

Finance, Monitoring & Evaluation Admin – Agribusiness Development Centre (ADC)

Background

The Agribusiness Development Centre (ADC) was formed in 2017 by its two founding members: Rabo Foundation and DFCU Bank with the aim of promoting Self Sufficiency in target customer segments towards Agricultural Transformation in Uganda.

This is being done through offering its chosen market segment (Farmer Based Organizations (FBO), Small and Medium Enterprises (SME) in agribusiness, and Savings and Credit Cooperative Societies (SACCOs) capacity building, business accelerator opportunities and facilitating relevant linkages through innovations and collaborations to grow, build and promote a prospect of a sustainable future.

ADC is also offering similar services on behalf of its partners through programs, projects, and short consultancies. These require focused administrative support on the project financial contract, tracking expense, filing evidence as well as, supporting the monitoring and Evaluation activities of data entry into Grant Systems, Viewworld, and related Monitoring and Evaluation Systems, in addition to maintaining physical files for project finances and M&E.

Mission

We offer our chosen market segment capacity building, and business accelerator opportunities and facilitate relevant linkages through innovations and collaborations to grow, build and promote a prospect of a sustainable future.

Vision

The preferred partner in promoting Self Sufficiency in target customer segments towards Agricultural Transformation in Uganda.

Core Values

ADC is committed to upholding the following values:

- **Client Value Creation**-Empowering clients to become high performers in their enterprises by responsively and consistently delivering value.
- **Respect for the Individual**-Valuing diversity, and unique contributions while fostering a trusted, open, and inclusive environment that objectively promotes creativity.
- **Innovativeness**-Easy adaptability to new technologies, approaches, embracing change and creating solutions for clients.
- **Integrity** – Remaining ethically steadfast to inspire trust by being accountable and accepting responsibility.

- **Sustainability-** Fulfilling obligations of building resilient and self-sufficient enterprises, fulfilling commitments to members, planet protection, people, and communities.
- **Professionalism-** Building relationships, collaborations, and learning to deliver exceptional service to stakeholders without any subjectivity.

Position Summary

The ADC is thus seeking a qualified candidate for the position of Finance, Monitoring & Evaluation Administrator to provide administrative services to Finance, internal control, and checks to ensure the project teams adhere to the ADC financial policy, the granter Procurement, Finance, and budget regulations. The administrator will also extend administrative support to Monitoring and Evaluation as well as ensure adherence to the baselining, data collection, and the monitoring and Evaluation of results requirement of ADC and the Grantor or Partner organization.

Roles and Responsibilities

Reporting to the Finance and Administration Manager, with a dotted line reporting to the Monitoring, Evaluation & Learning Manager.

The Finance, Monitoring & Evaluation Administrators will have the following duties and responsibilities:

Administration

1. Administer the sourcing process of project vendors, consultants, and service providers and ensure appropriate filing.
2. Administer the 3-way matching of project vendors, consultants, and service providers for effective and timely payment.
3. Maintaining up-to-date physical and electronic files for projects for Finance, Monitoring, and Evaluation.
4. Take the lead on Data capture and input at the different stages of Monitoring and Evaluation including but not limited to Baselining, mid-surveys and end-of-project impact reviews.
5. System input of Finance, Monitoring, & Evaluation data to Grant management Systems, Monitoring & Results Systems, ADC View World, and any MIS System as will be guided by the Line managers to ensure proper project information management.

Internal Controls

1. Support the adherence to the sourcing process of project vendors, consultants, and service providers to the ADC procurement and Finance Policy as well the Granter/ Partner regulations.
2. Support the procedural compliance to the Granter/ Partner Monitoring and Results Evaluation requirements as well as the ADC Monitoring and Evaluation Policy.
3. Monitoring expenditures and ensuring compliance with the approved budget.
4. Ensuring timely budget adjustments and revisions in compliance with internal regulations
5. Maintain Evidence of any Exceptional Approvals on projects and programs and track adherence.

ADC Promotion

1. Promotes the vision, mission, and strategic goals of ADC
2. Displays cultural, gender, religion, race, nationality, age sensitivity, and adaptability.
3. Create awareness of the alternative learning channels & programs as well as the scaling of ADC services

Reporting

1. Support the periodic reporting to partners and program stakeholders.
2. Regularly report to the line managers to enable sufficient reporting on projects.

Other duties of the Finance, Monitoring & Evaluation Administrators shall include the performance of all of the duties as may be assigned by the Finance and Administration Manager or Monitoring, Evaluation & Learning manager.

QUALIFICATIONS, EXPERIENCE, SKILLS, AND ATTRIBUTES**Qualifications**

- Bachelor's degree in finance, Business Administration, or a related field.
- Training in Monitoring and Evaluation
- Certification in CPA, ACCA, or any related professional certification.

Experience

A minimum of 1-2 years' experience in Finance, Administration, Monitoring & Evaluation, or project management in development projects.

Experience in Stakeholder Management, project planning, finance or Monitoring and Evaluation

Skills

- i. Ability to be meticulous with an eye for granularity.
- ii. Proficiency in utilization of data Entry, analysis, and visualization tools/platforms.
- iii. Demonstrates the ability to be well-organized and coordinated.
- iv. Excellent verbal and written communication skills.
- v. Multitasking skills to handle varying and concurrent engagements of alternative learning endeavors and programs.
- vi. Adaptability with MIS and Electronic Platforms
- vii. Attention to detail to avoid activity slipping.
- viii. Good IT and Digital Literacy.
- ix. Willingness to learn.

Attributes

- i. Demonstrates integrity, is fair, honest, and trustworthy with respect for confidentiality.
- ii. Has purpose to be self-motivated and to drive business results, quick to find meaning for being flexible for client and business needs?
- iii. A self-starter who goes above and beyond the expected requirements of the role

GENERAL INSTRUCTIONS

Interested candidates are required to submit their CV and a recent passport size photograph by the 31st of July 2023, by email to: Jannet Nongom, Jannet.Nongom@adc.ug

or

1. Physically to:

Agribusiness Development Center
Plot 1 Mackinnon Road
Box 116368 Kampala (U)

Only short-listed candidates will be contacted for further deliberations.

N.B: If you do not hear from us after 2 weeks of the deadline, consider your application unsuccessful.

“We are an equal opportunity employer for this we encourage all to apply”