

JOB OPPORTUNITIES

UCDA was established as a public Authority by an Act of Parliament 1991 and amended in 1994 which was repealed and replaced by the National Coffee Act, 2021. UCDA is responsible for regulating all “on” and “off” coffee farm activities. Its mandate is to regulate, promote and oversee the quality of coffee along the entire value chain, support research and development, promote production, and improve the marketing of coffee to optimise earnings for coffee stakeholders and the country.

Its Vision is 'An Inclusive, Transformative and Sustainable Coffee Industry' and its Mission is "To increase quality coffee production, productivity, value addition, marketing and consumption.'

UCDA believes in Client Focus, Teamwork, Integrity and Professionalism.

In order to achieve its mandate, UCDA is desirous of recruiting motivated, qualified and competent professionals to fill the following vacant positions.

- 1.**

JOB TITLE:	MANAGEMENT INFORMATION SYSTEMS MANAGER (1 POSITION)
DIRECTORATE:	CORPORATE SERVICES
DEPARTMENT:	MANAGEMENT INFORMATION SYSTEMS
REPORTS TO:	DIRECTOR CORPORATE SERVICES
DUTY STATION:	KAMPALA

JOB PURPOSE: Provide technical guidance in the planning and management of all information systems, technology, system security and database integrity for a fully integrated information services function.

KEY RESULT AREAS:

1. Develop and monitor the implementation of a comprehensive digital transformation policy and system that supports the implementation of UCDA's Strategic Plan objectives and service delivery.
2. Plan, and oversee the development, installation, and support of shared information systems and network support services across UCDA.

3. Plan and budget for all UCDA's ICT Infrastructure requirements, procurement of ICT related equipment, and supervise their installation and maintenance.
4. Review the existing MIS, and formulate new and revised systems, and determine appropriate changes to effect improvements, reduce costs, and enhance efficiency.
5. Provide technical expertise in the planning, design, implementation, and maintenance of a database management system, in order to optimize performance and interactivity.
6. Develop, document, implement, test and review the Disaster Recovery Plan to ensure business continuity.
7. Manage the design, development and maintenance of UCDA's website, monitor and control all social media platforms, and also support stakeholders by running a help desk.
8. Provide team leadership by building and maintaining a high performance and motivated IT team.
9. Build IT capacity within UCDA through training and awareness programs.
10. Liaise with other IT regulatory bodies like NITA-Uganda, Ministry of ICT, and other IT professional organizations on any ICT related matters to ensure compliance.
11. Carry out any other duties as assigned from time to time.

MINIMUM EDUCATION:

1. A Master's Degree in either Computer Science, or Information Technology, or Computer Engineering, or any other related University Degree from a recognized University or Institution.
2. An Honors degree in Computer Science, or Information Technology, or Computer Engineering, or any other related University Degree from a recognized University or Institution.
3. Membership of or accreditation to an internationally recognized professional body in ICT will be added advantage.

MINIMUM EXPERIENCE

1. At least five years' working experience in designing and implementing digital systems or MIS / ICT systems, three (3) years of which should have been at a management level in a reputable organization.

EXPECTED PERSONAL COMPETENCES AND SKILLS

1. Knowledge of Government digital transformation programmes, IT guidelines and standards.

2. Skills in database planning and management, System installation and management, Network design, management and security;
3. Knowledge of current technological developments/trends.
4. Key personal competences in teamwork and communication skills;
5. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.

2.

JOB TITLE:	HUMAN RESOURCE OFFICER (1 POSITION)
DIRECTORATE:	CORPORATE SERVICES
DEPARTMENT:	HUMAN RESOURCE OFFICE
REPORTS TO:	HUMAN RESOURCE MANAGER
DUTY STATION:	KAMPALA

JOB PURPOSE: Implement HR related activities in the benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment and employment law compliance functional areas in accordance with approved guidelines and procedures.

KEY RESULT AREAS:

1. Recruitment program support

- Implement recruitment activities for required Staff and conduct new-employee orientations as well monitor career-pathing program.
- Support the interview panels logistically and draft the final recruitment reports.
- Support the staff orientation exercise and placement through drafting confirmations for placements and contacting the successful applicants.

2. Support Performance management system

- Support the Performance Management process and preparation of manuals.
- Support the management team in the revision and update of the Performance Appraisal documents.

3. Implementation of employee compensation scheme

- Administer the employee compensation program in line with approved policies and guidelines.

- Ensure that all staff of UCDA are under the medical cover and liaise with the medical service providers to effect additions and cancellations to the medical scheme.
 - Guide staff through the process of claims and any other issues that might arise in line with worker's compensation.
- 4. Records maintenance**
- Maintain human resource information system records.
 - Make constant updates to the HRIS.
- 5. Support staff training and development program**
- Coordinate the staff capacity building exercise in accordance with the UCDA staff development policy.
 - Conduct training needs assessment.
 - Assist in the development of training plan and schedules to management for approval.
 - Evaluate effectiveness and tracking progress of the training initiatives.
- 6. Support the staffing, exit or handover processes**
- Make sure the old staff all have up to date contracts.
 - Assist the process of staffing adjustments [Transfers, Promotions and Reassignments].
 - Ensure that the staff leaving the institution follow the right handover procedures.
- 7. Oversee staff relations and code of conduct**
- Oversee Staff's adherence to the Staff Code of conduct and other Staff disciplinary related cases.
 - Guide staff on the expected code of conduct during execution of their roles with the institution.
 - Provide support to the Supervisor in handling employee relations.
- 8. Implementation of HSE policies**
- Implement the Occupational Health, Safety and Environment policies and procedures.
 - Assist in the development of a safety, health and environment policy
- 9. Prepare periodical reports as requested by the supervisor**
- Assist in the drafting and finalizing of reports.
- 10. Carry out any other duties as assigned from time to time**

MINIMUM EDUCATION:

The ideal candidate must have; -

1. Master's Degree in Human Resource Management, or Organizational Psychology or MBA (HR Option).
2. Bachelors' Degree (First Class or Upper Second class) in Human Resource Management, or Organizational Psychology, or Business Administration (HR option), or Social Sciences, or equivalent degree from a recognized university

MINIMUM EXPERIENCE

1. At least five (5) years working experience in a Human Resource Department in a reputable organization or NGO.

EXPECTED PERSONAL COMPETENCES AND SKILLS

1. Familiarity with Balanced Score Card system will be an added advantage.
2. Knowledge of performance management, learning and development practices, and talent acquisition practices, and ability to apply this information in a manner that is compliant with relevant Employment Law and the UCDA Human Resources Manual.
3. Capability of compiling and analyzing employment data to guide strategic planning.
4. Excellent teamwork and inter-personal skills, and a good understanding of human relationships, and creating a culture of engagement.
5. Demonstrated effectiveness in written and verbal communication.

3.

JOB TITLE:	DRIVER (2 POSITIONS)
DIRECTORATE:	CORPORATE SERVICES
DEPARTMENT:	ADMINISTRATION
REPORTS TO:	ADMINISTRATION MANAGER
DUTY STATION:	KAMPALA

JOB PURPOSE: To drive UCDA vehicles for conveyance of employees and visitors, materials and equipment to their intended destinations, and ensure their safety.

KEY RESULT AREAS:

1. Provide safe and efficient transportation to the UCDA employees and visitors

- Check vehicle to ensure that it is clean.
- Drive employees and visitors to their intended destinations and ensure that passengers adhere to safety measures.
- Ensure that the vehicle is under insurance cover.

- Observe and comply with all relevant Road safety and traffic laws and regulations

2. Routine vehicle inspection and repairs

- Check vehicle for mechanical condition before starting any journey and perform routine vehicle inspection and maintenance including checking the oil, fuel, brakes, lights, windshield wipers, water, tire pressures etc.
- Ensure safe custody of vehicles and tools.
- Diagnose and carry out minor repairs and adjustments,
- Initiate requests for procurement of vehicle servicing and prepare documentation necessary for servicing or repairs.

3. Reporting

- Report to the Supervisor all problems on check including servicing, maintenance and when major repairs are required.

4. Record keeping

- Maintain records and reports of work, repairs, accidents, incidents, and unusual occurrences.
- Record and maintain vehicle travel records in the log book, and ensure that they are authorized by the relevant supervisor.
- Ensure that the driving license is up to date.
- Monitor the insurance policy dates and any other documentation, and inform the supervisor in time for renewal.

5. Carry out any other duties as assigned by the Supervisor

MINIMUM EDUCATION:

1. Minimum of Uganda Advanced certificate of Education (UACE) or its equivalent,
2. A certificate in defensive driving is an added advantage.
3. A certificate in motor vehicle mechanics is an added advantage.

MINIMUM EXPERIENCE

1. At least three years of working experience in a similar or related position
2. Valid Driving Permit of Classes B and C/C1.

EXPECTED PERSONAL COMPETENCES AND SKILLS

1. Computer literacy.
2. High level of integrity, resilience and reliability
3. Excellent time management.

4. Excellent interpersonal and people skills.
5. Self-respect, team building and organizational skills.
6. Good decision making skills.
7. Good Analytical and good communication skills
8. Ability to work under pressure and pay attention to detail.

4.

JOB TITLE:	MARKETING AND PROMOTIONS OFFICER (CHINA REPRESENTATIVE OFFICE) – 1 POSITION
DIRECTORATE:	VALUE ADDITION AND PROMOTION
DEPARTMENT	PROMOTIONS
REPORTS TO:	MARKETING AND PROMOTIONS COORDINATOR
DUTY STATION:	GUANGZHOU, CHINA

JOB PURPOSE: Provide support in promotion and marketing of Uganda coffee in China and Asia pacific through generic promotional events, markets research, and public relations activities.

KEY RESULT AREAS:

1. Coordinate with the Chinese companies and partners selling Uganda coffee on relevant trade matters.
2. Schedule, organize and participate in trade fairs, exhibitions and trade promotions for Uganda coffee in China and Asia pacific.
3. Assist the Marketing and Promotion Coordinator (MPC) in making presentations at trade shows, exhibitions and other promotional events.
4. Conduct field surveys and research on market opportunities and customer preferences with cafes, restaurants, universities and supermarkets, and compile trade and environment issues that impact on the export or import of Uganda coffee.
5. Act as a liaison in translating correspondences from Chinese to English for the MPC.
6. Prepare news articles and compile newsletters and publications In both English and Chinese languages (both online and of-line)
7. Update the website and client database on a weekly basis.

8. Coordinate and collaborate with UCDA Quality and Regulatory Services Directorate on promotional events and championships in China and the Asian Pacific.
9. Prepare weekly reports for submission.
10. Carry out any other duties assigned by the MPC.

MINIMUM EDUCATION:

The ideal candidate must have;

1. Bachelor's Degree (First Class or Upper Second class) in International Business, or Marketing or Business Administration (Marketing Option from a recognized University) or related fields, from a recognized University.
2. HSK Certificate (level 4 and above) obtained within the last 5-6 years.
3. Membership of or accreditation to an internationally recognized professional body in Marketing will be added advantage

MINIMUM EXPERIENCE

1. Three (3) years working experience in International Trade and Marketing.

EXPECTED PERSONAL COMPETENCES AND SKILLS

1. Ability to read, write and speak Mandarin, and living abroad will be an added advantage
2. Familiarity with commodity trading or coffee trading,
3. Excellent computer skills
4. Ability to work with minimum supervision.

5.

JOB TITLE:	LABORATORY TECHNICIAN (1 POSITION)
DIRECTORATE:	QUALITY AND REGULATORY SERVICES
DEPARTMENT	QUALITY ASSURANCE
REPORTS TO:	QUALITY ASSURANCE OFFICER
DUTY STATION:	KAMPALA

JOB SUMMARY: Provide support in all laboratory activities as need arises and ensure that the laboratory is in order.

KEY RESULT AREAS

1. Prepare laboratory equipment for grading, cupping, sensory tasting and analysis;
2. Roasting and grinding of coffees as per set standards;
3. Keep proper custody of equipment, chemicals and reagents in line with the Standard Operating Procedures;
4. Carry out analysis of coffee samples, soil samples and other coffee-related products
5. Prepare requisitions for laboratory materials, chemicals and equipment in line with established guidelines;
6. Ensure that the laboratory is safe and everything therein;
7. Carry out any other duties as assigned from time to time.

MINIMUM EDUCATION:

The ideal candidate must have;

1. Bachelor of Science in Laboratory Science Management or related field from a recognized university with three (3) years' experience;
2. Certificate in Basic Quality Control or coffee roasting will be an added advantage.

MINIMUM EXPERIENCE

2. Three (3) years working experience in a relevant field.

EXPECTED PERSONAL COMPETENCES AND SKILLS

1. Strong analytical skills
2. Paying attention to detail
3. Time management

6.	
JOB TITLE:	COFFEE SUSTAINABILITY MANAGER (1 POSITION)
DIRECTORATE:	QUALITY AND REGULATORY SERVICES
DEPARTMENT:	COFFEE SUSTAINABILITY
REPORTS TO:	DIRECTOR QUALITY AND REGULATORY SERVICES
DUTY STATION:	KAMPALA

JOB PURPOSE: Develop systems, programs and guidelines for development of sustainable, specialty and fine coffee niches in the sub-sector.

KEY RESULT AREAS

- 1. Production and certification schemes for sustainable, fine and specialty coffee**
 - Liaise with the Value Addition Section in planning and strategizing for certification schemes
 - Liaise with specialists and work with them in order to build capacity in Q & R grading,
 - Enhance the visibility of UCDA as a country partner in Q & R grading,
 - Manage the certification process for specialty Arabica and fine Robusta,
 - Identify groups / coffees that should be certified,
 - Identify the logistical support that is needed for certification.
- 2. Profiling and characterization of Robusta and Arabica coffees**
 - Advise on coffee and soil sample collection and analysis for coffee profiling
 - Liaise with service providers on chemical and soil analysis
 - Study analyzed data on the various samples
 - Prepare reports on profiling and highlight the factors affecting quality, and what needs to be improved
 - Assign profiles to the coffees according to the data collected
- 3. Provide advice to Management on production and market trends for sustainable coffees**
 - Compile statistics on the amounts of sustainable coffees traded in seasons for respective coffee growing areas
- 4. Centre of Robusta Centre of Excellence**
 - Collect information about Uganda coffee from farm to cup
 - Continue to oversee the maintenance of a coffee library / gallery
 - Showcase collected data in a way that tells 'a coffee story' about Ugandan coffee
 - Promote Uganda as a Centre of Robusta Excellence
- 5. Budgeting and planning**
 - Prepare and present the annual departmental budget, work plans and procurement plans for Management's approval.
 - Ensure requisitions are initiated in time and according to the timelines stipulated in the implementation and procurement plans
 - Ensure that that budget limits are complied with, and monitor absorption of funds allocated.
- 6. Develop training and sensitization programs for different stakeholders along the value chain on coffee sustainability**

- Develop training programs and strategies, and identify stakeholders to be trained
- Identify resource persons on coffee sustainability systems and in liaison with them prepare the required training content
- Develop training schedules, budgets and evaluate the effectiveness of the programs

7. Reporting

- Prepare the relevant weekly, monthly, quarterly and annual reports
- Submit reports to the Supervisor for review
- Present report with recommendations for adoption by Management

8. Carry out any other duties as assigned by Management from time to time.

MINIMUM EDUCATION

1. Master's degree in Agriculture, or Food Science and Technology, or Coffee Management, or Chemistry, or any other related field from a recognized University.
2. Bachelor of Science in Agriculture, or Food Science and Technology, or Coffee Management, or Chemistry, or any other related field from a recognized University.

MINIMUM EXPERIENCE

1. At least five (5) years' relevant working experience in sustainability concepts, sustainable coffee farming systems, in the NGO or private sector, three (3) years of which should have been at a supervisory level.

EXPECTED PERSONAL COMPETENCES AND SKILLS

1. Knowledge of coffee processing technologies.
2. Excellent leadership and team work skills,
3. Excellent organizing, planning and Management of Plans and Projects;
4. Versatile IT Skills, and ability to compile, analyze, and communicate data.

7.

JOB TITLE:	PROCUREMENT OFFICER (1 position)
DIRECTORATE:	EXECUTIVE
DEPARTMENT:	PROCUREMENT
DUTY STATION:	KAMPALA
REPORTS TO :	PROCUREMENT MANAGER

JOB PURPOSE: To coordinate, monitor and provide technical support in the implementation of procurement and disposal of assets function for UCDA to ensure value for money.

KEY RESULT AREAS

1. Provide support in the preparation and implementation of procurement and disposal of assets policies, plans and guidelines.
2. Prepare draft bid documents, bid notices, statement of requirements and contracts.
3. Manage the issuance, receipt and opening of bids or expressions of interests and proposals from potential bidders.
4. Participate and guide Committees in the evaluation of bids for all procurement requirements as per set guidelines.
5. Prepare timely submissions for consideration by the Contracts Committee and support the Unit in implementation of the decisions of the Contracts Committee.
6. Maintain complete and accurate procurement files and records including all correspondences related to procurement or disposal activities, and ensure that records are properly secured and confidential for future use.
7. Support contracts management through monitoring contracts, progress, delivery schedules and pointing out any shortcomings to the Head Procurement & Disposal Unit.
8. Prepare procurement progress reports, monthly procurement reports and other reports as may be required by Management.
9. Liaise with suppliers and other stakeholders to ensure timely delivery of goods and services.
10. Oversee the management of procurement databases including the Integrated Financial Management System (IFMS) and the Government Procurement Portal (GPP).
11. Perform any other duties as assigned by Management.

QUALIFICATIONS AND EXPERIENCE:

The ideal candidate must have;

1. First Class or Second Class (Upper) Bachelor's degree in Procurement, or Supply Chain Management, or Bachelor of Commerce (BCOM) / Bachelor of Business Administration [BBA] with specialization in Procurement and Supply

Chain Management, or any other related University Degree from a recognized University or Institution.

2. CIPS Level 4 Diploma in Procurement and Supply from a recognized institution.
3. Post graduate Diploma in Procurement from a recognized awarding institution will be an added advantage.
4. Relevant working experience of at least of three (3) years in application of PPDA guidelines gained at the level of Procurement Officer in Government or an equivalent level of experience in procurement from a reputable organization.

EXPECTED PERSONAL COMPETENCES AND SKILLS

Must have;

1. Good oral and written communication skills.
2. Working knowledge of the PPDA procurement rules and guidelines.
3. Concern for quality and standards
4. Planning and organizing skills
5. A high level of interpersonal and management skills and ability to work with teams in the organization

HOW TO APPLY

1. Follow the following link below to access the available positions:
<https://mis.ugandacoffee.go.ug/cportal/career>
2. Signup before applying for the vacancy.
3. Identify the vacancy that interests you and click **“Apply for this Vacancy”**
4. Fill the Application Form and follow the prompts accordingly.
5. Upload Curriculum Vitae, Academic and Professional Certificates as a single Document of maximum size 2MB, in Portable Document Format (pdf).

In case you have any further questions about the role, contact us on **ucda_hr@ugandacoffee.go.ug**

Please note the deadline for applications is **19th September 2022.**

Only shortlisted candidates will be contacted.

TERMS OF EMPLOYMENT

The holders of these positions will be offered contracts subject to the Ministry of Public Service Guidelines on Rationalization of Government Agencies and Public Expenditure Exercise.