

## JOB OPPORTUNITIES AT RUFORUM

RUFORUM (Regional Universities Forum for Capacity Building in Agriculture), a network of 55 African Universities (Visit [www.ruforum.org](http://www.ruforum.org) for more details), has the following job opportunities for qualified candidates at its Secretariat based at Makerere University, Kampala, Uganda;

RUF/JOB/18/16: Manager, Partnership and Business Administration

RUF/JOB/19/16: Manager, Planning, Monitoring and Evaluation

Details of the above job positions are available below. Interested potential applicants should submit their applications to reach the Executive Secretary, RUFORUM by 5pm on 29 February 2016. Applications should be sent by email to [Secretariat@ruforum.org](mailto:Secretariat@ruforum.org), or delivered in hard copy (with CD enclosed containing soft copy) to:

**The Executive Secretary**  
RUFORUM Secretariat, Plot 151 Garden Hill,  
Makerere University, P.O Box 16811, Wandegaya  
Kampala, Uganda.  
(Ref: RUF/JOB/.....: .....)

Applicants should quote the reference number and job applied for, and should attach photocopies of necessary academic support documents, including letters from three referees. Only short listed candidates will be contacted, and those who applied previously need not apply. Screening of applications will begin in early March 2016, and will continue until the post is filled.

**RUFORUM is an equal opportunity employer**

## RUF/JOB/18/16: Manager Partnership and Business Management

**Office/ Department/ Unit:** Partnership and Business Management  
**Reports to:** Deputy Executive Secretary  
**Directly Supervises:** Program Officer/Communication, Publicity and Marketing  
Program Officer/Knowledge Management  
Program Officer/Resource Mobilization

### A. Job Role

#### Tasks and Responsibilities

1. Deepen understanding of business management processes within the RUFORUM Secretariat and provide advise on how these can be improved
2. Evaluate periodically the performance of existing and new partnerships
3. Act as a focal point and coordinate the management of partnerships across all units within the RUFORUM Secretariat and oversee the strategy and implementation of National Forums
4. Support the strengthening of networks including University-University and University-RUFORUM Secretariat as well as the wider RUFORUM network towards realization of RUFORUM Secretariat goals
5. Generate forecasts of demands for funding to facilitate design of resource mobilization initiatives.
6. In liaison with other units, coordinate the development and submission of proposals for funding in line with RUFORUM's strategic and business plans.
7. Organise funds drives to show-case or market RUFORUM's program/ project proposals.
8. Provide feedback to RUFORUM Partners on programs/ projects being funded or supported by them.
9. Design structures and strategies for establishing new university or partnership networks and consolidating, strengthening and broadening existing ones.
10. Monitor and report to management all matters relating to partnerships, Donor funding patterns and initiatives to lobby for or generate funds.
11. Develop strategies and implement initiatives for branding and promoting RUFORUM in a manner that enhances its visibility and places it in a favorable and positive position with its Partners.
12. Engage Partners through dialogue and other events to receive feedback on the performance of RUFORUM and to identify areas for improvement.
13. Support communication between RUFORUM Secretariat and donors and establish and manage profile of potential target Donors and Partners.

14. Conduct market research to identify how to leverage RUFORUM's strategic interests within the portfolio of Donor patterns of criteria, priorities and financing modalities.
15. Identify, cultivate and nurture relationships with existing or potential Donors and Partners in support of RUFORUM's mission, strategic objectives and goals.
16. Oversee development of knowledge and communication/publicity products/materials that profile and/ or brand RUFORUM undertakings

## **B. Job Requirements**

### **Academic and Professional Qualifications or Training**

- a) PhD in Natural Sciences and/or Master's degree in Commerce, Marketing, Business Administration (marketing option) or professional qualifications like Association of Chartered Certified Accountant (ACCA) or Certified Public Accountant (CPA).
- b) Diploma in Project Management
- c) Degree in agricultural sciences is an advantage


### **Experience**

- At least five years in university/NGO or preferably private sector
- Experience in fundraising/ funds mobilization
- Excellent understanding of University systems
- Experience in marketing roles preferably in private and public sector with at least 3 years spent in senior management position

### **Critical Competences**

- a) Ability to consistently communicate, in writing and face-to-face engagements, difficult and complex ideas clearly and effectively.
- b) Ability to recognize and articulate the role of the RUFORUM and its impact on the public in general.
- c) Ability to consider the image and credibility of the RUFORUM when deciding on a course of action and act in a manner that maintains the credibility and positive image of the organization.
- d) Ability to understand the broader operational context of RUFORUM and potential opportunities that provide high impact or cross functional solutions.
- e) Ability to ensure that new positive ideas, innovations and good practices are embraced by addressing concerns, and fostering/supporting an environment where they are heard, supported and adopted.



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- f) Ability to anticipate and identify the different points of views of partners and networks and use of indirect and direct strategies to build mutual trust, support and consensus.
  - g) Ability to keep pace with developments in the partner/stakeholder/ networks environment.
  - h) Skills in formulating partnerships management policies and developing appropriate procedures and systems



## RUF/JOB/19/16: Manager Planning, Monitoring, Evaluation & Learning

**Office/ Department/ Unit:** Planning, Monitoring, Evaluation & Learning  
**Reports to:** Deputy Executive Secretary  
**Directly Supervises:** Program Officer/ Planning, Monitoring, Evaluation & Learning

### A. Job Role

#### Tasks and Responsibilities

1. Design and manage a result-based Monitoring and Evaluation (M&E) system including impact assessment of RUFORUM activities
2. Guide and contribute to the development and up-dating of RUFORUM strategic and operational plans
3. Up-date RUFORUM Planning, Monitoring and Evaluation Strategy and framework
4. Organize and conduct regular program/project reviews and evaluation at the RUFORUM Secretariat and universities
5. Guide the incorporation of lessons learnt from M&E processes for performance improvement at the RUFORUM Secretariat and Universities
6. Lead synthesis of lessons and issues from implementation of RUFORUM investments and information generated from RUFORUM Information Management System (RIMS)
7. Develop manuals and guidelines, formats and procedures/protocols for various program activities
8. Maintain liaison with member universities in aspects of program/project planning, reviewing assessing progress, and monitoring performance of capacity building activities/operations
9. In liaison with IT and other departments, contribute to the development and use of the RIMS to enable computer based M&E data capture, storage, reporting and dissemination
10. Contribute to RUFORUM resource mobilization activities and preparation of proposals
11. Plan and coordinate individual and institutional capacity building on M&E
12. Represent RUFORUM in national, regional and global fora of strategic concern to the achievement of RUFORUM vision, goals and strategies

### B. Job Requirements

#### Academic and Professional Qualifications or Training

- a) Masters degree in Economics, Statistics, Agricultural Sciences or relevant field.



- b) Post Graduate Diploma in Monitoring and Evaluation or Project Management.
- c) PhD in relevant field of science such as agricultural, biological or social sciences, and/ or environmental/natural resource sciences would be an advantage.

### **Experience**

- At least five years of working experience in related field
- Experience in project management
- High level expertise in PME tools and techniques
- High level of computer literacy

### **Critical Competences**

- a) Excellent data management and data analysis skills
- b) Ability to design and implement or use effective mentoring; evaluation and learning strategies, platforms, tools and instruments.
- c) Ability to design and implement various kinds of research/studies
- d) Ability to analyze complex implementation issues and problems and synthesize information to identify key solutions.
- e) Ability to deal with situations that have not been seen before or have unique variables.
- f) Ability to develop and establish long-term objectives, goals, strategies and a course of action to accomplish RUFORUM's business agenda.
- g) Ability to seek opportunities to address situations in which to apply current knowledge as a means of consistently updating and expanding learning/ expertise.

