



## **CIDI Background**

Community Integrated Development Initiatives (CIDI) is a National NGO that coordinates and implements several projects in Uganda. CIDI works at the vanguard of community development focusing on four thematic areas; Water and sanitation promotion, Sustainable agriculture for food and incomes, Humanitarian work, Health promotion and Policy advocacy. CIDI, with branches across the country, works amongst the vulnerable communities in both rural and urban areas to improve their livelihoods.

CIDI has been contracted by Total Energies EP Uganda to implement a 3-year Community Agriculture Initiatives project in the project affected communities of Buliisa, Kikuube, Hoima, Pakwach and Nwoya. This advert therefore serves to recruit qualified staffs for the different posts below that will support the project implementation.

## **1. JOB TITLE: TEAM LEAD (AGRONOMIST SPECIALIST)**

**Reporting directly to:** Project Manager

**Department:** Programme

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (1)**

### **Tasks and responsibilities**

**Job Purpose:** The role involves leading the delivery of crop extension services across Hoima, Buliisa, Kikuube, Pakwach and Nwoya districts, coordinating field activities, providing technical guidance, liaising with stakeholders, facilitating training sessions, and monitoring project outcomes to enhance agricultural productivity, sustainability, and resilience and improve livelihoods in the targeted communities under the Community Agriculture Initiatives Project.

### **Roles and Responsibilities**

#### **Stakeholder Engagement:**

- Participate in project stakeholders' meetings including beneficiaries, community leaders, government officials, and project partners, to gather feedback and perspectives on project implementation.
- Foster dialogue and collaboration among stakeholders to address challenges and capitalize on opportunities for project improvement.

#### **Planning and Reporting:**

- Lead in developing activity work plans, weekly budgets, and reports, ensuring alignment with project goals.
- Prepare periodic reports on activity implementation, including daily, weekly, and monthly updates.
- Review daily activity reports and ensure accountability for project funds usage.
- Develop horticultural plans and strategies in line with project objectives, overseeing activities from planting to harvesting.
- Undertake any additional duties assigned by the supervisor.

#### **Training and Demonstration:**

- Demonstrate modern agronomic methods and technologies to farmers, conducting training sessions and demonstrations.
- Provide training on post-harvest handling and supervise fruit tree planting activities.
- Assist local enterprises in establishing tree nursery beds within the project area.
- Select suitable horticultural crops based on market demand, climate, and soil conditions.
- Monitor crop growth and health, implementing measures to optimize yields and quality.

- Collaborate with government extension workers to integrate project activities with forestry, crop, natural resources, and environmental management efforts.

### **Monitoring and Reporting:**

- Identify and report on crop pests, diseases, and natural disasters affecting agricultural activities.
- Collect and manage agricultural statistical data to monitor project progress.
- Provide solutions to address concerns for project beneficiaries, partners & stakeholders
- Participate in developing monitoring and evaluation frameworks and tools to track project progress and outcomes.
- Conduct field visits and inspections to verify the quality and effectiveness of project activities.
- Collect and analyze data on project inputs, outputs, outcomes, and impacts to assess overall project performance.
- Participate in mid-term review meetings with project stakeholders to assess project progress.
- Evaluate the implementation of activities outlined in the project plan and identify any challenges or gaps encountered.
- Analyze mid-term data and information to provide insights into project performance and inform decision-making.

### **Research and Innovation:**

- Participate in crop and horticultural research, experimenting with new technologies and practices to improve yields and quality.

### **Data Analysis and Reporting:**

- Analyze quantitative and qualitative data collected during the mid-term review process to identify trends, patterns, and areas for improvement.
- Prepare comprehensive mid-term review reports documenting findings, recommendations, and lessons learned.
- Present mid-term review findings and recommendations to project stakeholders, including donors, government agencies, and community members.

### **Recommendations and Action Planning:**

- Develop actionable recommendations based on mid-term review findings to enhance project effectiveness, efficiency, and sustainability.
- Work collaboratively with project stakeholders to develop mid-course corrections and action plans to address identified challenges and capitalize on successes.
- Support the integration of mid-term review recommendations into project planning, budgeting, and implementation processes.

### **Education and Experience:**

- Hold a minimum of Master of Science (MSc) in Crop Science or Sustainable Agriculture or Agricultural Extension or related field from a recognized institution.

- Possess at least 10 years of field-related experience.

**Competencies:**

- Proficient in project management, records and information management, effective communication, and time management.
- Strong analytical, written, and verbal communication skills, with proficiency in computer applications like Microsoft Office.
- Must be fluent in English, Lunyoro, Lunyakitara Luganda and/or Runyankole
- Immediate availability to start work will be a requirement for the successful candidates.

## **2. JOB TITLE: AGRONOMIST**

**Reporting directly to:** Team Lead

**Department:** Programme

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (1)**

**Job Purpose:** To provide crop extension services under Community Agriculture Initiatives Project in Hoima, Buliisa, Kikuube, Pakwach and Nwoya district.

### **Roles and Responsibilities**

#### **Planning and Reporting:**

- Coordinate in preparing activity work plan, weekly budgets and report at district level.
- Compile periodic reports (daily, weekly & monthly) on the implementation of activities.
- Coordinate in the preparation of daily activity report and accountability for project funds
- Any other duties as assigned by the Agronomy Specialist

#### **Training and Demonstration:**

- Training farmers and carrying out demonstrations in modern agronomic practices.
- Variety Selection: Select appropriate varieties of crop, fruits and vegetables that are well-adapted to local growing conditions and have desirable traits such as high yield, disease resistance, and post-harvest storability.
- Crop Planning: Develop detailed cultivation plans for each selected crop, outlining specific practices such as land preparation, planting schedules, spacing, irrigation requirements, fertilization, pest and disease management, and harvesting techniques.
- Crop Selection: Identify and prioritize fruit and vegetable crops based on market demand, agro-climatic conditions, and the preferences of local communities. Consider factors such as crop yield potential, nutritional value, and resistance to pests and diseases.
- Integrated Pest and Disease Management (IPM): Implement IPM strategies to minimize the use of synthetic pesticides and promote environmentally friendly approaches such as biological control, crop rotation, companion planting, and use of resistant varieties.
- Support in the distribution/delivery of farm inputs exercise to the project Beneficiaries
- Train beneficiaries in post-harvest handling.
- Training and supervision of fruit tree & vegetable planting
- Support the local enterprises in establishment of tree nursery beds in the project area.

- Propose appropriate horticultural crops (fruits and vegetables) based on beneficiaries choice, market demand, climate conditions, and soil suitability.
- Monitor crop growth and health, and implement measures to optimize yields and quality.
- Support entomology specialist in conducting training in apiculture

### **Monitoring and Reporting:**

- Prepare reports on crop pests and diseases at district level.
- Review collected agricultural and related statistical information/data.
- Monitor and report on natural disasters.
- Implementing agricultural development activities of the project.

### **Data Collection and Management:**

- Ensure that demonstration tools and plots are set up in various areas.
- Collect and compile agricultural statistical data.

### **Research and Innovation:**

- Participate in crop & horticultural research, technologies, and best practices.
- Participate in conducting experiments and trials to improve crop yields, disease resistance, and quality.
- Support in arranging exhibitions showcasing innovations, best practices, and lessons learned.

### **Education and Experience**

- A minimum of Diploma in Agriculture or Diploma in Agro-Forestry in related discipline from a recognized Institution.
- At least 3 years of field related experience

### **Competences**

- The competencies for an agriculture extensionist include proficiency in project management, records and information management, effective communication, adherence to quality standards, strong time management skills, analytical abilities, excellent written and verbal communication skills, including report writing, and proficiency in computer applications such as Microsoft Office (Microsoft Outlook, Word, Excel, Teams, Access, and PowerPoint).

### **3. JOB TITLE: IRRIGATION SPECIALIST**

**Reporting directly to:** Team Lead

**Department:** Programme

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (1)**

#### **Tasks and responsibilities**

**Job Purpose:** The Irrigation Specialist shall be responsible for assessing soil and water conditions, designing appropriate irrigation solutions, overseeing installation, capacity building & technology transfer, maintenance activities and managing irrigation systems to optimize water use efficiency and support agricultural production in Hoima, Buliisa, Kikuube, Pakwach & Nwoya.

#### **Roles and Responsibilities**

##### **Stakeholder Community Engagement:**

- Engage with local communities and stakeholders throughout the project to garner support and address concerns, ensuring successful implementation and long-term sustainability.

##### **Installation, Capacity Building & Technology Transfer:**

- **Site Assessment:** Assess potential water sources to determine suitability for irrigation, considering factors like water quality, quantity, accessibility, and sustainability.
- **Feasibility Study:** Conduct a study to assess technical, economic, and environmental viability, identifying challenges, risks, and opportunities associated with the project.
- **Design and Engineering:** Develop detailed plans for water source and solar pump installation, considering pump technology, system layout, and solar panel configuration based on site conditions and water requirements.
- **Permitting and Approvals:** Obtain necessary permits and approvals from relevant authorities to ensure compliance with regulations and standards.
- **Procurement:** Participate in the procurement process sourcing equipment and materials needed for installation, including solar panels, pumps, pipes, and fittings, from reputable suppliers.
- **Installation and Construction:** Coordinate the construction and installation of water sources and solar pumps according to approved design plans, including drilling boreholes, setting up pumps, and laying pipes.

- **Testing and Commissioning:** Supervise thorough testing to ensure proper functioning and performance of water sources and solar pumps, including leak checks, flow rate verification, and pump efficiency tests.
- **Training and Capacity Building:** Provide customized training sessions for staff, stakeholders or local technicians or local suppliers on operation, maintenance, and troubleshooting of irrigation infrastructure to ensure sustainable management.

### **Monitoring and Reporting:**

- Establish mechanisms to track performance, utilization, and impact of water sources and solar pumps, collecting data on water usage, crop yields, and energy consumption for informed decision-making.
- Participate in monitoring activities with agronomy technical team & take note of the challenges.

### **Education:**

- Bachelor's degree in Agricultural Engineering, Irrigation Engineering, Water Resources Management, Agronomy, or related field.
- Specialized coursework or training in irrigation systems design, management, and operation.

### **Certifications:**

Certification or licensure as a Professional Engineer (PE) may be required

- Certifications in irrigation management or related fields from professional organizations

### **Experience:**

- At least 9 years of practical experience in designing, implementing, and managing irrigation systems, preferably in agricultural settings.
- Experience with various types of irrigation technologies, including drip irrigation, sprinkler systems, and flood irrigation.
- Familiarity with soil-water relationships, crop water requirements, and irrigation scheduling.

### **Skills:**

- Proficiency in irrigation system design software and tools.
- Strong analytical skills to assess soil and water conditions, calculate water requirements, and optimize irrigation practices.
- Knowledge of water conservation practices and sustainable irrigation techniques.
- Excellent problem-solving abilities to troubleshoot irrigation system issues and optimize performance.



- Effective communication skills to collaborate with multidisciplinary teams and stakeholders.
- Project management skills to plan, implement, and monitor irrigation projects effectively.

**Additional Considerations:**

- Familiarity with local environmental regulations, water rights, and permitting processes.
- Experience working in agricultural development projects or with rural communities.
- Knowledge of climate-smart agriculture practices and their implications for irrigation management.
- Fluency in any of the 5 languages (Kiswahili, Runyoro, Lugungu, Acholi and Alur) spoken in the project area to facilitate communication with local stakeholders.

#### **4. JOB TITLE: AGRIBUSINESS EXPERT-MARKET LINKAGES & VALUE ADDITION**

**Reporting directly to:** Team Lead/Agronomist Specialist

**Department:** Programme

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (1)**

#### **Tasks and responsibilities**

##### **Planning and Reporting:**

- Coordinate market study and analysis to identify agricultural sector opportunities, better markets and trends, including consumer preferences and competitor activities.
- Assess the agricultural value chain to identify opportunities for value addition and propose solutions to enhance productivity and profitability.
- Develop strategies for market linkages, business development, and value addition, aligning them with project goals and objectives.
- Plan and implement capacity building programs for farmers and agribusinesses on market-oriented practices, quality standards, and value addition techniques.
- Design and implement market access programs to connect smallholder farmers with formal markets and export opportunities.

##### **Market Research and Analysis:**

- Conduct comprehensive market research to identify agricultural sector opportunities and trends.
- Analyze market dynamics, consumer preferences, and competitor activities to inform business strategies.
- Identify potential bottlenecks and inefficiencies in the agricultural value chain and propose solutions for enhancement.

##### **Value Chain Analysis:**

- Assess the entire agricultural value chain from production to consumption to identify opportunities for value addition.
- Identify potential bottlenecks and inefficiencies in the value chain and propose solutions to enhance productivity and profitability.
- Develop strategies for value addition, including processing, packaging, and branding initiatives.

##### **Market Linkages:**

- Facilitate linkages between beneficiaries/farmers, producer groups, and agribusinesses with markets, buyers, and retailers.
- Develop and maintain relationships with market actors such as wholesalers, retailers, and exporters to create market access opportunities for agricultural products.

- Design and implement market access programs to connect smallholder farmers with formal markets and export opportunities.

#### **Business Development:**

- Provide advisory support to farmers and agribusinesses on business development strategies, including product diversification, branding, packaging, and pricing strategies.
- Identify opportunities for business development and provide support to farmers and agribusinesses to increase competitiveness in the market.

#### **Value Addition Strategies:**

- Develop and implement value addition strategies to enhance the quality, shelf life, and marketability of agricultural products.
- Identify opportunities for value addition, including processing, packaging, and branding initiatives.

#### **Capacity Building:**

- Conduct training and capacity building programs for farmers, producer groups, and agribusinesses on market-oriented practices, quality standards, post-harvest handling, and value addition techniques.
- Provide support to farmers and agribusinesses to enhance their capacity to engage in market-oriented agricultural practices.

#### **Partnership Development:**

- Establish partnerships with government agencies, NGOs, research institutions, and private sector stakeholders to leverage resources and expertise for the development of agribusinesses and market linkages.
- Collaborate with partners to implement projects and initiatives that promote market linkages and value addition in the agricultural sector.

#### **Monitoring and Evaluation:**

- Participate in monitoring the performance and impact of market linkages and value addition initiatives.
- Collect data on market trends, sales volumes, and value addition activities to assess the effectiveness of interventions and inform decision-making.
- Conduct evaluations to measure the success of market linkages and value addition initiatives and identify areas for improvement.

#### **Reporting and Documentation:**

- Prepare reports, case studies, and success stories documenting the outcomes and lessons learned from market linkages and value addition initiatives.
- Ensure proper documentation and dissemination of best practices for knowledge sharing and replication.
- Provide regular updates to project stakeholders on the progress and impact of market linkages and value addition initiatives.

## **Minimum Requirements**

- Master's Degree in Agricultural Economics, Business Administration, Economics with specialization in enterprise development and / or marketing,
- At least 9 years relevant experience related to both entrepreneurial development, small-scale enterprises development and agricultural commodities marketing with emphasis on rural development within smallholder production and marketing schemes

## **5. JOB TITLE: AGRICULTURE EXTENSIONISTS**

**Reporting directly to:** Agronomist

**Department:** Programme

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (19)**

### **Tasks and responsibilities**

**Job Purpose:** To provide crop extension services under Community Agriculture Initiatives Project in Hoima, Buliisa, Kikuube, Pakwach and Nwoya district.

### **Roles and Responsibilities**

#### **Planning and Reporting:**

- Participate in preparing activity work plan, weekly budgets and report.
- Produce periodic reports (daily, weekly & monthly) on the implementation of activities.
- Prepare daily activity report and accountability for project funds
- Develop comprehensive horticultural plans and strategies encompassing both fruit and vegetable cultivation, aligned with the overarching goals and objectives of the project. Implement and oversee horticultural activities, including planting, cultivation, irrigation, fertilization, pest and disease control, and harvesting.
- Any other duties as assigned by the Agronomist

#### **Training and Demonstration:**

- Demonstrate appropriate methods and technologies in crop and tree nursery to farmers (PAHs).
- Training farmers and carrying out demonstrations in modern agronomic practices.
- Variety Selection: Select appropriate varieties of crop, fruits and vegetables that are well-adapted to local growing conditions and have desirable traits such as high yield, disease resistance, and post-harvest storability.
- Crop Planning: Develop detailed cultivation plans for each selected crop, outlining specific practices such as land preparation, planting schedules, spacing, irrigation requirements, fertilization, pest and disease management, and harvesting techniques.
- Crop Selection: Identify and prioritize fruit and vegetable crops based on market demand, agro-climatic conditions, and the preferences of local communities. Consider factors such as crop yield potential, nutritional value, and resistance to pests and diseases.
- Integrated Pest and Disease Management (IPM): Implement IPM strategies to minimize the use of synthetic pesticides and promote environmentally friendly

approaches such as biological control, crop rotation, companion planting, and use of resistant varieties.

- Support in the distribution/delivery of farm inputs exercise to the project Beneficiaries
- Train beneficiaries in post-harvest handling.
- Training and supervision of fruit tree & vegetable planting
- Support the local enterprises in establishment of tree nursery beds in the project area.
- Propose appropriate horticultural crops (fruits and vegetables) based on beneficiaries' choice, market demand, climate conditions, and soil suitability.
- Monitor crop growth and health, and implement measures to optimize yields and quality.

### **Apiculture Trainings:**

- Organize and conduct training sessions for apiculture beneficiaries
- Participate in developing training modules covering beekeeping techniques, hive management, and honey harvesting, pest and disease control, and safety measures.
- Deliver hands-on training sessions to educate farmers on best practices in apiculture.
- Provide training materials and resources to support learning.
- Ensure proper documentation and tracking of distributed starter kits consisting of hives and set of harvesting equipment beneficiaries
- Provide guidance on the setup and maintenance of the hives and harvesting equipment.

### **Monitoring and Reporting:**

- Identify and report on crop pests and diseases.
- Ensure agricultural and related statistical information/data is collected.
- Monitor and report on natural disasters.
- Implementing agricultural development activities of the project.

### **Data Collection and Management:**

- Ensure that demonstration tools and plots are set up in various areas.
- Collect and compile agricultural statistical data.

### **Research and Innovation:**

- Participate in crop & horticultural research, technologies, and best practices.
- Participate in conducting experiments and trials to improve crop yields, disease resistance, and quality.
- Support in arranging exhibitions showcasing innovations, best practices, and lessons learned.

## **Education and Experience**

- A minimum of Diploma in Agriculture or Diploma in Agro-Forestry in related discipline from a recognized Institution.
- At least 3 years of field related experience

## **Competences**

The competencies for an agriculture extensionist include proficiency in project management, records and information management, effective communication, adherence to quality standards, strong time management skills, analytical abilities, excellent written and verbal communication skills, including report writing, and proficiency in computer applications such as Microsoft Office (Microsoft Outlook, Word, Excel, Teams, Access, and PowerPoint). Ability to maintain confidentiality. Ability to cope with unpredictable field conditions. Ability to listen to instructions and obey protocol and standards set by CIDI and TOTAL

## **6. JOB TITLE: ENTOMOLOGIST (APICULTURE)**

**Reporting directly to:** Agronomist

**Department:** Programme

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (1)**

### **Tasks and responsibilities**

**Job Purpose:** To provide technical expertise, training, and support to beekeepers, manage apiaries, and promote sustainable beekeeping practices to enhance honey production, pollination services, and livelihoods.

### **Roles and Responsibilities**

#### **Stakeholder Engagement and Collaboration:**

- Engage with government agencies, NGOs, research institutions, and other stakeholders to coordinate apiculture activities, leverage resources, and promote collaboration.
- Represent CIDI in relevant forums, conferences, and working groups related to beekeeping, advocating for policy support and investment in apiculture development

#### **Planning and Reporting:**

- Participate in preparing activity work plan, weekly budgets and report.
- Produce periodic reports (daily, weekly & monthly) on the implementation of activities.
- Prepare daily activity report and accountability for project funds
- Develop comprehensive apiculture plans and strategies aligned with the overarching goals and objectives of the project.
- Any other duties as assigned by the Team Lead.

#### **Apiary Management:**

- Establish and manage apiaries, including site selection, hive installation, and maintenance, to maximize honey production and hive health.
- Monitor hive health, inspect colonies for diseases and pests, and implement appropriate treatment and management practices.
- Ensure the availability of adequate food sources (nectar and pollen) for bees by promoting diverse flora and forage resources around apiary sites.

#### **Beekeeping Training and Extension:**

- Provide training and technical assistance to beekeepers on modern beekeeping techniques, hive management, pest and disease control, and honey harvesting.
- Conduct extension visits and demonstrations to promote best practices in beekeeping, including hive construction, queen rearing, and honey processing.
- Collaborate with local beekeeping associations, cooperatives, and extension agents to disseminate information and build the capacity of beekeepers.

#### **Hive Productivity and Quality:**



- Implement strategies to improve hive productivity and honey quality, including queen selection, hive rotation, and honey extraction methods.
- Monitor honey production levels, collect honey samples for quality testing, and ensure compliance with food safety and hygiene standards.
- Facilitate access to markets and value-added opportunities for beekeepers, including certification schemes (organic, fair trade) and product branding

#### **Pollination Services:**

- Promote the role of bees as pollinators in agriculture and ecosystem services, advocating for pollinator-friendly farming practices and habitat conservation.
- Collaborate with farmers, extension agents, and agricultural stakeholders to integrate bee-friendly crops and agroforestry practices into land-use planning and farming systems.

#### **Research and Innovation:**

- Conduct applied research and field trials to test innovative beekeeping technologies, equipment, and bee breeds for suitability in local contexts.
- Document and disseminate research findings, best practices, and success stories to inform policy, guide interventions, and foster innovation in apiculture.

#### **Monitoring and Reporting:**

- Support in developing and implement monitoring and evaluation systems to track the progress and impact of apiculture interventions, including honey production, income generation, and livelihood improvements.
- Collect and analyze data on key performance indicators, prepare regular reports, and provide feedback to project stakeholders.
- Identify and report on pests and diseases.
- Ensure apiculture and related statistical information/data is collected.
- Monitor and report on natural disasters.
- Implementing agricultural development activities of the project.

#### **Qualifications and Experience:**

- Bachelor's degree in Apiculture, Entomology, Agriculture, or a related field.
- Proven experience working in beekeeping or apiculture projects, with a focus on hive management, honey production, and bee health.
- Strong technical knowledge of bee biology, behavior, and ecology, with expertise in pest and disease management.
- Demonstrated experience in training and capacity building, extension services, and community engagement.

#### **Competences**

The competencies for an entomologist include proficiency in project management, records and information management, effective communication, adherence to quality standards, strong time management skills, analytical abilities, excellent written and verbal communication skills, including report writing, and proficiency in computer applications such as Microsoft Office (Microsoft Outlook, Word, Excel, Teams,

## **7. JOB TITLE: MONITORING & EVALUATION OFFICER**

**Reporting directly to:** Monitoring & Evaluation Manager

**Department:** Programme

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (2)**

**Objective:** The M&E Officer will be responsible for designing and implementing monitoring and evaluation activities, developing frameworks and tools to track project progress, collaborating with project teams to collect and analyze data, and providing timely feedback to inform decision-making and program improvements.

### **Roles & Responsibilities:**

#### **Stakeholder Engagement:**

- Participate in all stakeholders engagement meetings between CIDI and beneficiaries including external stakeholders, government agencies, NGOs, community groups, and other partners.
- Develop and maintain positive relationships with beneficiaries and stakeholders to ensure effective collaboration and support for the project and organization's objectives.

#### **Communication Facilitation:**

- Participate in project meetings, conferences and workshops with stakeholders to discuss project progress, challenges, and upcoming activities.
- Document and disseminate project outcomes, lessons and knowledge to management in a timely and clear manner, ensuring that all parties are well-informed about project developments and decisions.
- Support the Communications' and advocacy teams, by sharing informative reports, impacts, outcomes as a result of the project.

#### **Develop Monitoring and Evaluation Frameworks:**

- Working closely with the M&E Manager and other project team members, design and develop project-specific M&E frameworks, indicators, and data collection tools.
- Establish baseline data and performance targets to measure project progress and outcomes.

#### **Implement Monitoring and Evaluation Activities:**

- Oversee the implementation of M&E activities, including data collection, analysis, and reporting, in accordance with project timelines and objectives.
- Conduct regular monitoring visits to project sites to assess progress, identify challenges, and ensure data quality.

#### **Data Collection, Analysis and Reporting**

- Collect quantitative and qualitative data using various methods, including surveys, interviews, focus group discussions, and document reviews.
- Analyze M&E data to track project performance, identify trends, and assess impact.
- Prepare comprehensive M&E reports, dashboards, and presentations for internal and external stakeholders.

**Capacity Building and Training:**

- Build the capacity of project staff and partners in M&E concepts, tools, and techniques through training sessions and workshops.
- Provide technical assistance and support to project teams in implementing M&E activities effectively.
- Support Project teams to plan and implement project activities by ensuring that all planned interventions meet the intended objectives.

**Knowledge Management and Learning:**

- Document lessons learned, best practices, and success stories from project implementation for internal and external dissemination.
- Facilitate learning sessions and reflection workshops to promote continuous learning and improvement within the organization.

**Coordination and Collaboration:**

- Coordinate with project teams, donors, government agencies, and other stakeholders to ensure alignment of M&E activities with project objectives and donor requirements.
- Collaborate with external consultants, researchers, and evaluators to conduct specialized studies or evaluations as needed.

**Compliance and Quality Assurance:**

- Ensure compliance with project monitoring and reporting requirements, including donor guidelines and standards.
- Conduct regular data quality assessments and verification exercises to ensure the accuracy and reliability of M&E data.

**Qualifications and Experience:**

- Bachelor's or Master's degree in a relevant field such as Monitoring and Evaluation, Statistics, Social Sciences, International Development, or a related discipline.
- Proven experience working in monitoring and evaluation roles, preferably in the context of international development projects or nonprofit organizations.
- Strong quantitative and qualitative research skills, including experience with data collection, analysis, and interpretation.
- Proficiency in M&E software and tools, such as Excel, SPSS, STATA, or NVivo.
- Excellent communication and interpersonal skills, with the ability to work effectively in multicultural and multidisciplinary teams.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks and deadlines effectively.
- Knowledge of project management principles, results-based management (RBM) approaches, and M&E best practices.
- Fluency in local languages
- Commitment to CIDI's mission and values.

## **8. JOB TITLE: DATA CLERK -GENERAL**

**Reporting directly to: Monitoring & Evaluation Officer**

**Department:** Programme

**Location:** Albertine Region ( Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (2)**

**Objective:** To effectively support project coordination, communication, reporting, data collection and project activities implementation to ensure the smooth execution and management of the project.

### **Roles & Responsibilities:**

#### **Stakeholder Engagement:**

- Participate in all stakeholder engagement meetings between CIDI and beneficiaries including external stakeholders, government agencies, NGOs, community groups, and other partners.
- Develop and maintain positive relationships with beneficiaries and stakeholders to ensure effective collaboration and support for the project's objectives.

#### **Communication Facilitation:**

- Coordinate meetings, conferences, and workshops with stakeholders to discuss project progress, challenges, and upcoming activities.
- Disseminate relevant information to stakeholders in a timely and clear manner, ensuring that all parties are well-informed about project developments and decisions.
- Support the project's communication's function through sharing relevant data and content.

#### **Data Entry:**

- Accurately input data into databases, spreadsheets, or other systems.
- Ensuring data entry is completed efficiently and error-free.
- Ensure data quality through verifying accuracy of collected and entered data.

#### **Data Maintenance:**

- Regularly updating and maintaining databases or records with new information.
- Performing routine data cleaning to remove duplicates, correct errors, and ensure consistency.
- Ensuring data integrity and security by following established protocols and procedures.

#### **Data Organization:**

- Organizing and categorizing data in logical and systematic ways to facilitate easy retrieval and analysis.
- Creating and maintaining filing systems for physical and digital records.
- Indexing and cataloging data for efficient search and retrieval.

**Data Processing:**

- Assisting in the processing of large volumes of data using software tools or applications.
- Running queries or generating reports based on predefined criteria.
- Formatting and presenting data in a clear and understandable manner.

**Quality Assurance:**

- Conducting quality checks on data to identify and correct errors or inconsistencies.
- Ensuring adherence to data entry standards and guidelines.
- Reporting any issues or discrepancies to supervisors for resolution.

**Documentation and Reporting:**

- Maintaining accurate documentation of data entry procedures, standards, and guidelines.
- Generating regular and timely reports illustrating status of implementation, results, trends, emerging issues from activities. The reports should be accurate and demonstrating completion status.
- Providing summaries or analyses of data as required by the project for management or other stakeholders.

**Communication and Collaboration:**

- Collaborating with colleagues and team members to exchange information and resolve data-related issues.
- Communicating effectively with stakeholders to understand data requirements and expectations.
- Providing support and assistance to other departments or teams as needed especially the project communications' team.

**Continuous Improvement:**

- Identifying opportunities to streamline data entry processes and improve efficiency and performance of the project.
- Recommending changes or enhancements to data management systems or procedures and general project performance and implementation
- Staying updated on industry trends and best practices in data management in relation to the project goals and needs.

**Compliance and Confidentiality:**

- Ensuring compliance with data protection regulations and organizational policies.
- Safeguarding sensitive or confidential information by following established security protocols.
- Respecting privacy rights and maintaining confidentiality of personal or proprietary data.

**Training and Development:**

- Participating in training programs to enhance data entry skills and knowledge.
- Sharing expertise and best practices with colleagues to improve overall data management capabilities.
- Keeping abreast of new technologies or tools that could improve data processing efficiency.

**Additional Requirements:**

- Strong problem-solving skills and the ability to think strategically.
- Attention to detail and a high level of accuracy in all work.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Flexibility and adaptability to changing priorities and business needs.
- Commitment to fostering a positive work environment and promoting diversity and inclusion within the organization.
- Proficiency computer skills such as excel and word processing
- Must be fluent in English and Luganda and/or Runyankole.
- Immediate availability to start work will be a requirement for the successful candidates.

## **9. JOB TITLE: DATA CLERK- BOREALIS**

**Reporting directly to: Monitoring & Evaluation Officer**

**Department:** Programme

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (2)**

**Objective:** To effectively support project coordination, communication, reporting, data collection and project activities implementation to ensure the smooth execution and management of the project.

### **Roles & Responsibilities:**

#### **Stakeholder Engagement:**

- Participate in all stakeholder engagement meetings between CIDI and beneficiaries including external stakeholders, government agencies, NGOs, community groups, and other partners.
- Develop and maintain positive relationships with beneficiaries and stakeholders to ensure effective collaboration and support for the project's objectives.

#### **Communication Facilitation:**

- Coordinate meetings, conferences, and workshops with stakeholders to discuss project progress, challenges, and upcoming activities.
- Disseminate relevant information to stakeholders in a timely and clear manner, ensuring that all parties are well-informed about project developments and decisions.
- Support the project's communication's function through sharing relevant data and content.

#### **Data Entry:**

- Accurately input data into databases, spreadsheets, or other systems.
- Ensuring data entry is completed efficiently and error-free.
- Ensure data quality through verifying accuracy of collected and entered data.

#### **Data Maintenance:**

- Regularly updating and maintaining databases or records with new information.
- Performing routine data cleaning to remove duplicates, correct errors, and ensure consistency.
- Ensuring data integrity and security by following established protocols and procedures.

#### **Data Organization:**

- Organizing and categorizing data in logical and systematic ways to facilitate easy retrieval and analysis.
- Creating and maintaining filing systems for physical and digital records.
- Indexing and cataloging data for efficient search and retrieval.

**Data Processing:**

- Assisting in the processing of large volumes of data using software tools or applications.
- Running queries or generating reports based on predefined criteria.
- Formatting and presenting data in a clear and understandable manner.

**Quality Assurance:**

- Conducting quality checks on data to identify and correct errors or inconsistencies.
- Ensuring adherence to data entry standards and guidelines.
- Reporting any issues or discrepancies to supervisors for resolution.

**Documentation and Reporting:**

- Maintaining accurate documentation of data entry procedures, standards, and guidelines.
- Generating regular and timely reports illustrating status of implementation, results, trends, emerging issues from activities. The reports should be accurate and demonstrating completion status.
- Providing summaries or analyses of data as required by the project for management or other stakeholders.

**Communication and Collaboration:**

- Collaborating with colleagues and team members to exchange information and resolve data-related issues.
- Communicating effectively with stakeholders to understand data requirements and expectations.
- Providing support and assistance to other departments or teams as needed especially the project communications' team.

**Continuous Improvement:**

- Identifying opportunities to streamline data entry processes and improve efficiency and performance of the project.
- Recommending changes or enhancements to data management systems or procedures and general project performance and implementation
- Staying updated on industry trends and best practices in data management in relation to the project goals and needs.

**Compliance and Confidentiality:**

- Ensuring compliance with data protection regulations and organizational policies.
- Safeguarding sensitive or confidential information by following established security protocols.
- Respecting privacy rights and maintaining confidentiality of personal or proprietary data.

**Training and Development:**

- Participating in training programs to enhance data entry skills and knowledge.



- Sharing expertise and best practices with colleagues to improve overall data management capabilities.
- Keeping abreast of new technologies or tools that could improve data processing efficiency.

**Additional Requirements:**

- Strong problem-solving skills and the ability to think strategically.
- Attention to detail and a high level of accuracy in all work.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Flexibility and adaptability to changing priorities and business needs.
- Commitment to fostering a positive work environment and promoting diversity and inclusion within the organization.
- Proficiency computer skills such as excel and word processing
- Must be fluent in English and Luganda and/or Runyankole.
- Immediate availability to start work will be a requirement for the successful candidates.

## **10. JOB TITLE: TRANSPORT & LOGISTICS OFFICER**

**Reporting directly to:** Team Lead

**Department:** Programme

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (01)**

**Objective:** To efficiently manage transportation and logistics operations, ensuring the timely and cost-effective movement of staff while maintaining high standards of safety, compliance, optimizing routes, managing inventory & farm inputs for beneficiaries, and collaborating with internal teams and external partners.

### **Roles & Responsibilities:**

#### **Fleet Management:**

- Oversee the management and maintenance of the organization's fleet of vehicles, ensuring they are in optimal condition for transportation activities.
- Schedule regular servicing, repairs, and inspections for vehicles to maintain safety and efficiency.
- Monitor fuel consumption, mileage, and other vehicle-related expenses to optimize operational costs.
- Coordinate with drivers and vehicle suppliers to ensure timely availability of vehicles for transportation needs.

#### **Route Planning and Optimization:**

- Plan and optimize transportation routes to minimize travel time, fuel consumption, and vehicle wear and tear.
- Consider factors such as traffic conditions, road closures, and delivery schedules when planning routes.
- Utilize GPS and route optimization software to identify the most efficient routes for deliveries or transportation activities.

#### **Logistics Coordination:**

- Coordinate logistics activities, including loading and unloading of goods/farm inputs for the beneficiaries, inventory management, and store operations.
- Ensure timely delivery of goods to designated locations while adhering to delivery schedules and customer requirements.
- Monitor inventory levels and coordinate with procurement or supply chain teams to replenish stock as needed.

#### **Compliance and Documentation:**

- Ensure compliance with transportation regulations, permits, and licensing requirements.
- Maintain accurate records of vehicle maintenance, driver logs, and transportation activities.
- Prepare and maintain documentation such as delivery receipts and store documents.

**Safety and Risk Management:**

- Implement safety protocols and procedures to ensure the safety of drivers, passengers, and cargo during transportation activities.
- Conduct safety training for drivers on defensive driving techniques, load securement, and emergency procedures.
- Identify and mitigate risks associated with transportation operations, such as road accidents, vehicle breakdowns, and cargo damage.

**Supplier Management:**

- Manage relationships with transportation service providers, including negotiating contracts, rates, and service level agreements.
- Evaluate the performance of vendors and carriers to ensure compliance with service standards and contractual obligations.
- Resolve any issues or disputes that arise with transportation vendors in a timely and effective manner.

**Communication and Coordination:**

- Communicate transportation schedules, updates, and changes to relevant stakeholders, including internal teams, suppliers, and customers.
- Coordinate closely with other departments, such as procurement, sales, and customer service, to ensure seamless transportation operations.
- Respond promptly to inquiries, requests, and concerns related to transportation and logistics services.

**Continuous Improvement:**

- Identify opportunities for process improvements and cost savings in transportation and logistics operations.
- Analyze transportation data and performance metrics to identify trends, bottlenecks, and areas for optimization.
- Implement initiatives to enhance efficiency, reduce lead times, and improve customer satisfaction in transportation and logistics processes.

**Qualification:**

A Bachelor's degree in logistics, supply chain management, transportation management, business administration, or a related field is preferred.

Certification: Certified Supply Chain Professional (CSCP), Certified Professional in Supply Management (CPSM), Certified Transportation Professional (CTP) is an added advantage.

**Additional Requirements:**

- 09 years demonstrated experience in occupational health and safety management, including risk assessment, safety policies development, incident investigation, and regulatory compliance. Experience in developing and delivering safety training programs and educational initiatives to raise awareness and build safety competence among employees and contractors. Commitment to continuous improvement in HSE performance

## **11. JOB TITLE: HSE OFFICER**

**Reporting directly to: Project Manager/ Hse Manager**

**Department:** Programme

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (01)**

**Objective:** To promote a safe and healthy work environment, minimizing risks to employees, contractors, and the surrounding community, and ensuring compliance with applicable laws and regulations.

### **Roles & Responsibilities:**

#### **Stakeholder Engagement:**

- Participate in all stakeholder engagement meetings between CIDI and beneficiaries including external stakeholders, government agencies, NGOs, community groups, and other partners.
- Develop and maintain positive relationships with beneficiaries and stakeholders to ensure effective collaboration and support for the project's objectives.

#### **Risk Assessment:**

- Conduct comprehensive risk assessments to identify potential hazards in the workplace.
- Assess risks related to physical, chemical, biological, and ergonomic factors.
- Develop strategies and controls to mitigate identified risks effectively.

#### **Safety Policies and Procedures:**

- Develop, implement, and enforce health and safety policies, procedures, and protocols.
- Ensure that safety policies align with local regulations and industry standards.
- Regularly review and update safety protocols to address emerging risks and changes in regulations.

#### **Training and Education:**

- Provide comprehensive training programs to employees on safety procedures and protocols.
- Conduct training sessions on emergency response procedures and the proper use of personal protective equipment (PPE).
- Ensure that employees are adequately trained to identify and respond to workplace hazards.

#### **Incident Investigation:**

- Investigate accidents, incidents, and near misses to determine root causes and contributing factors.
- Document investigation findings and implement corrective actions to prevent recurrence.
- Analyze trends in incident data to identify areas for improvement and implement proactive measures.

#### **Safety Inspections:**

- Conduct regular inspections of facilities, equipment, and work processes to identify safety hazards.
- Document inspection findings and prioritize corrective actions based on risk levels.
- Ensure that safety inspections are conducted in compliance with regulatory requirements.

#### **Emergency Preparedness:**

- Develop and maintain emergency response plans and procedures for various scenarios.
- Conduct drills and exercises to test the effectiveness of emergency response plans.
- Coordinate with emergency services and external stakeholders to ensure a coordinated response to emergencies.

#### **Environmental Compliance:**

- Monitor environmental compliance and implement measures to minimize the organization's environmental impact.
- Ensure compliance with waste management, pollution control, and resource conservation regulations.
- Implement environmental management systems to promote sustainability and environmental stewardship.

#### **Regulatory Compliance:**

- Stay informed about relevant health, safety, and environmental regulations.
- Ensure that the organization complies with all applicable laws and standards.
- Liaise with regulatory agencies and participate in inspections and audits as needed.

#### **Safety Culture Promotion:**

- Foster a culture of safety and accountability within the organization.
- Encourage employee involvement in safety initiatives and decision-making processes.
- Recognize and reward safety achievements to reinforce positive behaviors.

#### **Record Keeping:**

- Maintain accurate records of safety inspections, incidents, training sessions, and compliance documentation.
- Ensure that records are up-to-date and easily accessible for audits and reporting purposes.
- Use data from record keeping to track safety performance and identify areas for improvement.

#### **Safety Communication:**

- Communicate safety-related information, updates, and best practices to employees through various channels.
- Facilitate open communication about safety issues and concerns among employees and management.
- Provide regular safety reminders and updates to reinforce safe behaviors.

#### **Collaboration:**

- Collaborate with management, department heads, safety committees, and external stakeholders on safety initiatives.

- Participate in cross-functional teams to address safety concerns and implement safety improvements.
- Engage with external organizations and industry groups to share best practices and lessons learned.

**Continuous Improvement:**

- Continuously evaluate and improve safety programs, procedures, and practices.
- Solicit feedback from employees and stakeholders to identify opportunities for improvement.
- Stay informed about emerging trends and best practices in occupational health and safety.

**Risk Management:**

- Develop and implement risk management strategies to minimize occupational hazards.
- Conduct risk assessments and prioritize risks based on severity and likelihood.
- Implement controls and safeguards to mitigate identified risks effectively.

**Crisis Management:**

- Coordinate response efforts during safety-related crises or emergencies.
- Provide guidance and support to employees during emergency situations.
- Liaise with emergency services and external agencies to ensure a coordinated response.

**Qualification:**

A bachelor's degree in occupational health and safety, environmental science, industrial hygiene, or a related field is required.

Certification: Professional certifications in health and safety, such as Certified Safety Professional (CSP), Occupational Health and Safety Technician (OHST), or Certified Industrial Hygienist (CIH), are highly valued

**Additional Requirements:**

- Strong problem-solving skills and the ability to think strategically.
- Attention to detail and a high level of accuracy in all work.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Flexibility and adaptability to changing priorities and business needs.
- Commitment to fostering a positive work environment and promoting diversity and inclusion within the organization.
- Proficiency computer skills such as excel and word processing

## **12. JOB TITLE: DRIVER**

**Reporting directly to:** Transport & Logistics Officer

**Department:** Administration

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (3)**

**Objective:** To safely and efficiently transport passengers, equipment, and materials to designated locations while adhering to traffic rules and regulations, ensuring the safety and security of passengers and cargo, and maintaining the organization's vehicle(s) in good working condition through routine inspections and maintenance.

### **Roles & Responsibilities:**

#### **Transportation**

- Safely and efficiently operate the organization's vehicle(s) to transport staff, equipment, and materials to designated locations, adhering to traffic rules and regulations.

#### **Vehicle Maintenance**

- Conduct routine inspections of the vehicle(s) to ensure they are in good working condition, including checking fuel, oil, water, brakes, and tire pressure. Perform minor repairs and maintenance tasks or report any issues to the supervisor for resolution.

#### **Route Planning**

Plan and follow the most efficient routes for transportation, considering factors such as traffic conditions, road closures, and weather conditions, to minimize travel time and ensure timely arrivals.

#### **Safety and Security**

Maintain a high standard of safety while driving, including obeying speed limits, using seat belts, and avoiding distracted driving. Ensure the safety and security of passengers and cargo during transportation.

#### **Record Keeping**

- Keep accurate records of vehicle usage, including mileage, fuel consumption, and maintenance activities, using logbooks or electronic tracking systems. Submit regular reports to the supervisor as required.

#### **Assistance**

- Provide assistance to passengers, such as loading and unloading luggage or equipment, and ensuring their comfort and safety during transit. Assist in the delivery or collection of goods as needed.

#### **Communication**

- Maintain open and clear communication with the supervisor and other

staff members regarding transportation schedules, changes in plans, or any issues encountered during driving duties.

### **Compliance**

- Ensure compliance with all relevant laws, regulations, and policies related to vehicle operation, including valid driver's license, vehicle registration, insurance, and permits. Adhere to organizational policies and procedures at all times.

### **Emergency Response**

- Respond promptly and appropriately to any emergencies or incidents encountered while driving, including providing first aid or contacting emergency services as necessary.

### **Professionalism**

- Represent the organization in a professional and courteous manner while interacting with clients, partners, and the public. Maintain confidentiality and discretion in handling sensitive information.

### **Other Duties**

- Perform other duties as assigned by the supervisor to support the smooth operation of the organization's activities, including administrative tasks or assistance in other departments when needed.

### **Qualification:**

Minimum of A level Certificate, 8 years driving experience, a clean driving record without a history of traffic violations or accidents, defensive driving skills

### **Additional Requirements:**

- The ideal candidate for a professional driver position should possess a comprehensive set of defensive driving skills, including the ability to anticipate and respond to potential hazards, maintain safe following distances, and execute defensive maneuvers to prevent accidents or collisions. This entails familiarity with defensive driving techniques such as scanning the road for hazards, utilizing mirrors effectively, and anticipating other drivers' actions to mitigate risks. Furthermore, candidates should exhibit a commitment to adhering to defensive driving principles, obeying traffic laws, and avoiding aggressive driving behaviors. Completion of formal defensive driving training courses is preferred to demonstrate proficiency in defensive driving techniques, and candidates should show a willingness to continuously improve their skills through ongoing training and feedback. Additionally, candidates should be prepared to respond effectively to emergency situations on the road, utilizing defensive driving strategies to ensure the safety of passengers and other Medical fitness



### **13. JOB TITLE: SOCIOLOGISTS/COMMUNITY LIAISON OFFICER**

**Reporting directly to:** Team Lead

**Department:** Programme

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (4)**

**Objective:** Facilitate effective communication and coordination among beneficiaries/diverse stakeholders engaged in a project or organization, fostering mutual understanding, collaboration, and synergy to achieve shared objectives.

#### **Roles & Responsibilities:**

##### **Stakeholder Engagement:**

- Act as a primary point of contact between the organization and beneficiaries including external stakeholders, government agencies, NGOs, community groups, and other partners.
- Develop and maintain positive relationships with beneficiaries and stakeholders to ensure effective collaboration and support for the organization's objectives.

##### **Communication Facilitation:**

- Coordinate meetings, conferences, and workshops with stakeholders to discuss project progress, challenges, and upcoming activities.
- Disseminate relevant information to stakeholders in a timely and clear manner, ensuring that all parties are well-informed about project developments and decisions.

##### **Conflict Resolution:**

- Identify and address any conflicts or issues that arise between the organization and beneficiaries, working to find mutually beneficial solutions and maintain positive relationships.
- Serve as a mediator or negotiator when necessary to resolve disputes and facilitate consensus among stakeholders.

##### **Policy and Regulatory Compliance:**

- Stay informed about relevant policies, regulations, and procedures that affect the organization and its stakeholders.
- Ensure that all activities and interactions adhere to legal and regulatory requirements, including obtaining necessary permits and approvals.

##### **Documentation and Reporting:**

- Maintain accurate records of communications, meetings, and agreements with stakeholders.
- Prepare regular reports on stakeholder engagement activities, highlighting key achievements, challenges, and areas for improvement.

##### **Risk Management:**

- Identify potential risks or issues related to stakeholder relationships and develop strategies to mitigate them.

- Proactively monitor stakeholder perceptions and concerns, addressing any issues that may arise to prevent escalation.

### **Support for Project Implementation:**

- Collaborate with project teams to ensure that stakeholder feedback and input are integrated into project planning and implementation processes.
- Provide support for stakeholder-related activities, such as community consultations, surveys, and feedback mechanisms.

### **Continuous Improvement:**

- Solicit feedback from stakeholders on their experiences and satisfaction with the organization's engagement processes.
- Use feedback to identify areas for improvement and implement changes to enhance stakeholder engagement strategies.

### **Data Collection and Management:**

- Ensure that demonstration tools and plots are set up in various areas.
- Participate in collecting and compiling agricultural statistical data.

### **Competences**

Should possess a diverse skill set tailored to the demands of sociological research and community development initiatives. This includes proficiency in project management, enabling effective planning, and organization, effective communication skills both verbal and written, strong capabilities in records and information management.

### **Qualifications:**

- Bachelor's degree in a relevant field such as communication, public relations, development studies, social studies, international relations, or business administration.
- Proven experience in stakeholder engagement, community relations, or related fields.
- Excellent communication and interpersonal skills, with the ability to build rapport and trust with diverse stakeholders.
- Strong organizational and problem-solving abilities, with a proactive approach to identifying and addressing issues.
- Knowledge of relevant policies, regulations, and best practices related to stakeholder engagement and communication.
- Ability to work effectively in a multicultural environment and adapt to changing circumstances.
- Proficiency in relevant software and tools for communication, documentation, and reporting

## **14. JOB TITLE: DATA SUPERVISOR**

**Reporting directly to:** Monitoring & Evaluation Officer

**Department:** Programme

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of Positions:** 01

### **Objective:**

To effectively support project coordination, communication, reporting, data collection, and project activities implementation to ensure the smooth execution and management of the project.

### **Roles & Responsibilities:**

#### **Stakeholder Engagement:**

- Participate in all stakeholder engagement meetings between CIDI and beneficiaries, including external stakeholders, government agencies, NGOs, community groups, and other partners.
- Develop and maintain positive relationships with beneficiaries and stakeholders to ensure effective collaboration and support for the project's objectives.

#### **Communication Facilitation:**

- Coordinate meetings, conferences, and workshops with stakeholders to discuss project progress, challenges, and upcoming activities.
- Disseminate relevant information to stakeholders in a timely and clear manner, ensuring all parties are well-informed about project developments and decisions.
- Support the project's communications function through sharing relevant data and content.

#### **Data Entry:**

- Supervise data input into databases, spreadsheets, or other systems.
- Supervise data entry is completed efficiently and error-free.
- Supervise data quality through verifying the accuracy of collected and entered data.

#### **Data Maintenance:**

- Regularly update and maintain databases or records with new information.
- Perform routine data cleaning to remove duplicates, correct errors, and ensure consistency.
- Ensure data integrity and security by following established protocols and procedures.

#### **Data Organization:**

- Ensure that data is organized and categorized in logical and systematic ways to facilitate easy retrieval and analysis.
- Oversee the creation and maintenance of filing systems for both physical and digital records.
- Supervise the indexing and cataloging of data to enable efficient search and retrieval.

#### **Data Processing:**

- Assist in the processing of large volumes of data using software tools or applications.
- Run queries or generate reports based on predefined criteria.
- Format and present data in a clear and understandable manner.

#### **Quality Assurance:**

- Conduct quality checks on data to identify and correct errors or inconsistencies.
- Ensure adherence to data entry standards and guidelines.
- Report any issues or discrepancies to supervisors for resolution.

#### **Documentation and Reporting:**

- Ensure that data entry procedures, standards, and guidelines are accurately documented and kept up-to-date.
- Oversee the generation of regular reports that illustrate the status of implementation, results, trends, and emerging issues from project activities.
- Supervise the preparation of summaries or analyses of data as required by the project management or other stakeholders.

#### **Communication and Collaboration:**

- Collaborate with colleagues and team members to exchange information and resolve data-related issues.
- Communicate effectively with stakeholders to understand data requirements and expectations.
- Provide support and assistance to other departments or teams as needed, especially the project communications team.

#### **Continuous Improvement:**

- Identify opportunities to streamline data entry processes and improve efficiency and performance of the project.
- Recommend changes or enhancements to data management systems or procedures and general project performance and implementation.
- Stay updated on industry trends and best practices in data management in relation to the project goals and needs.

#### **Compliance and Confidentiality:**

- Ensure compliance with data protection regulations and organizational policies.
- Safeguard sensitive or confidential information by following established security protocols.
- Respect privacy rights and maintain confidentiality of personal or proprietary data.

#### **Training and Development:**

- Participate in training programs to enhance data entry skills and knowledge.
- Share expertise and best practices with colleagues to improve overall data management capabilities.
- Keep abreast of new technologies or tools that could improve data processing efficiency.

#### **Additional Requirements:**

- Strong problem-solving skills and the ability to think strategically.
- Attention to detail and a high level of accuracy in all work.

- Ability to maintain confidentiality and handle sensitive information with discretion.
- Flexibility and adaptability to changing priorities and business needs.
- Commitment to fostering a positive work environment and promoting diversity and inclusion within the organization.
- Proficiency in computer skills such as [list relevant software or tools].

## **15.JOB TITLE: ENUMERATOR**

**Reporting directly to:** Data Supervisor

**Department:** Programme

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

Number of positions (15)

**Job Purpose:** To conduct comprehensive and accurate data collection through field surveys and interviews, ensuring adherence to established protocols and guidelines, fostering community engagement, and contributing to the successful implementation of the community agriculture initiatives project.

### **Community Engagement:**

- **Build Rapport and Trust:** Enumerators will establish positive relationships with community members/beneficiaries to encourage participation in the survey process. They will engage in open communication, actively listen to concerns or questions raised by respondents, and address them with sensitivity and respect.

### **Data Collection:**

- **Conduct Field Surveys and Interviews:** Enumerators will travel to designated locations within the community to conduct surveys and interviews with community members. They will gather data on various aspects related to agriculture practices, land use, crop yields, livestock management, and other relevant information.

### **Survey Implementation:**

- **Administer Structured Questionnaires:** Enumerators will administer structured questionnaires or surveys to community members, following predefined protocols and guidelines provided by the project team. They will ensure that questions are asked consistently and accurately to gather reliable data on specific agricultural indicators.

### **Data Recording:**

- **Accurately Record Responses:** Enumerators will accurately record responses and observations obtained during interviews or surveys using standardized data collection tools. They will ensure that all data is captured correctly, legibly, and in a timely manner to facilitate analysis.

### **Quality Control:**

- **Maintain Data Quality:** Enumerators will adhere to data collection procedures and protocols to maintain high standards of data quality. They will verify the accuracy of information provided by respondents, identify any inconsistencies or errors, and take corrective actions as necessary to ensure data integrity.

### **Timely Reporting:**

- **Submit Completed Forms:** Enumerators will submit completed survey forms or data collection reports to the project coordinator or supervisor within specified deadlines. They will follow established reporting protocols to ensure that data is submitted in a timely manner for analysis and decision-making.

**Feedback Provision:**

- **Provide Constructive Feedback:** Enumerators will provide feedback to the project team regarding any challenges encountered during data collection. They will also offer suggestions for improving survey instruments or methodologies to enhance the effectiveness and efficiency of future data collection efforts.

**Confidentiality:**

- **Ensure Data Confidentiality:** Enumerators will handle sensitive information with discretion and ensure the confidentiality and privacy of survey respondents. They will follow data protection protocols to safeguard personal information and maintain trust with the community.

**Training Participation:**

- **Participate in Training Sessions:** Enumerators will actively participate in training sessions provided by the project team to familiarize themselves with survey instruments, data collection techniques, and ethical considerations. They will continuously update their knowledge and skills to perform their duties effectively.

**Team Collaboration:**

- **Collaborate Effectively:** Enumerators will collaborate with other enumerators, supervisors, and project staff to coordinate survey activities. They will share experiences, best practices, and lessons learned, and work together to address any issues or concerns that may arise during the data collection process.

**Adherence to Ethical Standards:**

- **Conduct with Integrity:** Enumerators will conduct data collection activities with integrity, honesty, and respect for the rights and dignity of survey respondents. They will adhere to ethical standards and guidelines for research involving human subjects to ensure the welfare and rights of participants are protected.

**Flexibility:**

- **Adapt to Changes:** Enumerators will demonstrate flexibility and adaptability in responding to changing circumstances or community dynamics during the data collection process. They will adjust survey strategies as needed to overcome challenges and ensure the successful completion of project objectives.

## **16.JOB TITLE: PROJECT COORDINATOR**

**Job Title:** District Project Coordinator

**Reporting directly to:** Team Lead

**Department:** Programme

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (1)**

**Objective:** To effectively oversee project coordination, communication, reporting, and office activities to ensure the smooth execution and management of the project.

### **Roles & Responsibilities:**

#### **Stakeholder Engagement:**

- Act as a primary point of contact between the organization and beneficiaries including external stakeholders, government agencies, NGOs, community groups, and other partners.
- Develop and maintain positive relationships with beneficiaries and stakeholders to ensure effective collaboration and support for the organization's objectives.

#### **Communication Facilitation:**

- Coordinate meetings, conferences, and workshops with stakeholders to discuss project progress, challenges, and upcoming activities.
- Disseminate relevant information to stakeholders in a timely and clear manner, ensuring that all parties are well-informed about project developments and decisions.

#### **Project Coordination:**

- Plan, organize, and coordinate project activities in accordance with project requirements, timelines, and objectives.
- Develop project plans, schedules, and budgets, and ensure adherence to project milestones and deliverables.
- Coordinate project resources, including personnel, equipment, and materials, to ensure efficient project execution.
- Monitor project progress, identify potential risks or issues, and implement corrective actions as needed to keep projects on track.
- Facilitate communication and collaboration among project team members, stakeholders, and other relevant parties.
- Prepare and present regular project status reports to management, highlighting achievements, challenges, and recommendations for improvement.

#### **Human Resource Management:**

- Lead recruitment efforts by sourcing, screening, and interviewing candidates for various positions within the organization.
- Manage the onboarding process for new hires, including orientation, training, and provision of necessary resources.
- Develop and implement HR policies, procedures, and programs in alignment with organizational goals and legal requirements.
- Handle employee relations matters, including conflict resolution, performance management, and disciplinary actions, in collaboration with management.



- Administer employee benefits programs, including health insurance, retirement plans, and other perks, and serve as a point of contact for employee inquiries.
- Maintain accurate and up-to-date employee records, including personnel files, payroll information, and performance evaluations.
- Ensure compliance with relevant labor laws, regulations, and industry standards, and recommend updates to HR policies and practices as needed.

### **Qualifications:**

- Bachelor's degree in Business Administration, Human Resource Management, Project Management, Information Technology or a related field.
- Proven experience in project coordination, preferably in a cross-functional environment.
- Strong understanding of project management methodologies, tools, and techniques.
- Previous experience in human resource management, including recruitment, employee relations, and compliance.
- Excellent organizational skills with the ability to prioritize tasks and manage multiple projects simultaneously.
- Effective communication and interpersonal skills, with the ability to interact professionally with diverse stakeholders.
- Proficiency in Microsoft Office Suite and project management software.
- Knowledge of relevant labor laws, regulations, and best practices in human resource management.
- Certification in project management (e.g., PMP, CAPM) and/or human resource management (e.g., PHR, SHRM-CP) is a plus.

### **Additional Requirements:**

- Strong problem-solving skills and the ability to think strategically.
- Attention to detail and a high level of accuracy in all work.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Flexibility and adaptability to changing priorities and business needs.
- Commitment to fostering a positive work environment and promoting diversity and inclusion within the organization.

## **17. JOB TITLE: FINANCE AND ADMINISTRATION ASSISTANT**

**Reporting directly to:** Project Manager

**Department:** Administration

**Location:** Albertine Region (Hoima, Buliisa, Kikuube, Pakwach & Nwoya Districts)

**Number of positions (4)**

**Objective:** Oversee all financial and administration operations of the project, in the respective Field office attached to with aiming at achieving shared objectives.

### **Roles and Responsibilities**

- Receive and document concerns from all stake holders
- Provide logistics and administration support to the project in the respective Field Office.
- Screen incoming telephone calls, mails, inquiries, and requests and handling them as appropriate, including relaying accurate and timely messages and answering of queries.
- Taking minutes during tool box and other staff meetings
- Managing a filing system for record control of key documents in respective field office.
- Support in maintaining inventory and preparing requisitions for office supplies and equipment's on a monthly basis.
- Secretarial support such as timely printing, photocopying and binding of documents to be used under the project.
- Ensure that the office is kept tidy and clean through regular supervision of the cleaner.

### **Minimum Qualifications and Skills**

- Degree or Diploma in Finance, Accounting and Secretarial studies or any other related field

### **Competences, skills and personal qualities**

- Excellent Communication skills.
- Honesty.
- Customer Care skills
- Smart and presentable.
- Professional.
- Courteous.
- Ability to maintain confidentiality.
- Ability to cope with unpredictable field/ management conditions.
- Ability to listen to instructions and obey protocol and standards set by CIDI and other partners
- Willingness to travel and work in rural areas.
- Computer certifications and proficiency is a must.

- Must be fluent in English and the local language (s) of the area.
- Immediate availability to start work will be a requirement for the successful candidates

*CIDI is a promoter of equal opportunities and has zero tolerance to Sexual Harassment and Abuse*

*Join an exciting journey of working in a multidisciplinary environment*