

OPEN POSITION

Lutheran World Federation (LWF) is part of the Lutheran World Federation Department for World Service (LWF-DWS), an international humanitarian and development agency. LWF Uganda works to reduce people's vulnerability, supporting them to realize their potential, to build on their assets, and to respond to their own problems and needs. LWF Uganda is currently operating in Pader, Kitgum, Lamwo, Adjumani, Moyo, Luuka, Kamwenge, Hoima and Kampala Districts.

The LWF Uganda Program is looking for a mature, qualified and experienced person to fill the following position:

Job Title: Project Manager – **SAVE Project**

Duty Station: Kitgum/Pader Sub Programs

Reports to: Sub Program Manager

Background

LWF Uganda has obtained funding from the European Union to run a Shea Nut Access and Value-addition Enhancement (SAVE) project in the districts of Pader, Kitgum, Lamwo, and Agago. The overall objective of the project is to contribute to the development of green jobs for women and youth along the Shea Nut Value Chain (SNVC) and in apiary in Northern Uganda to improve their standard of living.

LWF Uganda is now looking for a mature, qualified and experienced person to fill the position of Project Manager.

THE POSITION

The role of the Project Manager is to oversee day to management, quality assurance, and reporting requirements of LWF's **Shea Nut Access and Value-Addition Enhancement (SAVE)** Project. This function will ensure that product development is aligned to the consumer needs and consequently the market needs.

The Project Manager will support the achievement of the project's agricultural production and marketing objectives through; leading the project's capacity building strategy with project staff and beneficiaries in these areas; overseeing efforts that lead to increased and improved linkages between small farmers, government and the private sector; and managing the monitoring and evaluation component of the project

Duties and Responsibilities

Duties and responsibilities include but not limited to:

1. Take lead in the coordination, planning and implementation of the assigned project in Kitgum, Pader and Agago Districts; in line with the approved project documents and in accordance with the donor guidelines as stipulated in the project agreement
2. Design, establish and manage appropriate project monitoring and evaluation framework. Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards and donor requirements;
3. Monitor the budget, cash flow projections and report actual cash flow and variance to sub program manager on a regular basis (monthly and quarterly);

4. To lead the establishment of linkages between private sector service providers /buyers and producers as well as to assist in accessing new markets and in negotiations of market contracts and MOUs with selected private sector partners
5. Ensure that all staffs are aware of and have the capacity to fulfill their responsibilities and functional roles in project implementation; Ensure that all the staffs under the SAVE project understand the project, their performance outputs and have been appraised with appropriate documentation of performance.
6. Ensure that collaboration with district authorities go smoothly where all stakeholders involved in SAVE Project play its own part in order to achieve project's objectives and goals.
7. To assist in establishing a marketing strategy in collaboration with buyers/ sellers in order to promote Shea nuts products in new or in existing markets.
8. Improve/develop the capacity of farmers/farmer groups involved in the Shea Nut value chain to identify sustainable agro-based economic opportunities and implement a demand-driven, commercialized approach based on access to markets
9. Develop or facilitate training modules for project staff related to the key decision making tools for market analysis and program intervention design, including: - Value chain analysis - Participatory needs assessment - Participatory action planning - Sub-sector analysis
10. Develop M&E system to track project performance indicators of targeted. This will include provision of technical support in the establishment of a marketing database to keep Shea Nut farmers, consumers and buyers informed of the prevailing market prices of various Shea Nut Products.

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

- Bachelor's degree in agricultural economics, agribusiness marketing or business administration
- Post Graduate qualification in Business related fields, and or Project Planning and Management will be an added advantage
- Expert skills in all Microsoft Office Applications especially MS Excel and PowerPoint

KNOWLEDGE, EXPERIENCE AND SKILLS

- 3-5 years' experience in Agri-business Management preferably in the NGO sector
- Demonstrated skills and experience in report writing, strategic planning and proposal development.
- Knowledge in knowledge management and project management is desirable
- Prepared to travel extensively to programme sites within and outside the country.
- Demonstrated capacity to work with private sector players (financial institutions, exporters, buyers, traders, transporters, input suppliers or processors)
- Experience in small to medium scale agro-enterprise management
- Experience in dealing with local interlocutors (local NGOs, government ministries)
- Fluency in English
- Knowledge of a local languages of northern Uganda is desirable

Application Procedure:

Applications (motivation letter and detailed curriculum vitae in English), with the names and e- mail addresses of three persons who know the applicant professionally, should be sent by **Friday, May 28, 2018** to: Email: recruitment@lwf.or.ug. **Please do not include certificates for education, trainings, etc. Please use the title of the job you are applying for as the subject line.**

Hand delivered applications can also be sent to our Offices in Kampala. Please indicate the position you have applied for on the top of the parcel addressed to:

The Human Resource Manager

Lutheran World Federation

Plot 1401, Ggaba, Road after the American Embassy

P. O. Box 5827

Kampala, Uganda.

LWF/DWS is an equal opportunity employer, irrespective of gender, race or religious affiliation. Female candidates possessing the above requirements are encouraged to apply. LWF/DWS is a signatory to the Code of Conduct for humanitarian agencies. Our recruitment and selection procedures reflect the organization's commitment to the prevention of abuse and exploitation of beneficiaries.

Only short-listed candidates will be contacted