



## VACANCIES

Living Earth Uganda (LEU) a company limited by Guarantee that provides services in the areas of Natural resources and environmental management, and Social and community support that include among others livelihoods, skilling and humanitarian responses has been contracted by Total Energies EP Uganda B.V to provide agricultural support services under Tilenga Project RAPs 2-5 in the districts of Buliisa, Hoima and Kikuube.

The Overall Objective of this Project is to support farmers to access and utilize good agronomical practices so as to improve their household income levels.

This project intervention builds on more than 20 years of Living Earth Uganda's experience and presents an opportunity to engage in a wider set of challenges that will emerge as the country becomes an established Oil producing.

It is therefore against this background that LEU is seeking to recruit dynamic, energetic and result oriented individuals to fill the following positions;

**Job Title: Assistant Livestock Agronomist**

**Reporting directly to: Livestock Specialist**

**Department: Programme**

**Location: Albertine Region (Hoima, Buliisa and Kikuube Districts)**

**Contract length: 12 months**

**Job Purpose:** To increase animal production and productivity related extension services to Project Affected Persons (PAPs) under Agriculture support services project in Buliisa, Hoima and Kikuube district.

## **Roles and Responsibilities**

- Assisting Livestock Specialist in implementing the livestock enterprises component.
- Treating and vaccinating livestock, other domestic animals and poultry;
- Training farmers in modern animal husbandry methods and animal nutrition;
- Collecting and documenting data on livestock enterprises
- Providing livestock extension services to farmers
- Any other duties assignment by agronomist -Head livestock

## **Education and Experience**

- A Diploma in Animal Health, Animal Husbandry, Dairy Husbandry or Ranch Management from a recognized Institution.
- At least 2 years field experience

## **Competences**

- Project management;
- Animal management;
- Ethics and integrity;
- Teamwork;
- Communicating effectively ;
- Time management
- Good Report writing skills
- Strong analytical, written and verbal communication skills with ability to write reports.
- Must have knowledge in computer applications like Microsoft Office

**Job Title: Assistant Crop Agronomist**  
**Reporting directly to: Senior Agronomist**  
**Department: Programme**  
**Location: Albertine Region (Hoima, Buliisa and Kikuube Districts)**  
**Contract length: 12 months**

**Job Purpose:** To provide crop extension services to Project Affected Persons (PAPs) under Agriculture support services project in Buliisa, Hoima and Kikuube district.

### **Roles and Responsibilities**

- Compile and submit Monthly work plan and report
- Train Project Affected Households (PAHs) in good agronomic practices (GAPs)
- Demonstrate appropriate methods and technologies in crop and tree nursery demonstrated to farmers (PAHs)
- Identify and report on Crop pests and diseases
- Ensure agricultural and related statistical information/data is collected
- Ensure that demonstration tools and plots are set up in various areas;
- Training farmers and carrying out demonstrations in modern agronomic practices;
- Identifying crop pests and diseases and advising farmers on control measures;
- Monitoring and reporting on natural disasters;
- Producing periodic reports on implementation of activities;
- Collecting and compiling agricultural statistical data
- Implementing agricultural development activities of the project.
- Any other duties as assigned by the Senior Agronomist.

### **Education and Experience**

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

### **Competences**

- Project Management;
- Records and information management;

- Communicating effectively;
- Concern for quality Standards; and
- Time management
- Strong analytical, written and verbal communication skills with ability to write reports.
- Must have knowledge in computer applications like Microsoft Office

**Job Title: Assistant Environment Agronomist**

**Reporting to: Senior Agronomist**

**Department: Programme**

**Location: Albertine Region (Hoima, Buliisa and Kikuube Districts)**

**Contract length: 12 months**

**Job Purpose:** To provide environmental/forestry extension services in nursery trees component to Project Affected Persons (PAPs) under Agriculture support services project in Buliisa, Hoima and Kikuube district.

### **Roles and Responsibilities**

Sensitizing communities about benefits of sustainable exploitation of forestry resources;

Training and carrying out demonstrations in modern agronomic practices of establishment of tree nursery beds in the project area.

Training and supervision of tree planting of different species to PAPs

Delivery of inputs for different species of trees distributed to PAPs

Preparing and submitting periodical activity and performance reports

Networking and linking the project activities with government extension workers in forestry, natural resources and environmental management as strategy of sustainability.

Any other duties assigned by the Senior agronomist.

### **Education and Experience**

- Minimum is a diploma in Forestry, Environmental Management, or any other related field from a recognized institution.

- At least 3 years of field related experience

## **Competences**

- Records and information management;
- Coaching and mentoring;
- Assertiveness and self-confidence;
- Communication;
- Public relations and customer care; and
- Time management.
- Strong analytical, written and verbal communication skills with ability to write reports.
- Must have knowledge in computer applications like Microsoft Office

**Job Title: Administrative Assistant**

**Reports to: Project Administrator**

**Department: HR and Administration**

**Location: Albertine Region (Hoima, Buliisa and Kikuube Districts)**

**Contract length: 12 months**

## **Job Summary:**

Perform a wide range of administrative and office support in the HR and Administration office to facilitate efficient Operations.

## **Key Duties and Responsibilities:**

- Procurement of stores and kitchen supplies, receiving, recording and issuing them out as required in accordance to LEU procurement policies and procedures.
- Producing monthly reports on the stores.
- Ensuring proper use and maintenance of the communication systems and office equipment (computers, email, telephone)
- Ensuring all office utility services are provided and properly accounted for.
- Keeping full and proper attendance records of all staff members, including holiday and sickness records.
- Ensuring that staff grievances and welfare needs are passed on to the Human resource department for action.

- Ensuring general cleanliness in and around the office.
- Oversee fleet concerns that includes the daily movement of the Hoima project team, mobilization of project supplies for distribution and for trainings/workshops, observance of safety & security protocols, management of drivers, and submission of the monthly Hoima Fleet Analysis.
- Responsible for accounting, and maintenance of goods/equipment for the Hoima office. This includes keeping and monitoring warehousing records of all goods that are received and distributed or released.
- Identify what goods/equipment need to be replenished, purchased and/or dispersed.
- Issue assets to Hoima staff and track them through the Asset Register but also in case of vehicles use car trackers as guided by your immediate supervisor.
- Responsible for keeping track of all supplies received and distributed through complete supporting documents.
- Ensure the Hoima team is adequately supported administratively with transport and logistics.
- Ensure that there is adequate security of assets and equipment at the project offices.
- Ensuring proper housekeeping of physical and electronic files; and that all Hoima office project assets are deployed and accounted appropriately.
- Procurement of stores and kitchen supplies, receiving, recording and issuing them out as required in accordance to LEU procurement policies and procedures.
- Producing monthly reports on the stores.
- Ensuring proper use and maintenance of the communication systems and office equipment(computers , email, telephone)
- Ensuring all office utility services are provided and properly accounted for.
- Receiving and directing visitors at the front desk.

### **Qualifications, Skills and Experience:**

- Degree in Business Administration or secretarial studies.
- At least 1 year administrative experience in a recognized NGO.
- Excellent Customer Care skills
- Good Interpersonal skills

- Record keeping and management skills
- Must have knowledge in computer applications like Microsoft Office
- Knowledge of Data ethics
- Excellent interpersonal, networking, communication and facilitation skills
- Ability to work under pressure minimum supervision
- Excellent Multi-tasker
- Strong analytical, written and verbal communication skills with ability to write reports.
- Great attention to detail and organization skills.

**Job Title: Data Clerk**

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

**Department: Programme**

**Location: Albertine Region (Hoima, Buliisa and Kikuube Districts)**

**Contract length: 12 months**

**Job Purpose:** To capture data from MIS systems and databases applicable as well as use of M&E Tools to make reports under the Agriculture support services project in Buliisa, Hoima and Kikuube district.

### **Roles and Responsibilities**

- Capture District specific data into the project databases,
- Ensuring safe custody of the tools,
- Ensure accurate capturing of all fields on the tools in the system,
- Arrange and ensure proper filling of tools while ensuring proper differentiation of entered tools from those that have not been entered,
- Ensure confidentiality of the information therein the tools,
- Avoid omissions or commission of information on any tool without the approval of the M&E officer,
- Up load data entered and captured in the database on a daily basis,
- Participate in development and/or administering of project tools across,

- Participate in the District and activity performance review/sharing and feedback meetings where necessary,
- Collect, compile data, and prepare regular reports,
- Routine data cleaning protocols are observed.
- Perform any other duties that may be assigned by the supervisor(s) from time to time as need arises.

### **Qualifications and Experience**

- Bachelor's degree in the field of IT, Computer science, Social Statistics, Population and Demography, Development Studies, Social Sciences, Economics or any other related field of study.
- At least 2 years progressive experience working as a Data Clerk in development and/or humanitarian sector with special emphasis on livelihood program Experience in community and stakeholder's relationship building and management.
- Strong experience in quantitative and qualitative data collection.

### **Qualities**

- Adhere to LEU values and abide by the code of conduct and other policies.
- Demonstrate leadership skills, active listening skills, initiative and personal discipline, etc.
- Great attention to detail and organization skills.
- Strong computer skills especially Excel and databases.
- Strong analytical, written and verbal communication skills with ability to write reports.
- Excellent interpersonal, networking, communication, negotiation and facilitation skills.
- Knowledge of Data ethics
- Skills and Knowledge in data protection
- Ability to work under pressure with minimum supervision
- Excellent skills in use of statistical data packages.

**Job Title: Assistant Community Liaison Officer**



**Reporting to: Community Liaison Officer**

**Department: Programme**

**Location: Albertine Region (Hoima, Buliisa and Kikuube Districts)**

**Contract length: 12 months**

**Job Purpose:** To provide coordination, support and guidance in stakeholder engagements to Project Affected Persons (PAPs) under Agriculture support services project in Buliisa, Hoima and Kikuube district.

### **Roles and Responsibilities**

- Participate in the scheduled community social economical baseline surveys, assessments and evaluations.
- Participate in identification of households to benefit from Agriculture Support Services project activities.
- Mobilise selected community members to effectively participate in the agreed planned project activities and monitoring daily progress.
- Observe adherence to project policies and guidelines like, child protection policy, SGBV, and others.
- Ensure that financial and asset resources (in your control) are managed and used in line with policy guidelines.
- Participate in the documentation and sharing of project learning.
- Participate in the production of daily, weekly, monthly and end of year timely and quality reports.
- Be the “ears and eyes” for the project to gather and analyse community feedback to project activities and write appropriate weekly reports to the Community Liaison Incharge.
- Preparation of work plans and budgets for the community activities
- Implementation of Community Engagement component related plans, programs and activities
- Produce reports on Stakeholder, community engagement components
- Establish linkages and collaboration with other value chain players
- Any other duties assigned to you by the Project Manager

## **Qualifications and Experience**

- Bachelor's degree in the field of communication, Environmental studies or Public relations, Development studies, Social works and Social Administration or any other related field of study.
- At least 2 years of practical experience in development and/or humanitarian sector with special emphasis on livelihood program Experience in community and stakeholder's relationship building and management.
- Previous experience in negotiation and relationship building will be highly regarded.
- Well developed knowledge of Albertine local community cultures, leaders, customs and practices through prior involvement in the community and a demonstrated ability to liaise with all levels of society.
- Have a keen interest in livelihood restoration matters.

## **Qualities**

- Adhere to LEU values and abide by the code of conduct and other policies.
- Demonstrate leadership skills, active listening skills, initiative and personal discipline, etc.
- Great attention to detail and organization skills.
- Strong computer skills especially Excel and databases.
- Strong analytical, written and verbal communication skills with ability to write reports.
- Excellent interpersonal, networking, communication, negotiation and facilitation skills.

**Job Title: Project Driver**

**Reports to: Project Administrator - Transport and Logistics Officer**

**Department: Programme**

**Location: Albertine Region (Hoima, Buliisa and Kikuube Districts)**

**Contract length: 12 months**

**Job Purpose:** To safely transport company staff as well as various products and materials to and from specified locations in a timely manner under Agriculture support services project in Buliisa, Hoima and Kikube district.

## **Roles and Responsibilities**

- Drive project staff and other authorised persons to and from various points.
- Observe and adhere to the safety precautions before and during driving.
- Maintain proper vehicle mileage and usage records as per requirements.
- Perform daily condition checks to ensure that the vehicle is in good running order.
- Keep the vehicle in a clean condition in order to uphold the image of the company.
- Deliver and collect mails and other documents to and from various offices as required.
- Pick up and deliver LEU visitors and any other staff who are authorised to travel in the LEU vehicle.
- Maintain punctuality and courtesy and adhere to traffic laws and regulations.
- Maintain confidentiality of LEU information at all times while executing duties.
- Perform any other duties as assigned by your supervisor

## **Education and Experience**

- Uganda Certificate of Education (UCE).
- Valid Driving Permit of Class C or D.
- Valid defensive driving certificate from a recognized institution.
- At least 5 years of related experience in private sector.

## **Competences**

- Basic Knowledge of mechanical and vehicle maintenance;
- Clean driving record;
- Public Relations and Customer Care;
- Time Management; and

- Flexibility.
- Team player

**Job Title: Assistant Monitoring and Evaluation Officer**

**Reporting to: Monitoring and Evaluation Officer**

**Location: Albertine Region (Hoima, Buliisa and Kikuube Districts)**

**Contract length: 12 months**

**Job Purpose:** To assist the Monitoring and Evaluation Officer in the execution of M&E activities and overall coordination, support and guidance in stakeholder engagements and grievance management.

### **Roles and Responsibilities**

#### **Duties and Responsibilities**

Monitoring & Evaluation Officer will oversee the implementation of the project monitoring plan and will undertake routine data (quantitative and qualitative) collection and analysis on key project indicators using specifically designed instruments for project monitoring.

#### **Monitoring, Reporting and Evaluation of the Implementation of Inclusive Livelihoods Project Activities by:**

- Contributing to the development and utilization of monitoring tools, including pre and post training tests, surveys etc, and ensure that the data tools are properly used.
- Ensuring the timely and effective implementation of M&E tools in the site.
- Collect, record, manage and analyze project related data and results
- Track project activities to ensure timely implementation and alignment with project goals and objectives.
- Develop monitoring plans for projects in accordance with goals, objectives and indicators in project proposals and agreements.
- Assist in the development of logic models, and other monitoring and evaluation related information in the proposal and program development process
- Report results and findings to team members, and all other stakeholders as required.

#### **Providing Support and Capacity Building**

- Supporting, designing and developing training plans, training curricula and training materials and making sure they are validated by the Technical Advisor(s) and the Project Manager.
- Train team members on use of monitoring and evaluation tools and ensure proper implementation

## **Contributing towards the Development of the Project**

- Participating in the assessment of gaps and needs in the sector of intervention and exchanging information with the Project Manager.
- Participating in review of strategies and project planning.
- Management and supervision of staff under his/her line management
- Respect of LEU identity, rules and policies
- Any other duties assigned by the senior management

## **Qualifications and Experience**

- Bachelor's degree in the field of Social Statistics, Population and Demography, Development Studies, Social Sciences, Economics or any other related field of study.
- At least 3 years of practical experience of M&E, data collection, management and analysis in development and/or humanitarian sector with special emphasis on livelihood program Experience in community and stakeholder's relationship building and management.
- Strong experience in quantitative and qualitative data collection.
- Experience in the implementation of project monitoring plan.
- Experience in monitoring projects is desirable.

## **Qualities**

- Adhere to LEU values and abide by the code of conduct and other policies.
- Demonstrate leadership skills, active listening skills, initiative and personal discipline, etc.
- Great attention to detail and organization skills.
- Strong computer skills especially Excel and databases.
- Strong analytical, written and verbal communication skills with ability to write reports.
- Excellent interpersonal, networking, communication, negotiation and facilitation skills.

**Job Title: HSE Officer**

**Reporting to: Assistant Project Manager**

**Location: Albertine Region (Hoima, Buliisa and Kikuube Districts)**

**Contract length: 12 months**

**Purpose:** Responsible for the day to day monitoring of all the health and safety concerns of the project, and promptly taking necessary action; assessing risk and designing strategies to mitigate potential hazards.

### **Duties and Responsibilities**

- Monitor and control all HSE matters related with project team members and contractors in ensuring that the Project is in compliance with the project requirement i.e. specification, safety code and other policies/guidelines related to the project.
- Responsible for the health, safety, environment, security & emergency throughout the project duration to achieve safe project completion. The requirement in each project phase is listed, but not limited to the following:
  - i. **Preparation:** Prepare, draft and verify the HSE plan for the Agricultural support services under Tilenga.
  - ii. **Establishment Training Centre and On Farm Demonstration sites of:** Hoarding/ Marking out the Demonstration sites.
  - iii. **Transportation:** Manage and control safety execution of the activities by contractors and verify that work procedure meets relevant HSE requirements and guidelines.
  - iv. **Monitoring and Evaluation:** Monitor and evaluate the activities to prevent and avoid hazardous environmental impact.
- Ensure that Project is executed in compliance with HSE Management Plan, HSE Management procedure, Environmental Management Procedure, Potential Risk Register; Potential Risk Mitigation Plan, HSE Audit Plan/ Procedure and any other HSE related documents.
- Participate in HSE Risk Assessment and hold relevant meetings, workshop internally and with related 3<sup>rd</sup> parties.
- Monitor and update the HSE risks register and ensure all mitigation plans are strictly adhered to throughout the project execution. Complete any required project monitoring as outlined by the Project Manager.
- Inspect and evaluate the environment, equipment and processes in working areas to ensure compliance with client's required safety regulations and standards.
- Identify potential hazards that might occur during distribution activities.

- Identify and assess risks in the workplace or work processes, and implement recommended measures to eliminate or contain them.
- Investigate accidents to identify their causes and find ways to prevent them in the future.
- Prepare and produce regular HSE reports regarding agricultural support services. Ensure timely weekly, monthly and end of project HSE reports as required.
- Undertake any other duties as assigned by the Management.

### **Qualifications and Experience**

- Diploma in the field of Health, safety and Environment, Environmental Engineering and related courses.
- Certification in NEBOSH is an added advantage
- At least 2 years of practical experience of health, safety and environment work in development and/or humanitarian sector with special emphasis on livelihood program experience in community and stakeholder's relationship building and management
- Experience in the implementation of project HSE plan.

### **Qualities**

- Adhere to LEU values and abide by the code of conduct and other policies.
- Demonstrate leadership skills, active listening skills, initiative and personal discipline, etc.
- Great attention to detail and organization skills.
- Strong computer skills especially Excel and databases.
- Strong analytical, written and verbal communication skills with ability to write reports.
- Excellent interpersonal, networking, communication, negotiation and facilitation skills.
- Public Speaking Skills

Applicants interested in the above positions should send their applications, detailed CVs, copies of academic certificates (certified originals to be presented at the interview and copies of the recent last 3 month's pay) to: The attention of the Human Resource Officer at [info@livingearthuganda.com](mailto:info@livingearthuganda.com) with copies to [swithern.tumwine@livingearthuganda.com](mailto:swithern.tumwine@livingearthuganda.com) and [moses.nuwaha@livingearthuganda.com](mailto:moses.nuwaha@livingearthuganda.com) not later than 5:00p.m, 14<sup>th</sup> October, 2022.

NB: Only Shortlisted Candidates will be contacted. Buliisa, Hoima and Kikuube locals are encouraged to apply.