

EMPLOYMENT ADVERTISEMENT

Job Title: Stakeholder Coordination Assistant (01)

Department: Programs

Supervisor: Country Director

Job Type: Full Time

Duration: 6 Months

Start Date: 15th November 2020

Country/Location: Kampala, with occasional travel to the project areas

About Fairventures Worldwide.

Fairventures Worldwide (FVW) is a German based organization engaged in landscape restoration activities. Our Uganda program aims to find and implement solutions for large-scale restoration of deforested areas. FVW works with small scale farmers in Western Uganda to implement its reforestation programs. FVW approach to reforestation is through use of fast-growing indigenous tree species in agroforestry systems. FVW implements its programs through partnerships with local farmer groups and community entities for maximum impact and sustainability of projects.

The organization is currently seeking to appoint a **Stakeholder Coordination Assistant** to coordinate the project partners and other stakeholders.

Job Roles and Responsibilities:

The Stakeholder Coordination Assistant shall;

- i. Work closely with the Forestry Project Officer, Farmer Training Facilitators and the rest of the field team in managing engagement with project stakeholders, communities and other parties to establish strong working relationships

- ii. Develop and successfully deliver stakeholder engagement plans in accordance with the overarching stakeholder engagement strategy of the project.
- iii. Manage stakeholder mapping and prepare communications to stakeholders and respond to stakeholder enquiries.
- iv. Work collaboratively with other members of the project team to provide briefings and support to the technical teams for meetings with stakeholders.
- v. Arrange and attend stakeholder meetings with technical team members and ensure feedback of stakeholder responses and requests to technical teams are responded to within agreed timescales.
- vi. Prepare and manage workshops, roundtable and forum logistics including developing agendas, project plans, minute taking and production of reports.
- vii. Ensure accurate audit trail maintained of all stakeholder engagement and all contact/activities are recorded on stakeholder databases.
- viii. Provide input into weekly/monthly reports for the FPO and the Country Office.

Education and Experience/ Preferred Qualifications:

- Bachelor's Degree in Social Science, Project Management, or a related field is required.
- Minimum of 2 years of work experience in similar positions in the field of Forestry or Agriculture, preferably for a donor funded, time-bound project.
- Proven understanding of agroforestry approaches and technical experience in the use of GIS or other mapping software, a plus.
- Experience in farmer training, coaching, and capacity building related to good agroforestry practices, and climate smart adaptations.
- Experience working with stakeholders at various levels and strengthening community partnerships.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Required/Desired Language:

- English and any other dialect of Runyankore/Rukiga, Rutooro/Runyoro or Luganda

How to apply:

FVW is an equal opportunity employer and both qualified women and men are encouraged to apply for this position.

To apply:

- Email a cover letter and CV **ONLY** to *info.uganda@fairventures.org* by **9th November 2020** not later than 5:00pm EAT.
- In the subject line of the email, indicate – **Application for STAKEHOLDER COORDINATION ASSISTANT** only.

Please note that only applications that follow the given the instructions shall be considered.

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