer, monitor the impact of the Peace Project in target Districts and participate in regular debriefings and lesson learning sessions with THP-U staff and peace project partners.
- In liaison with the MEAL officer, maintain a database of project outcomes in line with the project's Theory of Change.
- Coordinate staff and donor monitoring visits and evaluations as appropriate.
- Write timely and accurate activity reports in compliance with donor requirements.
- All other related duties as assigned.

4. Required Qualifications Skills and Experience:

- A bachelor's degree or professional qualification in either: peace and conflict studies, social sciences or development studies or equivalent relevant experience.
- A good understanding of peace, governance, and conflict sensitivity, and an active interest in the workings of civil society.
- Knowledge and experience in advocacy are crucial
- Knowledge and experience of working on gender-sensitive programming would be an advantage.
- More than 2 years' experience working on peace and/or governance issues in a non-governmental organisation.
- Demonstrable experience of project administration, planning and implementation.
- Experience with peacebuilding and land-related projects would be an advantage.
- Experience in designing and facilitating trainings and workshops is desirable.

- Good report-writing and communication skills.
- Demonstrable interpersonal and team working skills.
- Proficiency in Microsoft Office and use of internet for research.
- Fluent in English.
- Professional working proficiency in Acholi a plus.
- Flexibility in traveling and working in challenging situations

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Job Title : **Project Officer – Youth Agri Entrepreneurship Project (YAEP)**

Contract Terms : **1 year** (Renewable subject to performance and availability of funds)

Number of positions: **1**

Job purpose : Under the supervision of the Agribusiness Manager, the Project Officer will oversee the coordination, implementation and reporting processes for THP-U Youth Agri Entrepreneurship Project in the districts of implementation including: Provide expert advice and support to youth to adopt innovative practices to improve their agricultural productivity, designing, implementing, and monitoring agribusiness initiatives that support the project's objectives, play a pivotal role in planning and implementing youth advocacy initiatives aimed at empowering young people to advocate for reforms that favor youth participation in agriculture and food security..

Duties and Responsibilities:

Program coordination and Implementation:

- Ensure timely planning and implementation of the projects' activities. Develop workplans and budgets, which are well aligned to the respective project proposals.
- Mobilize the youth to participate in the respective training and mentorship programs.
- Organize capacity building activities training and mentoring youth in sustainable agricultural practices, agribusiness development and management, value addition, market research, leadership and advocacy skills.
- Participate in planning and implementation of advocacy campaigns and materials. Coordinate the relevant platforms to amplify the project activities and youth voices. Take a lead in the mobilization and creation of youth led initiatives to participate in advocacy campaigns.
- Oversee projects budgets and ensure proper financial accountability.
- Organize exposure learning opportunities for youths under the program e.g. participate in conferences/seminars/advocacy platforms, and learn from successful agro-enterprises.
- Provide technical guidance to support youth adopt and sustain the best practices promoted by the projects.
- Provide guidance to the organization procurement team to identify and procure quality items that satisfy the needs of the projects.
- Ensure the projects compliance with government policies and standards.
- Work with the consultants hired to provide services to the projects. Ensure the consultants are provided with right project information and the assignments satisfy the needs of the project.
- Facilitate the connections between the youth and the local government, private sector and NGOs that would support the projects to achieve the planned outputs/outcomes.

Program Monitoring, Evaluation and reporting.

- Together with the Program Monitoring and Evaluation Officer plan and execute monitoring and evaluation activities that address the specific project monitoring and evaluation needs.
- Manage project documentation, including attendance records, activity reports, success stories, lessons learned, activity photos, risks and recommendations for the respective districts.
- Monitor and evaluate effectiveness of new approaches and products introduced by the projects, in the field. Be keen to identify and document success stories, challenges and risks, lessons learned and appropriate recommendations.

- Contribute to the preparation of project progress reports that are submitted to the donors and the global office.

Stakeholder Identification and Engagement:

- Conduct stakeholder mapping to identify and profile potential partners, sector networks, platforms to benefit the project activities.
- Establish collaborations and partnerships with key stakeholders including local government, financial institutions, civil society organisations, research and educational institutions, private sector companies etc., Ensure THP-U signs the relevant MoUs with the stakeholders.
- Serve as the primary point of contact for the program related inquiries as per assigned districts. Including representation of THP-U at district sector meetings.
- Organize activities building the capacity of external stakeholders such as government and private actors to increase their engagement in the project and adoption of good practices promoted by the project(s).

Required Qualifications Skills and Experience:

- A bachelor's degree in Agriculture, Agribusiness or a related field.
- Minimum of three (3) years) experience in implementing agriculture or agribusiness projects.
- Strong understanding of sustainable agriculture and technologies, value chain development, market systems, and agribusiness enterprises.
- Proven experience in organizing and facilitating youth focused events and initiatives.
- Knowledge of advocacy principles and tools.
- Familiarity with the agricultural sector policies and regulations.
- Excellent project management and organizational skills.
- Strong analytical and problem-solving abilities to address the project and youth challenges
- Strong communication and interpersonal skills for engaging with youths and other stakeholders.
- Proficiency in using agricultural tools and technology.
- Experience in building and managing advocacy networks
- Ability to work independently and in rural areas.
- Fluent in English.

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Job Title : **Agribusiness Project Manager**

Contract Terms: **1 year** (Renewable subject to performance and availability of funds)

Number of positions: **1**

Job purpose : Under the supervision of the Head of Programs, the Agribusiness Manager will play a strategic leadership role in the overall leadership, planning, implementation and evaluation of THP-U's Youth Agri enterprise development programs. He/she will specifically to; Provide technical support to the Program Officers during the planning and implementation of youth focused Agri enterprise development projects including the BMZ Youth Agribusiness Academies Project, Youth Enterprise Development Project and the Food second project in alignment with THP-U strategic vision of increasing Youth engagement in ending hunger and Guide the design and implementation of advocacy related initiatives to amplify the voice and influence of youth to influence in ending hunger in Uganda.

Duties and Responsibilities:

Program leadership and development:

- Guide the implementation of THP-U's Youth Agri enterprise development projects including the BMZ youth Agribusiness Academies project, Youth Agri enterprise development project and Food second project.
- Provide technical guidance to Program officers in the development of innovative strategies to increase youth interest and engagement in Agriculture as a business.
- Open doors for collaboration and partnership with strategic partners including government, private sector agencies and networks that benefit the THP-U youth programs.

Program Management:

- Analyse and identify gaps, understand strength and opportunities of THP-U's Youth Agri enterprise Development Projects and provide guidance and support to the program officers to achieve high quality results at all levels.
- Ensure proper planning, timely implementation and reporting on project activities in line with the funder timelines.
- Ensure adequate attention towards the sustainability of the Youth Agri enterprise Development program to allow for scalability across other THP- Africa Countries.
- Ensure effective budget monitoring to allow for effective program spending and timely financial reporting.

People management

- Provide effective guidance and support towards the staff team and community to keep them motivated towards the attainment of the anticipated changes at both community and National level

Fundraising, Donor compliance and Reporting

- Ensure the establishment of an effective reporting system for all related projects and timely information is disseminated to all relevant stakeholders.

- As a technical person, ensure participation in proposal development processes especially at the project initiation and design phases

Capacity Development

- Develop a capacity-building plan for THP-U's Youth Enterprise Development Program staff that will ensure improved and sustainable capacities at both THP-U and at the community level.
- Build THP-U project staff capacity through planned and coordinated training, coaching, advice and experience sharing for continuous program quality improvement

Monitoring Evaluation and Reporting

- In close collaboration with the relevant MEL Officers and the Head of Programs, develop an effective of M&E and Learning plan for THP-U's Youth Agri enterprise Development Program to ensure data driven decision making and continuous program quality improvement and learning

Required Qualifications Skills and Experience:

- MA or MSc in Agricultural, Agribusiness Development, Food Security, Development Studies, Rural Economy or other related fields from a recognized University.
- At least five years of relevant experience in Programme development and management in a related field of work.
- Strong background in agricultural value chains, climate smart agriculture, market systems development.
- Proven experience in organizing and facilitating strategic meetings with government and private sector stakeholders.
- Knowledge of advocacy principles and tools.
- Familiarity with the agricultural sector policies and regulations.
- Excellent project management and organizational skills.
- Strong analytical skills and experience in using data for program improvement.
- Outstanding communication and negotiation skills to manage external high-profile stakeholders.
- Proficiency in agricultural tools, technology and budgeting.
- Experience in building and managing advocacy networks
- Ability to lead teams remotely.
- Knowledge of emerging trends in agribusiness, including digital tools and climate resilience
- Fluent in English.

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Job Title : **Office Assistant**

Duty Station : **Regional Office - Nwoya District**

Contract Terms : **1 year** (Renewable subject to performance and availability of funds)

Job purpose : Under the supervision of the Senior Admin and HR Officer, the Office Assistant will be responsible for taking care of the facilities and carry out cleaning and maintenance duties. He/she will provide housekeeping services to maintain the regional office in a safe, sanitary and tidy condition at all times.

Duties and Responsibilities:

- Responsible for maintaining cleanliness inside and outside the office premises daily. These include cleaning of floors, windows and dusting tables and chairs.
- Empty and clean dustbins, wastepaper baskets daily and disposing of rubbish in designated areas.
- Ensure that washrooms are always kept clean and well stocked with the necessary toiletries daily.
- Ensure that all office furniture and equipment are clean and well-arranged daily.
- Maintain the kitchen area and clean all surfaces and other appliances.
- Ensure that the kitchen store is always well stocked with the necessary kitchen utilities.
- Assist in arranging for in house meetings i.e. (arranging the meeting room).
- Undertake internal errands for staff including photocopying and preparation of documents.
- Responsible for reporting repairs and replacements encountered when executing daily tasks.
- Providing support to staff in photocopying, binding and printing official document.
- Performs additional duties as needed and as assigned by the supervisor

Required Qualifications Skills and Experience:

- A minimum of at least UCE Certificate. Any other higher qualification is an added advantage.
- At least 1 year experience as a cleaner or office assistant in a busy work environment/organisation.

Skills and Competencies

- Should have excellent communication and organizational skills
- Strong interpersonal and problem-solving abilities
- Highly responsible & reliable
- Ability to work cohesively as part of a team
- Excellent organizational skills with attention to detail
- Proven integrity and wise judgment
- Fluent in English.

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