Vacancy Announcement No: FRUGA/J/09/SPGS3/17

Post Title: Communications Officer-Duty Station: Kampala

Type of contract: SC

Duration of the assignment: 12 months

Job Purpose, Duties and Responsibilities

Under the general supervision of the Project Coordinator in Uganda, the Communication Officer will provide technical assistance to support effective implementation, delivery and future programming for commercial forestry plantation development in some clusters located in the northern area of Uganda.

Specifically, the plantation officer will be responsible for:

- Design, develop and disseminate information of general forestry, communication activities in a big international forestry industry
- Prepare timely inspection and evaluation reports;
- Compile and file community, woodlot and other plantation documents into SPGS data base and for future reference;
- Prepare timely inspection and evaluation reports;
- Write articles for publication in SPGS newsletters and briefs, ensure publicity materials concerning the woodlot, community and other affirmation are well distributed;
- Collect, compile and disseminate information to the target stakeholders (research, ministries). A particular attention should highlight in particular gaps which training needs are to be addressed by (i) institutions in charge of training and in the forestry sector, (ii) training needs assessment, (iii) training needs assessment for SPGS project staff; (iv) Training action plan for SPGS project.

Key Expected Outputs:

- A draft report on training needs assessment. The report should highlight in particular gaps which training needs are to be addressed by (i) institutions in charge of training an education in forestry; (ii) improvements required for the current training sessions organised by the SPGS; (iii) training needs for SPGS project staff; (iv) Training action plan for SPGS project to beneficiaries and other stakeholders (research, ministries). A particular attention should be given to training needs in downstream processing;
- The report should be shared with the target stakeholders;
- The report should be shared with the FAO mission in Uganda and the direct supervision of the Project Coordinator supported by the Project Officer/Training and Research, the Consultant will identify key technical and functional capacity gaps within the sector, prioritize training needs and develop a training plan for SPGS III.

Minimum academic qualifications:

- A relevant Bachelor’s Degree in forestry, natural resource management, environment management, or any other related field.

Required Competencies or Experience

- Minimum of 3 years’ experience in foreign aid environment notably plantation establishment. Knowledge and understanding of the commercial forestry industry would be an added advantage.
- Experience in working and supervising with community members. Contacting persons in the community;
- Ability to work under pressure and on tight deadlines;
- Good interpersonal skills and ability to work amicably with diverse stakeholders.

VACANCY ANNOUNCEMENT

General Description of task(s) and objectives to be achieved

Under the overall supervision of the FAO Representative in Uganda, the Project Coordinator, the Sales BD and operational activities, the Communications Officer, in collaboration with the Operations Assistant will perform a variety of routine administrative and operational tasks in support of the FAO Uganda office activities. In particular, she/he will support in the formulation and implementation of the assigned projects at country office level. She/he will:

- Inquire and follow up on a broad variety of administrative and operational actions necessary for the timely implementation of project/programmes especially in relation to budget monitoring and financial reporting.
- Review and forward for approval fund advance requests, follow up on accountability and review accuracy and appropriateness of the accountability submitted related to the delegated projects.
- Establish proper mechanisms for tracking budget performances for the assigned project budgets.
- Prepare financial reports for the assigned projects both for the donor and for management use.
- Prepare regularly up-to-date and accuracy of local tracking tables such as Travel Authorizations and Purchase Requisitions , including tracking payments falling due on a timely basis.
- Ensure relevant tasks are followed and may be required to support the organization of activities related to the implementation of activities such as workshops, trainings, assessments, analysis and monitoring missions, etc.
- Maintain relevant records on directives and procedures of a technical or administrative nature relating to field work operations.
- Be responsible for filing IAT returns for the organization with the relevant authorities, public, private institutions, counterparts on all administrative and operations matters including those especially related to the projects assigned.
- Receive and review expense reports from personnel and ensure that there is a clear tracking system for operations expenses.
- Act as the desk officer for the SPGS project giving the required operations and administrative support.

Academic qualifications, experience and required competencies

- A relevant Bachelor’s Degree, preferably in Accounting, Business administration, Finance or other Accounting disciplines.
- Possession of some levels of professional training will be an added advantage.

Essential skills:

- Two years of experience in general office work and project related activities.
- Familiarity with FAO/UN administrative system
- Computer literacy and ability to effectively use word processing systems and other office technology equipment.
- Ability to work with accuracy and under pressure.
- Tacit, courteous, and the ability to establish and maintain effective working relationships with people of different national and cultural backgrounds.

Ugandan nationals who meet the requirements above are requested to submit applications together with detailed curriculum vitae (CV), copies of their academic certificates and a completed FAO Personal Profile Form that can be accessed at http://www.fao.org/jobs/employment/recruitment-access/en/ in a sealed envelope, quoting Vacancy Announcement no. Add.+020 +OH18.12.07.17 to the FAO Department of Agriculture Organization of the United Nations (FAO) in Uganda. Enclosures should be registered at the reception of the FAO office. Closing date is 06th April 2017.

Essential skills:

- At least a Master’s degree in forestry, natural resource management, environment management, or any other related field. A PhD would be an added advantage.
- Minimum of 7 years’ experience working in a commercial forestry establishment project.
- Knowledge and understanding of the commercial forestry industry in Uganda is an added advantage.
- Proven record in capacity development initiatives, i.e. capacity development assessment and training needs assessment, forestry education and training, preferably in East Africa. Having written a training manual would be an important advantage.
- Excellent written, facilitation and verbal communication skills in English.

Note: FAO does not charge applicants any fees at any stage of the recruitment process.