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Appointments in RUFORUM

We are retained by the Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) to identify competent individuals to fill the following posts: Deputy Executive Secretary, Programme Development & Implementation (DES PD&I); Technical Specialist, Youth Services Development & Community Engagement (TS YSD & CE); Technical Specialist, Policy Analysis (TS-PA); Technical Specialist, Research and Development (TS-R&D); Internal Auditor (IA); and Systems Accountant (SA). All the positions are based at the RUFORUM Secretariat in Kampala, Uganda.

RUFORUM operation is guided by its Vision 2030 Strategy (The African Universities' Agenda for Agricultural Higher Education, Science, Technology and Innovation - AHESTI), which is being implemented through four Flagship Programmes. Visit [RUFORUM website](#). Prospective applicants are advised to review the RUFORUM [Vision 2030 Strategy](#) and the [Five Year Operational Plan](#) (2018-2022). The job roles and requirements of the posts are detailed below

1. Deputy Executive Secretary, Programme Development & Implementation (DES PD&I)

Job Role

Reporting to the Executive Secretary, the Deputy Executive Secretary is expected to perform the following roles:

1. Lead the implementation of RUFORUM three flagship programmes (TAGDev, RANCH and CREATE) in line with the RUFORUM Vision 2030 Strategy, to ensure their performance relative to the agreed strategic objectives, performance targets and timelines and devising strategies to address deviations
2. Lead the identification and design of new strategic program/project initiatives in consultation with the Program Manager for Training and Community Engagement and Research and Innovation and mobilize funding for the initiatives
3. Lead the review of the RUFORUM Vision 2030 programmes that relate to agricultural capacity enhancement, community empowerment, research and innovations
4. Network, nurture and strengthen relationships with policy, civil society and private sector actors working in the field of higher agricultural education, science, technology and extension services in Africa and at the global level





5. Oversee the execution of planned programmes that ensure cooperation among Consortium Universities, quality research, training, innovation, learning, and engagement at all levels
6. Support the Executive Secretary and RUFORUM Program Managers to strengthen synergies across programmes, alignment to the overall RUFORUM Vision 2030, mission and strategic objectives and accountability to RUFORUM stakeholders
7. Support the Executive Secretary by providing periodic reports on aspects of RUFORUM Vision 2030 programme/ project initiatives

Job Requirements

- PhD in Agricultural Sciences, Economics or related disciplines.
- Postgraduate training/experience in Program/ Project Management.
- At least eight years' experience in a reputable public/private organization managing agricultural and STI programmes.
- Ability to understand group dynamics and to solicit varying points of view, ideas and opinions from members of teams to form specific decisions.
- Ability to understand broader operational context and opportunities that provide high impact or cross functional solutions for RUFORUM.
- Demonstrated ability to design and manage projects, raise funding and to work in multi-stakeholder platforms.
- Ability to consider long-term business implications or devise appropriate solutions for the implementation of the RUFORUM Vision 2030 program/ project initiatives.
- Ability to use understanding of RUFORUM Vision 2030 in building relationships that support its current and future objective
- Flexibility in work schedule and ability to multi-task
- A doer, not just administrator

2. Technical Specialist/Youths Skills Development & Community Engagement (YSD&CE)

Job Role

Reporting to the Manager/Training and Community Engagement, the Technical Specialist, YSD&CE will perform the following roles:





1. Liaise with member universities, partner institutions and networks to develop programme/project proposals that are attractive and develop agricultural skills for the youth that engender employability and entrepreneurship.
2. Support initiatives for curricular reforms for teaching/ training, learning and research methodologies and practices that are relevant to the skills demand and create valuable and attractive opportunities for economic empowerment of the youth.
3. Develop programmes and support initiatives for strengthening agri-business, entrepreneurship and community engagement.
4. Develop programmes/ projects that promote engagement and solid networks between agricultural training, learning and research institutions, industry and the farming community that are mutually beneficial and address existing challenges.
5. Monitor and assess the quality and impact of agricultural skills development programmes for the youth in liaison with the Planning, Monitoring and Evaluation Unit.
6. Advocate for support that propels youth participation in the areas of agricultural science, technology and innovation for skills enhancement.
7. Facilitate agricultural institutions to profile investment opportunities to guide youth engagement in agri-business, entrepreneurship and innovation.
8. Develop programmes/ projects that link tertiary agricultural training institutions to scale out innovative farming models to the farming communities.
9. Develop programmes/ projects for agricultural tertiary institutions that support community action research plans, community engagement and strengthening commodity value chains that benefit the farming community.
10. Develop programmes/projects to optimize community uptake of beneficial research outputs and outcomes.

Job Requirements

- At least MSc degree in relevant field of science including agriculture, biological or environmental/ natural resources sciences.
- Post Graduate Diploma in Education Management or Project Management.
- Five years in university/ research or training institution.
- Ability to prioritise work and work under minimum supervision towards the desired results.
- Ability to analyse divergent views objectively.





- Should be flexible and adaptable to achieve the desired outcome.
- Ability to relate well with others, create alliances and take advantage of relationships for mutual benefit.
- Ability to proactively set and strive to deliver on objectives that are realistic, achievable and challenging.
- Flexibility in work schedule and to multi-task.

3. Technical Specialist, Policy Analysis

Job Role

Reporting to the Manager, Planning, Monitoring, Evaluation & Learning. The Technical Specialist, Policy Analysis will perform the following roles:

1. Plan, design and conduct qualitative and quantitative research to identify issues or problematic areas in RUFORUM policies.
2. Develop policy analysis tools and instruments for conducting policy assessments and reviews.
3. Participate in the formulation and review of RUFORUM policies.
4. Support the resolution of policy issues.
5. Prepare policy analysis reports.
6. Monitor, evaluate and report on the implementation of RUFORUM policies.
7. Evaluate the outcome or impact of RUFORUM policies in respect of its strategic objectives and performance targets among others.
8. Conduct research, identify and make recommendations on policy gaps that hinder the effective performance of RUFORUM.
9. Interpret policy and provide policy guidance to management.

Job Requirements

- At least a Master's degree in economics, public policy or relevant field.
- Postgraduate diploma in public policy or policy formulation and analysis.
- Five years' experience of similar work in a reputable organization.
- Ability to collect, analyse data and report or disseminate the required information.
- Ability to design research or data collection tools and instruments.
- Well-developed communication skills and ability to apply ICT software packages including SPSS (Statistical Packages for the Social Sciences), Stata, Tableau, Excel, etc.



- Should be a team player and be able to work in a multi-disciplinary professional team.
- Should be results oriented.
- Flexible in work scheduling and ability to multitask

4. Technical Specialist, Research and Development

Job Role

Reporting to the Manager, Research and Innovations. The Technical Specialist, Research and Development will perform the following roles:

1. Develop proposals for RUFORUM's research policy and strategy.
2. Identify new research and funding opportunities for RUFORUM Secretariat and the Universities.
3. Support bid development and bid submission process for identified research proposals to support the transnational needs of researchers and the Faculties.
4. Design, manage and plan the delivery of a series of internal and external workshops for academic, management, support staff and international partners on aspects of research policy and funding.
5. Develop guidelines for implementing competitive research grants.
6. Liaise with Technical Committee for the approval of applications for research grants awards.
7. Under the guidance of the Manager Research and Innovations, oversee monitoring, evaluation and reporting on progress, accountability and compliance to the terms of research grants awarded to recipients and participate in monitoring and evaluating the outcome and impact of the grants awarded.

Job Requirement

- At least a Master's degree in Agricultural Sciences or related disciplines.
- Postgraduate training/experience in Program/Project Management
- At least five years in a reputable agricultural training university or research organisation
- Ability to foster an environment where research can be supported
- Ability to apply Microsoft Office applications
- Should be a team player
- Ability to monitor progress/quality and/or standards of research projects implementation against key criteria
- Ability to take initiative in dealing with unanticipated events or managing risk
- Ability to effectively communicate information
- Ability to value and act with honesty and openness in relations with others
- Ability to enforce accountability for individual or organizational commitments
- Ability and flexibility to multi-task





5. Internal Auditor

Job Role

Reporting to the RUFORUM Board through the Executive Secretary, the Internal Auditor will perform the following roles:

1. Review accounting and internal control systems and procedures on financial transactions or procurement and disposal and advice on improvements that may be required
2. Verify all financial transactions for compliance to existing policy, regulations, procedures and other requirements including appropriate authorisation.
3. Evaluate financial risk areas and mitigating measure to address them
4. Review and advise on financial operating processes and reporting formats to limit risks and ensure that financial management information is reliable, secure and complete
5. Coordinate the external audit of RUFORUM's books of accounts
6. Conduct internal special audits or financial investigations as may be directed by management or the Board
7. Analyse and prepare reports on risk management and proposals for improving organizational financial performance for consideration by management or the Finance and Administration Committee of the Board

Job Requirements

- Degree in Commerce, Finance, Accounting, Business Administration (finance or accounting option), Public Administration or Management.
- Certification by a recognized internal audit professional body like the Institute of Internal Audit or Institute of Internal Auditors
- Five year experience in public/NGO or private sector with knowledge of donor supported programmes.
- Ability to use financial and accounting software applications
- Ability to prepare accurate and quality internal audit reports according to prescribed reporting formats





- Ability to focus on quality of financial delivery systems
- Ability to effectively communicate financial information
- Knowledge of accounting systems implementation
- Ability to apply process analysis, business intelligence and problem solving techniques

6. Systems Accountant

Job Role

Reporting to the Senior Finance Officer, the Systems Accountant will perform the following roles:

1. Implement financial management system or accounting software
2. Monitor, evaluate and analyse feedback on performance of the financial management systems to ensure it is user friendly and that all finance and accounting functions remain efficient
3. Ensure that transactions on the financial management system comply with RUFORUM and Donor financial policies and procedures
4. Track financial transactions on the financial management system for accuracy and generate financial reports as required by management
5. Track and reconcile grants to Member Universities and accountabilities
6. File monthly returns related to PAYE, NSSF and Withholding Tax
7. Identify financial information needs of RUFORUM and in liaison with ICT Unit, conduct systems re-scale or upgrades to accommodate additional new critical features or financial functions, improve on existing ones or remove those considered obsolete
8. Provide decision support and risk management within financial services delivery areas
9. Develop effective financial control mechanisms within the environment of the financial management system
10. Provide security and safe custody of all finance document including vouchers and contracts

Job Requirements

- Bachelor degree in Commerce, Finance, Accounting, Business Administration (finance or accounting option) or professional accounting certification like Association of Chartered





Certified Accountant (ACCA), Certified Public Accountant (CPA), Certified Management Accountant (CMA)

- Additional post-graduate qualifications or training in Systems Analysis or Computer Science
- Five year experience in similar work in a recognized organization
- Ability to use financial and accounting software applications
- Should be a team player
- Ability to undertake critical analysis of financial processes and financial control mechanisms and solve problems on finance and accounting
- Ability to prepare accurate and quality financial reports according to prescribed reporting formats
- Ability to focus on quality of financial delivery systems
- Ability to effectively communicate financial information
- Knowledge of accounting systems implementation





Terms and Conditions

These are regionally recruited positions which offer attractive remuneration packages. The positions are **open only to Nationals of Member States where RUFORUM operates** (See [Map](#) showing RUFORUM Footprint). The initial contract period will be for 3 years, subject to probationary period of six months.

The position of Deputy Executive Secretary is open only to **Non- Ugandans**.

Application Procedure

Applications with detailed curriculum vitae (in pdf form), copies of certificates, transcripts, names of three referees and the applicant's Skype Address; daytime telephone contact should be sent online to our E-mail with the subject **Appointment in RUFORUM** followed by the **Job title**. For example "*Appointment in RUFORUM: Systems Accountant*"

Email address: damaconsultantsltd@gmail.com

Any form of canvassing will lead to disqualification. Only short listed applicants will be contacted.

Closing date: 30 September 2018.

***Note:** Applications will continue to be received and considered until the right candidates are identified*

