EASTERN ARCHDIOCESAN DEVELOPMENT NETWORK

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JOB OPPORTUNITIES

About EADEN

The Eastern Archdiocesan Development Network (EADEN) is a network of Caritas organizations of the Catholic Church in the Province of Tororo, covering 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 enhance the effectiveness of Caritas Organizations in Eastern Uganda in promoting social and economic development of communities through coordination, capacity building, climate action, research and advocacy**" through key thematic areas of; Climate resilient and sustainable livelihoods, Governance & Human Rights, Community Management Disaster Rick Reduction and Humanitarian Response, Research and Innovation and Institutional development.

In order to strengthen the human resource team for enhanced effectiveness in the delivery of EADEN's core programmes, applications are invited from suitably qualified and focused individuals, ready to take their careers to the next level, to fill the following positions;

ONE:	
Job Title:	Project Coordinator (1 position)
Job Status:	Contractual
Duration:	One year
Reports to:	The Executive Director
Location:	Eastern Uganda, EADEN Head Office – Tororo
Job Level:	Management

Job Purpose: To plan, guide, direct and implement project operations in the respective locations while ensuring effective field staff performance and proper functioning of the organization's partnership for the successful fulfilment of project goals and organization's mission.

Duties and Responsibilities

- To be in charge of the effective performance of the respective projects, staff and other resources in line with the project targets in different project areas.

- Plan and implement innovative interventions that strengthen sustainability of the respective farmers' organizations and their business enterprises through effective production, bulking, collective marketing, value addition and product development.
- Design and promote effective community mobilization and sensitization activities to ensure adequate community participation in program activities.
- Guide the project teams and Farmer organisations to develop and strengthen vibrant advocacy interventions that promote service delivery and good governance for public resources at local government level.
- Support the target project participants in participatory community development processes and draw appropriate development plans in line with project budgets.
- Contribute to fundraising process of the organization and undertake appropriate donor reporting.
- Provide leadership and supervision of relevant project teams on technical and moral aspects of the projects.
- Provide representation and linkage between EADEN and different stakeholders within the project implementation areas, such as the respective district local governments, like-minded civil society organizations, network members and the private sector, relevant for effective project implementation.
- Ensure effective utilization, value for money and accountability for project funds in line with project guidelines and organization's finance and administration policies.
- Closely work with the MEAL desk and Project Officers, develop and implement appropriate work plans on a weekly, monthly, quarterly and annual basis, in line with strict project timelines and organization requirements.
- Manage the performance of project officers though provision of appropriate performance targets, follow up, technical guidance and conducting routine performance appraisals in line with EADEN's HR policies.
- Write and submit monthly, quarterly, semi-annual and annual reports to the Executive Director, line managers and other external stakeholders.
- In liaison with the MEAL desk, design templates and capture relevant data in line with the project Monitoring and Evaluation Plan relevant for reporting to various stakeholders.
- Monitor and guide the project officers to document and reporting project information in line with EADEN's reporting guidelines.
- Identify document and report performance factors within the project and among the project officers that require attention of management in order to enhance performance and delivery to the required project targets.

Specific attributes and skills

- Ability to work seamlessly in a multi-cultural set-up
- Good attitude towards community work
- Ability to work with minimum supervision while delivering on planned results.
- Knowledge of participatory approaches for community engagement

- Concern for standards alongside problem solving
- Strong planning and organizational skills
- Result and impact oriented
- Good communication skills, both verbal and written
- Good interpersonal and teamwork skills
- Project management skills
- High level of innovative and learning abilities for new approaches that work
- Ability to meet strict deadlines of programme implementation and reporting requirements.
- Proficiency in soft skills especially MS office and internet applications
- Ability to ride motorcycle in rural and urban roads, with Valid permit.

Qualifications and Experience

- A Bachelor's Degree in any of the following disciplines: Environmental Science, Agroecology/Organic Agriculture, Agriculture, Biosystems engineering, Natural Resource Management, Development Studies or related fields.
- At least five years' experience working with reputable NGOs in Uganda on agricultural related projects, community development, livelihood projects, advocacy, environment or related fields.
- Training in Project Management is an added advantage.

TWO:	
Job Title:	Project Officers (4 positions)
Job Status:	Contractual and full time
Duration:	1 ½ years
Reports to:	The Project Manager
Location:	Eastern Uganda

Core Responsibility: To provide continuous technical guidance and support to smallholder farmers' households and farmers' organizations for increased productivity, institutional competitiveness, marketing and advocacy.

Specific duties and responsibilities:

- Build and strengthen the governance capacity of the Farmer Organizations in areas of democratic leadership, planning, membership growth and accountability in line with cooperative regulations.
- Support Farmers Organizations and their household members to identify and resolve agricultural production and business-related constraints, using participatory approaches, in line with their specific value chains.
- Develop Farmers organizations' and their members' capacity to undertake appropriate strategies for household food and nutrition security using Sustainable agroecological production approaches.

- Guide farmer organizations to develop, implement and continuously review short- and long-term operational plans and milestones in line with their Missions and programme requirements
- Build the capacity and skills of Farmers' Organizations to provide appropriate business development services to their members leading to enhanced collective bulking and marketing.
- Provide technical guidance and linkage to farmer organizations and their members on appropriate postharvest handling and value addition.
- Provide continuous guidance and mentorship to farmers' organizations and their member households on maintenance of proper records of all activities and occurrences for their businesses.
- To act as the technical advisor to the farmers' organizations and smallholder farmers in developing competitive business models and product brands of their enterprises while building their business skills for future autonomous operations in line with selected value chains.
- Support and strengthen capital development strategies among the Farmers' Organizations such as building sustainable Village Savings and Loan Associations (VSLAs), Savings and Internal Lending Communities (SILC) and Savings and Credit Cooperative Society (SACCOs) at various levels.
- Conduct support visits to provide appropriate technical guidance on household farm enterprises for better production skills and efficient use of farm resources.
- Strengthen Farmers' organizations' capacity to develop and maintain constructive working relationships with the local governments, various value chain actors and business development service providers.
- Guide and support farmers' efforts of developing and engaging in vibrant advocacy initiatives relevant for development of their businesses and service delivery to the wider society.
- Maintain strong relationships and presence of EADEN with relevant local government offices and other development partners within the respective areas of operation.
- Develop and strengthen the capacity of community resource structures like Community Based Facilitators and Village Agents to ensure sustainability of programme interventions.
- Proposed, develop and implement relevant innovative ideas that enhance farmers' capacity in production, marketing, organizational development and advocacy.
- Build the capacity of farmers' organizations in undertaking various resource mobilization efforts.
- Conduct timely and comprehensive documentation and reporting of various processes, achievements, lessons, best practices and results related to programme work on a routine basis (daily, weekly, monthly and quarterly).
- Undertake relevant official tasks as assigned by the supervisor that contribute to the mission and mandate of EADEN in line with the organization's strategic focus.

Specific attributes and Skills

- Well-developed participatory and facilitation skills
- Adult learning and handling skills

- Excellent oral and written communication skills
- Willing to undertake experiential learning with the target communities
- Ability to ride motorcycle in rural and urban roads, with a valid permit
- Relevant proficiency in local dialects of the communities of deployment like Luganda, Lusoga, Jopadhola, Ateso, Lubamasaaba
- High level of innovative and learning abilities for new approaches that work.
- Ability to work with minimum supervision while delivering on planned results.
- Ability to meet strict deadlines of programme implementation and reporting requirements.
- Demonstrated willingness to work in and build strong teams.
- Demonstrated ability to work in a multi-cultural setting.
- Proficiency in soft skills especially MS office applications

Qualifications and Experience

- A Diploma or Bachelor's Degree in any of the following disciplines: Agriculture, Agriculture Extension, Agroecology/Organic Agriculture, Horticulture or related fields.
- Between two and five years of practical experience working in agricultural extension or agricultural related projects, livelihood projects, advocacy, environment or related fields.

How to Apply

Address your application including Cover Letter, Resume, Academic Certificates and Transcripts only to: **The Executive Director, Eastern Archdiocesan Development Network (EADEN)**.

Submit your application either **physically** to EADEN Head Office on Kwapa Road, Nyangole Cell, Tororo Municipality or **email** as a single PDF document to: info@eaden.org and eadenuganda@gmail.com. In the email subject field, use the Phrase "**APPLICATION FOR….** (add Job applied for)**,** e.g. APPLICATION FOR PROJECT OFFICER, to easily identify and process your application.

Deadline for application is 29th January 2024 at 5:00PM EAT**.**

PLEASE NOTE:

- Only shortlisted applicants will be contacted.
- EADEN is an Equal Opportunity Employer. All qualifying candidates are encouraged to apply.
- EADEN has zero tolerance for corruption. Any form of such tendencies and unnecessary solicitations will lead to automatic disqualification at any stage, even when discovered after the appointment
- Successful candidate must be ready to commence duty by 15th February 2024.

Our Motto: In Truth We Serve God and All Creation!