



ANNOUNCEMENT FOR VACANCIES

Background: Private Sector Development and Consultancy Centre (PRICON) with funding from Enabel will be implementing a Youth and Women decent job creation and livelihood improvement project in the Rwenzori /Albertine Region for a period of 15 months starting 1st January, 2025. The purpose of the project is to create decent jobs and improve livelihoods of youth and women in Kasese, Bunyangabu, Kabarole, Bundibugyo, Ntoroko, Kagadi and Kikuube Districts

About PRICON: PRICON is a premier Business Development Services provider organization that has been central to the transformation and development of the private sector in the Rwenzori/Albertine regions and the whole of Uganda. Through provision of Business Development Services (BDS), Entrepreneurship, knowledge, skills, research and innovation. In Agribusiness development, Tourism, Trade, Market linkages, Business Advisory services, financial literacy, and financial linkages. to individuals, SMEs, companies, development partners and government programs to run job competitive and efficient business for decent work self employment and job creation. Most interventions have seen the youth and women intensively engage in productive business ventures, research, innovative initiatives and new business models have been successfully carried out and implemented to ensure fast growth of the private sector.

PRICON is looking for a dynamic M&E Officers (2), Project Accountant (1), Accounts Assistant (1) and Project Officers (4) to support it in the effective delivery of descent job creation for youth and women through cocoa and coffee enterprises.

Type of Contract: – Fixed term

Period: 15 months

Location: - Fort Portal City and will require regular travels to project sites in and around the Rwenzori/Albertine Region.

Vacancy details:

M&E Officers (2)

Key Duties & Responsibilities:

1. Lead the design and implementation of a robust Monitoring and Evaluation framework tailored to the objectives of the project.
2. Develop tools, templates, and systems for data collection and analyze data and provide insights that inform decision-making and strategy adjustments.
3. Ensure accurate data gathering on project activities, outputs, outcomes, and impacts in accordance with the project's goals.
4. Prepare detailed M&E quarterly and annual reports highlighting the progress of project activities and the achievement of key results.
5. Train and mentor project staff and local stakeholders on M&E systems, tools, and methodologies.

Qualifications & Experience:

Education: Degree in Monitoring & Evaluation, Statistics, Economics, Development Studies, or a related field.

1. **Experience:** Minimum of 2 years of experience in monitoring and evaluation, preferably with donor funded projects focusing on Agribusiness, youth and women economic empowerment.
2. **Technical Skills:** Expertise in designing and implementing M&E frameworks, tools and systems.
3. **Proven experience** with data analysis software (e.g., SPSS, STATA, or Excel) and qualitative analysis tools.
4. **Leadership:** Strong team management and capacity-building skills.
5. **Reporting Skills:** Excellent reporting and communication skills, with experience producing reports for donors and other stakeholders.
6. **Communication:** Fluency in English and knowledge of local languages is an added advantage.

Project Accountant (1)

Key duties and responsibilities:

1. Process payments to staff, implementing partners, statutory bodies and other third parties through the online bank payment platforms, cash and checks as may be appropriate.
2. Timely processing of financial transaction in the accounting system, prepare monthly bank reconciliations and other balance sheet accounts reconciliation and submit to the Finance Manager for approval
3. Allain budgets with workplans
4. Prepare periodic donor financial reports as per agreed reporting schedules and formats and discuss budget performance comments with the Finance Manager and Project Coordinator before submission to the donors.

5. Maintain books of account in proper order following internal and donor financial management guidelines
6. Provide technical guidance to the project team on financial matters

Qualifications and experience

University degree in Accounting/finance or a related field and a professional accounting qualification such as Certified Public Accountant (CPA), Chartered Accountant (ACCA) is an added advantage; At least two (2) years of progressively responsible professional experience in financial accounting, preferably in an NGO or Company. Experience working with government and OR donor funded projects with proficiency in the use of MS Office applications, particularly advanced level in MS excel is required. Should have vast experience in using Quick books.

Accounts Assistant (1)

Key Duties and Responsibilities:

1. Computing revenues on a timely basis and ensuring they are correctly booked in the system.
2. To ensure that expenses are correctly, accurately, and timely booked in the System with the appropriate support documentation.
3. To ensure that taxes are correctly and accurately captured on every transaction and subsequently remitted to URA every month by the 13th day.
4. Perform project reconciliations on a monthly basis and submit them for review and approval by the Finance Manager.
5. Making payments to suppliers on a timely basis.
6. Performing petty cash vouching every month and preparing the Petty cash certificates.
7. Maintain completed/updated stores records and items (stock cards, bin cards, good received notes, stores requisitions and returns books, delivery notes and way bills in accordance with PRICON policy
8. Ensure well management Inventory system in place

Qualifications and experience

A University degree in: Business Administration (Accounting and Finance options), Commerce, Science in Accounting, Accounting & Finance. At least two (2) years of progressively responsible professional experience in financial accounting, preferably in an NGO or Company. Experience working with government and OR donor funded projects with proficiency in the use of MS Office applications, particularly advanced level in MS excel is required. Should have vast experience in using Quick books.

Project Officers (4)

Key Duties and Responsibilities

1. Develop training and skilling programs and modules related to coffee/cocoa as per Project design;
2. Support the implementation and roll-out of coffee and cocoa enterprises for youth and women employability
3. Participate in monitoring Project implementation
4. Prepare a range of Project-related documents for key stakeholders as required on;
5. Seek out and actively manage key stakeholder relationships based on open and regular discussions and feedback, to ensure effective Project implementation.
6. Prepare accurate and timely reports on project activities and achievements.
7. Promote and advocate for fair pricing and equitable market access for farmers.

Relevant Qualifications and Experience

1. University degree in Agriculture, Agribusiness and Business Administration/B.com or any other relevant field.
2. Minimum of two (2) years of experience working with or in Agribusiness, preferably in coffee and cocoa enterprises
3. Knowledge of the coffee and cocoa value chains preferably at the global level and in East Africa
4. Demonstrated knowledge of the latest developments in advancing good/best practices in cocoa and coffee value chain development, climate change, and policy development that reaches women, youth, and the poor.
5. Proven experience in implementing youth and women skills development interventions
6. Ability to prepare and submit timely performance reports

Working Hours: This is a full-time position [working 40 Hours per week] during normal office hours with occasional evening/weekend working and the option to work flexibly to be agreed on appointment.

How to apply?

Email application letter addressed to the CEO-PRICON, Curriculum Vitae including contact details of three (3) referees, copies of academic qualifications (sent as one PDF document) clearly indicating "Post applied" in the subject line to: sdacc.pricon@gmail.com Applications can also be hand delivered to PRICON Head Offices at Nyanduhi Road, Harukoto, Fort Portal Tourism City. Kindly note that only shortlisted candidates will be contacted.

Deadline for applications: 3rd January, 2025.