TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Ugandan nationals ONLY

Vacancy No: ITC/ICA/52/2022

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Programme Officer</th>
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<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA 10</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division of Sustainable and Inclusive Trade/ Green and Inclusive Value Chains (DSIT/GIVC)</td>
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<tr>
<td>Duty station</td>
<td>Kampala, Uganda</td>
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<tr>
<td>Duration</td>
<td>Until 31 October 2023, with possibility of extension</td>
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<td>Application period</td>
<td>20 December 2022 – 10 January 2023</td>
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BACKGROUND

The International Trade Centre (ITC) is looking for an impact driven, highly motivated agribusiness or climate professional to manage the implementation of a new four-year project targeting agribusinesses and farmers in ten districts Northern and Northeastern Uganda. The position is based in Kampala with frequent travel to Northern and Northeastern Uganda. The Programme Officer reports to the project manager based at ITC HQ in Geneva. The focus of this position is the technical lead and programme coordination of activities with the government counterparts, private sector partners and implementing partners to contribute to increased competitiveness and resilience and agribusinesses.

The Strengthening Agribusiness Resilience and Competitiveness (STAR) project is financed by the Korea International Cooperation Agency (KOICA) and will be implemented by the ITC from 2022 - 2026. The project is working towards increasing resilience to natural disasters and competitiveness of producers and micro, small and medium sized enterprises (MSMEs) in ten districts in Northern and Northeastern Uganda. The project focuses on the cassava, shea and oilseed value chains and will work with all actors along the value chain for increased resilience and competitiveness of MSMEs.

The outcome will be achieved through the implementation of the following 4 outputs:

Output 1: Capacity of producers and SMEs to become more competitive and resilient to natural disaster risks increased

Output 2: Community based disaster risk management structures enhanced

Output 3: Service offering of Business Support Organisations (BSOs) and other service providers to build SME natural disaster risk resilience and competitiveness improved

Output 4: National strategies and policies to improve the natural disaster risk resilience and competitiveness of target agricultural value chains strengthened

The project will adopt a gender-responsive approach to support the inclusion and increased benefits for women the value chains. By building partnerships with national institutions and the private sector, the project aims to create impact within the business eco-system and value chains, enabling MSMEs to continue benefitting from trade beyond the time frame of the project.
**FUNCTIONS**

Under the direct supervision of the project manager in Geneva, the Programme Officer will be responsible for the following duties:

- Participates in the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Researches, analyzes and presents information gathered from diverse sources.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Participates in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

**NOTE** – The selected candidate must be available for frequent duty travel to rural areas in the country.

**KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS**

Develops, implements, monitors and evaluates assigned programme/projects. Provides thorough, well reasoned written contributions, e.g., background papers, analysis, sections of reports and studies, inputs to publications, etc. Develops and maintains effective working relationships. Promulgate coherent policies, and consistent adherence to these by clients. Efficiently uses of resources.
# RECRUITMENT QUALIFICATIONS

## Minimum education and qualifications (level and field of study)
Advanced university degree (Master’s degree or equivalent) in business management, environmental economics, agriculture, international trade or a related field.

*Note: A first-level university degree in combination with an additional two years of qualifying relevant professional experience may be accepted in lieu of the advanced university degree.*

## Minimum experience (nature, length and field of experience)
A minimum of five (5) years of relevant experience in project or programme management, implementation or related area. Experience in natural disaster resilience is desirable. Experience in agribusiness development is desirable. Experience working with development institutions and/or NGOs is desirable.

## Minimum language requirement
Advanced knowledge of English. Knowledge of local languages is an advantage.

## Critical job-specific competencies

### ITC core values:
Professionalism, Integrity, Respect for Diversity

### Competencies:

**Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

## ADDITIONAL INFORMATION

For information on how to apply please click [here](#). Applicants will be contacted only if they are under serious consideration. Applications received after the deadline will not be accepted.