



DODOTH AGRO-PASTORALIST DEVELOPMENT ORGANISATION (DADO)

Kidepo Road - Kaabong Town Council. P. O. Box 25, Kotido, Kaabong District - Uganda (East Africa)
Tel: + 256 (0) 392 176 417 Mob: + 256 (0) 772 343 367, + 256 (0) 752 343 367
E-mail: info@dadoug.org Website: www.dadoug.org

VACANCIES ANNOUNCEMENT:

Contracts duration: 1 Year [with high Possibility of extensions].

Organization background:

Dodoth Agro-Pastoralist Development Organization (DADO) is a local, non-Governmental, non-political non-profit making organization founded on 6th July 1996 by the agro-pastoralist communities in Kaabong district. As a community based Organization (CBO), DADO was to provide livestock extension services and other related efforts to bring peace and reconciliation among the ethnic groups in north Karamoja. After a decade of its operation as a CBO the organisation was formally registered as a national Non-Governmental Organisation – NGO with Kaabong District Local Government and with the NGO board. Reg No: 5432.

DADO is founded on the principles of working with the most marginalized agro-pastoral and minority communities with a broader call toward providing a holistic approach to community development. It focuses on supporting community development initiatives through building resilience, peace & reconciliation, protection and promotion of pastoralist and minority groups' rights, including livelihoods enhancement among the pastoralists' communities in the triangular board areas of north-eastern Uganda, and with some spill over north-western Kenya and south-eastern South Sudan.

Overall Goal, Purpose and Strategic Objectives: DADO envisages *prosperous and sustainable agro-pastoral communities with access to enough food and livelihood options to fulfill their potential in harmony with all their neighbours.*

Our mission: To improve Food and Nutritional Security; Animal Health, including Natural Resources Rights to reduce Poverty and Conflict through building community Resilience and Capabilities, Securing better Lives and Sustainable Livelihoods

Strategic objectives: To enhance agro-pastoral livelihoods of the most impoverished agro-pastoralist rural communities through knowledge and skills development, promotion of viable economic activities for self-reliance and sustainable development; Enhance the capacity of pastoralist rural communities to participate and influence decision making processes, peace building for harmonious living and sustainable development; To contribute to the improvement of animal health, traction and value addition for improved income and economic development; To advocate and support pastoralist accessibility and management of natural resources for improved rangeland utilisation in a sustainable way, To develop and strengthen DADO's organizational and institutional capacity to be effective and efficient in north Karamoja and its adjacent communities

Strategic programme focus areas: Agriculture, Livestock extension and Water development, Peace Building and Human Rights Protection, Sustainable Livelihoods for poverty reduction, Research and Policy Advocacy, DADO Organizational and institutional Capacity:



DODO TH AGRO - PASTORALIST DEVELOPMENT ORGANISATION (DADO)

Kidepo Road - Kaabong Town Council. P. O. Box 25, Kotido, Kaabong District - Uganda (East Africa)
Tel: + 256 (0) 392 176 417 Mob: + 256 (0) 772 343 367,+ 256 (0) 752 343 367
E-mail: info@dadoug.org Website: www.dadoug.org

DADO's Core Values: DADO is guided by the following Core Values; Mutual respect, Fairness, equity and justice, Integrity: Honesty, transparency and accountability, Solidarity, Humility, Respect for the rights of Agro-Pastoralist men, women, youth and children: Independence.

Principles: DADO is steered by the following principles; Equal opportunity, Innovation and continuous learning, Empowerment and self-reliance, Transparency and honesty and Non-discrimination.

Executive Appointments:

In an effort to boost her capacity, technical expertise, human resource capacity and with support from Mercy Corps Uganda under the project titled; *Securing Peace and Promoting Prosperity in Karamoja [SP3]* Project funded by USAID, the Board of Directors and Management of DADO are seeking to recruit highly dynamic, charismatic and qualified persons as Project Officers, Monitoring & Evaluation Officer and Finance/Logistics Assistant to fill the following positions in DADO.

JOB TITLE: Project Officer – (2) Positions

Duty Station: Kaabong & Kotido Districts

Reports to: Programmes Officer

Duties and Responsibilities:

Project management: Effective, efficient and timely implementation of the project according to agreed contracts, budgets, policies and in accordance with specific donor requirements; Prepare project work plans in accordance with annual planning and funding cycles; Ensure that relevant beneficiary data is collected, compiled, analyzed and distributed and that relevant capacity buildings and assessments are conducted in the project area; Provide input for the continued development of a sustainable strategy for DADO's livelihoods, Peace Building, Conflict Mitigation and Management interventions; Be responsible for day to day planning and implementation of all SP3 project's/programme's activities in line with the General work plan and budget, Be responsible for organizational development for the project and Programmes within DADO and with Development Partners.

External relations: Maintain close relations with all relevant stakeholders including the donor, district and sub-county authorities, other donor representatives, INGOs, NGOs and CBOs; In consultation with the Program coordinator ensure correct and timely narrative reporting to donor(s); Together with the Program coordinator, identify opportunities for new projects; Plan and develop concept papers, budgets and project proposals; Ensure effective coordination and visibility to the implementation of the project with all development actors and relevant stakeholders

Required qualifications: Bachelor Degree in Development studies, Social Works and Administration in a recognized University, A clear knowledge and experience of field project management, demonstrated report writing skills, staff and financial management; At least 2 years' experience of doing similar work in an NGO of which at least 1 year doing similar work in Karamoja sub-region, Previous experience of having



DODO TH AGRO - PASTORALIST DEVELOPMENT ORGANISATION (DADO)

Kidepo Road - Kaabong Town Council. P. O. Box 25, Kotido, Kaabong District - Uganda (East Africa)
Tel: + 256 (0) 392 176 417 Mob: + 256 (0) 772 343 367,+ 256 (0) 752 343 367
E-mail: info@dadoug.org Website: www.dadoug.org

worked in similar projects in Karamoja region; Ability and commitment to work with other staff as a team, Ability to interact effectively with the diverse project key stakeholders, Knowledge of the local languages is an added advantage, Working experience in conflict or post conflict settings and conflict sensitive programming, Experience in Project monitoring and evaluation, Excellent analytical and report writing skills, Adequate knowledge and skills on word processing, spread sheet, power point and internet retrieval.

Desirable qualifications: Experience of working with projects funded by multilateral donors; A positive attitude with ability to work in a multicultural working environment, Project key stakeholders and with several field missions; Excellent and demonstrated ability to work independently with minimal supervision; Strong computer literacy with a full knowledge of MS office word and excel; Excellent attention to details and ability to complete tasks in a timely manner; Report writing skills is very essential and Excellent teamwork and interpersonal skills.

Position: Monitoring and Evaluation Officer [M&EO] - [1 Position]:

Duty Station: Kaabong & Kotido Districts

Reports to: Programmes Officer

Overall Purpose of the position: Reporting to the Programmes Officer/Coordinator, the M&E Officer will collect, analyse and document all projects/programmes data including training pre and posttest data, baseline and follow-up surveys and Client feedback forms. S/he will be the focal point for the implementation of the information management and database system and will provide support to all DADO Projects/programmes in Kaabong and Kotido.

Key Result Areas:

Technical and Systems Development: Develop and implement a project Monitoring and Evaluation Plan including development of relevant M&E indicators, Develop guidelines for implementation of M&E plans, Develop suitable, appropriate and oversee administration of data collection and evaluation tools, Effective monitoring and evaluation and provide regular internal and external reports, and other relevant information on project activities, policy matters and external relations, based on agreed formats and schedules, Oversee collection and compilation of data into monthly, quarterly and annual reports on Projects/programmes activities to track key output and performance indicators, Oversee the development, on-going modifications, strengthening and functioning of M&E databases at different levels, Projects and Programmes within DADO, Visit sites to collect supplementary data, stories and conduct qualitative research both independently and with Projects/programmes teams

M&E Implementation: Train Project/programme staff and key stakeholders in data collection and analysis in relation to projects/programmes activities, Build the capacity of all relevant team members to develop and maintain an excellent M&E system and facilitate periodic reflection and analysis of program monitoring information that feeds into programming and learning, Provide technical guidance and oversight in the data collection, collation and feedback activities; In collaboration with the Project/programme staff, initiate and



DODO TH AGRO - PASTORALIST DEVELOPMENT ORGANISATION (DADO)

Kidepo Road - Kaabong Town Council. P. O. Box 25, Kotido, Kaabong District - Uganda (East Africa)
Tel: + 256 (0) 392 176 417 Mob: + 256 (0) 772 343 367,+ 256 (0) 752 343 367
E-mail: info@dadoug.org Website: www.dadoug.org

support the review process of the M&E tools as suitable, Coordinate design and implementation of project/programme surveys including; baseline studies, situational analyses, special studies, and other research activities, Work with the entire project Officers to strengthen District/lower-level monitoring, evaluation and feedback processes, Frequently document and share learnings from projects/programmes implements and maintain an up to date database that reflects progress/indicators for reporting to Development partners/donors, Oversee and support the development of project -level M&E plans, Perform quality checks on Projects/programmes sectors' periodic reports for on-ward submission to the Programmes Officer/Coordinator, Conduct regular data quality assessment exercises.

Program Management: Work very closely with different projects/Programmes staff to prepare quarterly and annual work plans including other relevant reports, Oversee all the reporting and feedback progression, Supervise and strengthen the skills of the relevant project/programmes' staff, Coordinate mid-project evaluation meetings with various project/programmes' staff, collaborating partners organisations and Governments working in the relevant areas, Represent DADO in different foras as may be necessary, In collaboration with the projects/programmes staff, initiate and support the review process of the M&E tools, Manage the assessments, evaluations and monitoring surveys in area of operation, Establish and maintain strong good working and professional relationships with local government officials, partners, NGOs, other development organizations, and civil society organizations, Conduct himself/herself professionally and personally in such a manner as to credit DADO and to not jeopardize DADO's mission, Perform any other duties as assigned by the Programmes Officer/Coordinator or the Executive Director.

Educational Qualifications and competences: A relevant University degree in Development Studies and SWSA from a recognized University including other additional trainings on M&E, Minimum 2 years experience in Monitoring and Evaluation of development/humanitarian projects/programmes, Training in quantitative and qualitative data collection, (Knowledge Attitudes Perceptions surveys, focus group discussions, etc.); Previous experience with development partners/Donor-funded projects/Programmes is an additional advantage, Proven trustworthiness and willingness to work as a team member, Capacity to multi-task and follow up on various M&E plans, Good communication skills and ability to facilitate M&E training, Computer literate, (SPSS, Microsoft Excel, Access and able to develop comprehensive databases); Excellent English, both written and spoken abilities Ability to speak Ngakarimojong is an added advantage, Experience & willingness to work and consistently travel within the local community and lower local Governments, Excellent report writing skills and Knowledge of Projects/programmes design and project cycles is an added advantage.

Position: Finance/Logistics Assistant [1 Position]:

Duty Station: Kaabong & Kotido Districts

Reports to: Finance Officer/Accountant:

Overall Purpose of the Position: The purpose of this post is to ensure the proper accounting all finances and non-finance resources in line with DADO's policies and procedures.

Educational Qualifications and competences: She/he should preferably possess Diploma in accounting/finance from reorganized University or Institution, He/she should be team player and a fast learner; the applicant must be a person of high integrity, and have good analytical skills, At least 2 years experience in



DODO TH AGRO - PASTORALIST DEVELOPMENT ORGANISATION (DADO)

Kidepo Road - Kaabong Town Council. P. O. Box 25, Kotido, Kaabong District - Uganda (East Africa)
Tel: + 256 (0) 392 176 417 Mob: + 256 (0) 772 343 367, + 256 (0) 752 343 367
E-mail: info@dadoug.org Website: www.dadoug.org

a financial accounting, Administrative and Logistics position; The applicant must be computer literate and be conversant with different accounting software's, as well as MS Excel and Maintain an excellent & healthy working relationship with other staff.

Main Responsibilities: Ensure that finance and procurement policies are uniformly applied by all programs, in close liaison with Program staffs/ Managers, and Finance and Administration Officer; Maintain daily petty cash and bank ledgers for project spending using accurate coding and proper approvals; Maintain and keep all Finance files, making sure that they are properly done correctly following finance procedures/ regulations, Liaising with the bank with regards to DADO transactions; Support staff and managers in implementing effective financial systems and accounting procedures, Financial monitoring and proper recording of base, projects and programme expenditure in a timely fashion, Timely financial reporting to Finance and Administration Office as per set reporting deadlines; Prepare and remit statutory deductions [PAYE, NSSF, income tax and Local Service tax to respective authorities within specific dates; File organization's returns with Uganda Revenue Authority [URA] and prepare annual tax returns at the end of the year; Compiling, checking and proper filing of all finance documents, Assist with internal, external and specific program audits; Ensure that financial/accounting activity is carried out in accordance with Generally accepted accounting principles (GAAP); With a generous and serving spirit perform all other tasks and responsibilities for the benefit of organization; Extensive Computer knowledge in Microsoft Excel, Word, PowerPoint, SUN Accounting and Access is required; Must have proven knowledge of Generally Accepted Accounting Principles and Internal Control Procedures; Must Communicate clearly and concisely both in writing and orally and ought to have good interpersonal skills.

Roles: Facilitate purchase of general cleaning and stationary supplies as well keeping records of their stock and usage per project in accordance with finance policy; Ensure regular liaison with service providers to improve service delivery; keep contacts and updates, timely payments, provide brochures to them for easy recognition and communication and a good relationship; Oversee and maintain cleanliness both within and outside office premises; Maintain accurate and up-to-date records of all administrative activities, cross-checking and enabling tracking of requests, preparing summary reports to Finance and Administration Officer; Carry out daily payments of cash and cheques to the respective payees and make weekly and monthly reviews as per the budget and donor requirements; Ensure all the cash security is maintained at all times; Maintain and update the Organisations Asset Register regularly; Travel to the field to follow-up with the project officers on finance related matters; Maintain cheque registers and perform reconciliation of supplier accounts that may have queries; Advice staff on their respective balances and resolve or refer any query as may be necessary to Finance/ Admin Officer, Programmes Officer or the Executive Director, Supervision of Security Guards and Office Assistant in the absence of Finance and Admin Officer.

Representation: Represent Finance/Admin Office in the evaluation and selection of bids from service providers meetings.

Applications Procedure:

Please send an updated CV with a motivation cover letter to: info@dadoug.org clearly stating the position applied for - DADO Kaabong in the subject matter.



DODO TH AGRO - PASTORALIST DEVELOPMENT ORGANISATION (DADO)

Kidepo Road - Kaabong Town Council. P. O. Box 25, Kotido, Kaabong District - Uganda (East Africa)
Tel: + 256 (0) 392 176 417 Mob: + 256 (0) 772 343 367, + 256 (0) 752 343 367
E-mail: info@dadoug.org Website: www.dadoug.org

Applications can also be physically delivered to DADO Offices in Kaabong Town Council, Kaabong District, for those who would be unable to send theirs by email.

Applications closing date is **29th January 2018 at 5:00 PM.**

Please note only shortlisted candidates will be contacted for further processes.

