

JOB OPPORTUNITIES AT RUFORUM

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) is an organisation set up to support graduate training and agricultural research in African universities. RUFORUM also serves to integrate universities into national agricultural innovation systems and broad development agenda. RUFORUM operates in seven countries namely, Kenya, Malawi, Mozambique, Tanzania, Uganda, Zambia and Zimbabwe, but plans to expand to more countries in the eastern, central and southern Africa region. Through RUFORUM support, faculty members are able to conduct applied and adaptive research in collaboration with other scientists in national and international research institutions. The research component, of necessity, must involve training of graduate students.

RUFORUM wishes to recruit competent persons to work with a team of regional experts at its regional office in Kampala, Uganda for renewal contracts of 3-4 years. Such persons should be highly motivated, able to work long hours with minimal supervision.

Administrative Assistant (1 post)

The Administrative Assistant will assist the Finance and Administration Officer to handle day to day administration of the RUFORUM Secretariat, including facilitating travel and meeting arrangements for RUFORUM activities. Experience of working in a similar position for at least three years is required. The candidate should possess a degree in management and administration (or related qualification).

Programme Assistants (3 posts)

The Programme Assistants will assist three Programme Officers with the day to day running of their programmes (see www.ruforum.org for their job descriptions), and also handle other duties as may be assigned to them. Assistants are needed to work with the following officers:

Planning and Grants: Applicants with adequate knowledge of grant making or M&E are preferred. An MA or MSc degree is needed.

Training & Quality Assurance: Experience of working in an organisation setting is needed, especially of tracking project activities and preparing reports. An MA or MSc degree is needed.

Information and Communication: A postgraduate degree in a related field is needed, with at least 3 years of work experience, especially working with an NGO in community development programmes. He/She should have experience of knowledge management, particularly dealing with communities, policy makers and researchers, both local and international.

Accountant (1 post)

He/ She should have at least a Diploma in accounting and will work with the Finance and Administration Officer to prepare books of accounts and financial reports. At least 2 years work experience needed.

APPLICATION PROCEDURES

Applicants should submit hard copies and CDs of their application documents containing CV and application letter, stating position applied for, suitability for the position, experience, current position and remuneration (US\$), expected remuneration, estimated time available to report on duty, email, telephone and other contact details of three referees. Deadline for receiving applications is May 31, 2008. All applications should be addressed to:

The Regional Coordinator
RUFORUM Secretariat,
Plot 151 Garden Hill,
PO Box 7062, Kampala, Uganda,
Tel: 256 414 535939