

CAREER OPPORTUNITIES

Our client, 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 serve at its regional office in Kampala, Uganda for renewal contracts of 3-4 years. Such persons should be highly motivated, with a strong drive to build African Institutions and able to work long hours with minimal supervision. Citizens of Kenya, Malawi, Mozambique, Tanzania, Uganda, Zambia and Zimbabwe are particularly encouraged to apply.

Programme Officer: Finance & Administration

Reporting to the Regional Coordinator, the Finance & Administration Manager will be responsible for the Finance and Administration functions of the organisation. Specific responsibilities will include, among others,

Financial Management:

- Operating an accounting and financial reporting system
- Disbursement of funds to grantees and monitoring their utilization
- Preparation of financial reports to Donors and the Board of Directors
- Facilitating Annual External Audit
- Payroll management

Administration

- Providing logistical & administration oversight for the Secretariat
- Managing office systems, which includes setting up of filing systems, personnel records, data processing, workshop management, etc
- Facilitating line management of staff (drivers, administration Assistant, Office Assistant, Security, etc)

The ideal candidate for this position should

- Possess a Bachelor of Commerce Degree and be a qualified accountant. An MBA degree will be an added advantage.
- Have served for at least five years in management of public or private sector funds and personnel
- Demonstrated leadership and Management ability

- Be less than 50 years of age

Programme Officer- Planning and Grants Management

Reporting to the Regional Coordinator, the Programme Officer will be responsible for the following.

1. Development of Programmes and Projects vision, goals and strategies
2. Assist in the development of strategic and operational plans
3. Compile RUFORUM's capacity strengthening portfolio based on the programme operational plans.
4. Oversee and guide the management of competitive grants.
5. Undertake budgetary planning
6. Oversee and contribute to development and update of policies, manuals and protocols of RUFORUM
7. Design and manage a result-based M&E system, including impact assessment of RUFORUM's investments
8. Organize and conduct regular programme reviews and evaluation at different operational levels.
9. Prepare consolidated annual progress reports and technical papers for RUFORUM and donors.
10. Assist in preparation of proposals for resource mobilization
11. Represent RUFORUM in a range of national, regional and global fora of strategic concern to the achievement of RUFORUM vision, goals and strategies.

Qualifications and Requirements

Education

Ph.D. required in relevant field of science, such as agricultural, biological or social sciences, and/or environmental/natural resource sciences.

Experience

A broad background and experience in agricultural research for development, and experience in a senior research management role are required.

This should include:

- a. Substantial and highly-regarded contributions to research and development, with a strong reputation of high standing in her/his profession.
- b. In-depth experience with research and development in African countries and experience working with national, regional and international research organisations in Africa, especially in the COMESA, ASARECA. and SADC regions
- c. Demonstrated contribution to design of national and regional programmes, strategic planning and priority setting in previous roles.
- d. Demonstrated experience in the design and implementation of national and regional M&E programmes
- e. A proven record in raising substantial research and development funding, with successful proposal development and negotiations with investors.

- f. A demonstrated record of building partnerships and strategic alliances.
- g. Strong experiences and exceptional skill and background in coordination and eliciting individual and group participation in joint endeavors.
- h. Management experience, especially in grant making and M&E
- i. Demonstrated knowledge of gender mainstreaming and monitoring
- j. Excellent communication skills in English, both written and verbal are required, with demonstrated ability to prepare written materials suitable to a variety of audiences.
- k. Knowledge of other language (s), particularly French and Portuguese is helpful.
- l. Basic familiarity with electronic communications and standard office computer software is essential.
- m. Willingness and ability for frequent and sustained travel.

Programme Officer- Training and Quality Assurance

Reporting to the Regional Coordinator, the Programme Officer will be responsible for the following, among others;

- Design and manage RUFORUM training and education strategy
- Design, implement and follow-up of training plans with member universities and partner institutions
- Identify opportunities and threats to the existing training initiatives including curriculum reform and development
- Design and manage a quality assurance system for RUFORUM
- Track and maintain a database of training beneficiaries
- Represent RUFORUM in national, regional and international fora

Qualifications and Requirements

Education

Ph.D. required in relevant field of science, such as agricultural, biological or social sciences, and/or environmental/natural resource sciences.

Experience

At least 7 years of teaching at university level, with excellent peer-reviewed publication record. Proven record of engaging in and facilitating multi-disciplinary teams. Proven management including ability to integrate and implement organizational vision, goals and strategies are essential.

Specific requirements include:

- n. Familiarity with regulations and procedures of universities in the region
- o. In-depth experience with University curriculum development and design of postgraduate programmes
- p. A proven track record of supervising MSc. and PhD research projects

- q. Good grasp of training needs and changing market demand for university graduates in the region.
- r. A proven record of facilitating professional development of university staff and other actors
- s. Proven track record of designing and managing quality control systems and procedures for training and research at university level
- t. Substantial and highly-regarded contributions to research and development, including peer-reviewed publications
- u. A demonstrated record of building partnerships and strategic alliances.
- v. Management experience, including engagement in international partnerships.
- w. Solid public relations skills and ability to represent RUFORUM in a positive and convincing manner.
- x. Excellent communication skills in both written and verbal English, with demonstrated ability to prepare written materials suitable to a variety of audiences.
- y. Knowledge of other language (s), particularly French and Portuguese is helpful.

Desirable attributes

- a. Basic familiarity with electronic communications and standard office computer software.
- b. Willingness and ability for frequent and sustained travel.
- c. Knowledge of other language (s), particularly French and Portuguese, is helpful.

Programme Officer- Information and Communication

Reporting to the Regional Coordinator, the Programme Officer will be responsible for the setting up of an Information and Communication Unit at the RUFORUM Secretariat. The ICU will support all the RUFORUM programmes, including synthesis, packaging, branding, publishing and sharing information with RUFORUM constituents and others. The ICU will also be responsible for the implementation and management of RUFORUM's information systems.

Specifically, the Programme Officer, working closely with the other officers, will be responsible for, among others;

- Design and implement RUFORUM's Information Communication Technology/Management strategies, policies, procedures and guidelines;
- Design, develop and operationalise e-learning framework for the RUFORUM Network
- Develop and operationalise e-resources at the RUFORUM Secretariat
- Support Network partners to operationalise their e-learning frameworks
- Guide RUFORUM corporate publications
- Represent RUFORUM in national, regional and international fora

Qualifications and Requirements

Education

A postgraduate degree in a communication and knowledge management related discipline

Experience

1. At least 5 years of managing an ICT programme, especially at University and regional level.
2. Experience working with national, regional and international research organisations in Africa, especially in the COMESA, ASARECA. and SADC regions
3. Demonstrated experience in the design and implementation of information and communication management systems
4. A proven record of designing and producing communication products for different target audiences including agri-business communities and policy makers
5. A working knowledge of university systems, especially in the COMESA/ASARECA/COMESA regions

Other requirements

1. Excellent communication skills in English, both written and verbal are required, with demonstrated ability to prepare written materials suitable to a variety of audiences.
2. Knowledge of other language (s), particularly French and Portuguese is helpful.
3. Basic familiarity with development in the ICT sector
4. Good public relations
5. Willingness and ability for frequent and sustained travel.

Programme Associate

The PA will be based in the office of the Regional Coordinator and will assist the Coordinator in advocacy, networking, resource mobilisation and communicating with the member universities and other partners. He/She will be responsible for public relations. He will be responsible for studies undertaken or commissioned by RUFORUM

Secretariat. The desired candidate should be a PhD holder, with experience working in national and regional programmes and a good knowledge of RUFORUM operations and M&E.

Other requirements

1. Excellent communication skills in English, both written and verbal are required, with demonstrated ability to prepare written materials suitable to a variety of audiences.
2. Knowledge of other language (s), particularly French and Portuguese is helpful.
3. Good public relations
4. Experience in analyzing and synthesizing information
5. Willingness and ability to work long hours.

APPLICATION PROCEDURES

Applicants should submit hard copies and CDs of their curriculum vitae, copies of degree certificates with transcripts, and application letter stating position applied for, experience, current position and remuneration (US\$), expected remuneration, estimated time available to report on duty, email and telephone contacts of three referees. Deadline for receiving applications is May 31, 2008. All applications should be addressed to:

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