TERMS OF REFERENCE –INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Ugandan nationals ONLY

Vacancy No: ITC/ICA/09/2024

Assignment Title | Programme Operations Assistant
Category/Grade | UNOPS – LICA 6
Requesting Division / Section | Division of Sustainable and Inclusive Trade/ Women, Youth and Vulnerable Communities
Duty station | Kampala, Uganda
Duration | Until 31 December 2024, with possibility of extension
Application period | 14 May – 28 May 2024

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 North-Eastern 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.

FUNCTIONS

Under the direct supervision of the Senior Programme Assistant at HQ, the Programme Assistant will be responsible for the following duties:

- Provides operational and administrative support to project planning and implementation activities, coordinating administrative processes for programme and project initiatives; liaises with the team at HQ, for procedural review and approvals, as established by the project team, and in accordance to ITC/UN processes, rules and regulations.
- Researches, compiles, analyses, summarizes, and presents basic information/data on specific programmes/project and related topics.
- Assists in the coordination of programme/project planning and preparation; monitors status of programme/project proposals; takes necessary action to ensure project documents are completed and submitted to relevant parties for approval.
- Assists in the preparation and review of project operations budget estimates ensuring that key information is included and justified; propose adjustments as necessary; supports in the preparation of reports;
- Assists in the monitoring of project implementation processes and schedules related to the agreed project outputs; categorizes, updates, tracks and analyses data related to programmes/projects, e.g.
accounting records, outputs, resources utilized, variations/revisions, etc.; identifies operational issues and initiates follow-up actions; where applicable, assists in the verification of receipt and accuracy of requisite documents, approvals, signatures, etc.; to ensure compliance with relevant ITC legal, financial and other requirements.

- Prepares revised budget estimates; monitors and reports and keeps tracking system on expenditures and obligations, verifies availability of funds; initiates financial authorizations for expenditures using system ERP and ensures necessary approval by HQ;

- Serves as focal point for coordination, monitoring and expedition and operational roll-out of project implementation activities, involving coordination with the national project team, as well as liaison with diverse organisational units at HQ to initiate requests, prepare standard terms of reference against programme/project objectives, obtain necessary clearances, process and follow-up on administrative actions and resolve issues related to project implementation, e.g. recruitment of non-staff personnel, travel arrangements, organisation of and participation in training workshops, stakeholder meetings, etc., payments, procurement of equipment and services, etc.

- Prepares, maintains and updates files (electronic and paper) and internal databases; designs and generates a variety of periodic and ad hoc reports, statistical tables, graphic content, and other background materials/notes to facilitate inspection and other reviews.

- Drafts correspondence and communications related to the project such as programme/project activity reports; coordinates review and clearance process of communication materials, certificates, etc. to be shared with project participants and stakeholders; supports in the generation of periodic and ad hoc reports, statistical tables, graphic content, and other background and project materials for communication with stakeholders;

- Provides guidance shares key onboarding information and training with new personnel, including National Consultants and Individual Contractors recruited as external experts and grantees for the project.

- Supports the national project team in activities related to mobilizing potential project beneficiaries, national government entities, Business Support Organizations (BSOs), local service providers and other relevant stakeholders, including the National Project Steering Committee (NPSC).

- Performs other duties as required.

**KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS**

Provides reliable assistance in the coordination of programme/project planning and implementation activities and basic research support. Demonstrates understanding of the context of programmes/projects and issues in assigned area, and uses increasing independence in processing of work and follow-up actions. Demonstrates initiative in the identification and resolution of issues/problems. Is well organised, produces accurate reports, records and/or data, put together with only general guidance. Consistently applies appropriate policies, guidelines and procedures. Effectively, and in timely manner liaises and interacts with colleagues and concerned parties internally and externally.
## RECRUITMENT QUALIFICATIONS

### Minimum education and qualifications (level and field of study)

### Minimum experience (nature, length and field of experience)

A minimum of seven (7) years of relevant experience in programme or project administration, technical cooperation or related area.

The minimum years of relevant experience can be reduced to five (5) for candidates who possess a first-level university degree or higher.

### Desirable experience

Experience working in development programme/project desirable.

Experience working with NGOs, development agencies, United Nations agencies, government ministries, embassies, or other diplomatic offices will be an asset.

### 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:** Understanding of related communication protocols is an asset. Knowledge of UN rules and regulations will be an asset. Knowledge of UMOJA or similar ERP system, desirable Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Understanding of the functions and organization of the work unit and of the organizational structure and respective roles of related units. Ability to identify and resolve a range of issues/problems and to work well with figures, undertake basic research and gather information from standard sources. Demonstrated ability to apply good judgment in the context of assignments given. 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.

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## 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.