



# MINISTRY OF AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES

## Employment Opportunities

### Background

The Government of Uganda has received credit from the World Bank towards implementation of the Regional Pastoral Livelihoods Resilience Project (RPLRP). The Project Development Objective (PDO) is: To enhance livelihood resilience of pastoral and agro-pastoral communities in cross-border drought prone areas of selected countries and improve the capacity of the countries' governments to respond promptly and effectively to an eligible crisis or emergency.

The Ministry of Agriculture, Animal Industry and Fisheries wishes to invite suitably qualified individuals, with qualifications and experience to apply for the positions of Assistant Monitoring and Evaluation Officer and Accounts Assistant in the Project Districts

<b>JOB TITLE:</b>	<b>11 Assistant Monitoring and Evaluation/Data Officers</b>
<b>Number of Positions:</b>	Eleven (11)
<b>Reports to:</b>	The District Project Coordinator
<b>Salary Scale:</b>	Attractive
<b>Employment Period:</b>	1 Year renewable performance based
<b>Duty Station(s):</b>	Districts (Abim, Amudat, Amuria, Bukedea, Katakwi, Kotido, Kumi, Kween, Moroto, Nakapiripiriti and Napak)

### Purpose of the position:

The Assistant M&E/Data Officer will be required to carry out M&E activities under the project, with key duties to include; compiling activity M&E reports, supporting in carrying out studies, organizing M&E related beneficiaries' trainings at community level and providing feedback to communities.

### Duties and Responsibilities:

The Assistant M&E /Data Officer's main role will be to:

1. Work closely with the DPC to implement project activities, prepare district project annual work plans, activity and monthly reports
2. The Assistant M&E will support the District Project unit in maintaining accurate records and data used to compile results and reports.
3. Work closely with other District staff ( the DPC, CAO and Accounts Assistant) to perform management control and cost accounting functions, making sure that physical progress data coming from activity implementation is matched with financial data and within District project budget.

### Qualifications and Experience:

The ideal candidates should hold a university degree in statistics, agricultural economics, development studies, social science and computer science.

- At least 2 years' experience with the execution in data collection, entry and analysis and related work with a reputable organization
- Working knowledge of record management procedures
- Ability to competently operate various work-processing software, spreadsheets, and database programs
- Ability to carry out multiple tasks and meet deadlines

- Computer literacy skills
- Possess the ability to work in communities
- Knowledge and understanding of data confidentiality issues
- Possess the ability to work quickly, accurately and making reports
- Keen attention to detail.
- Good math and English

<b>JOB TITLE:</b>	<b>11 Accounts Assistant</b>
<b>Number of Positions:</b>	Eleven (11)
<b>Reports to:</b>	The District Project Coordinator
<b>Salary Scale:</b>	Attractive
<b>Employment Period:</b>	1 Year renewable performance based
<b>Location:</b>	Districts (Abim, Amudat, Amuria, Bukedea, Katakwi, Kotido, Kumi, Kween, Moroto, Nakapiripiriti and Napak)

### The Duties and Responsibilities:

1. Prepare payment forms and payment vouchers, post invoices and other expenses as per approved budgets,
2. Prepare funds transfer letters of review and approval and write EFTs for approved payments as per the financial control procedures,
3. Review and approve petty cash request in line with financial controls procedures,
4. Maintain the fixed assets register and a proper filing system of receipt and payment vouchers in line with the departmental guidelines,
5. Prepare the cash requisition schedule to support funds request from the Ministry of Agriculture Animal Industry and Fisheries in line with the project's financial policies and world bank requirements,
6. Prepare payroll and remittances to district project staff and payments in line with statutory requirements,
7. Generate monthly, quarterly and annual reports and statements for financial management as stipulated in the Financial Control and Management Manual of the World Bank.

### Qualifications and Experience:

1. A diploma in Accounts/Business Administration,
2. At least 2 years' experience with the execution of accounting activities with a reputable organization
3. Good interpersonal skills, communication skills and organizational skills
4. Good computer skills and knowledge of computer accounting packages
5. Must be team player, result oriented and must be self-driven.

Applications should be submitted to the Chief Administrative Officer of the District you are applying with copies of your academic qualifications, detailed CV and addresses of three referees. The application deadline is **29th July, 2016 at 5pm.**

**V. R. Rubarema**  
**Permanent Secretary.**