

Regional Universities Forum for Capacity Building in Agriculture (RUFORUM)

POSITION OF PROGRAMME ASSISTANT

Background

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) is a consortium of 25 member universities in Eastern and Southern Africa established in 2004. RUFORUM is registered as an International Non-Governmental Organization (NGO) with mandate to oversee graduate training and networks of specialization in the Common Market for Eastern and Southern Africa (COMESA) region. RUFORUM recognizes the important and yet largely unfulfilled role that universities play in contributing to the well-being of small-scale farmers and economic development of countries throughout the sub-Saharan Africa region.

The Position

RUFORUM is seeking a Programme Assistant to be based at RUFORUM's Secretariat at Makerere University in Kampala, Uganda and with its Networking, Advocacy and Grants Department (NAG). The position is on contract basis for a period of 6 to 12 Months, initially for a period of 6 Months. The position is a local position open to **Ugandan** Citizens only.

Responsibilities of the Programme Assistant

The Programme Assistant will report to the Programme Manager, Networking Advocacy and Grants Department and carry out the following functions:

1. Assist the Programme Manager in the day to day management of the RUFORUM Competitive Grants System and activities of the Department;
2. Maintain a database of applications to the RUFORUM Competitive Grant System;
3. Provide support to the Regional Coordinator's office;
4. Assist in organizing RUFORUM workshops and conferences;
5. Develop and maintain a database of publications and grant opportunities for higher education in SSA;
6. Maintain communication with RUFORUM stakeholders; and,
7. Undertake any other responsibilities as may be assigned by the Programme Manager, NAG.

The preferred candidate should possess M.Sc. in Agriculture (or related field) or about to complete MSc studies. The candidate must speak and write English fluently.

Particulars about the position

Title: Programme Assistant

Duration: 6 Months

Date Required: February 2010 – July 2010

Duty Station (location, sector): RUFORUM – Kampala, Uganda

Direct supervision: Programme Manager, Network Advocacy and Grants Department, RUFORUM

For more information on RUFORUM, please visit www.ruforum.org

How to apply

Please send your CV, three references, a covering letter and supporting documents by email to Secretariat@ruforum.org with copies to m.osiru@ruforum.org. Deadline for receiving applications is **February 15, 2009**.