



EMPLOYMENT OPPORTUNITIES

Background

Uganda Meat Producers Cooperative Union Ltd (UMPCU) is a member based cooperative with the objective of being the leading producers of high quality meat and meat products for local and international markets. To achieve this objective, UMPCU works to establish and maintain best practices and standards with the involvement of members and other stakeholders. This is geared to produce value for money meat and meat products through the improvement of livestock production and productivity, increasing financial access and inclusion, value addition, marketing and advocating for a fair share for its members.

Uganda Meat Producers Cooperative Union Ltd wishes to invite suitably qualified individuals, and experience to apply for the following positions:

Job Title 1:	Chief Executive Officer
Reports to:	Executive Committee
Salary Scale:	Attractive
Contract Duration:	Two years (renewable depending on availability of funds and performance)

Purpose of the Position:

This position manages the day to day operations of Uganda Meat Producers Cooperative Union Ltd (UMPCU). The CEO builds and models a great organisation culture, provides inspired leadership to the executive team, establishes a great working relationship with the committee and sets a course for the organisation strategy.

The Chief Executive Officer contributes to the development of strategic initiatives to foster sustainable and vibrant farmer-managed livestock/meat co-operatives. The Chief Executive Officer is also responsible for facilitating the on-going development of co-operatives within the Uganda Meat Producers Cooperative Union Ltd programs/activities through the provision of advice, guidance and training to ensure their long terms success, sustainability and compliance with legal and program requirements.

This role fosters a positive working relationship between Uganda Meat Producers Cooperative Union Ltd and its member co-operative societies. This includes providing information, resources and guidance to co-operatives regarding livestock and livestock business management, group functioning, conflict and problem resolution, legal matters, planning and financial management.

Duties and responsibilities

- The CEO provides technical support to the Board by ensuring that Board resolutions are implemented
- Develops and recommends to the executive committee strategies including annual business plans and operating budgets
- Organises on time and attends as Secretary all Board and Executive Committee meetings
- Oversees the drafting of the strategic plan and its review, and provides strategic leadership to achieve the set goals as laid out in the strategic plan
- The CEO is responsible for creating and communicating UMPCU's vision, mission and overall direction and supervising all the managers and evaluating the success of the organisation in reaching its goals, making sure that each strategic goal is measurable and measured
- The CEO ensures that stakeholders are served to satisfaction and that UMPCU has a good reputation through liaising with other entities including government bodies on behalf of the Board
- Overseeing the financial management of UMPCU, ensuring that adequate resources are mobilized and effectively and efficiently used to achieve the organisation's strategic goals

Other Roles

- Prepare and propose to the Committee, policies and policy changes, internal practices and administrative policies
- Prepare business plans and budgets for approval of the Committee, ensure that they are carried out and in the event of any changes or modifications thereto, inform the Committee and request the respective approvals
- Represent the Committee in business transactions and any other transaction delegated by the Committee
- Prepare and present to the Committee evaluation reports, financial performance and budget compliances as well as monthly, quarterly and annual reports as required
- Authorise and effect budget expenditure and signing of UMPCU, notes, vouchers, cheques and orders for the disbursement of funds
- Prepare and maintain full records of organisation assets and liabilities, funds and securities and ensure they meet the requirements for ensuring coverage

- Prepare and forward to the registrar of co-operative societies such reports as is required and keep UMPCU books and records according to Generally Accepted Accounting Principles (GAAP) and relevant statutory requirements
- Manage UMPCU workforce according to approved policies, plans and budgets in-line with the labour legislation
- Participate in the recruitment process of Branch/Livestock Resource Centre managers
- Implement the Annual General meeting decisions, including the recommendations made by the external auditors and registrar
- Any other duties as may be assigned from time to time

Educational qualifications and Experience:

- Masters’ degree in business/ management or in a relevant discipline from a recognised university
- Should have a minimum of seven years working experience as a CEO in a reputable organisation
- Qualification in project planning and management, MBA, or masters in Livestock development is an added advantage
- An in- depth understanding of the dynamics of Cooperatives/businesses is an added advantage
- Excellent track record of performance at a high level management position
- Good track record in turning around organisation image and performance into a competitive and vibrant institution able to command the respect of stakeholders through innovation, change management and systems building
- Knowledge of profit and loss, balance sheet and cash flow management and general finance and budgeting
- Ability to build consensus and relationship among executives, partners and the workforce
- Ability to assess and mobilise funding with excellent proposal writing skills
- Understanding of human resources and personnel management
- Experience with farmers and animal management is an added advantage
- Proven negotiation skills
- Ability to understand new issues quickly and make wise decisions
- Ability to inspire confidence and create trust
- Ability to work under pressure, plan personal workload effectively and delegate
- Ability to prioritize work, multi-task and meet deadlines
- Ability to assess and mobilise funding with excellent project proposal writing skills
- Excellent communication and presentation skills
- Lobbying and advocacy at national and international level

Job Title 2:	Programs Manager
Reports to:	Chief Executive Officer
Salary Scale:	Attractive
Contract Duration:	Two years (renewable depending on availability of funds and performance)

Purpose of the Position:

This is a key member position of management and leadership team and reports to the Chief Executive Officer. The job holder supports the creation and implementation of activities to be undertaken by UMPCU in the livestock development, the dissemination of information to lead farmers and their producer clusters/ cooperative societies.

The job holder is responsible for providing fiscal leadership in the administration of UMPCU, ensure that the Union can effectively and responsibly use available resources to meet its objectives.

This job has the responsibility of advocacy with the different relevant government bodies. The job holder is also required to write proposals to attract/mobilise funding.

Duties and responsibilities

Livestock Management

- Coordinate the livestock by ensuring the synergies and common lessons are captured and shared between development partners; demonstration farms, farmers and other stakeholders;
- Support the profitable function of all UMPCU Livestock Resource Centres (LRCs) as demonstration farms using participatory stakeholder approaches. Prepare a customized ToR and work plan for each demonstration units and selected sub county cooperative/cluster in collaboration with members
- Ensuring that participating farmers sign an “equitable working” agreement with UMPCU including agreement on in-kind contributions by each lead farmer/enterprise;
- Facilitate new commercial linkages between pilot farms, clusters/cooperatives and buyers via abattoirs and other intermediaries
- Draft and present studies and information in coordination with project technical components (finance, business plan, quality) to members and stakeholders for definition of actions and priorities;
- Coordinate and provide operational inputs to the implementation of various projects
- Support the implementation of demonstration lead farmers and their clusters/cooperatives
- Manage logistical and technical arrangements for demonstration farm and cluster development

- Assist the project coordinator with preparations for procurement and delivery with local vendors. Obtain receipts and usage records. Keep accurate records of disbursements made and submit to the Chief Executive Officer
- Coordinate experience sharing and training activities on farm or in factories with involved stakeholders and between different demonstration farm groups.
- Directly visit clusters/cooperative societies and organise monthly meetings with the project teams and government extension officials
- Facilitate the development of commercial linkages between pilot team farmer/clusters, buyers, processors and other value chain actors. This includes supporting alliances and monitoring documented commercial transactions and investment;
- Coordinate technical support to source from selected lead farmer/clusters in an equitable way. This includes organisation of field visits, training awareness missions and direct technical training on operations, sourcing, business.

Financial Management

- Together with the Accountant, review, establish accounting and financial systems for UMPCU in compliance with partner/statutory regulations, policies and procedures
- Document, maintain and ensure compliance with finance and administration policies for the entire organisation
- Review, develop and establish UMPCU procurement plan, ensure proper procurement policies are in place and followed
- Manage all the banking transactions, including payments using the mobile money system
- Maintain a robust payroll system including tracking benefits and allowances, ensuring compliance with all applicable tax laws and reporting requirements
- Review, analyse, present and submit periodic financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements
- Manage cash flow and forecasting, including preparing and submitting funds requests to partners/stakeholders
- Ensuring that all accountabilities are filed when due.

People management

- Undertake regular staff performance appraisals and evaluations, capacity building, planning and leave scheduling
- Participate in the recruitment processes within UMPCU
- Review, develop and establish a personnel reward system

Other responsibilities

- Manage vendors, consultants and contractors
- Conceptualise business strategy in collaboration with the other members of Executive Management to advance the performance of UMPCU
- Act as a brand ambassador for UMPCU to present the Union at professional, business and community organisations to promote the UMPCU and increase business
- Build strong relationships with key external stakeholders to ensure the achievement of UMPCU's business priorities
- To deputise, in the absence of the Chief Executive Officer.
- Superintend Union assets management

Educational qualifications and Experience:

- Must have completed a degree in veterinary medicine
- Must have a good understanding of animal nutrition and feeding
- Good knowledge of animal health and diagnostics
- Must be registered with the Uganda Veterinary Board
- Must have at least 4 years working experience with livestock especially cattle
- Must have at least 4 years working experience in a senior management position in a reputable organisation
- Knowledge of profit and lost, balance sheet and cash flow management and general finance and budgeting
- Ability to build consensus and relationship among executives/partners and the workforce
- Understanding of human resources and personnel management
- Ability to prioritize work, multi-task and meet deadlines
- Ability to assess and mobilise funding with excellent project proposal writing skills
- Excellent communication and presentation skills
- Lobbying and advocacy at national level

APPLICATION PROCESS

Please submit a soft copy of your resume, application letter, copies of your academic documents and other Certificates to applications@ugandameat.ug with a copy to admin@ugandameat.ug by **Monday 13th January, 2020**. For more information, please visit www.ugandameat.ug