



# DICOSS



Ministry of Trade, Industry  
And Cooperatives

District Commercial Services Support Project  
"DICOSS"

Enhanced Integrated Framework  
EIF

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## VACANCIES

The Government of Uganda through the Ministry of Trade, Industry and Cooperatives (MTIC) has received funding to the tune of US\$ 3.0 million from the Enhanced Integrated Programme Trust Funds (EIF TFM) to finance a project, the District Commercial Services Support Project (DICOSS). This is a three year capacity building and training project to assist the Government of the Republic of Uganda deliver commercial services to the grassroots more effectively and efficiently. The project will be implemented in 25 districts on a pilot basis and has three specific objectives:

1. To equip and retool the 25 targeted District Commercial Offices (DCOs);
2. To facilitate these DCOs deliver Commercial and Business support services in their respective districts; and
3. To facilitate the building of networks within DCOs and with key stakeholders, in particular strengthen the link with the MTIC.

The project is to be implemented by a Unit to be housed within MTIC under the overall supervision of the Permanent Secretary and the EIF National Focal Point. This Unit will be led by A Project Manager who will be assisted by specialized Programme Officers and support staff. The Second Trade Capacity Enhancement Project (TRACE II) will also have an oversight function over the project.

After signature of the Financial Memorandum in December 2011 between the EIF Trust Fund Administrator and GoU, the Project became operational on 2<sup>nd</sup> January 2012. MTIC therefore seeks to recruit project staff immediately.

## **1. PROJECT MANAGER – One position [Code: DICOSS/1/2012]**

The Project Manager will be charged with the overall implementation and the day to day management of DICOSS. S/He will be under the direct supervision of the EIF National Focal Point and will be Secretary to the Project Steering Committee.

The project manager will be charged with overall management of the Project and responsible for the following:

- i. Effective implementation of the project, including project management, timely achievement of outcomes, financial management, partner relations and reporting;
- ii. Develop strategic partnerships, resources and activities to enhance the impact of the project at the district level;
- iii. The delivery of the project technical outputs;
- iv. Preparation and supervision of the DICOSS overall work plan and ensure timely implementation to produce envisaged outputs;
- v. Support and facilitate the work of partner institutions (DCOs) in the target districts to ensure effective teamwork, timely project implementation and efficient internal and external project communications;
- vi. Liaison and contact between DICOSS and the partner district administrations on matters of the project;
- vii. Supervising project personnel and ensure proper maintenance and safety of project records and assets; and
- viii. Ensure timely preparation and submission of all regular DICOSS Financial and Technical Reports.
- ix. S/He will report to the Focal Point, Trust Fund Manager and to the Management Committee on a regular basis.

### **Qualifications and Experience**

- i. An Advanced degree in Business Administration, Economics, Statistics, Commerce or other related discipline;
- ii. Post graduate qualification in any of the relevant disciplines, particularly in Project Planning and Management is an added advantage;
- iii. Knowledgeable in Trade Policy and Local Governance issues is a requirement;

- iv. Must be computer literate.
- v. At least five years' experience in a similar position involving project planning, implementation and monitoring;
- vi. Excellent communication and organization skills (experience working with both the public and private sector is considered an asset).

## **2. PROJECT OFFICER (CAPACITY BUILDING) – One position [Code: DICOSS/2/2012]**

The Project Officer (Capacity Building) will assist the Project Manager in the implementation of all capacity building functions of DICOSS. S/He will be part of the DICOSS Management Unit under the supervision of the Project Manager.

### **Main responsibilities:**

A variety of functions are to be performed in the area of capacity building and training. The Project Officer will carry out the following functions:

- i. Coordinate DICOSS training and networking activities, manage all correspondences and respond to all project related queries for all stakeholders from the participating District Commercial Offices
- ii. Provide support to the Manager in the preparation of overall DICOSS annual work plans for submission to the EIF National Focal Point and the TRACE team
- iii. Receive and review draft work plans of the participating District Commercial Offices (DCOs) and advise the DCOs and the Focal Point and Project Manager on any necessary amendments
- iv. Liaise with the MTIC Officials to follow-up DICOSS project activities by the participating DCOs
- v. Provide technical inputs to the implementation of activities under the DICOSS Project estimates
- vi. Work in liaison with the TRACE II Advisor to provide training, support and mentoring of DCOs on the full range of their duties from work plan preparation and budgeting, through all stages of implementation, reporting and project closeout
- vii. Develop and maintain capacity building instruments and tools
- viii. Collect and maintain a library of case studies and practices on DICOSS capacity building initiatives

- ix. Develop initiatives and strategies to promote capacity building in the DICOSS and Ministry of Trade Industry and Cooperatives and in the District administrations of the participating DCOs
- x. Any other related duties that may be assigned the Project Manager/TRACE II Advisor

### **Qualifications and Experience**

Applicants should have the following academic qualifications and work experience;

- i. Bachelor's Degree in any of the following (Social Sciences, Economics, Education, Social work and Social administration, Business Administration and Statistics)
- ii. Post graduate diploma in project planning and management will be an added advantage
- iii. At least three years working experience, especially in the areas of capacity building
- iv. Ability to work with minimal supervision and to meet strict deadlines
- v. Good communication and analytical skills (both written and oral)
- vi. Must be Computer literate
- vii. Familiarity with the policy making processes at both central and local Government levels

### **3. PROJECT OFFICER ( Monitoring and Evaluation) – One position [Code: DICOSS/3/2012]**

The Project Officer (Monitoring and Evaluation) will assist the Project Manager in the implementation of all monitoring and evaluation aspects of DICOSS. S/He will be part of the DICOSS Management Unit under the supervision of the Project Manager.

#### **Main responsibilities:**

1. Managing and implementing the performance-based monitoring system to ensure that DICOSS targets are met;
2. Provide monitoring and evaluation (M&E) support to partner institutions involved in the project;
3. Ensure that the M&E databases are updated routinely and systematically
4. Develop an overall M&E plan for DICOSS;
5. Lead the process of ensuring that the performance reviews are conducted regularly;
6. Build capacity of DCO personnel in basic M&E skills through mentoring and coaching;

7. In collaboration with the DICOSS Team and partners identify and document achievements and accomplishments of project indicators against set performance targets;
8. Participate in the preparation and implementation of special studies (e.g. baseline, impact evaluation, mid-term review). This may include:
  - i. Protocol development
  - ii. Drafting data collection tools
  - iii. Conducting analyses and drafting reports
9. Ensure timely compilation of internal and external progress reports (quarterly, semi-annual and annual)
10. Any other duties assigned by the Project Manager and Project Management Committee.

### **Qualifications/Skills and Experience**

The preferred candidate will have basic qualifications from a recognised institution in economics, business administration, statistics or commerce; and post graduate training in M&E or project planning, with at least five years' experience as an M&E practitioner and with computer skills. Past employment with a project will be an advantage, but not essential.

Applicants should have the following academic qualifications and work experience;

- i. Bachelor's Degree in any of the following (Social Sciences, Economics, Business Administration and Statistics)
- ii. Post graduate diploma in project planning and management will be an added advantage
- iii. At least three years working experience as an M&E specialist in a donor funded project
- iv. Ability to work with minimal supervision and to adhere to deadlines
- v. Good communication and analytical skills (both written and oral)
- vi. Must be Computer literate
- vii. Familiarity with the policy making processes at both central and local Government levels

#### **4. PROJECT OFFICER ( Finance and Administration) – One position [Code: DICOSS/4/2012]**

The Project Officer (Finance and Administration) will assist the Project Manager in the implementation of all finance/accounting and administration aspects of DICOSS. S/He will be part of the DICOSS Management Unit under the supervision of the Project Manager.

##### **Main responsibilities**

- i. Preparation of budgets and estimates;
- ii. Monitoring of expenditure against budget;
- iii. Reporting on activities and actual expenditure;
- iv. Administration of the project including maintenance of its offices;
- v. Assisting in the preparation of reports, work plans and other project outputs;
- vi. Dealing with suppliers
- vii. Managing personnel and related matters;
- viii. Supervision of driver(s);
- ix. Safe keeping of project assets; and
- x. Organization and administration of workshops.

##### **Qualifications and Experience**

- i. A bachelor's degree in finance, commerce, business administration or equivalent majoring in accounting from a recognized institution
- ii. Post graduate diploma in project planning and management will be an added advantage
- iii. At least three years' experience as an accountant/administrator or similar engagement preferably in a project environment
- iv. Ability to work with minimal supervision and to adhere to deadlines
- v. Good communication and analytical skills (both written and oral)
- vi. Must be Computer literate.

#### **5. DRIVER – One position [Code: DICOSS/5/2012]**

The driver will be engaged to ensure the proper handling of DICOSS vehicle(s) and the safe transportation of persons entrusted to him/her by the management of DICOSS. He will also be

responsible for delivery of mail and to carry out other official errands as the DICOSS management will assign.

**Specific Responsibilities:**

- i. Driving project vehicle(s) in accordance with Ugandan law and DICOSS regulations;
- ii. Ensure reliability of approved transportation through good time keeping and avoidance of unapproved absences from duty station;
- iii. Maintaining proper logging of the vehicle movement and routine maintenance;
- iv. Ensure expert inspections of vehicle after use in exceptionally bad road conditions and request and ensure remedial repairs are done where recommended;
- v. Keep vehicle clean, tidy and presentable;
- vi. Promptly report incidents and accidents involving the vehicle and get repairs done;
- vii. Ensure the security of vehicle when in driver's custody.

**Qualifications and Experience:**

- i. Holder of a valid driving permit of classes appropriate for 4X4 vehicles;
- ii. Certification for defensive driving;
- iii. Clean driver record for at least three years;
- iv. Experience driving manual and automatic 4X4 vehicles
- v. Good communication skills in the English language.;

These positions are tenable for three years and offer attractive remuneration based on United Nations Salary Scale. The Entry point will depend on Qualifications and experience.

Applications for any of these positions should be in sealed envelopes with the relevant **vacancy code clearly marked in the top left corner** and addressed to:

**The Permanent Secretary  
Ministry of Trade, Industry and Cooperatives  
P.O. Box 7103  
KAMPALA.**

**To be delivered to Farmers House, Room 513 so as to reach him on or before 5.00 p.m. on 15<sup>th</sup>**

**February 2012**

**ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**