POSITION 3

Job title: Project Officer (1 Post)
Reporting to: Project Coordinator
Duration of appointment: Three (3) Years
Location: Kabale, coordinating projects in the region

Overall purpose of the Job

The Projects Officer (PO) will take lead in ensuring the effective implementation of projects in the region, close linkage and working relationship with partners in project areas including local governments, other government agencies, private sector and stakeholders at community level

Key tasks of the position

- Be responsible for coordination and implementation of NatureUganda projects in the region with respect to biodiversity conservation, habitat restoration, and initiating strategic community programmes within the projects framework.
- Organize, guide and direct day to day projects activities in accordance with the approved project documents and work plans.
- Prepare reports and budgets for implementation of activities and ensure proper implementation of approved activities.
- Support the Project Management in managing technical and financial aspects of the project, including maintenance of detailed and accurate accounts.
- Prepare and submit routine and timely technical reports and financial reports regarding project progress.
- Promote partnerships especially with district local governments in project areas and other key partners involved in the project implementation.
- Represent the project and/or NatureUganda as necessary and at meetings/functions/occasions on matters related to the project.
- Ensure that all project activities undertaken are contributing towards the objectives of the project and are in accordance with the programmatic framework of the project document.
- Coordinate the integration of project activities into the projects and work plans of partner organizations particularly local government with a view of securing synergies, improving their capacity and sustainability of the project.

Main duties:

- Implementation collaborative initiatives between communities and government agencies such as Collaborative Forest Management Associations and Community Conservation Association
- Provide expert input and take lead on the implementation of the technical component in community development
- Provide technical support for the development and implementation of community-based conservation initiatives including Climate Smart Agriculture (CSA) technologies including Agroforestry, zero-grazing, sustainable organic agriculture (SOA) initiatives, soil and water conservation, wetland conservation, etc

- Provide support to forest adjacent communities in agroforestry, soil and water conservation initiatives to restore productivity on farm-land.
- Provide technical support to establishment of community income generation activities in respective project areas
- Promote sustainable harvesting and use of forest-products for the benefit of the community and forest conservation.
- Support linkage/ synergies between communities and other development partners/programmes in project landscapes
- Facilitate learning exchange visits of communities in project areas to other successful community-based initiatives

Capacity building of partners
- Support and liaise with other partners on potential capacity building programmes
- Work closely with other NGOs and other partners in implementing, guiding and monitoring community participation in project activities and ensure that project work fully supports community development
- Support the exchange learning on CSA technologies among participating communities and other partners in the Landscape
- Take lead in the development and implementation of communication and advocacy strategy for the project.
- Take lead in integrating gender and gender mainstreaming at all times during the implementation of the project.

Administration and management
- In liaison with the Project management, develop elaborate activity work plans and budgets for implementation of projects activities at site level and ensure adherence to the approved plans
- Be responsible for monitoring project initiatives as outlined in the project document
- Organize and facilitate community and other partners training meetings and workshops in appropriate conservation technologies and related fields
- Take lead in the design of monitoring and evaluation frameworks for the projects.
- Liaise with all project partners, as well as other players operating in the project areas for synergies for collaboration and complementarity.

Other duties
- You must produce and file monthly staff time sheets for all activities undertaken not later than the first week of the subsequent month
- To participate in the broader activities of NatureUganda including membership and fundraising activities

Person specifications

- Minimum of a Bachelor's degree in Natural sciences, Environment Management, conservation biology, or related Natural Sciences and related disciplines. An MSc or other relevant Post graduate qualification will be an added advantage
- Experience in Community Development and Social works

- Working knowledge of strategic planning processes, proposal development, project reporting and donor relations.
- At least 5 years relevant working experience in areas such as natural resources management, Landscape management, forests, wetlands and woodland restoration, climate change adaptation strategies, water catchment management and agroforestry.
- Experience in development of participatory management plans
- Excellent coordination and organizational skills.
- Fluency in oral and written English and good facilitator of meetings.
- Experience in managing donor funded projects is essential

How you can apply
Qualified candidates should send their online applications including a motivation letter, detailed CV, academic documents, contacts of two professional referees to:

The Executive Director
NatureUganda
P.O.Box 27034 Kampala
Email: info@natureuganda.org

Applications should be completed and submitted ON-LINE not later than 5th September 2021. Applicants are advised to: a) Apply ON-LINE b) Scan and submit relevant documents (Academic Transcripts and Professional Documents, other supporting documents) and sent on-line. c) Each attachment must not exceed a limit of 1MB and only portable documents format (PDF) is allowed. d) Ensure the email subject contains your name and job applied e) Where possible obtain recommendation from a person in a relevant field.

Applicants who will not have received feedback 10 days after the closing date should consider their applications unsuccessful.