

## JOB OPPORTUNITIES

### BACKGROUND

Uganda Coffee Development Authority (UCDA) was established as a public Authority by an Act of Parliament 1991 and amended in 1994 which was repealed and replaced by the National Coffee Act 2021. 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 optimize earnings for coffee stakeholders and the country.

UCDA's Vision is '**An Inclusive, Transformative and Sustainable Coffee Industry**' and its mission is "**To increase quality coffee production, productivity, value addition, marketing and consumption**". Its core values are; **Client focus, Teamwork, Integrity and Professionalism**.

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

<b>1. JOB TITLE:</b>	<b>ACCOUNTANT (1 Position)</b>
<b>DIRECTORATE:</b>	<b>CORPORATE SERVICES</b>
<b>DEPARTMENT:</b>	<b>FINANCE</b>
<b>REPORTS TO :</b>	<b>MANAGER FINANCE</b>
<b>DUTY STATION:</b>	<b>KAMPALA</b>

**JOB SUMMARY:** To undertake financial management and accounting functions at UCDA in accordance with established financial accounting procedures and guidelines.

### KEY RESULT AREAS

#### 1. Budget Management

- Plan, execute and monitor the budget.
- Forecast future income and expenses.
- Create budgets and ensure that spending is within the correct budget lines.
- Develop and allocate the resource envelope aligned to the strategic priorities of the Authority.
- Work with budget holders in budget preparation (using the Performance Based Budgeting (PBB), supporting them in the understanding and monitoring of their budgets periodically through preparation of monthly variance analysis reports against the budget.

- Constantly liaise with budget holders and review actual expenditures and requests made against budget through daily monitoring of the budget.
- Support budget holders in understanding, control and monitoring of their budgets.
- Prepare cash limits and hold quarterly finance committee meetings on resource use and budget monitoring.
- Submit quarterly expenditure limits and warrants to MoFPED.

## **2. Revenue & Receivables Management**

- Recognize, collect and reconcile revenue.
- Invoice, collect and reconcile debtor accounts.
- Oversee all financial transactions, including issuing invoices, collecting debts, and reconciling debtor statements.
- Invoice debtors including credit control and ensure that all receipts are posted to the accounting package timely, pass journals for correction where need be and ensure that all debtor accounts have the correct balances through regular debtor circularization.
- Attend to all debtor inquiries and/or queries and provide responses timely.
- Monitor debtor receipts daily and follow through with collections.
- Prepare weekly cash flow returns clearly indicating the performance of revenue against the projected collections for the week.
- Create new debtors on the accounting system.
- Respond promptly to all debtor queries and/or inquiries while making amendments to their accounts to ensure correct and up to date records/balances at all times.
- Develop amendment to debtor management policies aligned to the environment at hand.

## **3. Fixed Assets Management**

- Classify, recognize, depreciate, dispose and maintain the fixed assets register.
- Undertake the Board of survey activity annually.
- Undertake a stock take of the assets annually.
- Update of the fixed assets registers monthly.
- Follow through with the implementation of the audit recommendations timely to avoid re-occurrence.

#### **4. Inventory Management**

- Classify, recognize and maintain the inventory register.
- Forecast inventory requirements daily.
- Utilize the first in, first out (FIFO) method on dispatch of stock.
- Identify the low-turn stock.
- Undertake a stock take of the assets annually.

#### **5. Internal Control**

- Review controls and monitor compliance with established procedures.
- Prepare written reports which identify key issues and provide recommendations for improving control processes or procedures.

#### **6. Staff Management**

- Supervise daily and review workflow processes for efficiency.
- Prepare a standard work schedule to act as a guide.
- Review appraisals for the assistant accountant(s) while identifying training needs/gaps and providing areas for improvement in the subsequent year.
- Prepare the training plan for the assistant accountant(s) team annually and follow through with its implementation.
- Have regular and open communication with UCDA staff from all departments.
- Participate in weekly departmental and management meetings when nominated to do so.
- Participate in field programs whenever called upon.

#### **MINIMUM QUALIFICATIONS:**

The ideal candidate must have;

1. First Class or Second Class (Upper) Bachelor's degree in Finance and Accounting, OR Business Administration with a bias in Accounting, OR Commerce with Business Administration OR any relevant Bachelor's Degree with a bias in Accounting, from a recognized University.
2. Full Professional qualifications in ACCA, or CPAU obtained from a professional body or recognized awarding body.

**MINIMUM EXPERIENCE**

1. At least five (5) years of working experience as an Accountant in Government or, an equivalent level of Accounting work experience from a reputable organization.
2. Experience in handling donor funded projects will be an added advantage

**REQUIRED PERSONAL COMPETENCES AND SKILLS**

1. Mature, with stable personality and ability to maintain confidentiality.
2. Good written and verbal skills in the English language.
3. Ability to carry out responsibilities independently with minimal technical support.
4. Computer literate with significant proficiency in excel.
5. Proficiency in electronic accounting systems, preferably sun systems.
6. Advanced proficiency in managing general ledgers, journal entries, and account reconciliation.
7. Exceptional ability to plan, prepare budgets, forecast financial data, and other reports.
8. In-depth knowledge of best practices in accounting.
9. Compliance with all relevant policies, laws and regulations in Uganda and overseas. This includes ensuring that financial records are accurate and up-to-date.
10. Must be patient, a good communicator and a team player.
11. Must be analytical, detail oriented, have a strong work ethic and value personal and professional integrity.

<b>2. JOB TITLE:</b>	<b>COFFEE TECHNICAL OFFICER (2 Positions)</b>
<b>DIRECTORATE:</b>	<b>DEVELOPMENT SERVICES</b>
<b>DEPARTMENT:</b>	<b>TECHNICAL EXTENSION</b>
<b>REPORTS TO:</b>	<b>TECHNICAL EXTENSION MANAGER</b>
<b>DUTY STATION:</b>	<b>UCDA FIELD OFFICES</b>

**JOB PURPOSE:** To inspect coffee factories, equipment and factory infrastructure to ensure good manufacturing practices, and to disseminate agro-technical knowledge and skills to coffee farmers, buyers, processors, exporters and roasters for enhancement of coffee quality standards and value.

## **KEY RESULT AREAS**

1. Inspect and evaluate for registration and licensing of coffee buying stores, primary processing factories, wet mills, extractors, export grading factories and roasters.
2. Train coffee buyers and factory personnel (technicians, supervisors, and machine operators) in good coffee processing skills and maintenance of factories.
3. Carry out regular field quality evaluations to determine out turn and screen size distribution of coffee.
4. Disseminate information to stakeholders on factory infrastructure, equipment and new processing technology advances for enhancement of coffee quality.
5. Register coffee buyers, coffee stores, coffee processors, primary coffee processing factories, wet mills, export grading factories, extractors and exporters.
6. Train, advise and sensitize sector participants on good handling, processing and storage techniques for the maintenance of good coffee quality at post-harvest level.
7. Train, technically empower and coordinate extension officers and other organs such as Agricultural Police, NEMA and local authorities in ensuring that coffee harvesting, post-harvest practices such as drying, buying, processing and storage of coffee conform to standards and the coffee regulations.
8. Carry out trouble shooting task forces to assess the performance and compliance of coffee stakeholders to standards and coffee regulations.
9. Maintain a database of inspected, registered and licensed coffee stakeholders in the assigned region
10. Prepare monthly reports on coffee technical extension activities.
11. Carry out any other duties as may be assigned by Management.

## **MINIMUM QUALIFICATIONS**

1. A Bachelor's degree in Agricultural Engineering OR Mechanical Engineering, OR closely related field obtained from a recognised university.

## **MINIMUM EXPERIENCE**

1. At least three (3) years relevant working experience in agricultural commodity processing.
2. Membership of a professional body will be an added advantage.

### **REQUIRED PERSONAL COMPETENCES AND SKILLS**

1. Flexibility to work upcountry.
2. Good communication skills
3. Report writing skills
4. Good time management skills

<b>3. JOB TITLE:</b>	<b>REGIONAL COFFEE EXTENSION OFFICER (1 Position)</b>
<b>DIRECTORATE:</b>	<b>DEVELOPMENT SERVICES</b>
<b>DEPARTMENT:</b>	<b>EXTENSION</b>
<b>REPORTS TO:</b>	<b>REGIONAL MANAGER</b>
<b>DUTY STATION:</b>	<b>UCDA FIELD OFFICES</b>

### **JOB SUMMARY**

To coordinate the assigned districts' coffee activities for increasing coffee production, productivity and value.

### **KEY RESULT AREAS**

1. Implement and supervise coffee nursery development programs, coffee renovation and rehabilitation program, coffee planting, inputs distribution (plantlets/seedlings, crop protection tools/equipment, agrochemicals etc.); and oversee compliance with sourcing and distribution procedures, in line with established standard operating procedures/guidelines.
2. Implement coffee extension programs, in line with the departmental guidelines.
3. Promote new technologies which have been developed by coffee research and disseminate the same to coffee farmers and other value chain actors.
4. Conduct regular pests and disease surveillance activities and implement integrated pests and disease management/control practices,
5. Liaise with and ensure effective collaboration with local authorities and other bodies with an interest in matters of coffee development in the respective districts.
6. Participate in development of work plans and budgets for the Region.
7. Provide technical support in the collection of coffee production and marketing data, and administering of questionnaires and surveys on coffee matters in the respective area of operation.
8. Monitor the quality of Coffee along the value chain, from the farm to cup

9. Undertake regular field monitoring and inspections to guide coffee farmers and enforce compliance to quality coffee standards as provided in the National Coffee Act, 2021 and any other UCDA programme guidelines.
10. Register coffee value chain actors (coffee farmers and their farms, seed gardens/mother gardens, nursery operators, farmer groups, associations and cooperatives), update and maintain a database of the value chain actors as spelt out in the National Coffee Act, 2021.
11. Compile and submit periodic reports (weekly, monthly, quarterly etc) highlighting progress in the implementation of coffee programme activities in the sub region.
12. Carry out any other duties as may be assigned by Management.

### **MINIMUM EDUCATION**

The ideal candidate must have;

1. Bachelor of Science (First Class or Upper Second class) in Agriculture, or Agribusiness Management or Agriculture Extension or related field from a recognized university.

### **MINIMUM EXPERIENCE**

1. At least 3 years' working experience in Extension-related discipline in local government, private sector or NGO.
2. Valid driving and riding permits.

### **SKILLS AND COMPETENCES**

1. Flexibility to work upcountry.
2. Good communication skills.
3. Team Work Skills.
4. Interpersonal skills.

<b>4. JOB TITLE:</b>	<b>STATISTICIAN (1 Position)</b>
<b>DIRECTORATE:</b>	<b>STRATEGY AND BUSINESS DEVELOPMENT</b>
<b>DEPARTMENT:</b>	<b>MARKET INTELLIGENCE AND INFORMATION</b>
<b>REPORTS TO:</b>	<b>MARKET INTELLIGENCE AND INFORMATION MANAGER</b>
<b>DUTY STATION:</b>	<b>KAMPALA</b>

**JOB PURPOSE:** To provide timely statistics on coffee at farm level, processor level, export level, roaster level and cafes/coffee shops level, and also make annual

projections at production, export and consumption levels at the beginning of the financial year using sound methodologies.

### **KEY RESULT AREAS**

1. Collect, collate and disseminate market information to stakeholders on coffee production, farm gate and export prices, price movements, and domestic coffee consumption trends.
2. Provide support in the preparation of departmental annual budgets and work plans, and contribute to the compilation of the background paper and information to the overall annual UCDA Budget data and work plans.
3. Design sampling methodology and standards for various research and survey activities and related questionnaires, as well as manuals and guidelines for data collection.
4. Establish and maintain a comprehensive coffee statistics database for UCDA, and provide support in the computation of monthly CESS for exporters.
5. Make production forecasts from different coffee regions and carry out quarterly stock and production surveys in the different regions and at exporter levels.
6. Liaise with UBOS to develop and implement the Strategic Plan for Coffee Statistics (SPCS) and data management strategy in line with the Plan for National Statistics Development (PNSD) under the National Statistical System (NSS)
7. Liaise with Uganda Bureau of Statistics (UBOS), Ministry of Finance Planning and Economic Development, and other relevant institutions to provide periodic data on projected coffee production, exports, opening stocks and domestic coffee consumption in order to inform the national GDP series and coffee contribution to annual Background to the Budget.
8. Prepare a Coffee Statistics Abstract annually comprising production, procurement, exports, consumption, stocks, prices (farm gate, export prices, agricultural input prices, supermarket and retail prices of value added)
9. Identify key statistics related priorities as per the National Coffee Policy, Strategy and Coffee Roadmap in line with the Agro-industrialization Programme Implementation Action Plan (Agro-PIAP) and National Development Plan 3 to inform Management decision making.
10. Prepare and disseminate periodic statistical reports for the Authority.
11. Carry out any other duties as may be assigned by Management from time to time.

### **MINIMUM QUALIFICATIONS**

1. Master's Degree in Statistics, OR Business Statistics, or closely related field obtained from a recognised University.
2. Honours Bachelor Degree in Statistics, OR Economics and Statistics, OR relevant field from a recognised University.

### **MINIMUM EXPERIENCE**

1. At least four (4) years relevant working experience in a public institution or reputable organisation.
2. Proficiency in Statistical Methodologies of carrying out surveys.

### **REQUIRED PERSONAL COMPETENCES AND SKILLS**

1. Proficiency in agricultural statistics, forecasting and marketing.
2. Good communication skills and able to handle clients' data & information requests promptly.
3. Be reliable and have ability to handle statistical analysis related to the coffee sector (national and global).
4. Good analytical and drafting skills
5. Proficiency in usage of statistical analysis packages such as: SPSS, STATA, Excel, MS ACCESS, Epinfo.
6. Team work.

<b>5. JOB TITLE:</b>	<b>MONITORING AND EVALUATION OFFICER (1 Position)</b>
<b>DIRECTORATE:</b>	<b>STRATEGY AND BUSINESS DEVELOPMENT</b>
<b>DEPARTMENT:</b>	<b>MONITORING AND EVALUATION</b>
<b>REPORTS TO:</b>	<b>MONITORING AND EVALUATION MANAGER</b>
<b>DUTY STATION:</b>	<b>KAMPALA</b>

**JOB PURPOSE:** To monitor UCDA's programme implementation and establish programme relevance, effectiveness, efficiency and sustainability in accordance with established guidelines and procedures.

### **KEY RESULT AREAS:**

1. Provide technical support in design, implementation and review of UCDA's monitoring and evaluation activities, specifically compiling, analyzing and interpreting data to track performance and delivery of set targets.

2. Participate in development of tools and indicators for use in quarterly and annual compliance and efficiency audits; and collecting, collating and filing quarterly Monitoring and Evaluation (M&E) returns for the Authority.
3. Implement the Authority's M&E system, guidelines, manuals and standard operating procedures for the Department so as to facilitate monitoring and implementation of UCDA's strategic plan, annual work plans and projects at all levels.
4. Develop monitoring and evaluation indicators and ensure that all Departments submit regular, structured performance monitoring reports for analysis in order to facilitate management review and decision making.
5. Undertake data quality audits to provide in-depth assessment of data quality reported by Departments and implement action plans in collaboration with them for corrective measures on identified gaps during the data quality audits.
6. Consolidate monthly, quarterly, mid-term as well as annual Departmental activity / plan performance monitoring reports.
7. Participate in annual work plan performance reviews and provide support in preparing reports.
8. Promote learning, feedback, and knowledge sharing on achievements and lessons learned among the UCDA officials and stakeholders,
9. Participate in evaluations, reviews, surveys, surveillance of activities focusing on the overall Authority's performance tracking, measurement and reporting.
10. Manage monitoring and evaluation data, including databases management.
11. Carry out any other duties as may be assigned by Management from time to time.

#### **MINIMUM QUALIFICATIONS**

1. Honours Bachelor's Degree in Quantitative Economics; OR Economics; OR Statistics; OR Mathematics; OR Social Sciences, OR relevant field from a recognized University.
2. Post Graduate Diploma in Monitoring and Evaluation, or a related discipline obtained from a recognized University / Institution.

#### **MINIMUM EXPERIENCE**

1. At least five (5) years relevant working experience in monitoring and evaluation of public sector programmes and / or projects in Government or reputable organization.

## **REQUIRED PERSONAL COMPETENCES AND SKILLS**

1. Demonstrated excellent analytical, writing and oral skills, and ability to communicate and present information in a clear and organized manner in writing and orally.
2. Capacity to develop visual systems and presentations that help summarize and visualize evaluation findings.
3. Demonstrated ability to deliver high quality outputs on time. Highly organized and able to multi-task.
4. Excellent interpersonal skills and ability to engage proactively and constructively with diverse teams.
5. Proficiency in usage of statistical analysis packages such as: SPSS, STATA, Excel, MS ACCESS, Epiinfo.
6. Demonstrated track record of sharing knowledge with others.

<b>6. JOB TITLE:</b>	<b>QUALITY ASSURANCE OFFICER (1 Position)</b>
<b>DIRECTORATE:</b>	<b>QUALITY AND REGULATORY SERVICES</b>
<b>DEPARTMENT:</b>	<b>QUALITY ASSURANCE</b>
<b>REPORTS TO:</b>	<b>QUALITY ASSURANCE MANAGER</b>
<b>DUTY STATION:</b>	<b>KAMPALA</b>

**JOB PURPOSE:** Conduct inspection, loading, and certification of export lots to ensure that the quality of coffee along the value chain conforms to set standards.

## **KEY RESULT AREAS**

1. Carry out pre-shipment inspection of all coffee exports in line with the Coffee Regulations
2. Supervise export loading and ensure that all containers are sealed.
3. Perform routine analytical procedures, physical and sensory analysis on coffee samples.
4. Keep an updated register of findings on all coffee samples analyzed.
5. Establish quality trends by analyzing fairly average quality coffee, Ochratoxin A levels in coffee.
6. Implement coffee profiling and characterization activities.
7. Compile information on compliance to standards at different levels of the value chain.
8. Compile quality data required for issuing certificates, writing reports and publications

9. Undertake all basic quality control training programmes for processors, farmers, Quality Controllers, and Technicians.
10. Carry out any other duties as assigned by Management

#### **MINIMUM EDUCATION:**

1. Bachelor of Science (First Class or Upper Second class) in Chemistry/ Biochemistry or Food Science and Technology, or Biological sciences from a recognized university.
2. Certification in Basic Quality Control (BQC), or Barista, or Q and R Grading will be an added advantage.

#### **MINIMUM EXPERIENCE:**

1. At least three (3) years' relevant working experience in a similar field.

#### **SKILLS AND COMPETENCES**

1. Working knowledge of the laws, regulations, guidelines, procedures affecting the coffee industry,
2. Basic computer skills and statistical data analysis,
3. Excellent report writing, communication and good customer care skills,
4. Positive attitude and ability to work under minimum supervision.

#### **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 in case you don't have any existing account and under **User Type**, select **Others**.
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](mailto:ucda_hr@ugandacoffee.go.ug)**

Please note the deadline for applications is **20<sup>th</sup> February 2023**.

**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.