

JOB TITLE: PROGRAM OFFICER – AGRICULTURAL TRADE FOR RURAL TRANSFORMATION

BACKGROUND

Given the fact that 80% of the rural population is employed in agriculture, rural transformation would require linking the rural sector to ongoing agro-industrialization development efforts. However, the current agro industrialization model is not linked to the rural sector or rural communities. In order to increase their production, many farmers are increasingly using agrochemicals, including some of which have been labelled as harmful.

JOB DESCRIPTION

Position	Program Officer – Agricultural Trade for Rural Transformation
Department	Programs
Responsible To	Program Coordinator Trade, Investment and Development
Responsible For	Program, Program Assistants, Volunteers and Interns
Working Relationships	Internal: Line Program Officers, Program Support Staff
	External: Donors, Relevant Government Ministries, Departments and Agencies, Institutions of Higher Learning, Partner CSOs, Service providers and beneficiaries.

MAIN PURPOSE OF THE JOB

To lead program team to deliver program objectives in line with organizational strategy

DUTIES AND RESPONSIBILITIES

Support fundraising initiatives for the program

1. Identify fundraising opportunities for the program and together with the respective program teams
2. Give technical assistance in the development of project proposals

Support program and project planning and management

3. Lead in planning of projects under the program from start to completion involving deadlines, milestones and processes
4. Coordinate the development of periodic program and project work-plans and budgets
5. Ensure alignment of the specific project to program objectives and targets
6. Take lead in developing synergies and linkages across the different projects and programs to contribute to the thematic area

Support networking and partnership arrangements for the organisation



Strengthening Africa in World Trade

7. Participate in partner meetings and workshops and provide feedback on issues for organizational learning

Support all program and project teams to provide feedback on program/project performance to relevant stakeholders

8. Development of monthly narrative reports from the different programs
9. Analyse monthly reports and budgets from different line programs and projects to generate issues for discussion/action for the Senior Management Team and Country Program Management Board
10. Develop program quarterly reports
11. Ensure timely development of program narrative reports and submission to respective donors.
12. Offer mentorship to staff under his/her supervision

Identify innovations to propel SEATINI programs and ensure it remains current and relevant.

13. Support the development of programs and projects log frames
14. Participate in periodic monitoring and evaluation activities and processes to determine performance and the need for improvement

Discover ways to enhance efficiency and productivity of procedures and people in the organization

15. Support the Senior Management team, the Country Director and the Country Program Management Board to resolve complex problems regarding program/project operations
16. Keep senior management informed with detailed and accurate reports or presentations
17. Participate in monitoring and evaluation of program activities and take appropriate steps to ensure that the program achieves excellent results.

Any other duties as may be assigned by the Country Director.

KEY PERFORMANCE INDICATORS

- Effective program delivery
- Timely reporting of projects to relevant stakeholders
- Vibrant partnership
- Enhanced publicity of SEATINI

PERSON SPECIFICATION

Qualifications

- Bachelor's degree in Trade, Economics, Development Studies, Business Administration, or any other related discipline.
- Additional qualifications in project management, monitoring and evaluation are an asset.

Experience

At least 3 years of experience in program management 5 of which should be at senior level in the NGO setting

Competencies

- Ability to apply change, risk and resource management principles
- Ability to read reports prepared by program managers to determine progress and issues
- Proven experience as Program Manager or other managerial position in a reputable not for profit organisation
- Thorough understanding of project/program management techniques, methods and principles
- Excellent Knowledge of performance evaluation techniques and key metrics
- Outstanding knowledge of data analysis, reporting and budgeting
- Working knowledge of MS office and program management applications
- A business acumen with a strategic ability
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities
- Excellent communication skills

Application Process:

If you are confident that you will fulfil the above minimum requirements and interested in this opportunity, please send your application strictly on email to:

info@seatiniuganda.org and cc. communications@seatiniuganda.org with “**PROGRAM OFFICER – AGRICULTURAL TRADE FOR RURAL TRANSFORMATION**” in the subject line.

Applications should include a Cover letter (not to exceed two pages), detailed CV, particulars and contacts of 3 referees to be sent to SEATINI Uganda not later than 12th March 2021 at 5:00pm. The applications should be addressed to the Human Resource Manager/Administrator, SEATINI Uganda.