

## Project Coordinator – 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 projects require project coordination that involves detailed project workstream planning, stakeholder engagement planning and management, budget management, reporting and liaison with Donor/ Grantor project management team members as well as project documentation.

### 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

ADC is Implementing a Climate Smart Agriculture Training & Interventions Pilot Project in Coffee, Horticulture, Cereals and Dairy value chains. This project is to be Implemented in Eastern Ugandan, Western Uganda and some intervention pilots within the central region.

The Project is a nine (9) month pilot with an option for scaling after the period, and successful demonstration of the intended results for the project Stakeholders.

The ADC is thus seeking a qualified candidate for the position of Project Coordinator for the project to undertake Coordination of the project schedules, resources, project demo kits and information; trace project results and ensure all project tasks link to the project objectives and intended outcomes and benefits. Undertake regular project communications with internal and external project stakeholders while managing project budget and offering project leadership to remove blockers and ensure project is successful completed within both time, and budget.

## Roles and Responsibilities

Reporting to the Project Manager Innovations

The Project Coordinator have the following duties and responsibilities:

### Project Planning

1. Make a feasible plan for the different project workstream and Demos that achieves the goals and objectives of the project and ADC.
2. Define, schedule, and accurately estimate the task duration to develop and maintain a realistic schedule.
3. Define the project workstream scope and determine what resources are available, estimating time and financial commitment, as well as how to monitor and report on the project's progress.
4. Break down the various elements involved in getting the work done, such as producing a timetable, training agendas, assigning tasks to team members, and developing checkpoints for progress.

**Project Leadership**

1. Oversee the piloting of the ADC Climate Smart Agriculture Training & Interventions Pilot Project.
2. In collaboration with the business advisory team, drive the implementation of training, demonstration and associated technical assistance.
3. Lead field-based stakeholder engagements and represent ADC on the project front.
4. Support Executive Director to supervisor Business advisor project related activities.

**Budget Management**

1. Participate in the development and defending project workstream budgets approval of the project budget, and then implement the project within or under the approved budget. Avoid budget overruns.
2. Monitor the actual spending periodically in comparison to the planned budget to enable the making of timely adjustments accordingly.

**Analyzing and Managing project risk**

1. Meticulously identify and evaluate potential risks before the project begins.
2. Put in place measures to avoid risks or at least minimize their impact.

**Partner/ Grantor Management**

1. Lead liaison with contracting Partners or granters and ensure partner satisfaction.
2. Escalate any partner concerns to the Project manager Innovations or the Executive Director timely.

**Resource Mobilization**

1. Support the resource mobilization efforts through scaling of the existing programs and projects.
2. Participating in writing of proposals. Expressions of Interest or concepts notes that gear towards resource mobilization.

**Monitoring Progress**

1. Constantly track deliverables and liaise with Monitoring and Evaluation for effective Evaluation.
2. Identify potential and actual issues and risks that arise and work towards resolving them quickly, so that the project does not go off-track.

**Reporting and Documentation**

1. Ensure period submission of the project reports as required by the Partner.
2. Ensure project documentation must be signed off and archived at the end of a project.

**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 channel, Projects & Programs as well as the scaling of ADC services

Other duties of the Project Coordinator shall include the performance of all the duties as may be assigned by the Project Manager Innovations or the Executive Director.

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

- Bachelor's degree in Agriculture, Agribusiness Management, Finance, Business Administration, Development Studies or a related field.
- Training in Monitoring and Evaluation is an added advantage.
- Certification in CAPM, PRINCE2, PMP, or any related professional certification is added Advantage.

**Experience**

A minimum of 2-3 years' experience in Project management, Planning, Agribusiness Training, Administration, Monitoring & Evaluation in development projects.

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

**Skills**

- 1) Must possess outstanding communication and listening skills.
- 2) Leadership skills to drive workstreams, boost morale, solve problems,
- 3) Organizational skills to ensure the success of projects delivered on time.
- 4) Attention to detail to avoid slipping through the cracks which can derail progress, cost, and time.
- 5) Multitasking skills to handle demands from various people throughout the day.
- 6) Design thinking, Innovation Road mapping, critical thinking and problem solving.
- 7) Conflict resolution experience
- 8) Ability to tolerate stress.

**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 31<sup>st</sup> of July 2023, by email to: Jannet Nongom, [Jannet.Nongom@adc.ug](mailto:Jannet.Nongom@adc.ug)

or

1. **Physically to:**

Agribusiness Development Center  
Plot 1 Mackinnon Road  
P.O 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”**