**Uganda Country Programme**

**JOB DESCRIPTION:** ENTERPRISE OFFICER

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| **Job Title** | Enterprise Officer (EO) | |
| **Company** | Self Help Africa (SHA) | |
| **Department** | Programmes | |
| **Reports to** | Agribusiness Project Manager | |
| **Location** | Kiryandongo | |
| **Job Purpose** | The purpose of the job is to facilitate the establishment, nurturing and development of sustainable and profitable agri-enterprise that are aligned to Self Help Africa enterprise development programmes. The EO will apply market system approaches to improve the competitiveness of small holder farmers to respond to new and expanding market opportunities.  The EO will enhance SHA Uganda’s ability to deliver high impact market and enterprise development programming including: assisting farmer organisations, such as farmer groups and cooperatives in on-farm and off-farm business development; value chain development; developing innovative financial inclusion models and approaches; brokerage of deals between public and private sectors actors (PPPs) and promoting inclusive businesses. | |
| **Results Areas:** | **Responsibilities (R) and Activities** | **Results** |
| **R1: Support the development of dynamic and inclusive SMEs that are aligned to Uganda Country enterprise development programmes**  Specific tasks shall include:   1. Exploring and developing partnerships with public private sector actors to provide production and market services to smallholder farmers 2. Supporting Agribusiness Facilitators to facilitate farmer organizations to evaluate market requirements and develop production plans responsive to market demands. 3. Facilitating market driven linkages between farmers, input suppliers, off takers of agro commodities, and other value chain actors by establishing business relationships and facilitating deals (both formal and informal) which open new market channels for the farmers. 4. Providing technical backstopping for the MSMEs through provision of business development services (BDS) and linking MSMEs to BDS services providers. 5. Provide technical oversight on Farmers Organization business plan development and implementation. | * Strong integration of enterprise development approach and inclusive market system approaches adopted in the project. |
| **R2: Support institutional and enterprise development for smallholders famers, including off-farm and on-farm businesses**  Specific tasks shall include:   1. Map and lead surveys of farmer organizations to determine their strengths and weaknesses. 2. Contribute to the development and strengthening of farmers’ organizations and improve their competitiveness 3. Conduct refresher and specialized trainings as needed with staff and partners and design necessary didactic materials (manuals, handouts etc.). 4. Conduct continuous market intelligence and assessments to inform programming including identification of sectors and value chains that have high potential to benefit the smallholder farmers | * Increased market participation of smallholder farmers. * A coordinated and documented approach to farmer institutional development |
| **R3: Facilitate access to financial services for smallholder farmers**   1. Facilitate the adaptation and operationalisation of rural financial inclusive model e.g. Rural SACCO (RuSACCO), Saving with a Productive Purpose (SWAPP) and Savings and Loan Associations (SLA) financial services model being advanced by SHA Uganda. 2. Identification and training of institutional and/or individual VSLA services facilitators and/or providers; 3. Monitoring and ensuring quality of VSLA services delivery to ensure it is in accordance with the adapted model; 4. Lead the documentation and sharing of lessons learnt on financial inclusive models for this Project 5. Explore and develop relationships with financial services providers to improve access to mainstream services by smallholders 6. Undertake exploratory studies/analysis on a broad range of financial services products and their potential suitability for poor targeted by SHA’s work in the region; 7. Consider and facilitate transfer of standardised financial products (franchise-style) and/or adaptation and adoption of existing financial services products to poorer people targeted by this program in the regions; 8. Monitor product adoption rates for new or modified financial services products in the regions of operation. | * SWAPP methodology standardized and promoted across the project * Project strategy for pro-poor financial services developed and implemented * Increased access to diverse financial services by smallholder farmers supported by SHA |
| **R4: Monitoring, Evaluation Accountability and Learning (MEAL)**  Specific tasks shall include:   1. With support from the M&E Associate, ensure enterprises indicators related to SHA RBF[[1]](#footnote-1) are integrated in projects, tracked and annually reported on. 2. Document and disseminate case studies, best practices on market development activities and lessons on working with private sector for innovative services 3. Conduct pilot studies and research relevant to the program and aimed at informing implementation and learning. 4. Support Agribusiness Facilitators with enterprise related data collection, analysis and reporting. 5. Keeping up-date with new knowledge and developments in inclusive businesses through on-line research and networking, and ensuring these development are understood and included in the project work. | * RBF enterprise related indicators captured in project design and reports * SHA is kept abreast with new developments in inclusive businesses. * Value chain and other study reports meet acceptable standards and are aligned to the project needs |
|  | **R5: Network and Relationship building**  Specific tasks shall include:   1. Initiate and manage cooperative and productive linkages with external partners and the donor by ensuring a high level of SHA visibility and branding according to donor guidelines 2. Support the project partners to understand and practice ethical codes of conduct, that are in line with SHA’s own core values 3. Participate in national or regional initiatives related to the project sector/theme and this could include planning and other action beyond the project level, and initiate collaboration in these areas with partners and other stakeholders, when appropriate. | * Good cooperation and coordination between national counterparts, project partners and other relevant stakeholders. |
| **Key Relationships:** | **Internal**   * Agribusiness Project Manager, Agribusiness Facilitators, Technical Coordinators & other project staff * Self Help Africa Uganda Country Programme Staff and administrative staff   **External**   * Farmer groups, youth and women groups, government departments, private enterprises, donors, Civil society organisations | |
| **Qualifications and Experience** | * Minimum of Bachelor’s degree in Business Administration, Agribusiness, Economics, Agricultural Economics, Enterprise Development or related field, * At least 3 years of working experience NGO, private sector or government, at technical level across development programmes focusing on any of the following fields: enterprise development, value chain development, value addition, pro-poor financial services, business management or agri-business with strong private sector linkages, * Experience and knowledge in the design and implementation of both on-farm and off-farm enterprise development projects for individuals and groups * Experience with a wide range of stakeholder and partner management with national/regional companies; international agencies; community-based organizations; agribusinesses, etc. needed. * Working experience in agriculture marketing with excellent analytical/problem-solving and research skills, * Skills in training/facilitation of development processes including organisation and mobilization of communities, enterprise development and networking among different development partners, * Strong skills in speaking and writing English with solid computer skills in Microsoft Word, Excel, power point and email. | |
| **Competencies:** | * Excellent communication skills * Ability to work as part of team across different cultures. * Ability to work with minimum supervision and take initiative * Ability to solve problems and take corrective action. * Commitment to international and humanitarian NGO codes, standards and practices | |

Any candidate offered a job with Self Help Africa will be expected to sign Self Help Africa’s Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Specific roles may require police/DBS/Garda vetting.

**Self Help Africa strives to be an Equal Opportunities Employer**

1. Results Based Framework. [↑](#footnote-ref-1)