



## **JOB ADVERT**

<b>Job Title</b>	<b>Program Officer- Agroforestry and Production- Extension</b>
<b>Number of positions</b>	<b>02</b>
<b>Department</b>	Natural Resources Management, Governance and Energy.
<b>Position reports to</b>	Program Manager Forest Conservation and Restoration
<b>Other reporting lines</b>	Head of Department HRs, Finance and Admin and Operations manager and Executive director
<b>Important working relations</b>	Program Team, M&E Officer, Project Accountant & donor representatives.
<b>Contract terms</b>	Full time 1-year renewable based on performance and availability of funds. the donor
<b>Salary</b>	<b>Competitive</b>
<b>Duty station</b>	Kyenjojo or Kamwenge- District

### **About Us**

Joint Effort to Save the Environment (JESE) is a non-profit organization operating in Uganda dedicated to promoting sustainable environmental conservation and development. Since its inception in 1993, JESE has significantly impacted Ugandan farmers and communities living adjacent to forests and natural resources. JESE has secured 5 Years funding from the DANIDA Green Business Partnerships through Forests of the World (FoW) is an international NGO headquartered in Denmark, to implement a 5 years' program to scale up JESE's efforts to strengthen agroforestry initiatives by integrating sustainable land-use practices with income generation, fostering environmental resilience and improved economic opportunities on.

The overall objective is to contribute to more green, transparent and responsible Cocoa and Vanilla value chains that provides opportunities for inclusive growth, improved livelihoods and climate change resilience for the producers among smallholder farmers in Uganda. The project envisions having a concrete impact on climate change mitigation and adaptation within the project period. The impact is expected to increase significantly in the succeeding years as the project area will transform from conventional agriculture to fully fledged agroforestry systems contributing to increased vegetation cover and ecosystem services.

### **Job Summary**

Provide extension and scale-up of the ongoing JESE-FoW Forest conservation Program (Agroforestry), livelihood improvement, and innovative solutions for developing fair, profitable coca and vanilla value chains for smallholder farmers in Kyenjojo and Kamwenge Districts. In summary these shall include planning, execution and monitoring of field activities, provide training and technical advisory services to farmers for improved production and agro based enterprise development, participate in stakeholder meetings and ensure that projects adhere to frameworks.

### **Specific Responsibilities**

1. Conduct community mobilization, awareness meetings to adopt in sustainable land use and management using agroforestry principles and practices in high value crops (cocoa and vanilla)
2. Provide training and technical advisory services to cocoa and vanilla farmers under their institutions (cooperatives) to adopt appropriate agricultural production methods, household food security and marketing.
3. Develop community strategies and approaches that empower and ensure involvement of the target program beneficiaries in planning, project execution, monitoring and reporting.
4. Develop the capacities of the target beneficiaries to engage into productive businesses in cocoa and vanilla and other agricultural product marketing
5. Monitor and contribute to analysis of evolving seasonal issues affecting production, food security, livelihoods, and program performance
6. Document key advocacy issues, best practices and beneficiary case studies.
7. Develop concept papers and proposals to provide input to the fundraising and resource mobilization strategy
8. Liaise with local government institutions and technical staff to plan and implement climate resilient actions.
9. Prepare operational plans, budgets, periodic quality assurance and project progress reports
10. Mainstream gender into project activities and ensure high level participation and women and girls in all project activities.
11. Attend stakeholder meetings at district and community levels
12. Prepare periodic quality project progress reports
13. Perform any other duties assigned by the Organisation.

#### **Education Requirement**

A University Degree in Agriculture, Agriculture Land use and Management or Agriculture and Rural Innovations from a recognized Institution. Any other additional qualification in community development or related fields is an added advantage.

#### **Working Experience**

The candidate should possess not less than three years of relevant working experience preferably with a government, NGO or the Private sector in the field of agriculture, agribusiness and enterprise development and community development. Knowledge of agro ecology (agroforestry) Cocoa, Vanilla and Coffee Value chain development, farming as a business, and understanding of gender dynamics in agriculture sector is paramount. S/he should possess excellent documentation, communication and report writing skills. Fluency in English; knowledge of other languages spoken in the target areas (Kyenjojo and Kamwenge) is considered an asset.

Female candidates are encouraged to apply.

**Age:** 28-35 years

**Required:** The candidate should have a valid motorcycle driving permit or should be in the process of acquiring it.

<b>Job Title</b>	<b>Program Officer- Advocacy and Engagement (Forest Management, conservation and Protection)</b>
<b>Number of positions</b>	<b>01</b>
<b>Department</b>	Natural Resources Management, Governance and Energy
<b>Position reports to</b>	Program Manager Conservation, Restoration and Livelihoods.
<b>Other lines of reporting</b>	Head of Department NRs, Head of Finance, Head of Programs and Director
<b>Important working relations</b>	Program Team, M&E Officer, Project Accountant & donor representatives.
<b>Project Name</b>	Engaging farmers and adjacent communities in the restoration of the Kibaale-Itwaara-Matiri Elephant corridor
<b>Contract terms</b>	Full time 1-year renewable based on performance and availability of funds. the donor
<b>Duty station</b>	Kyenjojo and Kamwenge Districts

#### **About Us.**

Joint Effort to Save the Environment (JESE) is a non-profit organization operating in Uganda dedicated to promoting sustainable environmental conservation and development. Since its inception in 1993, JESE has significantly impacted Ugandan farmers and communities living adjacent to forests and natural resources. JESE has been implementing a 5-year restoration project aimed at contributing to the sustainable restoration, management and increased incomes of communities adjacent to Kibaale, Itwaara and Matiri elephant corridors. The project is funded by DANIDA under Strategic Partnership Agreement (SPA) through forests of the World (FoW), an international NGO headquartered in Denmark.

The project envisions having a concrete impact on climate change mitigation and adaptation within the project period. The impact is expected to increase significantly in the succeeding years as the project area will transform from conventional agriculture to fully fledged agroforestry systems contributing to increased vegetation cover and ecosystem services.

#### **Job Summary**

Strengthen Community based structures (CFMs and Coops) to effectively engage stakeholders and holding duty bearers accountable in promoting sustainable forest and biodiversity management. Support advocacy initiatives in forestry management and governance laws, policies and practices for improved protection of forest resources and biodiversity both private and public land. Facilitate processes for formation and strengthening of the of the Forestry management alliance/network at district level and beyond.

In summary these shall include planning, execution and monitoring of field activities, provide training and technical advisory services to CFM groups for improved governance and forest management, promotion of forest based enterprises and participate in stakeholder meetings and ensure that projects adhere to frameworks.

#### **Specific Responsibilities**

1. Mobilization and awareness creation amongst community structures (CFMs and Cooperatives) in sustainable forest and management.
2. Training of the CFM groups in advocacy and lobbying for sustainable forest and biodiversity management
3. Support CFM groups to conduct quarterly engagement/dialogue meeting, annual reflection and feedback meetings with duty bearers (NFA and Police, Judiciary and Local Government stakeholder on implementation CFM agreements and plans.

4. Facilitate formation and functionality of the multi stakeholder's alliance to effectively participate and influence local, regional and national level advocacy spaces and engagement.
5. Provide training and technical advisory services to CFM and cooperative members
6. Develop community strategies and approaches that empower and ensure involvement of the target program beneficiaries in planning, project execution, monitoring and reporting.
7. Prepare operational plans, budgets, periodic quality assurance and project progress reports
8. Prepare periodic quality project progress reports
9. Attend stakeholder meetings at community, district and regional and national level.
10. Document key advocacy issues, best practices and beneficiary case studies.
11. Liaise with local and central government institutions and technical staff to plan and implement CFM plans.
12. Mainstream gender into project activities and ensure high level participation and women and girls in all project activities.
13. Develop concept papers and proposals to provide input to the fundraising and resource mobilization strategy
14. Perform any other duties assigned by the Program manager

#### **Education Requirement**

A University Degree in forestry, Environmental science.

Any other additional qualification or related fields is an added advantage.

#### **Working Experience**

The candidate should possess not less than Three years of relevant working experience preferably with a government, NGO or the Private sector in the field of forestry and environment and natural resources management. Knowledge of community participation in forestry management is crucial, forestry management policies and laws and regulation. S/he should possess excellent documentation, communication and report writing skills. Fluency in English; knowledge of the local languages spoken in the target areas (Kyenjojo and Kamwenge) is considered an asset.

**Female candidates are encouraged to apply.**

**Age:** 28-35 years.

**Required:** The candidate should have a valid motorcycle driving permit or should be in the process of acquiring it.

<b>Job Title</b>	<b>Program Officer- Certification (01 Positions)</b>
<b>Positions</b>	<b>1</b>
Department	Natural Resources Management, Governance and Energy
Position reports to	Program Manager Conservation, Restoration and Livelihoods
Department	Head of department NRs, Head of finance and Head of operations.
Important working relations	Program Team, M&E Officer, Project Accountant & donor representatives.
Contract terms	Full time 1-year renewable based on performance and availability of funds by
Program title	Upscaling Green and Responsible Opportunities in Western Uganda (UGROW)
Salary	Competitive
Duty station	Kyenjojo or Kamwenge- District

### About Us

Joint Effort to Save the Environment (JESE) is a non-profit organization operating in Uganda dedicated to promoting sustainable environmental conservation and development. Since its inception in 1993, JESE has significantly impacted Ugandan farmers and communities living adjacent to forests and natural resources. JESE has secured 5 Years funding from the Danida Green Business Partnerships through Forests of the World (FoW) is an international NGO headquartered in Denmark, to implement a 5 years’ program to scale up JESE’s efforts to strengthen agro ecology strategies by integrating sustainable land-use practices with income generation, fostering environmental resilience and improved economic opportunities on.

The overall objective is to contribute to more green, transparent and responsible Cocoa and Vanilla value chains that provides opportunities for inclusive growth, improved livelihoods and climate change resilience for the producers among smallholder farmers in Uganda. The project envisions supporting farmer structures (cooperatives) to acquire and benefit from different certification schemes in the cocoa and vanilla value chains. The overall objective of the project is to harness concrete impact on climate change mitigation and adaptation within the project period.

### Job Purpose:

The Certification Officer is responsible for coordinating and implementing all activities related to the certification process (organic, Fair trade, Rain forest alliance, Bird friendly etc) ensuring compliance with EU and other certification standards. The officer will support farmer groups, Internal Control Systems (ICS), and other stakeholders in maintaining and improving organic compliance in cocoa and vanilla value chains.

### Key Responsibilities:

#### 1. Certification & Compliance

- Coordinate and oversee the organic certification process for farmer groups under the EU organic regulation.
- Maintain up-to-date records of certification status, inspection reports, non-compliance issues, and corrective actions.
- Prepare and facilitate external inspections and audits by third-party certification bodies.

#### 2. Internal Control System (ICS) Support

- Support the ICS team in developing and maintaining proper documentation (farm records, inspection forms, traceability records, etc.).
- Train ICS staff and lead farmers on internal inspections, risk assessments, and organic compliance.
- Ensure timely updates and implementation of ICS procedures and SOPs.

### **3. Farmer Training & Extension**

- Conduct farmer sensitization and training sessions on organic standards, good agricultural practices (GAP), and prohibited inputs.
- Promote adoption of agro ecological and organic production practices among cocoa and vanilla farmers.
- Provide technical guidance on soil fertility, pest management, and biodiversity conservation in line with organic standards.

### **5. Coordination & Stakeholder Engagement**

- Collaborate with NGOs, government agencies, traders, and certification bodies.
- Participate in project planning, review meetings, and stakeholder forums.
- Support efforts in traceability, sustainability, and market linkage initiatives.
- Support advocacy initiatives related to certification.

### **6. Planning, Monitoring & Reporting**

14. Regularly monitor certified farmer groups and report on progress, challenges, and compliance status.
15. Document and submit monthly/quarterly reports to the Project Manager
16. Collect and analyze field data for certification-related indicators.
17. Prepare operational plans, budgets, periodic quality assurance and project progress reports
18. Mainstream gender into project activities and ensure high level participation and women and girls in all project activities.

### **7.Others**

1. Perform any other duties assigned by the institution.
2. Contribute to fundraising activities
3. Institutional representation
4. Participate in advocacy activities

### **Qualifications & Experience:**

1. Bachelor's degree in Agriculture, Agronomy, Agro business, Environmental Science, Foresters or related field from a recognized institution.
2. Minimum 3 years' experience in different certification schemes, extension services, or quality assurance in agricultural value chains.
3. Knowledge of EU organic regulation, EC No. 2018/848) NoP /USDA, JAS ETC (and ICS protocols is compulsory.
4. Experience working with smallholder farmer groups and rural communities.
5. Familiarity with cocoa and vanilla production systems is an added advantage.
6. Strong reporting, training, and documentation skills.

***Female candidates are encouraged to apply.***

**Key Competencies:**

- Integrity and high ethical standards.
- Excellent interpersonal and communication skills.
- Ability to work independently and in multicultural teams.
- Strong organizational and time-management abilities.
- Computer literacy (MS Office, data collection tools, etc.).

**Age: 28-35 years**

**Required:** The candidate should have a valid motorcycle driving permit or should be in the process of acquiring it.

**Job Title: Program Accountant**

Number of Posts: 1

**Department:** Finance and Administration

**Reports to:** Finance and Administration Manager

**Key Working Relations:** Program Manager – Natural Resources, M&E Officer, Institutional Accountant

**Contract Terms:** Full-time; 1-year renewable based on performance

**Salary:** Competitive

**Duty Station:** Fort Portal, with field travel to program sites

**Job Purpose**

The Project Accountant will be responsible for maintaining accurate financial records and ensuring compliance with donor and organizational financial policies for the UGROW Program. The role supports effective budgeting, reporting, and financial management to ensure successful program implementation.

**Key Responsibilities**

- Maintain up-to-date and accurate financial records for the UGROW Program in line with JESE and donor guidelines.
- Check requisitions to ensure they are properly coded in line with the budget codes
- Check accountabilities presented to ensure they are in line with the accounting requirements
- Document the financial transactions by entering accounts information into the accounting software and donor templates and generate reports
- Prepare and monitor project budgets, ensuring that all financial transactions align with approved budgets and work plans.
- Process payments, prepare vouchers, and ensure proper coding and authorization of transactions.
- Reconcile bank accounts and produce monthly financial reports, including expenditure summaries and budget variance analysis.
- Assist in the preparation of donor financial reports and respond to audit queries.
- Ensure compliance with statutory obligations including PAYE, NSSF, and withholding taxes.
- Support payroll processing for project staff, ensuring proper timesheet management and cost allocations.
- Participate in project planning and review meetings by providing financial insights and budget updates.
- Maintain a systematic and accessible filing system for all program, -related financial documents.
- Undertake routine field visits for financial monitoring and support to ensure accountability at all levels of implementation.

**Qualifications and Experience**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- At least 3 years of relevant accounting experience, preferably in NGO or donor-funded projects.
- Proficiency in Microsoft Excel and accounting software (QuickBooks preferred).
- Strong understanding of financial and tax regulations, budgeting, and reporting requirements.
- Ability to work independently, manage multiple priorities, and meet tight deadlines.

**Personal Attributes**



- High level of integrity and professionalism.
- Strong attention to detail and analytical skills.
- Good interpersonal and communication skills.
- Willingness to travel to remote field locations.

**How to apply**

Submit your application including a cover letter, curriculum vitae alongside detail of three (03) referees and copies of academic documents to the address below not later than **21<sup>st</sup> of May, 2025**. Indicate Application for the post you have applied for. Or Send in soft copies to e-mails indicated below

**Address of Hard copies to;**

**The Human Resource Manager,  
JESE, P.O. Box 728 Fort Portal.**

**Online Application**

Email: [jese@jese.org](mailto:jese@jese.org) copy in: [busiinge@jese.org](mailto:busiinge@jese.org), [snyakoojo@jese.org](mailto:snyakoojo@jese.org), [kemirembesther@jese.org](mailto:kemirembesther@jese.org)

**Note: Only shortlisted candidates will be contacted.**