

JOB POSTING
STAKEHOLDER ENGAGEMENT MANAGER/COUNTRY REPRESENTATIVE, UGANDA

Reports to:	Sr. Director of Operations for Country Representative duties; Head of Project Implementation for Stakeholder Manager duties.
Overall leadership to:	Country Staff Team in Uganda, and project team for the Ikea-funded “Dialogue and Knowledge-Sharing Platform” project.
Oversees/supervises:	Project Coordinators, Project Staff, Finance, Administration and Support Staff
Co-supervises:	Specialty Officers
Application deadline date:	January 23, 2022

NATURE AND SCOPE

The Stakeholder Engagement Manager/Country Representative is a new position that will provide leadership to the development of radio-based e-extension platforms that offer farmers and rural communities sustained, high quality e-extension services. Centered on a regular weekly or bi-weekly radio magazine offered by 12 Ugandan radio stations, the e-extension platforms will be supported and sustained by a wide range of stakeholders, including public policy makers, knowledge partners, extension service providers (public and private sector), civil society organizations, development project proponents, sponsors and advertisers, as well as radio station management.

The Stakeholder Engagement Manager will use her or his exceptional networking, planning, and partner mobilization skills to engage diverse stakeholders to participate in researching and conceptualizing the platforms, designing platform services, and producing and sustaining platform services.

In her or his role as Country Representative, the Manager will raise the profile and develop/maintain an excellent reputation for impact, reliability and performance of Farm Radio International (FRI) within the country. She or he will grow the organization within the country by identifying and developing prospects for new projects, working closely with FRI’s Senior Manager for Program Development (PD) and within established PD systems. The Manager will also work with the Director of Operations to ensure that Farm Radio’s work in Uganda is well staffed, with appropriate office premises, and that it fulfills its duties and obligations as a registered NGO in Uganda. The Manager will provide leadership to strategic annual planning and budgeting for Farm Radio in Uganda.

RESPONSIBILITIES INCLUDING KEY DELIVERABLES

- 1. Carry the vision and provide overall strategic leadership to the Dialogue and Knowledge Sharing Platform project in Uganda, and will be responsible for identifying, connecting with, engaging, and involving all platform stakeholders in the project.**
 - Convene stakeholders in planning workshops.
 - Engage radio stations as partners in the development and implementation of the platform.
 - Secure the participation of the Ministry of Agriculture’s extension department, support the Ministry in building e-Extension platforms into their extension system, and facilitate the active involvement of public extension workers as focal persons in the e-Extension platforms.
 - Engage knowledge partners and researchers in the development of content agendas and messages.
 - Identify and engage digital advisory service providers with the aim of integrating their services into the platforms.
 - Mobilize development and civil society organizations as partners and clients of the platforms.
 - Secure sufficient financial and in-kind commitments from the private sector and other stakeholder organizations to sustain the platforms.
 - Oversee the Project Coordinator and other staff and specialists in implementing all other aspects of the Project.
- 2. Raise the profile and develop/maintain an excellent reputation for impact, reliability and performance of Farm Radio International within Uganda**
 - Represent FRI in strategic national events that lead to either PD opportunities and/or nurturing public and private partnerships on a *monthly basis*.

- Maintain regular contact with key decision-makers and policy-makers especially in the key ministries of Agriculture-Department of Extension.
- Engage the local or national media so that FRI's work is featured and promoted.
- Ensure maintenance of an office that is professional and welcoming of visits.
- Organize profile-raising events including project-related launches and closures in collaboration with key stakeholders.
- Explore and find ways of promoting the specific Country Office strategic plan.

3. Build strong relationships with key stakeholder groups.

- Convene meetings of the "Country Advisory Board" composed of highly reputed professionals in line with prevailing regulations at a minimum of *one engagement session per quarter*.
- Develop and maintain relations with national and regional governments, including Line Ministries, departments, regulatory authorities and any relevant task forces or special working groups.
- Develop and maintain relations with Canadian High Commissions, Embassies and Global Affairs Canada as well as other Embassies and bilateral development agencies.
- Develop and maintain relations with funding organizations.
- Develop and maintain or strengthen relations with civil society organizations, including media organizations, farmers' organizations, women's organizations, NGOs, etc.

4. Grow the organization by identifying and developing prospects for new projects in country, working closely with FRI's Senior Manager for Program Development and within established PD systems.

- Scan, identify and monitor PD opportunities.
- Participate in *monthly* PD meeting for East and Southern Africa (ESA) region.
- Contribute to concept notes, proposals and budgets in concert with the PD team.
- Submit at least two country led proposals per quarter.
- Ensure application processes, including Farm Radio's internal processes, e.g. risk analysis and management, are followed and deadlines met.
- Advocate for FRI's submissions.

5. Provide leadership and coordination to the Country Team.

- Lead or support the recruitment and professional development of all team members.
- Lead the development of an organizational culture and practice that promotes gender equality, is inclusive and participatory, is respectful of diversity, with zero tolerance for sexual harassment or misconduct or for fraud or corruption of any kind.
- Lead country team contribution to FRI's strategic plan including monitoring of the Annual Workplan.
- Convene and chair *fortnightly* management and *monthly* staff meetings.
- Ensure all staff work collaboratively and follow FRI policies, procedures and guidelines.

6. Manage the country office (in collaboration with the Sr. Director of Operations).

- Ensure all policies (office, procurement, etc.) are followed.
- Ensure compliance with NGO regulations under the Ministry responsible for NGO registration.
- Negotiate lease agreements and contracts and ensure the safe filing of all (physically and on-line on a secure FRI site).
- Negotiate lease agreements and manage sublet agreements for "tenants" in Farm Radio offices
- Responsible for office facilities (equipment and maintenance).

7. Managing HR administration (in collaboration with Head of HR & Workplace Management).

- Ensure all staff have up-to-date contracts, with job descriptions, and individual workplans (in line with employee performance management (EPM) templates and systems).
- Lead staff recruitment and onboarding process with appropriate input from all involved in the process. Hire and directly supervise: office managers, logistics officers, drivers, office support staff.
- Oversee work of international volunteers and interns.
- Ensure all staff are familiar with and adherent to all FRI policies and procedures.
- Ensure permits and visas are in place for international staff and interns.
- Ensure national labour laws and standards are being followed.
- Ensure mandatory remittances, including income and VAT taxes are deducted and submitted and that all social security and other benefits are in place and up to date.

8. Financial Oversight (in collaboration with Regional Finance Manager).

- Oversee and monitor country annual budget
- Oversee financial monitoring and quarterly financial systems and reports.

- Oversee effective implementation and compliance of finance and procurement manuals/regulations.
- Ensure the development, monitoring and revision of project spending plans.

9. **Security, safety and welfare (in collaboration with Sr. Director of Operations)**

- Carry out monthly risk, vulnerability and threat assessment from time to time
- Liaise with other agencies on security matters.

QUALIFICATIONS

Experience and requirements

- 10+ years of experience in management of the people and programs.
- Excellent written and spoken communication skills in English. Communication skills in Swahili is an asset.
- Willing and able to travel if required.

Knowledge

- Knowledge and experience in terms of project development and implementation, including the management project lifecycles and results
- Knowledge of broadcasting and ICT
- Knowledge of agricultural and health practices in Sub-Saharan Africa
- Knowledge of national and international funding and strategic partnerships in Africa

Skills and attributes

- Experience in managing financial and human resources within an organization.
- Good skills in research, evaluation of data and writing.
- Excellent intercultural communication skills.
- Good capacity in terms of organization and management time; ability to work under pressure to meet deadlines.
- At ease working with minimal supervision and limited resources.
- Proven experience in the management of international NGOs.

Applications

FRI is an affirmative action employer. Women, people of colour and members of equity-seeking communities are strongly encouraged to apply. We welcome and encourage applications from people with disabilities and accommodations are available on request for candidates taking part in all aspects of the selection process.

If you wish to apply for this position, please send a cover letter and resume to Jobapps@farmradio.org and include the title of the position in the subject line. Please note that only those candidates selected for an interview will be contacted. No telephone calls please.