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

1) **Job Title:** Monitoring & Evaluation Coordinator  
**Organisation:** Living Earth Uganda (LEU)  
**Project:** Jobs and Oil: Improving Access to women’s and youth employment in Western Uganda  
**Reports to:** Project Manager  
**Duty Station:** Hoima, Uganda

**Job Summary:** The Monitoring and Evaluation Officer will lead the design, implementation and reporting on Monitoring and Evaluation processes for the Jobs & Oil Project in Hoima & Buliisa Districts. He/she will lead on reporting systems, including coordinating data collection, analysing, packaging and disseminating data generated to LEU, LEF and donor audiences. He/she will oversee the project’s monitoring, evaluation and learning activities and ensure effective management of all project databases.

**Key Duties and Responsibilities:**
- Work in liaison with the Project Manager to develop indicators, data collection plans, and methodologies
- Lead the implementation of the project’s Monitoring & Evaluation (M&E) systems and plan
- Coordinate data entry including performing periodic data quality checks
- Coordinate the implementation of routine activity monitoring and reporting processes, including coordination of development of forms/tools for data collection and reporting
- Offer direct mentorship, technical assistance, and formal training to project staff, partners, and Head Office staff on relevant M&E topics
- Work closely with the project team to track, analyze, and report on short, medium and long-term data trends in the Jobs & Oil project
- Coordinate the timely, complete and accurate collection of data from the field, and reporting of data to the project office
- Work with the project manager on the production of performance and impact results reports for LEU, LEF, donors and other stakeholders
- Offer training and on-going support to partners, and field staff on M & E activities and processes to ensure quality and timely documentation and reporting
- Compile project data reports to inform evidence based decision making at project levels; and for use in preparation of project quarterly reports, semi/annual management reports; and for dissemination as necessary.
- Support the Project Manager to ensure that donor, partner, and Senior Management data queries are addressed in an accurate and timely manner
- Lead documentation of lessons learned, reporting, and presentation within LEU office.
- Actively participate in the implementation and evaluation of pilot projects, operations research, and program evaluations as appropriate.
• Support the M&E exercises for projects mid-term and final impact assessments
• Organise multi-stakeholder review meetings and other internal and external fora to disseminate programme results and learning
• Ensure learning is shared between LEU and LEF
• Document case studies highlighting project success
• Establish and regularly update project databases
• Perform any other related duties as assigned by the Project Manager & LEU management occasionally working on weekends and holidays for which time off in lieu can be taken

Qualifications, Skills and Experience:
• Bachelor’s Degrees in Economics, Social Science, Statistics, Development Studies or related discipline.
• At least five years’ experience in project monitoring and evaluation in business development, experience with enterprise development projects preferred
• Functional working knowledge in the development, implementation and management of M&E systems, involving capacity building for field staff, as well as monitoring and promotion of data quality
• Practical experience in designing and conducting data collection and field surveys
• Excellent analytical skills of both quantitative and qualitative data
• Experience with EC, DFID or Comic Relief funded projects is highly desired;
• Good computer skills with work experience using MS Office applications, competence in programming and analysis of data programs is an advantage
• Good written and verbal communications skills in English and in local languages are preferred
• Excellent presentation, facilitation, interpersonal, communication skills and collective problem-solving skills
• Possess the ability to handle multiple tasks simultaneously in a fast-paced environment, set priorities, work independently and in a team environment
• Creative thinking with ability to work independently
• Proven ability to work as a team member with multidisciplinary skills

2) Job Title: Placement Officer
   Organisation: Living Earth Uganda (LEU)
   Project: Jobs and Oil: Improving Access to youth employment in Western Uganda
   Funding Source: Department for International Development (DFID) & European Union (EU)
   Reports to: Project Manager and Operationally to BTVET Coordinator
   Duty Station: Hoima, Uganda

Job Summary

Under direct supervision of the BTVET Coordinator, the Placement Officer will be responsible for all matters pertaining to the placement, tracing and follow up, research, monitoring and evaluation of the progress of all students identified for job placement(internship or/and
apprenticeship) under the project. S/he shall collaborate closely with the Coordinator BTVET, Project Manager, and other relevant agents covering the project intervention.

**Key Duties and responsibilities**
- Identification, assessment and selection of students to be enrolled on the job placement programme.
- Identification, assessment and selection of job placement areas as per the project requirements.
- Organise orientation for managers of selected placement areas about the programme.
- Review and evaluate the progress made in implementation and keep detailed records of the process, the status and results of the placement.
- Liaise with the vocational training institutes, and other relevant stakeholders, to generate participatory ownership for the efficient and effective implementation of the job placement programme.
- Establish links and work closely with other agencies that are involved in promoting job placement/on job support particularly in the project area.
- Carry out any other relevant duties as may be assigned by the Project manager from time to time.

**Qualifications, Experience and Skills:**
- A first degree in Education, Social Works and Social Administration, Development studies or any other relevant field. Qualifications or experience in the field of BTVET is an added advantage.
- 2 – 3 years’ experience in NGO work preferably supporting/dealing in education and vocational training or youth livelihoods
- Demonstrated ability to meet deadlines
- Possess skills in report writing, and documentation
- Skills in inter-personal relations to promote understanding and co-operation amongst diverse stakeholders.
- Ability to work in a rural environment and frequent field travels.
- Excellent interpersonal, and communication (verbal and written) skills
- Ability to speak fluently the local language.
- Good working knowledge of computer programmes including MS Excel, Word and PowerPoint
- Ability to ride a motor cycle, with a clean permit

3) **Job title:** Administrative Assistant  
**Duty Station:** Hoima  
**Reports to:** Project Manager

Job Summary: The Administrative Assistant will be mainly responsible for maintenance of an efficient office support function, including but not limited to the petty cash management, procurement, mail, telephone and communication operations, transport services, travel arrangements and hotel accommodation for project staff visits. The job holder is responsible for the smooth and effective running of administrative requirements of all project operations.
Key Duties and Responsibilities:
• Cordially receive request and place orders for office supplies, stationery and other office requirements and ensuring effective cost controls are in place for this process.
• Ensure that all services (i.e. telephone, water, power, project vehicles, photocopying machines, etc.) are available at all times and in good working condition.
• Responsible for utilities and stationery management and control: Monitor consumption, stock and re-order levels; and distribution of resources.
• Responsible for petty cash management, and any other expenditures with respect to the project office activities in accordance to LEU financial policies and procedures
• Follow up to ensure that goods and services ordered are received as specified
• Ensure that office premises are kept clean to provide staff with a conducive working environment.
• Support in the processing of payments to project suppliers under the supervision of Finance Officer.
• Managing the office filing system including opening, indexing, storage, retrieving, moving and recording of files.
• Maintaining files in proper order and classification and in accordance with secrecy and office procedures.
• Maintain project office assets and the assets register.
• Arranging for meetings and taking minutes.
• Assist in the organization of and participate in Public Relations events.
• Perform any other duties and responsibilities assigned from time to time by your supervisor.

Qualifications, Skills and Experience:
• Bachelor’s degree in Business Administration, Development studies, Bachelor of Commerce or any other relevant fields.
• At least 2 years’ experience in similar position. Experience in project activities is an added advantage.
• Possess the ability to work in a complex environment, with short deadline
• Excellent communication skills (both spoken and written) and ability to work closely with the community.
• Good computer skills with work experience using MS Office applications.
• High degree of flexibility and adaptability
• The ideal candidates should exhibit high professionalism and confidence
• Also be highly self-motivated, experienced and committed team players
• Preferably, the candidates should be resident in the areas of the indicated duty stations
• The person should be willing to travel within the region from time to time.

4) Job title: Project Driver  
Duty Station: Hoima  
Reports to: Project Manager

The Project Driver will be mainly responsible for driving and maintenance of Living Earth Uganda vehicle(s).
Key Duties and Responsibilities:
• Responsible for driving project staff and other authorized persons to and from various points.
• Observe and adhere to the safety precautions before and during driving.
• Maintain proper vehicle mileage and usage records as per requirements.
• Perform daily condition checks to ensure that the vehicle is in good running order.
• In charge of keeping the vehicle in a clean condition in order to uphold the image of the organization.
• Deliver and collect mails and other documents to and from various offices as required.
• Pick up and deliver LEU visitors and any other staff who are authorized to travel in the LEU vehicle.
• Maintain punctuality and courtesy and adhere to traffic laws and regulations;
• Maintain confidentiality of LEU information at all times while executing duties.
• Make sure that the office premises are kept clean.
• Perform any other duties as assigned by supervisor.

Qualifications, Skills and Experience:
• The LEU Project Driver must have at least five (5) years’ driving experience for a local/international NGO
• The applicants must also hold an Ordinary level certificate of education
• Possess a valid driving license for classes preferably A and B;
• Possession a Certificate in Defensive Driving will be an added advantage
• Good computer literacy and excellent documentation skills are a must.
• Availability and willingness to work extra hours during times when it is required.
• Highly developed language and cultural awareness of Western Uganda.
• Possess the ability to work well in an environment with people from diverse backgrounds and cultures.
• Excellent interpersonal and communication skills.
• Possess the ability perform effectively as a member of a team.
• Ability to travel up to 80% of the time.

How to Apply:
All suitably qualified and interested candidates should send their applications and resumes to:
The Executive Director, Living Earth Uganda, Plot 409, Canon Njuba Road, Nakulabye, P.O. Box 28694, Kampala, Uganda or Swithern@livingearthuganda.org copied to John@livingearthuganda.org or hand-deliver it to Living Earth Uganda, Head Office at Plot 409 Canon Njuba Road, Nakulabye, Kampala or Hoima Office on Plot 11, Tayali Drive, Kijungu, Hoima.

Deadline: Friday, 15th August, 2014 by 5:00p.m