

Job Opportunity

NURI Resilience Agricultural Unit - Adjumani district



Background:

Northern Uganda Resilience Initiative (NURI) is one of three engagements under the Uganda Programme on Sustainable and Inclusive Development of the Economy (UPSIDE). The objective of NURI is to enhance resilience and equitable economic development in supported areas of Northern Uganda, including refugees and host communities. This would be achieved by supporting 1) Climate Smart Agriculture (CSA), 2) Rural Infrastructure (RI), and 3) Water Resources Management (WRM).

Activities in support of agriculture focus on improving farmers' knowledge on climate-smart production methods, as well as their understanding and ability to engage with markets and services. Climate Smart Agriculture (CSA) will be implemented in Adjumani by a Resilience Agricultural Unit (RAU).

A Coordination Function has been established to oversee and coordinate the implementation of NURI.

Adjumani RAU seeks to hire a dedicated and hardworking Ugandan national to fill the following position under the NURI Programme.

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| (1) | Title: | Office Assistant |
| | Number of positions: | 01 |
| | Duty station: | Adjumani RAU |
| | Reports to: | RAU Coordinator |

Duties

- Ensure daily cleanliness and general maintenance/neatness of the office
- Keep the kitchen, washrooms clean and tidy at all times
- Make sure all the rubbish is gathered and appropriately disposed off
- Ensure that fresh towels, soap and paper are in place in the washrooms on daily basis.
- Ensure availability of tea in the kitchen and drinking water in the dispenser/refrigerator within working hours
- Make sure that the Office windows/all doors are properly closed after work
- Ensure that thorough cleaning of the office is done at least once every month.
- In coordination with the RAU Coordinator, manage storage and issue of office consumables and stationery and regularly update your supervisor on stock levels
- Protect assets and properties from theft and destruction
- Promptly report any damage of assets and properties including buildings
- Promptly report all insecurity incidents within and outside

- Support in clerical works like photocopying and filing as and when necessary
- Inform your supervisor of all the supplies needed before they run out.
- Perform any other duties that may be requested.

Qualifications:

- O-Level certificate or its equivalent
- One-year experience in similar jobs
- Valid riding license for motorcycle is an added advantage
- Secretarial skills with basic computer skills an added advantage
- Good command of English and Madi languages (Spoken and written)
- Good interpersonal and communication skills

How to apply:

Hand deliver a Cover letter and CV with 3 work related referees to the address below:

NURI Resilience Agriculture Unit- Adjumani

Odrueyi Village, 1.6 Km East of Adjumani Town Council Opposite Odrueyi borehole

To the Attention: RAU Coordinator Adjumani

Kindly note: Do not attach copies of academic documents.

Closing date: Monday 5th August, 2019 at 5.00 pm.

NB: Only candidates meeting the minimum qualifications will be considered and only those selected for interviews will be contacted. Any form of lobbying, canvassing, bribery or malpractice will lead to automatic disqualification. No applicant is allowed to apply more than once.

Locals and particularly female candidates are highly encouraged to apply.

Either NURI - Coordination Function or any of its implementing units **do not** ask any fees for job opportunities across its Programme. Whoever pays any such fees would be dealing with a different entity not NURI Coordination Function. And doing so shall be at their own risk. NURI shall not be liable in anyway. The public is encouraged to report any such illicit solicitation to the police and NURI Programme authorities.