



**PICOT HEAD OFFICE LOCATION**

18<sup>th</sup> Nov 2024

Our ref: PICOT/Admin/Job/11/2024

Your ref: .....

**JOB OPPORTUNITY**

- 1. Climate Smart Agriculture Coordinator (01) koboko**
- 2. Agricultural Extension supervisor (01) koboko**
- 3. Environment officer (01) yumbe**
- 4. Gender and Protection officer (01) koboko**
- 5. Finance officers (02) Yumbe and Koboko**
- 6. Human resource officer (01) koboko**
- 7. Agriculture extension officers (4) Yumbe & koboko**
- 8. VSLA Supervisor (01) Koboko**
- 9. VSLA officers (01) Yumbe**

**Background to PICOT**

Partners in Development and Center for Holistic Transformation (PICOT) formerly known as Partners in Community Transformation is a non-profit, indigenous Non-Governmental Organization registered with The Uganda Registration Services Bureau (URSB) as a Company limited by guarantee and the Uganda National NGO Bureau as a National NGO with mandate to operate in the whole of Northern Uganda. However, PICOT currently operates in six (7) District (Koboko, Maracha, Yumbe, Terego, Madi-Okollo Arua and Arua City) in the West Nile Sub-region.

PICOT was founded in 2005 as a Community-Based Organization (CBO) by a group of progressive youth who felt concerned about the development needs and challenges affecting the youth, women and the general communities of Koboko District and West Nile at large.

PICOT's core thematic areas of focus are **Livelihood & Agriculture, Community Health Promotion, Environment & Climate Change Actions, Education & Skills Development, Community Governance, Accountability and Human Rights, and Institutional Capacity Development.**

PICOT works in close collaboration with local governments, communities, schools, health centers and other development partners to enhance citizens' participation in their own



development to improve livelihoods, community governance and service delivery among others.

### **VACANCY OVERVIEW.**

PICOT and Consortium members have secured funding from DANIDA to implement Uganda Refugees Resilient Initiative (URRI) programme, in Geographical Lot 1 (Moyo, Obongi, Yumbe) and Lot 2 (Koboko, Terego, Madi-Okollo).

The objective of the URRI programme is to enhance climate resilience for women, men and youth in refugee and host communities and promote inclusive, cohesive and environmentally sustainable development in refugee affected areas aligned with local priorities. The programme is fully integrated, aiming for sustainable results through the mutual reinforcement of the three outcome areas; 1) Enhanced climate adaptation and resilience for women, men and youth in refugee and host communities through inclusive climate-smart agriculture, 2) Sustainable management of the environment in refugee-affected areas through inclusive interventions leading to enhanced conservation of natural resources, biodiversity, ecosystem services, and productivity, and 3) Enhanced gender equality and women's empowerment and rights among refugees and host communities in relation to agriculture, climate change adaptation and sustainable management of the environment. URRI will start in September 2024 and run to December 2028.

PICOT will be implementing the Programme in Koboko and Yumbe Disticts.

In lieu of the above, PICOT hereby invites applications from competent, qualified experienced, team player, enthusiastic, passionate and dedicated individuals to join its dynamic and result-oriented team of staff to fill the positions below, to serve and grow

**Job Title:** Climate Smart Agriculture Coordinator (1 position).

**Reports to:** Executive Director.

**Duty station:** Koboko

**Duration:** 1 year (Renewable upon availability of funds and performance)

**Job purpose:**

The jobholder will oversee and coordinate the implementation of the URRI Project activities in Koboko and Yumbe Districts. Support PICOT to provide leadership in the implementation of Uganda Refugee Resilience Initiative program. S/He will be responsible for team planning, coordination, implementation, supervision, monitoring, and timely accountability to ensure that programme outputs are completed in the right quality, on time and within budget and that, the project objectives are achieved.



### **Key duties and responsibilities.**

- Provide leadership and administrative support to all PICOT-URRI workforce in Koboko and Yumbe district
- Conducting periodic planning with staff in line with approved URRI annual work plan
- Coordinate the implementation of planned and or delegated activities with AESs, VSLA supervisor, Gender and Protection officer, Environment officer and ensure uniformity in quality-of-service delivery
- Support the Procurement Unit in procurement of goods and service in line with URRI programme activities
- Prepare integrated and quality monthly highlights, quarterly and annual progress reports on programme activities in consultation with MEAL Manger, AESs VSLA, supervisor, environment officer, gender & protection officer.
- Review project budgets and expenditures together with Project Finance officer and the Organization Finance Manager
- Monitor and backup URRI workforce while documenting learning, innovation and case stories, and follow up on important action points
- Work closely with the district and Sub County production department in joint planning, ensure policy compliance and organizing periodic monitoring by district executive committees and lower local government
- Participate in staff performance appraisal and disciplinary action if necessary
- Perform any duties assigned by management.

### **Education and Experience**

- A Master's degree in any of the field: Agriculture (crop production) Agricultural Rural Innovation, Conservation agriculture, Agricultural Land use and Management from a recognized institution.
- A bachelor's degree must have been in the above areas.
- A postgraduate training in the same or relevant field (Project panning and management or Monitoring & Evaluation) is an added advantage
- At least 5years working experience in the field of agricultural production and agribusiness with local communities in Uganda using different extension approaches of which 3 years should be experience a management position.
- Knowledge of Ugandan agriculture sector with relevant contact in private sector civil society organization, district and relevant agencies.

### **Competencies**

- Excellent communication (verbal, written and presentation) skills in English
- Excellent analytical report writing skills and documentation skills including photography and recording



- Good knowledge of project managerial cycle and greater west Nile
- Coordination, supervision and coaching and mentoring skills
- Financial management skills
- Proven stakeholder engagement skills
- Proven experience managing team
- Computer skills
- Ability to work under tight schedules and minimal supervision
- Working knowledge of kakwa and Lugbara language

**Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, and qualifications of the Climate Smart Agriculture Coordinator position. The Organization reserves the right to modify or amend this job description at any time with or without notice.**

**Job Title:** Agriculture Extension Supervisor (AES) (1 position).

**Reports to:** Climate Smart Agriculture Coordinator.

**Duty station:** Yumbe

**Duration:** 1 year (Renewable upon availability of funds and performance)

**Job purpose:**

The Agriculture Extension Supervisor (AES) plays a pivotal role in leading and supervising Agriculture Extension Officers (AEOs) in the effective selection, training, and support of farmer groups within the URRI Project across all the 3 outcome areas. The AES is responsible for overseeing the integration of all the 3 outcomes, ensuring capacity building, promoting resilience and sustainable agricultural systems, and fostering community engagement to support agricultural productivity and stability.

**Key duties and responsibilities.**

- Lead the mapping and profiling private and public service providers of Regenerative Climate smart agriculture (ReG-CSA).
- Capacity assessment of private and public service providers of ReG-CSA.
- Organize tailored training for service providers
- Conduct climate vulnerability and capacity assessment
- Form/strengthen farmer groups
- Conduct community dialogues to promote peaceful co-existence
- Group profiling and selection of farmer groups including VSLA information.
- Mapping of saving groups across targeted locations.
- Conduct Resilience Design approach training for partner and Local Government staff.
- Conduct Local Market system analysis.
- Establish/strengthen village-based market information systems.



- Facilitate development of production and marketing plans.
- Capacity needs assessment and development of capacity building plans for Local Government (Production Department)
- Supervise selection of farmer groups and endorsement by the sub county chief
- Plan and participate in capacity building activities for organization staff.
- Work in close collaboration with sub county authorities to ensure they are informed about URRI Programme activities.
- Perform any other duties as assigned by management.

### **Education and Experience.**

- A university degree in Agriculture or crop production from a reputable institution.
- Minimum three years' work experience in agricultural extension.
- Experience in supervision of extension staff will be an added advantage.
- Computer literate i.e. MS office
- A valid motorcycle riding permit is a MUST.

### **Competencies**

- Excellent communication and interpersonal skills, with the ability to work collaboratively with staff, volunteers and external partners.
- Strong analytical and problem-solving skills.
- Ability to manage multiple projects simultaneously and to work independently.
- Technical skills in program planning and implementation.
- **Fluency in English and relevant local languages-Kakwa and Lugbara.**
- Commitment to the organization's mission and values.

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**Job Title:** Gender and Protection Officer (1 position).

**Reports to:** Climate Smart Agriculture Coordinator.

**Duty station:** Koboko

**Duration:** 1 year (Renewable upon availability of funds and performance)

### **Job purpose:**

The Gender and Protection Officer is responsible for promoting gender equality, mainstreaming gender-sensitive approaches, and leading gender-transformative actions within the project. This role focuses on ensuring the safety, empowerment, and equitable treatment of all project participants, with particular attention to preventing and addressing gender-based violence (GBV) and fostering women's active participation in



decision-making processes. The officer will also enhance community awareness and strengthen local capacities to support gender and protection initiatives.

**Key duties and responsibilities.**

- Conduct comprehensive gender analysis study to identify barriers to women participation in the decision-making processes related to CSA and regenerative livelihoods.
- Profiling of women's leaders in Koboko and yumbe districts who are engaged in agricultural value chain.
- Support women groups for international days/events - world environment day, world refugee day and the 16 Days of Activism Against Gender Based Violence.
- Conduct community dialogues/awareness creation sessions on inclusion of women in access to land and productive resources.
- Conduct Training of Extension Workers on GALS methodology (TOT)
- Conduct annual Safety audits in relation to the project
- Assist in establishing safe and confidential referral pathways for GBV and other protection cases, collaborating with relevant stakeholders.
- Document program achievements, challenges, lessons learned, and case studies, contributing to related to the participation of women in decision making.
- Engage community leaders, beneficiaries, and local partners in discussions around gender norms and protection concerns

**Education and Experience.**

- Bachelor's degree in Social Sciences, Gender Studies, International Development, related field.
- Strong understanding of gender issues, GBV, child protection, and safeguarding frameworks, including international standards and principles.
- Experience in program management, including project planning, implementation, and evaluation.
- Knowledge of case management for vulnerable groups and experience working with survivors of violence.
- Familiarity with monitoring and evaluation practices, including data collection and analysis.

**Competencies.**



## PICOT HEAD OFFICE LOCATION

Lurujo Road after Lobule Junction in Block 5, Plot No 37,  
Erepenza Cell, Ombachi Ward, South Division, Koboko Municipality  
P.O Box 82, Koboko; Tel: +256-0392558235  
Email: [info@picot.or.ug](mailto:info@picot.or.ug) & [inforpicot@gmail.com](mailto:inforpicot@gmail.com)  
Website: [www.picot.or.ug](http://www.picot.or.ug) Twitter: [@PicotUg](https://twitter.com/PicotUg)  
Facebook & YouTube: [Partners in Community Transformation – PICOT](#)

- Field Experience in Humanitarian or Development Contexts: Demonstrated experience working in community-based settings, especially in rural or post-conflict areas.
- Capacity Building and Training: Proven ability to design and facilitate training sessions for diverse groups, including community members, local leaders, and project staff on gender, protection, and GBV prevention.
- Advocacy and Stakeholder Engagement: Experience in advocating for gender equality and protection issues, with a track record of effective collaboration with government bodies, NGOs, and community organizations.
- Cultural Sensitivity and Adaptability: Strong understanding of cultural and social norms related to gender and protection in the target areas, with the ability to work respectfully across diverse cultural settings.
- Crisis Response and Conflict Resolution: Experience in managing crisis interventions related to GBV and child protection, including conflict resolution and facilitating safe spaces.
- Communication and Interpersonal Skills: Excellent verbal and written communication skills for effective reporting, advocacy, and community engagement, as well as strong interpersonal abilities for building trust with project participants.
- Policy and Legal Frameworks Knowledge: Familiarity with national and local laws, policies, and regulations related to gender, child protection, and human rights.
- Partnership Development: Experience in building and maintaining partnerships with local authorities, NGOs, and other stakeholders to enhance protection networks and service referrals.
- Project Budgeting and Resource Mobilization: Ability to contribute to project budgeting and resource mobilization efforts to support gender and protection programs.
- Problem-Solving and Decision-Making: Strong analytical and critical thinking skills to address complex gender and protection challenges.
- **Fluency in Local Languages: Proficiency in relevant local languages spoken in the project areas for effective communication and trust-building is a MUST.**
- Proficiency in Digital Tools: Ability to use digital platforms and tools for data collection, monitoring, and reporting to enhance the efficiency of program activities.



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**Job Title:** Environment Officer (1 position).

**Reports to:** Climate Smart Agriculture Coordinator.

**Duty station:** Yumbe

**Duration:** 1 year (Renewable upon availability of funds and performance)

**Job purpose:**

The Environment Officer will serve as the technical lead for Outcome 2, focusing on the sustainable management of the environment in refugee-affected areas. This role is integral to implementing inclusive interventions that enhance conservation of natural resources, biodiversity, ecosystem services, and productivity. The Environment Officer will work closely with the agricultural extension workforce to ensure environmental sustainability is embedded within project activities and community practices.

**Key duties and responsibilities.**

- Conduct Environment Audit, Topographical studies, and Land Assessment
- Reactivation of the district to village level environment structures.
- Resilience Design large-scale hydrological stabilization Demonstration.
- Rehabilitation / restoration / enhancement of degraded landscapes.
- Establishment and restoration of new or existing tree systems, wood lots, forest reserves
- Capacity needs assessment and development of capacity building plans for Local Government (Environment/ Natural Resource Management Department).
- Conduct regular inspections to ensure compliance with environmental laws, regulations, and internal policies
- Assist in developing and implementing environmental policies, programs, and guideline.
- Identify potential environmental hazards and conduct risk assessments.
- Perform any other duty as may be decided by Management.

**Education and Experience.**

- Bachelor's degree in Environmental Science, Ecology, Environmental Engineering, forestry, Conservation studies or a related field.





**PICOT HEAD OFFICE LOCATION**

- Experience in an environmental role or similar, particularly in areas like environmental assessment, sustainability, or resource management.
- Previous experience working with government agencies or regulatory bodies is beneficial.

**Competencies.**

- Knowledge of environmental regulations, policies, and compliance standards.
- Strong analytical skills and attention to detail.
- Proficiency in data collection, analysis, and reporting tools.
- Excellent communication skills for presenting findings and engaging stakeholders.
- Ability to work both independently and as part of a team.
- Physical ability to conduct fieldwork and site inspections as needed.
- **Knowledge of the Local language is a MUST**

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**Job Title:** Human Resources Officer (1 position).

**Reports to:** Finance and Administrative Manager.

**Duty station:** Koboko

**Duration:** 1 year (Renewable upon availability of funds and performance)

**Job purpose:**

The Human Resources (HR) Officer plays a critical role in supporting and executing HR operations and initiatives across the organization. He/She will be responsible for ensuring smooth and efficient HR processes, from recruitment and onboarding to employee relations and compliance. The HR Officer collaborates closely with other team members and departments to foster a positive work environment and support employee well-being and productivity.

**Key duties and responsibilities.**

- Coordinate and execute end-to-end recruitment processes, including job postings, screening, interviews, selection, background checks, reference checks, and prepare employment contracts
- Oversee onboarding and orientation programs to ensure new employees are effectively integrated into the company culture and operations.
- Serve as the point of contact for employee queries and provide support on HR-related matters including to resolve employee issues in a fair and consistent manner.
- Assist in developing, implementing, and updating HR policies and procedures.



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Website: [www.picot.or.ug](http://www.picot.or.ug) Twitter: [@PicotUg](https://twitter.com/PicotUg)  
Facebook & YouTube: [Partners in Community Transformation – PICOT](#)

- Ensure compliance with local labor laws and regulations and support the organization's adherence to ethical and legal standards.
- Support the performance appraisal process by providing guidance to managers and employee as well as assist in the development of training programs.
- Maintain accurate and up-to-date employee records, including payroll and benefits administration, generate HR reports and metrics to support decision-making.

### **Education and Experience.**

- Bachelor's degree in Human Resources management, Business Administration (with HR Major), or related field.
- 3+ years of HR experience in a similar role preferred.
- HR Certification: Certification such as SHRM-CP, PHR, or CIPD would be advantageous to demonstrate expertise in HR practices.
- Employee Engagement and Retention: Experience in designing and implementing strategies to boost employee engagement, morale, and retention.
- HR Software Proficiency: Experience using HR Information Systems (HRIS) and other relevant HR software for managing employee data, payroll, and performance management.

### **Competencies.**

- Conflict Resolution and Mediation Skills: Proven experience in handling employee conflicts, facilitating mediation, and promoting a harmonious workplace.
- Change Management: Experience in guiding teams through organizational changes, including restructuring, policy changes, or new technology implementations.
- Diversity and Inclusion Initiatives: Experience in developing or supporting diversity, equity, and inclusion programs to foster a diverse and inclusive work environment.
- Training and Development: Experience designing and delivering training and development programs tailored to employee needs and organizational goals.
- Health and Safety Regulations: Familiarity with workplace health and safety standards and experience ensuring workplace compliance.
- Strategic HR Planning: Experience in contributing to strategic workforce planning, including forecasting future staffing needs and succession planning.
- Data Analysis and Reporting: Ability to analyze HR data to identify trends and provide actionable insights for strategic HR decisions.
- Experience in HR Policy Implementation: Proven ability to implement and adapt HR policies to align with company culture and legal standards.



- Strong Communication and Interpersonal Skills: Demonstrated ability to build relationships, communicate effectively with all levels of staff, and influence decision-making.
- Ability to work effectively both independently and as part of a team.
- High level of emotional intelligence and cultural sensitivity.

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**Job Title:** Finance Officers (2 positions).

**Reports to:** Finance and Administrative Manager.

**Duty station:** Koboko and Yumbe

**Duration:** 1 year (Renewable upon availability of funds and performance)

**Job purpose:**

The Finance Officer will be responsible for implementing finance and accounting work processes with a focus on project management, financial transaction processing as well as recording, maintaining accurate books of account, and preparing timely financial reports for different stakeholders including internal clients, partners, donors, auditors and regulatory authorities, within approved accounting standards and PICOT's policies and procedures.

**Key duties and responsibilities.**

- Prepare and document accordingly financial transactions in the various books of accounts.
- Maintain and update all financial data in the cash flow statement or cash book on daily basis.
- Monitor daily financial matters and budget monitoring to ensure availability of adequate cash for operation.
- Prepare monthly bank reconciliation statement of all account balances.
- Supervise the petty cash account as well as ensure availability of adequate cash.
- Ensure that soft and hard copies of all financial documents are prepared, filed in compliance with organization filing system, and consistent with the donor requirement.
- Type the wallets into the beyonic system and payments are made accordingly.
- Participate in the development of annual, quarterly and monthly budgets to guide the implementation of organization activities and projects.



- Prepare accountability according to the project guidelines for surrender to the grant management system, submit to the donor and file the completed documents
- Maintain, prepare and reconcile all records of income and expenditure as well as monthly, semi -annual and annual reports for periodic audits of the organization.
- Mentor and guide the staff in matters of financial and administrative management of project related activities to ensure timely and accurate accountabilities.
- Maintain and manage the organization payroll and entitlement function in accordance with relevant workplace agreements and statutory requirement.
- Deduct, file and remit on monthly basis all statutory requirements to the Regulatory Bodies timely.
- Participate in resource mobilization activities for funding annual budget.

#### **Education and Experience.**

- Bachelor's degree in Finance, Commerce, Business Administration-Accounting.
- A minimum of Level II CPA/ACCA is preferred.
- 3+ years' experience in Finance, Commerce, or accounting field preferably in an NGO setting.
- Proficiency in accounting software such as Quick Book, Advanced Excel is a **MUST**.

#### **Competencies.**

- Strong interpersonal and communication skills.
- Excellent mathematical and analytical skills.
- Knowledge of Financial/ Accounting best practices and Tax laws.
- Problem-solving abilities and attention to detail.
- Strong organizational skills and ability to handle multiple tasks simultaneously.
- Good time management skills.
- Integrity and confidentiality in handling sensitive information.
- Proactive approach to solving Financial/ Accounting-related issues.
- Ability to work effectively both independently and as part of a team.
- High level of emotional intelligence and cultural sensitivity.

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**Job Title:** Agriculture Extension officers (4 positions).

**Reports to:** Agriculture Extension supervisor.

**Duty station:** Koboko and Yumbe

**Duration:** 1 year (Renewable upon availability of funds and performance)

**Job purpose:**

The agriculture Extension officer (AEO) is responsible for the everyday implementation of the project activities in liaison with community-based extension workers (CBTs) including selection, training and follow up of farmer groups across all the 3 outcome activities. The AEO will work closely with the AES and other project staff to ensure that programs and activities are aligned to with the organizations mission and goals and that they are meeting the needs of the target population.

**Key responsibilities**

Program Implementation:

- Coordinate in planning, implementation, and monitoring of programs and activities in the assigned district/sub-counties.
- Train farmers on Regenerative climate-smart agriculture (CSA) practices as per the training manuals tailored to the specific needs of refugee and host communities.
- Support in implementation of CSA techniques such as soil conservation, water management, introduction of improved crop varieties and agroecology that are suitable for the local context.
- Ensure integration of cross-cutting aspects such as gender equity and social inclusion into CSA approaches.
- Identify farmer groups training needs and conduct the trainings.
- Identify barriers, gaps and needs for the adoption and implementation of climate smart agriculture approaches for the selected crops.
- Ensure integration of VSLAs among farmer groups.
- conduct routine monitoring and evaluation to track the progress and impact of project interventions.
- Work with public and private agricultural extension service providers to ensure the effective extension services are delivered to project participants.
- Prepare regular reports on activities, achievements, challenges, and lessons learned.
- Document success stories and best practices to share with project stakeholders and contribute to knowledge management
- Ensure coordination with the government activities and structures in the implementation of URRJ Project.

**Academic background, Experience and person specification:**

- A diploma in agricultural sciences, or a related field.
- A degree in agriculture will be an added advantage.
- At least 3 years of demonstrated experience in climate smart agriculture.
- Excellent communication and report writing skill.
- Computer literacy, particularly in Word, Excel, and PowerPoint



- Strong communication and interpersonal skills in English, with experience working in multicultural, multi -location, values driven teams
- A valid motorcycle riding permit and ability to ride is a must.

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**Job Title:** VSLA Supervisor (1 position)

**Reports to:** CSA Coordinator

**Duty Station:** Koboko

**Duration:** 1 Year months, renewable based on performance and funds

**Job Purpose:** The VSLA Supervisor is responsible for overseeing and guiding the implementation of Village Savings and Loan Association (VSLA) activities. This role involves leading the VSLA Officers, coordinating training sessions, supervising the formation and management of VSLAs, and ensuring the achievement of project objectives. The VSLA Supervisor will work closely with project staff and local community leaders to promote financial literacy, savings culture, and economic resilience.

**Key Duties and Responsibilities:**

- Lead the development and execution of VSLA-related activities, including training and supervision of VSLA Officers.
- Coordinate the identification, mobilization, and formation of VSLA groups within targeted communities.
- Oversee training on savings, loan management, and financial literacy for VSLA members.
- Monitor VSLA activities, ensuring adherence to best practices and project goals.
- Collaborate with stakeholders, including community leaders, local government, and partner organizations, to enhance project reach and effectiveness.
- Prepare and submit regular progress reports and documentation of project activities.
- Conduct periodic field visits to supervise and support the work of VSLA Officers.
- Identify capacity-building needs and facilitate training for both staff and VSLA members.
- Assist in developing strategies for scaling up successful VSLA models.

**Education and Experience:**

- Bachelor's degree in Microfinances, Business Administration, Economics, Accounting, or a related field.
- A postgraduate qualification in the above related field is an added advantage



## **PICOT HEAD OFFICE LOCATION**

- At least 4 years of relevant experience in VSLA programs, microfinance, or community-based savings groups.
- Experience in project management and leadership of field teams.
- Strong background in community mobilization and financial inclusion programs.
- Knowledge of SAVIX MIS is a must

### **Competencies:**

- Strong leadership and supervisory skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and within a team.
- Proficient in Microsoft Office applications and report writing.
- Strong problem-solving and decision-making abilities.
- A valid motorcycle riding permit and ability to ride is a must.

**Job Title:** VSLA Officer (1 Position)

**Reports to:** VSLA Supervisor

**Duty Station:** Yumbe

**Duration:** 1 year, renewable based on performance and availability of Funds

**Job Purpose:** The VSLA Officer is responsible for facilitating the formation and management of Village Savings and Loan Associations (VSLAs) in designated areas. This role focuses on supporting group training, savings mobilization, financial literacy, and capacity building to ensure successful implementation of VSLA activities and sustainability within communities.

### **Key Duties and Responsibilities:**

- Mobilize communities and support the formation of new VSLA groups.
- Facilitate training sessions for VSLA members on savings, loan management, and group governance.
- Provide ongoing mentorship and support to VSLA groups to ensure their stability and growth.
- Regularly monitor VSLA group activities and performance, identifying areas for improvement.
- Collaborate with local leaders and other stakeholders to enhance community involvement and project success.
- Collect and report data on VSLA activities for project monitoring and evaluation purposes.
- Address any challenges faced by VSLAs, offering practical solutions and guidance.

### **Education and Experience:**

- Bachelor's degree in Microfinances, Business Administration, Economics, Accounting, or a related field.
- Minimum of 2 years' experience working with VSLAs, microfinance, or community savings groups.



- Demonstrated experience in training and capacity building at the community level.

### **Competencies:**

- Strong facilitation and training skills.
- Excellent communication and relationship-building abilities.
- Knowledge of community mobilization and engagement practices.
- Ability to work effectively under minimal supervision.
- Strong organizational and time-management skills.
- Basic computer skills, particularly in Microsoft Office.
- A valid motorcycle riding permit and ability to ride is a must.

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### **How to apply:**

Interested applicants who meet the above requirements should submit their cover letter, and CV with three work-related referees addressed to:

### **Hand delivery**

Executive Director: Partners in Development and Centre for Holistic Transformation  
Lurujo Road after Lobule Junction in Block 5, Plot No 3, Erepenza Cell, Ombachi Ward,  
South Division, Koboko Municipality P.O Box 82, Koboko or

### **Email applications to:**

[vacancy@picot.or.ug](mailto:vacancy@picot.or.ug)

On the Cover letter or Email Subject Clearly indicate the Position the application is for and district of the application (for those positions in two districts).

The deadline for receiving applications is **Friday 29<sup>th</sup> Nov at 5.00 PM**

PICOT is committed to the highest standards of integrity and ethical behaviour. We strongly condemn all forms of fraud, corruption, and unethical practices, and we expect all employees to uphold these values in all aspects of their work starting right from this recruitment process. Therefore, any form of Canvassing once detected will lead to an automatic disqualification of a candidate.

PICOT is an equal opportunity employer and we welcome applications from all qualified individuals.