

EASTERN ARCHDIOCESAN DEVELOPMENT NETWORK

*Plot No. 14 Bufumbo Rd,
P.O Box 295,Mbale
Tel/Fax: 0454431191*



*Email: eadenuganda@gmail.com,
Website: www.eaden.org*

JOB OPPORTUNITY

About EADEN

The Eastern Archdiocesan Development Network (EADEN) is a network of Caritas organizations of the Catholic Church in the Province of Tororo. It covers the Dioceses of Jinja, Tororo, Soroti, Kotido and Moroto. EADEN was established to coordinate development initiatives in the Province and link network members and partners locally, nationally and internationally. The mission of EADEN is **"To promote social economic development and prosperity amongst communities in Eastern Uganda"** through key thematic areas of; Climate resilient sustainable livelihoods, Governance & Human Rights, Organisation and Institutional development, Gender Justice and peace, Financial empowerment, Network and collaboration. With funding from Caritas Denmark/DANIDA, EADEN invites applications from focused individuals, ready to take their carriers to the next level, to fill the following job positions;

Job Title: Crop Production and Marketing Officer (1)

Job Status: Contractual and full time

Reports to: The Area Manager

Location: Iganga

Job Purpose

To provide on-farm and off-farm technical guidance and training to farmers in order to increase quality and quantity of crop production while promoting Farming as a Business (FAAB).

Duties and Responsibilities

- Identify agronomic gaps and challenges affecting farmers using participatory methods in selected crop value chains and develop relevant training programs and methods to address them.
- Facilitate farmer groups, associations and cooperatives in the development and review of annual production plans and guide them to focus at achieving those plans.
- Provide technical guidance to members, groups, associations and cooperative on appropriate produce postharvest handling practices.
- Conduct routine monitoring and mentoring of groups, Associations and cooperatives to ensure that relevant production records are maintained.
- Conduct routine household visits to members' farms and provide customized technical guidance on production practices and use of farm resources.
- Conduct and strengthen value chain linkage of farmer groups, associations and cooperatives to different input suppliers, produce buyers, processors, financial institutions, government extension services and other value chain actors and Business Development Service providers.
- Support Farmers' agricultural related advocacy efforts aimed at improving production and marketing

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- Facilitate farmer groups, associations and cooperatives to self-organize, understand and develop appropriate structures for bulking and collective marketing.
- Develop capacity of Community Based Facilitators, Village Agents and Group Leaders as resource persons to ensure sustainability of project interventions
- Mentor farmer groups in areas of institutional development in collaboration with Community Enterprise Development Officer.
- To undertake relevant innovations aimed at enhancing farmers' capacity to produce and market more quantities of good quality produce while sustainably utilizing the available resources.
- To document and produce relevant and timely reports in line with program/project requirements and organization guidelines.
- To undertake relate project assignments as may be determined by the organization or your supervisor.

Qualifications, experience and other attributes

- A minimum of Diploma in Agriculture with specialization in crop production/agronomy from a reputable and recognized institution.
- A Bachelor's Degree in Agriculture (crop production/agronomy) is a strong added advantage
- A Bachelor's Degree in Agribusiness obtained after a Diploma in Agriculture is another strong advantage.
- Proficiency in Lusoga/Luganda dialect is strongly advised
- At least 3 years practical experience in NGO sector on similar roles working with groups, associations, Cooperatives, FAAB and Bulking.
- Experience in VSLA and SILC methodologies
- Skills in participatory Approaches
- Excellent oral and written communication skills.
- Good analytical skills, ability to work under pressure and meet strict deadlines.
- Ability to ride a Motorcycle with a valid riding permit-Class A
- Aged between 25 and 35 years

Job Title: Administrative Assistant (1)

Job Status: Contractual and full time

Reports to: Finance and Admin. Manager

Location: Mbale

Job Purpose

To ensure effective Office management and administrative procedures, provide support to the finance and administration office and maintain a hospitable working environment at EADEN.

Duties and Responsibilities

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- Manage the front desk office to ensure it provides appropriate and welcoming atmosphere to all office visitors.
- Provide appropriate guidance and direction to all office visitors
- Ensure a well-organized filing system is maintained for easy accessibility of records
- Maintain and update records of EADEN stock and inventory where applicable
- Maintain and update lists of all EADEN Vendors; suppliers, service providers, debtors and creditors
- Ensure timely logistical arrangements are made and funds are available on time to support program activities
- Support the Finance and Admin Manager to ensure proper functionality of all utility systems, office welfare and general maintenance
- Support the Finance and Admin Manager to supervise and ensure proper security systems within the office premises and safety of all EADEN assets and inventory.
- Receive and deliver internal and external communications or parcels as may be directed by the Finance and Admin Manager
- Receive and verify all invoices, expense forms and requests for payments through petty cash
- Maintain petty cash on an imprest system basis while submitting timely reports and accountabilities
- Support EADEN in carrying out banking activities as may be assigned by supervisor

Qualification

- A bachelors Degree in Business Administration and Management
- Ability to work in a team of multi-cultural set up
- Strong administrative/organizational skills
- Excellent written and spoken English language
- Demonstrated presentation and customer care skills
- Effective interpersonal skills
- Strong problem-solving and innovative skills
- Be flexible to work off normal schedule
- Experience in a similar position for at least two years is an added advantage.

How to Apply

Individuals who meet the above criteria should submit their application letters, CVs and copies of academic Transcripts **ONLY** to:

**The Executive Director,
Eastern Archdiocesan Development Network (EADEN)
P.O. BOX 295, Mbale
Plot 14, Bufumbo road, Oliver House
Mbale**

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By either hand-delivery to EADEN Head Office on Plot 14, Bufumbo road, Oliver House after the High court in Mbale town, or in Iganga, on plot 24 Lubas road, Off Kaliro road, or email to: **hr@eaden.org**
Deadline for submission is **14th February 2019** at 5:00PM EAT. Check www.eaden.org for details

PLEASE NOTE:

- Only shortlisted applicants will be contacted
- EADEN is an Equal Opportunity Employer; both Men and Women are encouraged to apply;
- EADEN has zero tolerance for corruption and fraud. Any form of such tendencies and unnecessary solicitations/pressures on staff or key EADEN stakeholders will lead to automatic disqualification at any stage, even when discovered after the appointment;
- Successful candidate must be ready to commence duty by 1st March 2019.

Our Motto: In Truth We Serve God and Mankind!