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EXTERNAL MEMO

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Ref. HFU/HHR/4/12/25: EXTERNAL ADVERT

CALL FOR APPLICATION FOR THE FOLLOWING POSITIONS:

1. Project Manager (01)
2. Livelihoods & Resilience officer (01)
3. SBCC – Officer (01)
4. Monitoring & Evaluation Assistant (02)
5. Data Clerk (02)
6. Driver (01)
7. Store Assistant (01)
8. Retail & Market Development Facilitators (02)
9. Business Support Assistants - GFA (06)
10. Community Based Volunteer – SRM (17)
11. Trainers of Trainees (14)

Introduction

Hunger Fighters Uganda (HFU) is a Not-For-Profit, Non-Governmental Organization Initiated In 2008, Pursuing a vision of “A Hunger and Malnutrition Free Uganda”. The Organization is engaged in the activities of fighting hunger in Uganda with a local, national and global perspective.

HFU is a WFP Cooperating Partner for General Food Assistance, Self Reliance Model, and Nutrition in Nakivale - Oruchinga and Kyangwali Refugee settlements in the South - Western part of Uganda. HFU is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with fairness and the strictest confidence.

We do not tolerate Sexual Exploitation and Abuse, or any kind of harassment, including sexual, and discrimination. Fraud and corruption practices are totally prohibited. All selected candidates will, therefore, undergo rigorous reference and background checks.

HFU wishes to recruit self-motivated and hands-on volunteers to fill the respective positions tenable in the **GFA, SRM and Nutrition project under Nakivale-Oruchinga** refugee settlements in **Isingiro** District and **Kyangwali** refugee settlement in **Kikuube** District. The positions will be subject to annual review and contract renewal.

1. JOB TITLE: PROJECT MANAGER (01)

Job Location: Kyangwali Field Office

Employment Type: Contract

Reporting: Team Leader

Job Purpose:

The key objective of the roles of the Project Manager's work is to assist project teams with the coordination of resources, equipment, meetings, and information. He/she organizes projects with the goal of getting them completed on time and within budget.

Project Manager shall be responsible for ensuring the schedules, budget and details of a given project tasks are well organized. He/she communicate with various departments to keep everyone on board about any changes within the project plan. In addition, he/she shall organize reporting, plan meetings and provide updates to project line management.

Specific Duties and Responsibilities:

- Ensuring projects adhere to implementation frameworks and all documentation is maintained appropriately for the project.
- Maintaining and monitoring project work plans, project schedules, work hours, budgets and expenditures.
- Organizing, attending and participating in project stakeholder meetings.
- Documenting and following up on important actions and decisions from field meetings.
- Preparing necessary presentation materials for field meetings
- Ensuring project timelines are met.
- Assess and regularly report resource utilization in line with best value for money practices.
- Providing field administrative support as needed.
- Develop project strategies
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair, participate-in and facilitate meetings where appropriate and distribute minutes to all project team members and other relevant officers.
- Participate in Procurement evaluations for project goods and services
- Create a field management calendar for fulfilling each goal and objective.

- Coordinate project management activities, resources, equipment and information
- Break projects into doable actions and set timeframes
- Liaise with the project management to identify and define requirements, scope and objectives
- Assign tasks to internal project teams and assist with schedule management
- Make sure that project needs are met as project evolve
- Help prepare short- and long-term budgets.
- Oversee project procurement management
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Work with the Project team leader to eliminate blockers
- Adopt and promote use of appropriate tools to monitor project working hours, plans and expenditures
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting project quality assurance.
- Participate in project resource mobilization.
- Prepare weekly, monthly and annual reports within stipulated timeline and of stipulated quality
- Perform any other related duties as required

Requirements and skills

- BSc in Business Administration, Social Sciences or related field with not less than 5 years' experience in projects project implementation
- Post-Graduate Qualification in Project Management, Monitoring and Evaluation is an added advantage.
- Proven work experience of project management or similar role
- Experience in project management, from conception to delivery
- Have the ability to prepare and interpret flowcharts, schedules and step-by-step project action plans
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Familiarity with project risk management and quality assurance control
- Strong working knowledge of Microsoft Project and Microsoft Planner
- Hands-on experience with project management tools

2. JOB TITLE: LIVELIHOOD & RESILIENCE OFFICER (01)**Job Location:** Kyangwali Field Office**Employment Type:** Contract**Reporting:** Project Manager**Job Purpose:**

The Livelihoods & Resilience Officer shall work closely with the Project Manager to implement on-farm and off-farm project activities under the Refugee Self Reliance Model. He or she must have strong theoretical and practical field skills. He/she must have appreciation of inter-disciplinary work, and a core commitment to achieving science-led agribusiness and agricultural development

Key Roles and Responsibilities

- Work closely with the different on-farm, off-farm and non-farm livelihoods groups, community social structures and interdisciplinary team of Agronomists and technical experts including the district production department and other relevant stake holders to promote appropriate crop production and productivity technologies. Coordinate with multiple stakeholders including private sector and agribusiness companies to achieve desired agronomy outcomes
- Contribute to resource mobilization through ideas development and relationship management.
- Communicate key messages to farmers, agro-dealers and extension staff.
- Monitor programme implementation of staff, volunteers, contractors, consultants and grantees in accordance with agreements, work-plans, deliverables and timelines.
- Promote food systems and Nutritional security.
- Review the existing agricultural development proposals, plans and budgets and advise on feasible alternative solutions.
- Coordinate with HFU financial literacy teams to train target beneficiaries on tailored Programmes.
- With support from the Market support facilitator, establish and strengthen linkages for different market-based livelihoods, agro-processed products for increased income and resilience
- Develop templates, guidelines for better management, monitoring and tracking and use for project agro-inputs like seeds, livestock, postharvest materials, agro-tools–start-up kits and other related inputs.
- Support HFU staff and volunteers engaged in project livelihoods and in execution of all agriculture development schemes, extension and farmers training, conducting demonstrations/trials
- Participate in Social Behavioral Change and Communication (SBCC) activities especially for Livelihoods related interventions.
- Promote production, consumption and marketing of nutrient dense foods for enhanced nutrition and income

- Integrate environmental conservation and protection activities including tree farming, orchard establishment and training targeted groups on alternative energy saving techniques and promotion of optimal land use management.
- Identify opportunities for developing HFU's profile in livelihoods and recommend actions to take to enhance participation in settlement, district and national livelihood sector working groups.
- Develop technical content for training materials relevant to different fertilizer blend products
- Provide technical support to Farmer groups, and agro dealers including:
- Working with refugee and host community farmer groups, extension staff and agro-dealers to; cascade best agronomical practices (gaps) and support agro-enterprise. Conduct regular field visits to assess adoption of good agricultural practices
- Conduct regular training for farmer groups and agro dealer trainings in good agriculture practices, postharvest handling, value addition and safe use and handling of agro-chemicals
- Coordinate with the Research and agro-input and technology service providers to support technology transfer to target farmer groups
- Coordinate and organize farmer field days in collaboration with the farmers, agro-dealers and extension staff to promote cross learning among farmer groups.
- Develop plans for testing agro-products on commercial and small-holder farms
- Prepare, submit and keep records of weekly, monthly, quarterly and annual reports on all technical agronomy operations and activities
- Conduct supervision of skilling of selected groups in enterprises of their choice
- Supervise construction/establishment of livelihoods assets for different groups
- Promote socio-empowerment and mindset-change activities
- Ensure systematic documentation and filing. Prepare weekly, monthly and annual reports within stipulated timeline and of stipulated quality
- Any other duties as assigned by the organization.

Qualifications, Skills and Experience

- The ideal candidate must possess a bachelor's degree in agriculture majoring in Crop Science, Livestock Production, Soil Science, Agriculture extension, Rural Innovations Systems or related fields, with at least 3 years of practical work experience in the Agro-input sector or working with smallholder and large-scale farmers as well as participating in networking with researchers and other actors in the agriculture sector.
- The ideal candidate should have both theoretical, practical knowledge and demonstrable skills and experience in application of the knowledge in crop production and Animal Production value chains. He/she should have knowledge in agronomy, integrated pest management including organic fertilizer and pesticide production, nursery management, good understanding of most appropriate varieties of field and vegetable crops. Knowledge and skills in irrigation, soil and water conservation is also essential.
- He or she must demonstrate ability to plan implement, monitor and control crop production cycles in relation to the seasonal livelihoods calendar of the district of operation efficiently and

effectively including planning, business case development for different enterprises and guiding beneficiaries on most profitable crop enterprises, be able to identify common pests, and observable nutrient deficiencies.

- The ideal candidate should possess skills in addressing agriculture market aspects with successful market linkages and development interventions
- The ideal candidate must demonstrate good communication and problem-solving skills. He or she must be a team player, dynamic and self-motivated.
- The candidate should have knowledge and skills in computer software include Microsoft word, excel and power points

3. JOB TITLE: SBCC OFFICER (01)

Reports to: Team Leader

Job Location: Kyangwali Field Office

Responsible for: Project Manager

Job summary

Under the guidance of the Project Manager, the SBCC Officer will take lead in designing, implementing, monitoring and evaluating all behavior change communication activities undertaken and implemented by HFU. The SBCC Officer's role will be to develop and Implement SBCC Strategies: Collaborate with the Gender and Protection Officer to develop and review educational materials (IEC/BCC) tailored to the local context. Ensure that SBCC strategies are aligned with project and program goals and adhere to standard guidelines. He/she will work with; stakeholders to increase the coverage of recommended IYCF practices and modeling operations towards sustainable mindset & behavioural change using the recommended strategies in relation to the HFU standards and principles following established HFU procedures and guidelines to implement TSFP and IMCHN programmes in line with the planned project work plans, targets and resources.

Key duties and Responsibilities

- Take lead and Co-ordinates activities within the SBCC docket through advocacy and information sharing about the project including partnership liaison.
- Preparation of comprehensive reports and work closely with the different projects and departments to design and undertake operational research to ensure robust evidence-based data for the design of SBCC strategy.
- Liaise with key units to design evidence based SBCC strategies to ensure tangible change among target beneficiaries under the HFU Programming across board
- In liaison with project participants and departments including the Nutrition and Health, Gender sector, Livelihood and Resilience and Digital Financial Literacy to develop and execute key SBCC activities and messaging content.

- Ensure effective SBCC capacity strengthening of Project staff, Beneficiaries and other stakeholders within the areas of operation.
- Jointly plan and train key program stakeholders including community structures (CBV, VHTs and Care groups), health workers and religious and traditional leaders to disseminate messages and engage communities in key SBCC activities.
- Share new knowledge and best practices in SBCC and contribute to the knowledge base through coordination and participation in local, regional and global partner and technical networks, scientific forums and other knowledge-sharing platforms.
- Support refugee-led organizations and community structures in promotion of mindset-change activities
- Conduct qualitative surveys to track and assess reach and effectiveness of messages in achieving the program objectives.
- Support public relations and appreciation to the component on social behavioral change communication in regard to HFU programming, and gender roles community expectations
- Coordination and engagements at Zonal, settlement level and sector specific technical working groups.
- Take part in the routine coordination meetings and provide information about the Fora on the expectations and how Mindset change should be tackled across all programming for higher results
- Support short-term consultants and experts of the project to fulfill their tasks during their assignment nation.
- Prepare and timely share quality donor reports, quarterly and annual project reports, activity reports, research reports and other related documentation Monitor progress of Programme/project interventions against plans within the Project.
- Submit monthly work plans and reports in alignment with the project design.
- Supervise, monitor and evaluate SBCC Mentors and Capacity Building activities to ensure quality training in terms of time and task delivery and coaching.
- Document and share the most significant change stories as a result of the SBCC.
- Organize review, reflection and learning forum for Beneficiaries, local organizations and government to share best practices and success stories.
- Support advocacy to ensure Child Protection, Gender and Disability inclusion policy implementation.
- Prepare weekly, monthly and annual reports within stipulated timeline and of stipulated quality

Academic Qualifications

- A Bachelor of Science degree in human nutrition, clinical nutrition, nutrition and dietetics from a recognized university/ institution, sociology, social work and social administration and other related fields.
- Post-graduate qualification in public communication related fields.
- Registered and gazette by allied health professional council.

Working Experience

At least Two (2) Year's Working experience in the field of nutrition or an equivalent level from a reputable organisation.

Required Competencies

- Experience of project management and ability coordinate and supervise implementation of emergency nutrition and health response projects
- Knowledge in nutrition management-is an added advantage
- Planning and organization competencies
- Computer skills including word processing, PowerPoint and excel.
- Experience in staff management, budget management and leading effective teams Coaching and mentoring
- Excellent technical and report writing skills and with excellent computer knowledge.
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Records and Information Management
- Good Communicator with strong inter-personal skills to deal with persons of various cultural and educational backgrounds.
- An outgoing personality and a team player with service-oriented attitudes.

4. POSITION: MONITORING & EVALUATION ASSISTANT (02)

Location: Kyangwali Field Office

Employment Type: Contract

Reporting: Monitoring & Evaluation Officer

Job Summary

The Monitoring & Evaluation Assistant shall be responsible to provide support to Monitoring, Evaluation, Accountability and Learning (MEAL) unit in development and optimization of MEAL Strategy that measures program-wide performance and achievements towards outcomes (using the Outcomes & Impact Framework core indicators and other methods as appropriate) including roll-out of MEAL related initiatives. He/She will support work to ensure that proper monitoring and evaluation is carried out at the outcome level and for ensuring that projects at maintain their strategic vision and that all activities result in the achievement of intended outputs in a cost

effective and timely manner. In addition, the M&EL support staff will be responsible for implementing data collection plans, evaluation plans and producing various MEAL reports to guide decision making and continuous improvement. He/she will assist Project Associate in preparing quarterly/annual reports on project progress.

Key Role and responsibilities

Monitoring, Evaluation and Learning

- Support in operationalization of MEAL framework designed for the project, including but not limited to designing program M&E tools for data collection, verification, management, and reporting, as well as conducting data audits.
- Support in the implementation of robust, context-appropriate systems for data collection, quality assurance, analysis, and reporting on activity outputs/outcomes
- Support in tracking and assessing the achievement of Key UNCDF FDL & BDS project Performance Indicators (KPIs) with the MEAL Officer and Project team and design effective Quality Improvement (QI) strategies.
- Contribute outcome- and evidence-based data reporting to aid in strategic decision-making at HFU and promote a culture of evidence-based learning and adaptation.
- Support the development of project tools for monitoring and reporting.
- Support in producing compelling MEAL reports, including various study reports as planned by the MEAL unit.
- Support the documentation of learning as outline in the project MEAL strategy for enhanced decision-making processes and continuous improvement.
- Provide staff support in strengthening technical capacity on MEAL priorities and quality standards.
- Prepare weekly, monthly and annual reports within stipulated timeline and of stipulated quality

Data Management

- Design various data collection tools using digital platforms like ODK, Kobo Collect etc.
- Conduct routine field data collection, verification, and management and reporting as well as data audits for the project.
- Conduct analysis for both quantitative and qualitative data and producing reports with visualization.
- Gather, summarize and disseminate relevant technical updates on program planning monitoring, evaluation and operations research within the project.
- Support the project teams in preparing and managing internal assessments, external evaluations, impact studies and case studies.

- Maintain and archive M&E guidelines, tools, data files, analysis files, reports and presentations for major project activities undertaken.
- Support project implementing partners, staff and volunteer on data management, data analysis and results-oriented programming, monitoring and evaluation methods and principles and report writing techniques and requirements to ensure compliance.

Administrative

- Support in organizing and coordinating lessons learned workshops and reviews of project work plans and reports.
- Participate in Nutrition annual project reviews and planning workshops and assist project Associate in preparing relevant reports.

Minimum Qualifications & Experience

- Bachelor's degree in Statistics, Economics, Nutrition, Monitoring and Evaluation, Project Planning and Postgraduate in Monitoring and Evaluation will be of an added advantage.
- 3 years relevant experience in monitoring and evaluation in Financial Literacy related projects.
- Proficiency in the use of computer applications including statistical software like STATA, SPSS, and others.
- Strong competency in quantitative and qualitative data collection and analysis, data quality assurance, database management, data visualization and reporting.
- Proven experience in conducting Financial Literacy related studies.
- Strong conceptual knowledge about theories of change, logic model, M&E systems design, performance measurement, as well as integration of gender into MEAL.

Key skills & competencies

- Strong analytical & reporting skills.
- Ability to initiate and manage change and to recognize and adjust to rapidly changing conditions.
- Strong communication and presentation skills including ability to write reports.
- High level interpersonal and cross-cultural skills including ability to build alliances and collaborative relationships with sensitivity to diversity.
- Ability to maintain high standards of integrity; establish straightforward, productive relationships.
- Ability to treat individuals with fairness and respect, demonstrating sensitivity for ethnic, cultural and gender differences.

5. POSITION: DATA CLERK (02)

Job Location: Isingiro & Kyangwali Field Offices

Employment Type: Contract

Reporting: Monitoring & Evaluation Assistant

Job purpose:

A Data Clerk shall accurately input, update, and maintain project data in databases and spreadsheets, verifying accuracy, generating reports, organizing physical/digital files, ensuring confidentiality, and communicating with teams for data consistency, requiring strong attention to detail, typing skills, and familiarity with office software

Key Roles and Responsibilities:

- Accurately enter and update project data, including beneficiary data, and assistance records in project selected Self Reliance Model Information Management Systems or other databases.
- Works with other project staff to update all appropriate registers and databases
- Ensure proper storage/filing of reports/forms in designated places.
- Maintain project records, both physical and digital, in accordance with Uganda's data privacy and organization's regulations.
- Organize, secure, and file project records, ensuring easy retrieval and confidentiality of all project information.
- Cross checks entered data to ensure data quality and completeness.
- Runs consistency quality checks and makes edits as appropriate.
- Update indicator performance tracking tables in coordination with M&E officers.
- Reports any errors and malfunctions in data and computer.
- Ensure consistent availability and use of tools for recording data through duly developing and implementing a procurement plan for registers/ tools
- Supports the implementation of HFU's standards including the Monitoring for action standards in field sites
- Perform analysis and compile data for reporting and use at field sites for decision making.
- Conduct regular data reviews with project staff and provide mentorship in data quality assurance and use. Participate in surveys and assessments when needed and support with data management functions. Support consolidation of weekly, monthly, quarterly, and annual reports.
- Make routine backups and updates on the M&E box files at scheduled intervals.
- Prepare weekly, monthly and annual reports within stipulated timeline and of stipulated quality

- Perform any other duties assigned by the supervisors. Confidentiality and Ethics:

Minimum Qualification & Experience

- A diploma in Statistics, Economics, Nutrition, Monitoring and Evaluation, Project Planning and Postgraduate in Monitoring and Evaluation will be of an added advantage.
- Proven experience of 2 -3 years in data entry or a similar administrative role in NGO setting
- Excellent typing speed and accuracy
- Strong attention to detail and organizational skills
- Proficiency in Microsoft Office Suite (Excel, Word) and data entry software
- Good written and oral communication skills.

Skills & Competencies:

- Accuracy & Precision
- Confidentiality & Integrity
- Time Management
- Problem-Solving
- Ability to work independently

6. POSITION:	DRIVER (01)
Job Location:	Kyangwali Field Office
Employment Type:	Contract
Reporting:	Procurement & Logistics Assistant

Job purpose:

A driver shall be responsible for safe transport, vehicle maintenance, and record-keeping, including driving personnel/goods, planning routes, performing daily checks, maintaining cleanliness, logging trips/fuel, adhering to traffic laws, and assisting with related tasks like mail delivery or administrative errands, ensuring professional conduct and timely service for the organization

Key Roles and Responsibilities:

- **Transport:** Safely drive company vehicles to transport staff, clients, or materials to designated locations.
- **Scheduling & Routing:** Plan efficient routes, considering traffic, weather, and deadlines, using GPS and navigation apps.
- **Vehicle Maintenance:** Conduct daily vehicle inspections (fluids, tires, lights), keep the vehicle clean, and report any defects or needed repairs.
- **Record Keeping:** Maintain accurate logbooks for mileage, fuel consumption, trips, and maintenance.
- **Compliance:** Adhere strictly to all traffic laws, company policies, and vehicle usage procedures.

- **Logistics Support:** Handle mail, deliver/collect documents, attend bank/embassy errands, and assist with office tasks (photocopying, purchasing).
- **Customer Service:** Maintain a professional and courteous demeanor, assisting passengers as needed.
- **Emergency Preparedness:** Be ready for calls and schedule changes, ensuring the vehicle is always prepared.

Qualifications:

- Valid driver's license with a clean driving record
- Proven experience as a professional driver.
- Strong knowledge of traffic laws and navigation tools
- Excellent communication, time management, and interpersonal skills
- Ability to work independently and handle administrative duties

Physical Requirements:

- Ability to stay alert and focused for extended period

7. POSITION: STORES ASSISTANT (01)

Job Location: Kyangwali Field Office

Employment Type: Contract

Reporting: Finance Officer

Job purpose:

Stores assistant shall support in the stores control and record movement of all materials delivered to and issued from the Hunger Fighter Uganda stores.

Key Role and responsibilities:

- Inspect incoming goods for damage or discrepancies and report to the storekeeper for further action.
- Receive goods, and arrange them properly in the store shelves to ensure maximum utilization of storage space.
- Arrange delivery of goods to HFU supported offices of operation and regional offices by enquiring distribution list or stores requisition from program team and line managers.
- Maintain receipts, records, and issuing of goods from the store.
- Ensure adequate record keeping and manage all documentation to confirm proper tracking and movement of project materials.
- Assist in maintaining and update the asset register on regular basis by ensuring that all new procured materials are being coded, recorded and shipped to respective field offices or across HFU supported sites.

- Assisting in carries regularly physical verification of stores, to check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, damages, pilferage, expire dates etc.
- Perform any other duties given by his/her supervisor.

Qualifications, Experience & Skills required:

- Bachelor Degree in Procurement and Logistics or Stores Management. Post graduate training in Stores Management will be an added advantage.
- At least three (3) years working experience in Stores and Logistics management.
- Experience working with NGO's and/or donor-funded programs will be an added advantage
- Ability to work under minimum supervision
- Excellent written and oral communication skills in English and Kiswahili
- Basic computer skills with minimum of Microsoft word, and excel application

8. POSITION: RETAIL & MARKET DEVELOPMENT FACILITATOR (02)

Location: Nakivale – Oruchinga & Kyangwali Field Offices

Employment Type: Contract

Reporting: Project Manager

Job Summary

Hunger Fighters Uganda is implementing a retail market development initiative aimed at strengthening retail value chains, enhancing market linkages, and promoting sustainable business practices in areas of Nakivale and Oruchinga and Kyangwali refugee settlements Isingiro and Kikuube districts. The initiative seeks to empower businesses and local communities to improve livelihoods through increased access to markets and opportunities for the growth of market vendors and retailers in the area of Isingiro and Kikuube District local governments.

The Retail Market Development Facilitators will support the implementation of strategies to develop and enhance retail markets. The primary objective is to engage stakeholders, identify market gaps, and design interventions that increase efficiency, inclusivity, and sustainability in the retail sector.

Key Role and responsibilities:

- Conducting and participating in market assessments to identify challenges, opportunities, and trends within the retail sector.
- Building/strengthening and maintaining relationships with retail businesses, suppliers, distributors, and other stakeholders.
- Facilitating partnerships between market actors to improve value chain efficiency.
- Supporting the development of business models that promote inclusivity and sustainability.
- Designing and implementing capacity-building programs for retailers and related stakeholders.
- Monitoring and evaluating market development interventions and preparing regular briefs and reports

- Advocating for policy or regulatory changes that enhance retail market functionality.
- Coordinating with other project teams to ensure synergy and alignment of activities.
- Market assessment reports and actionable recommendations.
- Foster linkages with different market actors through match-making initiatives for sustainable market growth and development
- Support access to timely information on market situation, prices to prospective clients and relevant stakeholders through regular community engagements, IEC, community radios and on digital platforms.
- Prepare weekly, monthly and annual reports within stipulated timeline and of stipulated quality

Required Qualifications and Experience

- Diploma/Degree in Business Administration, Business Commerce, Agribusiness, Management Science, Social Sciences or related field)
- At least 2 years of experience in market systems development, retail operations, or value chain facilitation in NGO setup.
- Strong knowledge of retail market dynamics and trends.
- Proven track record of stakeholder engagement and relationship management.
- Excellent analytical, facilitation, and communication skills.
- Familiarity with market assessment tools and methodologies.
- Ability to work independently and in a team-oriented environment.
- Perform any other duties given by his/her supervisor.

9. POSITION: BENEFICIARY SUPPORT ASSISTANTS (06)

Job Location: Isingiro & Kyangwali Field Offices

Employment Type: Contract

Reporting: Project Assistant

Key Roles & Responsibilities:

- He/she shall Manage and participate in day-to-day in-kind and cash-based transfers to the eligible beneficiaries.
- Mobilize the beneficiaries for cash-based transfers and in-kind assistance modalities
- Participate in serving persons of concern despite their vulnerability, ethnicity, sex and age both in refugee and host community.
- Assist in implementing complementary activities related to General Food Assistance and as assigned, that is to say kitchen gardening, social behavioral change activities like MDD, hunger and learning activities at schools and any other related activities
- Agency and merchant monitoring after cash disbursement through Equity bank

and mobile money and provide constructive feedback to beneficiaries

- Participate in Accountability to Affected Populations (AAP) related activities at zonal help desks and distribution points.
- Managing Non-Food Items (NFIs) that are used in the distribution of food to the beneficiaries at the FDPs
- Participate in Post Distribution Review Meetings (PDRMs) and other outreaches in the refugee community.
- Data collection and reporting using the community feedback mechanism and tools like the kobo collect tool and ODK collect tool.
- Improving knowledge of beneficiaries to carry out Social Behavioral Change and Communication (SBCC) and nutrition activities in the communities
- Assist in conducting livelihood trainings concerning small animal rearing, backyard/kitchen gardening to beneficiaries in different zones around Nakivale refugee settlement.
- Perform any other duties as they may be assigned from time to time by the supervisor.

Qualifications & Experience

- **Education:** A diploma bachelor's degree in Social Sciences, Engineering, Economics, Agriculture, Environmental Science, or other relevant fields from a recognized institution.
- **Experience:** 3 years' experience of working with community development projects, including contribution to the implementation of programmes, observance or assistance with policy discussions activities for an NGO, government institution, UN Agency.

Knowledge and Skills:

- Excellent training and facilitation and community mobilization skills
- Knowledge of community mobilization and livelihood requirements
- Ability and willingness to work in the communities and ability to work under pressure and meet tight deadlines
- Solid understanding of the local context where the project's activities take place
- General knowledge of UN system policies, rules, regulations, and procedures are desirable.

10. POSITION: COMMUNITY BASED VOLUNTEERS (17)

- **Job Location:** Isingiro & Kyangwali Field Offices
- **Employment Type:** Contract
- **Reporting:** Livelihood & Resilience Assistant

Job Purpose:

A Community Based Volunteer will play a crucial role in supporting HFU-GFA Livelihoods and Resilience project mission, by engaging with diverse community members and facilitating impactful programs. This position offers an excellent opportunity to contribute to meaningful social initiatives while fostering connections and promoting community well-being.

Key Roles and Responsibilities:

- Support good Agricultural Practices (GAPs) e.g. supporting the groups from both refugees and host communities in post-harvest handling activities.
- Support target groups with technical skills in the livestock management e.g., disease diagnosis and control, treatment, guidance on feeds and many others
- Participate in the establishment/renovation of Vegetable nursery beds for groups at Asset creation sites, Community and FDPs demonstrations
- Support Mushroom farming and value chain activities
- Provide technical support and expertise in plumbing works i.e. installation of rain harvesting systems
- Support environmental conservation and protection activities
- Participate in the promotion of fish farming targeting selected groups as income generating activity and supporting farmers in managing of pond water quality.
- Support farmer groups in market linkages
- Support and give technical expertise in civil works on the selected enterprise structures
- Support and Strengthen Digitalization through digital and financial inclusion
- Participate in Accountability to Affected Populations (AAP), Participate in the Feedback mechanisms review sessions
- Participate in serving persons of concerns despite vulnerability, ethnicity, sex and age both in the refugee and host community
- Support in dissemination of Social Behavioral Change (SBC) and mindset change messages
- Perform any other duties as assigned from time to time by the supervisor

Qualifications & Experience

- **Education:** A diploma or bachelor's degree in Engineering, Agricultural Engineering, Economics, Agriculture, Environmental Science, or other relevant from a recognized institution.
- **Experience:** 3 years' experience of working with community development projects, including contribution to the implementation of programmes, observance or assistance with policy discussions activities for an NGO, government institution, UN Agency.

Knowledge and Skills:

- Excellent training and facilitation and community mobilization skills
- Knowledge of community mobilization and livelihood requirements
- Ability and willingness to work in the communities and ability to work under pressure and meet tight deadlines
- Solid understanding of the local context where the project's activities take place
- General knowledge of UN system policies, rules, regulations, and procedures are desirable.

11. POSITION: TRAINERS OF TRAINEES - TOTS (14)

- **Job Location:** Isingiro & Kyangwali Field Offices
- **Employment Type:** Contract
- **Reporting:** Nutritionists

Job Purpose:

The Trainer of Trainees (ToT) will be responsible for developing, coordinating, and delivering comprehensive training and capacity-building initiatives for project staff and community-based facilitators involved in the "NutriCash" activities. This role ensures the effective and standardized implementation of nutrition-sensitive cash transfers and related social and behavioral change communication (SBCC) activities at the community level.

Key Roles & Responsibilities:

Training & Capacity Building:

- Develop and adapt nutrition, hygiene, and cash transfer training manuals and materials based on project requirements and national/international guidelines.
- Provide ongoing technical support, mentorship, and on-the-job training to field teams to strengthen their capacity in program implementation.
- Ensure the "cascading effect" of training is effective, and that knowledge and skills are replicated at the household level.

Program Implementation Support:

- Provide technical input to ensure the integration and delivery of NutriCash activities.
- Participate in community sensitization and mobilization activities related to the NutriCash activities.
- Conduct field visits to monitor the application of training knowledge and identify household nutrition challenges, providing appropriate guidance or referrals to health facilities.

Monitoring, Evaluation, and Reporting:

- With support from M&E unit, design and use tools (e.g., questionnaires, observations) to evaluate the effectiveness and impact of training programs
- Collaborate with the M&E team to ensure proper data collection, recording, and reporting of training activities and beneficiary progress.
- Document success stories, lessons learned, and challenges encountered during capacity-building activities.
- Prepare and submit timely and accurate reports on all training activities and program progress to the Project Manager.

Qualifications and Experience

Education:

- A Bachelor's degree in Nutrition, Public Health, Food Science, Rural Development, Agriculture, or a related field is required. A post-graduate degree or professional certification is an advantage.

Experience:

- Minimum of 3-5 years of proven experience in leading trainings or capacity-building initiatives, preferably within an NGO setting
- Demonstrated experience in nutrition programming, social protection, or cash-based interventions (CBT) is essential.
- Experience in developing training materials and resources for diverse audiences
- Prior experience working in humanitarian or development contexts is desirable.

Skills & Competencies:

- Strong presentation, public speaking, and group facilitation skills
- Excellent communication (written and oral) and interpersonal skills Proficiency in English and relevant local languages may be required.
- Strong planning, organizational, and time-management skills

- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and data collection tools
- Ability to work independently, be self-motivated, and adapt to changing field environments

APPLICATION PROCEDURE

Applications should be addressed to

- The Head of Human Resource, Hunger Fighters Uganda, P.O Box, 28175, Kampala
- Hand delivered to Hunger Fighters Uganda Head Office or through e-mail: **hr@hfug.org** and copy: **p.agaba@hfug.org**

Deadline for submission is **19th December 2025 at 5:00pm.**

Only shortlisted candidates will be contacted.

Note:

- **HFU offers equal opportunities to both women and men.**
- **Solicitation will lead to automatic disqualification.**

For and on Behalf of Management



11/12/2025

HEAD OF HUMAN RESOURCES