



CARITAS, JUSTICE AND PEACE

(Office of Social Services, Economic Development and Human Right)
Archdiocese of Kampala

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EMPLOYMENT OPPORTUNITY

Sustainable Agriculture Programme (SAP) is one of the agriculture development programmes promoted by Caritas Kampala (Social and Economic Development Department of Kampala Archdiocese). This Programme employs an environmentally friendly sustainable approach toward farming that promotes food security and increased incomes but targeting the rural and peri - urban sub counties of Kampala, Wakiso and Mpigi districts.

At Diocesan level SAP targets over 1,500 farmer households with an average size of 8 members (12,000) as direct beneficiaries composed of Small holder farmers in 750 Old category households, 375 small holder Medium category households and 375 smallholder New Category.

Overall objective:

Rural poor households in Wakiso District and Kampala outskirts have improved their living conditions through sustainable agriculture

Major Thematic Areas:

- Sustainable agriculture through Farmer Family Learning Groups
- School Greening and horticultural programme
- Market access, Value addition and cottage industry Development
- Lobbying and Advocacy
- Climatic change mitigation and Biodiversity conservation

SAP seeks to fill the positions below;

POSITION 1: 1 Field Officer in Charge of Sustainable Agriculture and school greening

Key responsibilities

- Training farmer groups in Sustainable Agriculture, Waste management, Climatic Change issues and other related subjects
- Execute field trials / experiments with farmers and trial evaluation using the farmer family learning group extension approach
- Facilitate strengthening of farmer groups
- Train and mentor school children in Integrated Land Use design (ILUD) skills that will lead to green environments at the target schools
- Networking and linking farmers to relevant markets within and outside the country
- Network with likeminded stakeholders
- Carry out extension and follow up among beneficiaries
- Ability to organize events and people

- Writing of reports
- Knowledge in Project proposal writing
- Develop proposals and coordinate with SAP networks in and outside Uganda to raise resources from international funding/donor agencies for livelihood promotion/ enhancement projects.
- Perform other duties as requested by the project Coordinator

Skills and personal attributes

The field officer will be expected to have the following skills and attributes

- Have excellent communication, presentation and documentation skills in English
- Good interpersonal skills and ability to develop public relations and networking
- Be proficient in computing skills
- Ability to ride a motorcycle is mandatory
- Self motivated and Innovative
- Ability to work for long hours in field conditions with minimum supervision
- Not more than 45 years of age

Academic qualifications and experience

The field officer will be expected to have the following qualifications and experience

- A Bachelor of Science degree in agriculture / environment management as basic
- At least 3 years working experience with NGOs in implementation of agriculture related project including facilitation and fundraising
- Proven experience of working with school gardens / youth groups
- Experience in indigenous seeds conservation is an added advantage

Other important considerations

The job offers a three - year contract that is renewable upon satisfactory performance and funding. Also note that this is a full time job and open to Ugandan nationals only.

How to apply

Submit a letter of application with curriculum vitae, names and addresses (including telephone/e-mail) of three referees, and date of availability. You can send your application addressed to "the Coordinator SAP- Caritas Kampala, or by email, stating the job title in the subject line to acsa.ug@gmail.com before 15th July 2019. Or hand - deliver your application to Caritas Kampala Offices at Nsambya, plot No. 1538/39 Old Ggaba road between Monday to Friday during working hours (9:00 AM to 5:00 PM).

POSITION 2: 1 Field Officer Marketing, Advocacy and Value addition

Key responsibilities

- Training farmer groups in Sustainable Agriculture, collective marketing, FaaB
- Train farmer groups in lobby and advocacy skills
- Train and mentor group focal marketing persons in collective marketing
- Networking and linking farmers to relevant markets within and outside the country
- Network with likeminded stakeholders
- Carry out extension and follow up among beneficiaries
- Ability to organize events and people
- Be a focal person for the project on different fora / platforms
- Writing of reports
- Project proposal writing
- Develop proposals and coordinate with SAP networks in and outside Uganda to raise resources from international funding/donor agencies for livelihood promotion/ enhancement projects.
- Perform other duties as requested by the project Coordinator

Skills and personal attributes

The field officer will be expected to have the following skills and attributes

- Basic skills in sustainable agriculture techniques
- Basic skills in value addition skills
- Have excellent communication, presentation and documentation skills in English
- Good interpersonal skills and ability to develop public relations and networking
- Be proficient in computing skills
- Be proficient in both written and oral English
- Ability to ride a motorcycle is mandatory
- Self - motivated and Innovative
- Ability to work for long hours in field conditions with minimum supervision
- Not more than 45 years of age

Academic qualifications and experience

The field officer will be expected to have the following qualifications and experience

- BSC Agriculture Economics,/Agribusiness and Agriculture marketing related discipline
- At least 3 years working experience with NGOs in implementation of agriculture related project including facilitation and fundraising
- Proven experience of working with agriculture marketing groups
- Experience in implementing sustainable agriculture projects is an added advantage

Other important considerations

The job offers a three - year contract that is renewable upon satisfactory performance and funding. Also note that this is a full time job and open to Ugandan nationals only.

How to apply

Submit a letter of application with curriculum vitae, names and addresses (including telephone/e-mail) of three referees, and date of availability. You can send your application addressed to "the Coordinator SAP- Caritas Kampala, or by email, stating the job title in the subject line to acsa.ug@gmail.com before 15th July 2019. Or hand - deliver your application to Caritas Kampala Offices at Nsambya, plot No. 1538/39 Old Ggaba road between Monday to Friday during working hours (9:00 AM to 5:00 PM).

POSITION 3: 1 Field Officer Animal Husbandry

Key responsibilities

- Training farmer groups in Sustainable Agriculture and animal husbandry
- Ensure farmers' livestock are maintained in the best animal health requirements
- Referring livestock farmers to credible veterinary personnel
- Carry out extension and follow up among beneficiaries
- Ability to organize events and people
- Writing of reports
- Project proposal writing
- Develop proposals and coordinate with SAP networks in and outside Uganda to raise resources from international funding/donor agencies for livelihood promotion/ enhancement projects.
- Perform other duties as requested by the project Coordinator

Skills and personal attributes

The field officer will be expected to have the following skills and attributes

- Basic skills in sustainable agriculture techniques
- Basic skills in animal husbandry
- Have excellent communication, presentation and documentation skills in English
- Good interpersonal skills and ability to develop public relations and networking
- Be proficient in computing skills
- Be proficient in both written and oral English
- Ability to ride a motorcycle is mandatory
- Self - motivated and Innovative
- Ability to work for long hours in field conditions with minimum supervision
- Not more than 35 years of age

Academic qualifications and experience

The field officer will be expected to have the following qualifications and experience

- Diploma in animal husbandry
- Bsc. Veterinary Medicine added advantage
- Ability to organize and manage farmer institutions
- Basic Sustainable Agriculture Skills
- Computer literacy
- Report writing skills
- Ability to ride a motorcycle

Other important considerations

The job offers a three - year contract that is renewable upon satisfactory performance and funding. Also note that this is a full time job and open to Ugandan nationals only.

How to apply

Submit a letter of application with curriculum vitae, names and addresses (including telephone/e-mail) of three referees, and date of availability. You can send your application addressed to "the Coordinator SAP- Caritas Kampala, or by email, stating the job title in the subject line to acsa.ug@gmail.com before 15th July 2019. Or hand - deliver your application to Caritas Kampala Offices at Nsambya, plot No. 1538/39 Old Ggaba road between Monday to Friday during working hours (9:00 AM to 5:00 PM).

POSITION 4: Project Accountant

Key responsibilities

- Maintain proper books of accounts for the project
- Prepare periodic financial reports
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Skills and personal attributes

The Accountant will be expected to have the following skills and attributes

- Experience of working within an NGO setting
- Not more than 30 years of age
- Experience and knowledge with Donor funds
- Resource mobilization skills
- Report writing skills

Academic qualifications and experience

The field officer will be expected to have the following qualifications and experience

- Bachelor of Arts in Business Administration and Management accounting with a bias in accounting and Finance
- Computer literacy
- ACCA is mandatory
- Computer literacy

Other important considerations

The job offers a three - year contract that is renewable upon satisfactory performance and funding. Also note that this is a full time job and open to Ugandan nationals only.

How to apply

Submit a letter of application with curriculum vitae, names and addresses (including telephone/e-mail) of three referees, and date of availability. You can send your application addressed to "the Coordinator SAP- Caritas Kampala, or by email, stating the job title in the subject line to acsa.ug@gmail.com before 15th July 2019. Or hand - deliver your application to Caritas Kampala Offices at Nsambya, plot No. 1538/39 Old Ggaba road between Monday to Friday during working hours (9:00 AM to 5:00 PM).

For ACSA

Accountant/ Administrative Assistant

- Bachelor of Arts in Accounting and Management
- Basic knowledge in Office Administration
- ACCA is mandatory
- Experience and knowledge with Donor funds
- Resource mobilization skills
- Computer literacy
- Report writing skills
- Ability to drive a car as an added advantage

Roles and responsibilities

- Maintain books of account(cash books, Leger both hard and soft copies
- Budget monitoring and control
- Compiling Financial reports quarterly , bi annually and annually
- Prepare accounts and necessary documentation for audit
- Filing for tax and other statutory obligations
- Processing of authorized finances

- Provide Internal controls to staff
- Fully accountable for funds allocated to him or her
- Maintaining asset registry
- Monthly Bank reconciliations
- Safeguarding of assets
- Ensure that all cars and motorcycles are insured and log books