VACANCIES

Living Earth Uganda (LEU) a natural resources and environmental management NGO based in Uganda in partnership with Living Earth Foundation, UK, have secured funding from European Union and DFID to deliver a project titled Jobs and Oil: Improving Access to youth employment in Western Uganda. The project is designed to support communities affected by the incoming oil and gas industry in Hoima and Buliisa Districts, Western Uganda and at national policy level.

The specific objective of the project is to support the access to employment of disadvantaged groups, particularly youths and women, in Hoima and Buliisa Districts, through targeted vocational and technical training and the promotion of local enterprise to supply the workforce and service needs of the burgeoning oil sector.

It is therefore against this background that LEU is seeking to recruit dynamic, energetic and result oriented individuals to fill the following positions

**Job Title:** Project Manager  
**Reports to:** Executive Director  
**Position Location:** Hoima  
**Contract length:** 42 months

**Job Summary:**  
Under the guidance of the Executive Director, LEU, the Project Manager will be responsible for the successful delivery of the Jobs and Oil project, ensuring the coordination and implementation of high quality project activities and results. The Project Manager will also be responsible for planning, day-to-day management (including management of project staff and property/assets in Hoima Office), co-ordination of project stakeholders, management and follow–up of field activities, and financial control of the project in accordance with the stipulated guidelines.

**The expected results are:**
Result 1: A vocational training programme, focussed on the demands of the oil and gas industry supply chain, established and operational through local training institutions, rendering 3,500 youths employable within the oil sector

Result 2: The emergence of a skilled and effective business sector wherein youth and women-led enterprises derive income from delivery of service contracts to the oil industry

Result 3: A replicable and relevant training and vocational skills programme focussed on oil sector employment developed and piloted within 10 secondary schools

Result 4: Understanding of the links and gaps between training and the labour market in the context of oil and gas exploration in Western Uganda improved and addressed

Result 5: Increased capacity of women to hold local authorities to accountable to address their needs and rights.

Duties and Responsibilities

- Overall responsibility for the high quality implementation of project activities, ensuring maximum impact and results.
- Work with the Executive Director to agree on the project implementation strategies, monthly and annual work plans and budgets;
- Provide monthly narrative and financial reports for the project, against monthly workplans;
- Monitor and supervise the implementation of activities under the project
- Work closely with any consultants to ensure that their inputs and expected outputs are produced within the specified timeframe.
- Take a pro-active approach to developing new partnerships with civil society organisations, the public and private sectors, and increasing project publicity.
- Provide annual/quarterly reports on project progress and meet the necessary reporting requirements and requests for information from the donors and Living Earth Foundation (UK);
- Responsible for the representation and management of the LEU in Hoima and Buliisa;
- Responsible for the line management of Jobs and Oil project staff; identify training needs for all project staff;
- Support LEU in the development of funding proposals in order to upscale the project where appropriate;
- Carry out other duties related to the position of Project Manager as requested by the Executive Director

Qualifications, Experience and Skills:
• Minimum of first degree in Project Management, Business Administration, Commerce, Economics, and Development studies. Post graduate training in related field is an added advantage
• At least 5 years managerial experience in implementing similar projects
• Substantial experience of strategic engagement and coordination of stakeholders from a variety of different sectors - including the private sector, national/local government, public sector bodies and civil society.
• At least 3 years prior experience of managing partnerships as well as implementing donor projects. Knowledge of key donors requirements(EU and DFID), familiarity with their rules and regulations is highly essential.
• Demonstrable knowledge of oil and gas industry developments in East Africa is desirable.
• Understanding and commitment to gender equality approaches in project delivery.
• Demonstrated ability to meet deadlines and work cooperatively with partners
• Proven skills & experience in report writing, documentation, team management and project management skills
• Strong analytical skills, strategic thinking and advocacy
• Excellent interpersonal, and communication (verbal and written) skills
• Excellent budget management skills
• Good working knowledge of computer programmes including MS Excel, Word and PowerPoint
• Ability to work with limited supervision

Job Title: BTVET Coordinator
Reports to: Project Manager
Location: Hoima
Contract length: 42 months

Under the guidance of the project manager, the BTVET Coordinator will be responsible for a vocational training programme focused on the demands of the oil and gas industry supply chain, established and operational through local training institutions - the Business, Technical & Vocational Education & Training institutions and pilot schools, rendering 3,500 youths employable within the oil sector.

Duties and Responsibilities

• Work with the Project Manager to agree on the BTVET programme implementation strategies, monthly and annual work plans and budgets;

• Facilitate the design and delivery of a training programme to build the capacity of vocational college tutors.
• Facilitate the design and delivery of vocational training modules for youth in Hoima and Buliisa.

• Guide the selection processes of the BTVET institutions to work with the project, and coordinate their ongoing engagement.

• Establish quarterly round table meetings on vocational education consisting of relevant ministries and oil sector

• Ensure development of supplementary modules on health and safety at work, employment rights, to compliment ongoing vocational and skills training courses and delivery to 2,880 youths.

• Ensure engagement with oil sector on global best practice models for industry support to vocational training provision.

• Monitor and supervise the project officer(s) implementing BTVET programme

• Provide narrative and financial reports concerning the BTVET programme to the Project Manager

• Carry out other duties related to the position of BTVET Coordinator as requested by the Project Manager

Qualifications, Experience and Skills:

• Degree in Education, Adult education, Development studies or other relevant field.
• At least 3 years successful experience in a similar position
• Extensive knowledge and experience in working in the vocational training sector and familiar with BTVET polices
• Competence in working with youth.
• Understanding and commitment to gender equality approaches in project delivery.
• Good communication, writing and facilitation skills in English and preferably a local language of the sub-region (Runyakitara)
• Inventive, creative and enthusiastic person (able to develop the best approach)
• Good working knowledge of computer programmes including MS Excel, Word and PowerPoint
• Self motivator, having the ability to work with limited supervision
• Ability to work in an innovative environment where plans are developed fast and open for change
Job Title: Business Development Coordinator
Reports to: Project Manager
Location: Hoima
Under the guidance of the project manager, the Business Development Coordinator will be responsible for the emergence of a skilled and effective business sector wherein youth and women-led enterprises derive income from delivery of service contracts to the oil industry.

Duties and Responsibilities

- Work with the Project Manager to agree on the business development programme implementation strategies, monthly and annual work plans and budgets;
- Conduct the organizational development analysis for 80 social ventures and Micro and Small Enterprises
- Carry out business training needs analysis
- Ensure development and delivery of business training programmes to 240 managers/entrepreneurs
- Provision of business advisory services to MSEs engaged in oil sector service contracts
- Handle ongoing engagement with oil sector Corporate Social Responsibility and contracting departments to establish systems which, while rigorous, enable contracts with newly formalized enterprises.
- Monitor and supervise the project officer(s) implementing business development programme
- Provide narrative and financial reports concerning the business development programme to the Project Manager
- Carry out other duties related to the position of Business Development Coordinator as requested by the Project Manager

Qualifications, Experience and Skills:

- A first degree in Commerce, Business Administration, Economics, Development studies or other relevant field. Post graduate qualifications in the related fields is an added advantage
- At least 3 years successful experience in a similar position
- Experience of developing and promoting Micro and Small Enterprises
- Experience of business development, assessing business plans
- Understanding and commitment to gender equality approaches in project delivery.
- Self motivator, having the ability to work with limited supervision
• Ability to work in an innovative environment where plans are developed fast and open for change
• Demonstrated ability to meet deadlines
• Proven skills & experience in report writing, documentation, and project management skills
• Excellent interpersonal, and communication (verbal and written) skills
• Good working knowledge of computer programmes including MS Excel, Word and PowerPoint

Applicants interested in the above positions should send their applications and resumes to: The attention of the Executive Director, Living Earth Uganda, Plot 409, Canon Njuba Road Nakulabye, P.O.Box 28694, Kampala, Uganda or livingearthuganda@yahoo.com copied to swithernt@gmail.com not later than 5:00p.m Friday December 27 2013.