



EMPLOYMENT OPPORTUNITY

The Agency For Accelerated Regional Development (AFARD) in collaboration with six partners (African Agribusiness Incubation Network (AAIN), Omia Agribusiness, Agromax, Tropical Institute of Development Innovations (TRIDI), Uganda Rural Development and Training Institute (URDT) and Gudie Leisure Farm (GLF) secured funding from Master Card Foundation to implement the 5-year “Sustainable Inclusive Youth Employment Pathways (SIYEP)” in West Nile, Karamoja, Acholi, and Central and Western Uganda as part of the Young Africa Works program to address unemployment challenges faced by young women in Uganda. The program will directly reach 258,000 young women (7% refugees and 5% young women with disabilities (YWWDs)) and transition 90% into work, and 70% into dignified and fulfilling work. This will be achieved through institutional strengthening, market relevant training, skilling, incubation, and access to capital and markets. Technical assistance will be provided in gender and safeguarding by Development Link Consult (DLC), disability inclusion by National Union of Disabled Persons of Uganda (NUDIPU), while monitoring, evaluation, and learning, and Communication for impact will be strengthened by contracted parties. The program will work directly with Technical, Vocational, Education and Training (TVETs), Local Artisans, and incubation centers and in collaboration with local and central government entities such as Ministry of Education and Sports (MoES), Ministry of Gender, Labour and Social Development (MoGLSD), National Council of Higher Education (NCHE), Uganda Technical, Business Examinations Board (UBTEB), Directorate of Industrial Training (DIT), Uganda National Bureau of Standards (UNBS), Uganda Registration Services Bureau (URBS), Uganda Revenue Authority (URA), NGOs, CBOs, and existing Young Africa Works partners.

AFARD is seeking competent and qualified persons to fill the various positions shown below. Signed Application and a 2-pager motivation letter plus relevant academic & experience credentials, CV with names and daytime contacts of three referees, and your daytime phone contact numbers in 1-file PDF format should be addressed to “The Human Resources Office” and e-mailed to procurement@afard.net latest on **May 23, 2025 at 5:00PM**. In the **subject area of your email, indicate the position** you are applying for.

Polite Notice.

- Qualified females and refugees are highly encouraged to apply.
- Only complete applications will be accepted and considered for review.
- Only those who are ready to start immediately will be shortlisted.
- Only shortlisted candidates will be contacted.
- Successful applicants will be required to start immediately after appropriate screening checks including criminal records, child and sexual abuse, exploitation and/or harassment. By applying, job applicants consent to these screening checks.

Disclaimer:

AFARD does not ask for fees for job opportunities. Whoever pays any such fees does so at their own risk. AFARD shall not be liable in anyway. The public is encouraged to report any such illicit solicitation to the police and AFARD authorities.

S/ No	Positions	No. of Vacancies	Job location
1.	Program Manager (PM)	1	Nebbi
2.	Monitoring and Evaluation Officer (MEO)	1	Nebbi
3.	Communications Officer	1	Nebbi
4.	Entrepreneurship & Marketing Officer (EMO)	1	Nebbi
5.	Field Officer -Skilling	7	Nebbi, Pakwach, Zombo
Total No of Jobs		11	

JOB TITLE	Program Manager (1 vacancy)		
Reporting	AFARD Director of Programs	Duty Station	Nebbi
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Responsible for AFARD’s SIYEP component of skilling delivering on time within budget and scope and ensuring effective coordination and collaboration among SIYEP consortium partners.		
Roles & Responsibilities	Program Leadership and Management - Lead annual and quarterly planning, implementation, monitoring and learning with strict adherence to the program goal, outcomes, outputs, and timelines. - Manage human resource and assets of the program. - Monitor and evaluate progress, identifying lessons and areas for improvement. - Ensures gender and safeguarding and disability inclusion are mainstreamed in the program activities. Consortium Coordination and collaboration - Participate in regular consortium reflection events to review progress, share knowledge and decision-making. - Manage and resolve conflicts and challenges that may arise during implementation. - Ensure project communications are timely, relevant, and accurate, including regular status updates, managers’ weekly catch-up and monthly meetings. Budget and Financial Management - Oversee the budget and expenditures, ensuring effective financial management and compliance with the funding requirements. - Work closely with the Accountant to review financial reports and make budget adjustments as needed. - Support the finance team during internal and external audits. Documentation, Reporting and Learning - Prepare regular progress reports, including narrative and financial reports. - Ensure accurate and timely documentation of program activities, achievements versus targets, challenges and mitigation measures, lessons learned, and best practices. Risk Management - Identify potential risks to the successful implementation of the program and develop riskmitigation plan. - Ensure effective and functional monitoring, quality control and feedback mechanisms are in place and used to support continual improvements of project implementation. Stakeholder Engagement - Develop and maintain strong relationships with key stakeholders including private sector, TVETs, government departmentsand development partners. - Represent the program at relevant meetings, events, and fora, advocating for the goals and objectives of the program.		
Person specifications:			
- Masters degree in Development Studies, Social Sciences, Education, Vocational/Technical Education, Agriculture, Business Administration, Entrepreneurship, Youth Development, management studies. - Additional training in project planning, gender, disability inclusion, safeguarding, and financial management will be an added advantage. - At least 3 years of experience in the design, delivery and quality assurance of youth skilling, entrepreneurship/business development programming in Uganda. - Knowledge of current best practices in entrepreneurial skilling and workforce development for vulnerable and at-risk youth. - Demonstrated experience in working with government MDAs, TVETs, private sector, local artisans and other humanitarian and development organizations. - Knowledge of relevant approaches for strengthening learning environments at the community. - Demonstrated experience in developing operational tool (curricula, policies, guidelines) and documenting lessons learned. - Familiarity with work in refugee-host community settings is an added advantage. - Strong facilitation and communication skills (in English), including the ability to work effectively with diverse groups of youth. - Familiarity with participatory and youth-centered methodologies. - Ability to work collaboratively with diverse teams and partners. - Flexible, adaptable, and able to execute a range of job duties and changing priorities. - Experience working in refugee-host community settings. - Exceptional skills in report writing and tracking results - Exceptional interpersonal, teamwork and networking skills - Willingness to travel to remote districts as and when required.			

JOB TITLE	Monitoring and Evaluation Officer (1 vacancy)		
Reporting	Programs Manager	Duty Station	Nebbi
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Supported by SIYEP Planning, Monitoring, Evaluation and Learning (PMEL) Specialist, s/he is responsible for the program PMEL in AFARD.		
Roles & Responsibilities	Data Collection and Analysis - Ensures that all PMEL activities are embedded in program implementation and provides technical operational support and coordinates the management of PMEL activities. - Train Project staff in SIYEP PMEL framework and ensure gender and safeguarding and disability inclusion are mainstreamed in program data management. - Collect data across program components, ensuring accuracy, consistency, and timeliness. - Conduct data analysis and visualization to track program and expenditure progress, identify trends, and generate actionable insights. Accountability and Feedback Mechanisms - Establish and manage feedback and complaint mechanisms for program participants and partners. - Support the Program Manager to ensure that feedback is captured, analyzed, and addressed in a timely and effective manner. Learning and Knowledge Management - Facilitate regular learning and reflection sessions with Project staff to capture lessons learned, best practices, and challenges. Reporting and Communication - Prepare regular progress reports highlighting key achievements, challenges, and lessons learned. - In liaison with CNS, communicate PMEL findings internally and externally.		
Person specifications:			
- Bachelor’s degree in Statistics, Quantitative economics, and Monitoring and Evaluation. - A post graduate diploma in project planning and management or data management is an added advantage. - At least 3 years of demonstrated experience working in monitoring, evaluation and learning function in a large and fast paced donor funded project and preferably in a consortium setting. - Knowledge and experience in qualitative and quantitative data management software e.g., SPSS, STATA, EXCEL, Power BI. - Strong proficiency in quantitative and qualitative data collection methods, analysis, and reporting. - Familiarity with conducting surveys, evaluations, and assessments. - Familiarity with participatory approaches to MEL and beneficiary feedback mechanisms. - Excellent oral and written communication skills. - Ability to work collaboratively with diverse teams and partners.			

JOB TITLE	Communications Officer (1 vacancy)		
Reporting	Programs Manager	Duty Station	Nebbi
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Supported by the SIYEP Communications and Networking Specialist, s/he is responsible for supporting effective impact communication & visibility of SIYEP at AFARD.		
Roles & Responsibilities	• Develop a comprehensive SIYEP communication plan for AFARD. • Use the SIYEP innovative multi-channel communications tools/methods for communications • Continually identify, gather and share impact stories and innovations through internal and external channels • Use SIYEP campaigns and messages that are thoughtful and positioned to reach priority audiences including governments, private sector, young people, and other stakeholders. • Support program teams on effective internal and external communication including resolving issues/crisis. • Develop and manage the program social media channels (Twitter, Facebook, you tube etc.) and webpage, including drafting posts, identifying stories, data analysis, and managing an editorial calendar • Stay up to date with the latest digital trends and technologies and share across the program team. • Engage with key stakeholders including new partnerships and outreach especially targeting young women • Work with youth ambassadors and young people in the programs to elevate voices and views of young people • Deliver inputs into SIYEP regular communication products (newsletter, brochures, video documentaries, social media post, etc.). • Support program promotional events (exhibitions, conferences, youth-related national & international days-women’s day, youth day, refugee days) in line with the Foundation’s communication guidelines. • Develop program impact reports and end of year impact report to showcase the program’s impact and key achievements • Support with ad hoc administrative tasks and requests relating to communications. • Support the program team to mitigate and manage risks and crises including by responding to inquiries in a timely manner, monitoring and reporting on media coverage and public sentiments, and liaising with internal and external stakeholders to gather feedback on the program.		
Person specifications: • Bachelor’s degree in Mass Communication, Journalism and media, Communication for Development • A minimum of 3 years’ experience in development communication, impact communication or science communication • A good understanding of multi-partner programming and ability to effectively engage with different stakeholders through tailored communication strategies. • Good leadership, communication and inter-personal skills. • Demonstrated computer literacy skills. • High level of integrity. • Excellent communications skills (both verbal and written) with strong leadership interpersonal and listening abilities. • Willingness to engage in a consultative manner to shape and execute Program Communications, with internal and external stakeholders. • Innovative and entrepreneurial and able to formulate creative approaches to problems. • Able to develop strong partnerships and networks that will advance the program’s objectives • Flexible, adaptable, and able to execute a range of job duties and changing priorities. • Experience working in refugee-host community settings. • Exceptional interpersonal, teamwork and networking skills • Willingness to travel to remote districts of Uganda as and when required.			

JOB TITLE	Entrepreneurship & Marketing Officer (1 vacancy)		
Reporting	Program Manager	Duty Station	Nebbi
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Responsible for driving young women enterprise business growth and maintaining strong customer relationships by coordinating private sector engagement, and entrepreneurship development among participating young people.		
Roles & Responsibilities	Capacity Building • Participate in livelihood and market assessment including enterprise viability and barrier analysis to inform market-relevant skilling for young women. • Support POs and peer trainers to facilitate YSLA members to prepare business plans to anchor business with a purpose drive. • Conduct business diagnosis and customized trainings in key areas of need for young women’s business growth. • Support Skilling Officers and peer trainers to provide tailored cohort-based training and mentorship on business development, including market analysis, business planning, financial management, and marketing. • Identify market needs and skills gaps and provide relevant needs-based capacity development. • Identify potential growth sectors, opportunities, business relationships and partnerships. • Develop a comprehensive business development strategy which aligns with SIYEP skilling focus in AFARD. • Offer customized business development services to young women businesses, including guidance on product development, registration, and marketing. • Ensures gender and safeguarding and disability inclusion are mainstreamed in the program activities. Access to markets • Provide market linkages with traders, large-scale buyers or processors and other existing marketing platforms and networks and enroll participants on AFARD FAMIS digital marketing platform. • Organize Seasonal markets for young women in agribusiness. • Support, train and coach young women on market standards to improve on agronomic practices • Develop and maintain a database of key market actors and operators to strengthen and expand market opportunities • Facilitate linkages between young women entrepreneurs and inputs and output market actors • Coach POs, peer trainers, marketing committees and young women in agribusiness in collective marketing. Access to Finance • Provide financial literacy education for the rural young women. • Facilitate linkage banking, youth SACCO formation, strengthening & linkages to government programs Partnership and Networking: • Liaise with local businesses, employers, and industries to create job placement opportunities, internships, and apprenticeships for trained young people. • Leverage networks to connect youth-led businesses with potential customers, investors, and collaborators. Monitoring and Evaluation • Monitor and analyze market trends, customer behavior, and industry developments. • Report on business growth and marketing performance		
Person specifications: • Bachelor’s degree in Marketing, Entrepreneurship, Economics, Business Administration, or related field. • A minimum of 3 year’s experience in Youth Entrepreneurship, marketing, youth business development • Demonstrated experience in designing and implementing business development programs for young people in rural settings. • Strong understanding of market analysis, business planning, financial management, and value chain development. • Proven experience in providing training and technical assistance to startups and Micro Small and Medium scale Enterprises. • Excellent networking, negotiation, and partnership-building skills. • Familiarity with financial inclusion and access to finance initiatives. • Strong communication and interpersonal skills, both written and verbal. • High level of honesty, integrity, and accountability. • Strong business acumen and ability to achieve results with minimum supervision. • Ability to work in teams and build collaborative relationships. • Familiar with digital marketing tools and platforms. • Willingness to travel to remote districts of Uganda as and when required.			

JOB TITLE	Skilling Field Officer (7 vacancy)		
Reporting	Program Manager	Duty Station	Nebbi, Pakwach, Zombo
Employment terms	Full time; Fixed Term: 5- years renewable annually based on satisfactory performance and availability of funds.		
Job Summary	Responsible for community-level mobilization, and supporting vulnerable young women develop and nurture the life goals, skills, and connections they need to build sustainable businesses for dignified and fulfilling work opportunities.		
Roles & Responsibilities	• Conduct stakeholder meetings to secure program buy-in and agree on project geographical reach. • Participate in livelihood and market assessment including enterprise viability and barrier analysis to inform market-relevant skilling for young women. • Mobilize and enroll young women into the program and facilitate the formation of YSLAs and support every YSLA to register with their local governments. • Train YSLAs on the VSLA Plus methodology (i.e., VSLA, entrepreneurship, and financial literacy). • Support all targeted young women to develop personal/family development plans. • Facilitate YSLA members to select enterprise/trade/skills based on market assessment findings and life goals to guide training and skills development. • Facilitate YSLA members identify peer trainers and skill them (with DIT certification) in their selected trades. • Equip and support trained peer trainers to cascade technical skills training to their YSLA members. • Place young women in non-agribusiness related trades on apprenticeship training with reputable artisans or private sector in their local areas while ensuring provision for care givers (babysitters, support for YPWD). • Receive, distribute and account for basic start-up inputs provided to ensure that the young women transition into the world of work by starting their planned businesses where they will be self-employed. • Train YSLA members in soft/life skills • Conduct dialogue meetings bringing together young women, community leaders and relevant government departments to address issues that affect young women’s enterprise growth. • Ensures gender and safeguarding and disability inclusion are mainstreamed in the program activities. Management • Develop monthly operational work plans • Monitor the implementation of business plans and achievements of personal/family goals. • Prepare reports on program activities, including success stories, challenges, and lessons learned. • Participate and contribute to the PMEL framework of the project • Participate in partner coordination meetings at subcounty level and lobby for local government support • Maintain strong relationships with young people, parents, community leaders, and relevant stakeholders. • Any other duty as may be assigned by the supervisor from time to time.		
Person specifications: • Bachelor’s degree in Agriculture, Agribusiness, Business Administration, Vocational Education, Entrepreneurship. • At least 3 year’s experience in livelihoods and youth entrepreneurship related fields. • Knowledge of farmer/producer groups, VSLA, and IGA-SPM is a MUST. • Fluency in Alur or Jonam local language is a MUST. • A valid motorcycle-riding permit is a MUST. • Excellent communication and interpersonal skills, with the ability to engage and build relationships with diverse stakeholders, including youth, community leaders, and employers. • Basic computer skill i.e., MS Office • Ability to work independently with minimum supervision • Familiarity with participatory and youth-centered methodologies. • Knowledge of start and grow your business approaches. • Knowledge of gender-sensitive approaches and inclusive programming. • Ability to work collaboratively with diverse teams and partners.			