



**We are hiring!!!**

## **JOB DESCRIPTION**

**Job Title:** Head of Programmes

**Location:** NOGAMU Office, Kampala with travel upcountry and outside Uganda

**Reports to:** Chief Executive Officer

**Staff Reporting to this Position:** Business Development Manager, Consultants and more, as they come on board.

**Duration:** 24 months, renewable (subject to performance)

**Budget Responsibilities:** Programme Activity-based Budgeting

**Grade:** Senior Management Team

### **Job Purpose:**

The Head of Programmes (HoP) will be responsible for the design and management of NOGAMU's portfolio of programmes. A member of the Senior Executive Team, with direct management of the Business Development Specialist and Consultants initially, but and other Programme Staff as they come on board over the next strategic phase. This is both an exciting and challenging but highly rewarding leadership and management role. Working closely with the CEO, the HoP will operationalize NOGAMU's 5-year strategic plan (2023-2027). This will involve annual reviews for the strategic plan, programme design to establish an innovative portfolio that will involve establishing partnerships with development partners, government and the private sector. This role will entail a hands-on approach to develop projects while ensuring a clear focus on NOGAMU's strategic direction.

### **I. Key Responsibilities:**

- Provide leadership for building a programme portfolio of innovative projects and contribute towards the development of a sustainable revenue model for NOGAMU.
- Take overall responsibility for programme development, implementation, reporting and programme risk management.
- Establish an effective monitoring, evaluation, accountability and learning framework
- Manage all programme staff as NOGAMU's programme portfolio develops.
- Develop mechanisms for maximizing impact on the ground and work closely with NOGAMU's members and partners.
- Coordinate development of annual work plans and budgets.



- Work closely with the CEO and Head of Advocacy, Communication and Strategic Relations to communicate NOGAMU's work, impact and build support for members and the entire organic sector in Uganda.
- Coordinate NOGAMU's annual strategic plan reviews and contribute to organizational decisions.

## **2. Key Competencies:**

- Delivering Results: A vibrant self-starter and able to work independently within a small but growing team.
- Strategic Thinking and Planning: Experience of organizational strategic planning and programme design.
- Collaborative: Able to work closely with staff, consultants and partners.
- Communicating and Influencing: Effective communication skills, both verbal and written.
- Time Management: Ability to work under pressure and meet strict deadlines.
- Leadership and Management: Leading by example, setting direction and supporting colleagues.

## **3. Qualifications and Technical Skills**

### **Education:**

- Essential: University Degree (BA, BSc), Computer literate (Word, Excel, PowerPoint).
- Desirable: Masters in Agriculture, Development Studies, Agribusiness, Organic Agriculture, Agroecology, MBA, or related subject.

### **Experience**

#### **Essential:**

- At least 10 years' experience of programme design and management, rural development, agribusiness in Uganda. Knowledge in organic agriculture or agroecology is an added advantage.
- Experience of leading and managing teams.
- Experience of fundraising and establishing partnerships with development partners, government and private sector.
- Designing new projects and programmes.
- Experience in establishing and implementing monitoring, evaluation accountability and learning frameworks.

#### **Desirable:**



- NGO experience.
- Private and public sector experience.
- Gender mainstreaming experience.

#### **4. Language Requirements:**

- Fluency in spoken and written English.
- Local languages

#### **5. Key relationships:**

- CEO
- Head of Advocacy, Communication and Strategic Relations
- Head of Finance & Administration
- Business Development Manager
- Consultants

Send application & resume/CV by email to [admin@nogamu.org](mailto:admin@nogamu.org) and copy to [annetnd@gmail.com](mailto:annetnd@gmail.com) :-

The Human Resource Manager  
NOGAMU

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