



25TH APRIL 2024

JOB OPPORTUNITIES

Volunteer Efforts for Development Concerns (**VEDCO**) in partnership with UNDP is implementing a three-year project, “**Building Resilience in Conflict Affected and Fragile Communities of Karamoja (BRICK)**” Project in Moroto District. The BRICK Project is jointly funded by UNDP and Korea International Cooperation Agency (KOICA) for the period 2024 to 2026. The overall project goal is to enhance the socio-economic empowerment of vulnerable households and the peaceful co-existence of communities through resilient and gender responsive livelihoods in three districts of the Karamoja sub-region. The BRICK Project is in alignment with the HDP (Humanitarian, Development, and Peace) nexus approach, KOICA’s sectoral strategies on agriculture, governance, the cross-cutting dimensions of environment, gender equality and strengthening of public administrative capacities.

VEDCO seeks to recruit suitably qualified, experienced, dynamic and highly motivated individuals for the following positions:

No.	Job Details	Qualification & Experience	Key Result Areas
1.	Job Ref: VED – 2024–BRICK – 1 Title: Project Coordinator	1. A Bachelor’s degree in either Social work & Social Administration, Social Sciences, Development studies, Agri-business or Agricultural Economics,	1. Take lead in coordination and implementation of the project activities as spelt out in the BRICK project design.

	Report to: Programmes Director No. of positions: 01 Duty Station: Moroto	2. A minimum of 5 years working experience in project planning and management, management of projects focusing on areas of peace, governance and conflict management, cash for work interventions, agricultural food security livelihood interventions. 3. Good knowledge of Value chain actors and market linkages and related issues. 4. Good communication and networking skills and ability to advocate on issues. 5. Proven track record of leadership skills, project management, budget and resource management. 6. A Master's degree will be an added advantage Critical Competences: 1. Strong initiative and self-motivation required, with a commitment to teamwork and effectiveness within a dynamic multi-disciplinary project. 2. Coordination, Monitoring and Evaluation skills. 3. Excellent report writing skills 4. Good decision making and problem-solving skills 5. Ability to work under minimum supervision 6. Demonstrated people management and	2. Provide technical guidance and support to project staff in the implementation of project activities in line with the BRICK project design, VEDCO mandate and strategic plan. 3. Develop project operational work plans/ budgets and write progress reports in line with BRICK project design and objectives. 4. Develop and maintain an updated data base of the project activities and clientele. 5. Conduct annual project staff performance appraisals in line with VEDCO Human Resource Manual.
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		supervisory skills. 7. Strong interpersonal skills.	
2.	Job Ref: VED – 2024–BRICK – 01/03 Title: MEAL Assistant Report to: Project Coordinator No. of positions: 01 Duty Station: Moroto	1. A Bachelor degree in Statistics, Quantitative Economics, Social Sciences or Development studies. 2. At least 2 years’ experience in Project monitoring, evaluation and reporting. 3. Experience in designing tools and strategies for data collection, analysis and production of high-quality reports. Critical Competencies 1. Proven ICT skills, especially in the conceptualization, utilization and maintenance of Management Information Systems using Monitoring Visualization, and database software. 2. Expertise in analysing data using statistical software. 3. Robust Capacity building & facilitation skills. 4. Unwavering commitment to data-driven program monitoring & evaluation. 5. Very good analytical skills	1. Monitor development of community groups and their transformation into legally recognized institutions 2. Collect and analyze group data from select project sites using PME techniques. 3. Monitor and evaluate project activities as defined by the project document. 4. Conduct baseline survey and situation analysis for new areas. 5. Organize quarterly/bi-annual review meetings and planning at sub-county and district levels. 6. Keep up-to-date group and beneficiaries’ database and documentation of case studies, success stories and best practices.
3.	Job Ref: VED – 2024–BRICK – 01/07	1. Bachelor of Commerce or Bachelor of Business Administration with a bias in Accounting.	1. Compile project financial reports and submit them to coordination office in line with VEDCO and donors specified period and program

	Title: Project Accountant Report to: Project Coordinator No. of positions: 01 Duty Station: Moroto	2. A Certified Public Accountant (CPA or ACCA). 3. At least 3 years of experience in financial and project accounting work, solid experience in budgeting, planning and reporting on donor funded projects. 4. Good knowledge of financial and accounting regulations and procedures of the GoU Critical Competencies 1. Proven knowledge and use of accounting software. 2. Excellent communication, writing and presentation skills as well as a demonstrated commitment to team work. 3. Ability to meet targets/objectives within specified timeframes. 4. High degree of integrity and honesty.	documents / requirements. 2. Prepare periodical financial reports for programme/project activities and submit to the Finance Manager. 3. Provide technical assistance to the project staff during budgeting and planning sessions in accordance with the VEDCO financial policy. 4. Maintain and update a filing system for all accounts documents in line with the financial policy. 5. Provide administrative support services to regional staff to ensure smooth running of operations 6. Take a lead role in the implementation of regional field activities as scheduled with the regional team 7. Manage and coordinate human, material and finance resources of the region office in line with VEDCO mandate. 8. Provide technical assistance during programme budgeting process and ensure proper management of programme resources in line with organization mandate.
4.	Job Ref: VED – 2024–BRICK – 01/02 Title: Field officers Report to: Project	1. A Bachelor's degree in either Social Sciences, Development studies, Agribusiness or Entrepreneurship 2. At least 2 years' experience in project	1. Support the establishment and development peace committees, training of the community groups peace full coexistence, prevention of GBV. 2. Community mobilizations, profiling and validation)

	Coordinator No. of positions: 2 Duty Station: Moroto	implementation. 3. Possession of a valid Motor cycle driving permit (Class A) is a MUST Critical Competencies. 1. Excellent report writing skills 2. Good decision making and problem-solving skills 3. Willingness to work upcountry (in the Karamoja region). 4. Ability to work under minimum supervision 5. Strong interpersonal skills.	3. Capacity building of community peace structures, water user committees, market structures. 4. Linking the community groups to the financial institutions, formation and training of VSLA groups. 5. Identification and registration of beneficiaries 6. Setting up of community groups for cash for work engagements. 7. Documentation-writing weekly, monthly and quarterly reports 8. Planning and organizing exposure visits, Field days and peace days/events/celebrations 9. Guiding farmers on viable enterprise selection and Business plan development.
5.	Job Ref: VED – 2024–BRICK – 01/08 Title: Project Driver Report to: Project Coordinator Contract period: Three years No. of positions: 01 Duty Station: Moroto	1. Minimum of Uganda Certificate of Education/ Ordinary level 2. Valid Driving license with 3 years' experience 3. Training in Defensive Driving will be an added advantage	1. Drive organization vehicles to enable people move from one place to another to meet the organization objectives. 2. Keep organization vehicles mechanically sound in line with Uganda traffic laws. 3. Transport and deliver organizational mails and messages according to office practice. 4. Renew organization vehicle licenses in line with VEDCO vehicle policy and traffic laws 5. Ensure safety of passengers and luggage at all times and observe speed limits and all institutional travel guides 6. Ensure that vehicles are serviced promptly as per the instructions to the contracted service

			providers. 7. Ensure all vehicles have log books / sheets , pens and maintain accurate vehicle records to ensure that all trips, fuel fill-ups, time and mileage readings are timely recorded and submitted to the finance and administrating manager on a monthly basis.
6.	Job Ref: VED – 2024–BRICK – 01/09 Title: Office Assistant Report to: Project Coordinator No. of positions: 01 Duty Station: Moroto	1. At least UCE/ Ordinary level certificate.	1. Ensure that the office premises are well maintained hygienically at all times. 2. Shop items and prepare refreshments and serve manager and officers in line the VEDCO welfare policy. 3. Order lunch for manager and serve them in line with the welfare policy. 4. Provide security and account for the utensils in line with the welfare policy. 5. Conduct daily Stocktaking of Kitchen items In line with the welfare Policy. 6. Maintain the company utensils clean in the kitchen in line with human resource manual 7. Provide professional custodianship services to all properties at VEDCO. 8. Responsible for closing and opening of VEDCO office premises in time.

APPLICATION PROCESS

Interested and duly qualified candidates should submit their applications, detailed CVs with addresses of three (3) traceable referees and copies of relevant academic credentials to; **vedcohr@gmail.com** not later than **Friday 10th May, 2024**. Applications should be addressed to the Human Resource Officer. Please quote the job reference for the position you are applying for.

NOTE:

- VEDCO is an equal opportunity employer.
- Only short-listed applicants will be contacted.