



**RICE
WEST NILE**
Striving for Self Reliance

P. O Box 481 Arua - Uganda
T: +256 393 238 163 | **M:** 0773 472234 | 0702 857349
E: jambo@ricewestnile.org | ricearua@yahoo.com | ricewn@gmail.com
www.ricewestnile.org

JOB ADVERT

Background

Rural Initiative for Community Empowerment-West Nile (RICE West Nile) is a registered Indigenous Non-Governmental Organization in Uganda with headquarters in Arua City, located on plot 16 Odaa Road, Block Awudule Crescent. RICE West Nile continues to make a profound and progressive contribution towards the development of communities in Uganda in the areas of Environment and Natural Resources, Resilient Livelihood, Community Health, Community Education and Governance Peacebuilding and Psychosocial support.

As part of expanding interventions in communities, RICE West Nile is now searching for a suitably qualified candidate to fill the positions below and encourages all interested candidates to apply.

Position 1: Monitoring Evaluation Accountability and Learning Assistant (1 person)

Duty station: RICE West Nile Head Office.

Job Summary: The Monitoring and Evaluation (MEAL) Assistant will be responsible for data collection, analysis, and tracking project performance as well reporting. He/she will also ensure quality implementation throughout the project cycle and will be responsible for the design, coordination and implementation of the **Monitoring and Evaluation**, research, develop baseline data for each project component and for all project indicators and ensure quality control.



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Qualifications, Skills and Experience:

The ideal candidate for the job opportunity must possess the following qualifications, skills and experience:

- Bachelor's degree in Statistics, Economics, Monitoring and Evaluation or any closely relevant field.
- Formal training in monitoring and evaluation especially a post graduate diploma will be an added advantage.
- Experience of not less than 3 years in MEAL preferably related to NGO work.
- Demonstrable competencies in setting up MEAL systems will be an added advantage.
- Competency in both quantitative and qualitative research methods.
- Experience in developing and coordinating data collection, processing and analysis systems.
- Good communication and inter-personal skills, team player, able to work under minimal supervision in a fast-paced NGO environment.
- Strong IT, analytical skills and Excellent report writing skills.
- Awareness of multiple donor MEAL requirements.
- Impeccable integrity and demeanor.

Key Duties and Responsibilities:

Responsibilities include, but are not limited to, the following:

- Design the monitoring and evaluation tools and forms for project assigned and Oversee data collection activities, analysis of surveys and routine data.
- Support implementation of M&E systems in project assigned through regular field monitoring visits and tracking of Key Performance Indicators.
- Facilitate utilization of data for decision making and documentation of best practices/lessons learnt.



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- Generate reports in compliance with the organizations and donor procedures, create or maintain procedures for capturing and publishing monthly, quarterly and annual project technical reports.
- Ensure data quality through conducting data quality assessment and reporting.
- Develop the quality control systems and mechanisms needed to guarantee proper management of information and data.
- Be able to support the MEAL system of RICE West Nile.



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Position 2: Consortium Project Coordinator Environment and Natural Resources

Number of vacancies: 1

Duty Station: Obongi District

Reports to: Consortium Project Manager

Position summary: The consortium project coordinator is responsible for providing technical operation and management support in the area of environment and natural resources in the SEA-WN consortium project funded by Royal Danish Embassy (RDE). The coordinator will support all consortium partners technically in the area of environmental governance and climate justice while being based at RICE West Nile. The Consortium project coordinator will also work directly with beneficiaries and stakeholders to tackle climate justice gaps and on assignments given by consortium program manager. S/he is expected to work independently with limited supervision and support the Consortium Programme Manager in the implementation of designated programs.

Qualification and Functional Competencies:

This position requires a minimum of a university degree in a relevant field such as environment, forestry, natural resource management, climate studies and any related field. This position also requires a least 3 years' experience in program implementation in the field of environment and natural resources.

Behavioral Competencies

This position requires a flexible and pro-active person who can juggle multiple activities as may be assigned. S/he must be knowledgeable and skilled in reporting, riding motorcycle, stakeholder engagement among others. The position requires an honest, hardworking and result oriented individual.



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Duties and Responsibilities

- (i) Be the focal person and lead advisor for environmental governance and climate justice at RICE West Nile and in the consortium.
- (ii) Assist the consortium project manager in developing and monitoring annual work plans and budgets, as well as associated deliverable and results/outputs of the program especially with the environmental governance and climate justice eye.
- (iii) Prepare, coordinate and implement project activities in the field, edit, and disseminate project-related reports and documents.
- (iv) Organize meetings with project officers on monthly basis to align implementation of the program.
- (v) Compile all activity, monthly and quarterly reports for the project and submit to Consortium project Manager.
- (vi) Participate in coordination meetings at district and sub county level to increase program visibility and learn best practices from other partners.
- (vii) Work in close collaboration with the local government and other key stakeholders to achieve project objectives.
- (viii) Organize stakeholder meetings to update on program related progress of implementation and gaps that require redress.
- (ix) Work with the resource mobilization officer to lobby for increased funding for programs under custody and beyond.



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Position 3: Resource Mobilization Officer

Number of vacancies: 1

Duty station: Head Office Arua

Reports to: Manager Programmes

Position summary: This position is for with fundraising and resource mobilization in the organization. It coordinates all arrangements and ensures the smooth functioning of the activities related with fund generation and resource mobilization. The holder of this position is responsible for all fundraising activities, maintaining all donor/funding partner records, monitoring and managing donor relations. He /she will coordinate with different office staff to fund raise for the organization.

Qualification and functional competencies:

This position requires a minimum of masters in social sciences and related development field, plus a reputable training in fundraising and donor relations. A post graduate diploma in business related course is an added advantage. The position requires at least four years experience in fund raising activities such as proposal writing, organizing fundraising drives, etc.

Behavioral competences:

This position requires a self-motivated and committed person with proven ability of creativity and innovation in resource mobilization and fundraising. S/he must have excellent knowledge of English both spoken and written, ability to prioritize workload and demonstrate deliverables/outcomes, good interpersonal skills and result oriented.

Duties and Responsibilities:

- i) Take lead in identifying funding opportunities
- ii) Responsible for writing proposals and coordinating different senior members in the organization to contribute to resource mobilization.



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- iii) Engage in developing a fund generation and resource mobilization Workplan and constantly follow-up the implementation of the plan.
- iv) Mobilize non-financial resources from private sector entities, individuals and corporate agencies.
- v) Coordinate processing of agreements in connection with funding opportunities and ensure effective and timely follow-up in terms of submission of reports to the donors and grant renewal proposals.
- vi) Monitor donor reporting and grant expenditure deadlines in coordination with Manager programs.
- vii) Participate in the preparation of quality financial and narrative reports to donors.
- viii) Ensure that fundraising and resource mobilization information are up to date on the website and social media.
- ix) Support in supervision of all business development officers and coordinate RICE West Nile investment activities.
- x) Organize fund raising drives in collaboration with the management.



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Position 4: Assistant Internal Auditor

Number of vacancies: 1

Duty station: Head Office Arua.

Reports to: Internal Auditor.

Position summary: The Assistant Internal Auditor will review and determine whether organizations systems of risk management, internal controls, and governance processes, as designed and represented by the policies, are adequate and functioning in a manner to ensure RICE-WN Risk profile is developed regularly, monitored and updated.

Qualification and functional competencies:

This position requires a minimum of a university Degree in Commerce, Finance, Business Administration or other relevant qualifications. Professional qualifications such as ACCA, CPA, CIA at least level 2 is required. A minimum of 2 years' experience in internal auditing and capability for carrying out internal audit assignments within specified time frame.

Behavioral competencies

This position requires a Self-motivated, determined and confident person with attention to detail and Excellent problem-solving skills, a keen interest in improving financial systems of the organization, ability to work to deadlines under minimal supervision. S/He should have excellent interpersonal and communication skills, including good presentation and report writing.

Duties and responsibilities

- (i) In collaboration with internal auditor Prepare annual Internal Audit work plan including tasks, assignments and timelines for completion of each task and main activities, and reporting results of audit.
- (ii) Ensure Financial, managerial, and operating information is accurate, reliable, and timely.



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- (iii) Quality and continuous improvement recommendations are fostered in organizations control processes and evaluation of the effectiveness of the existing policies and procedures.
- (iv) Ensure Resources are acquired economically, used efficiently, deployed effectively and adequately protected, in achieving plans and objectives in operations, programs and program support (value for money audits).
- (v) Ensure Processes and expenditures follow the established laws and regulations (and other donor regulations as may be applicable).
- (vi) Carry out special audits and investigations as may be requested by the Internal Auditor.
- (vii) Follow up on the implementation of the external audit recommendations.
- (viii) Ensuring that assets are safeguarded.

HOW TO APPLY:

All applications should be submitted via email to ricewnh@gmail.com, and copy to ricearua@yahoo.com by suitably qualified candidates and the application should include the following attachments: Most recent CV, Academic credentials, at least 2 Recommendations directly addressed to RICE West Nile either from previous /current employers or referees. All Applications should be addressed to the Human Resource Officer RICE West Nile P.O BOX 481 Arua City and must be received on the email by 5:00 pm of 28th August 2024.

Note: RICE West Nile is an equal opportunity employer and any form of canvassing will lead to disqualification. No phone calls are accepted for this advert, for any inquiry use email ricearua@yahoo.com before 23rd August 2024.