



## JOB DESCRIPTION

### Project Manager-Livelihoods Rwenzori Yethu Project

**Duty Station:** Based at CODEA Head office in Kasese District, Western Uganda with frequent field visits in the Rwenzori Sub-region districts & other parts of Uganda.

**Reports to:** Director CODEA through the chain of command

**No. of slots:** (1)

Conservation and Demand Agency (CODEA) is a Ugandan NGO dedicated to empowering communities through conservation and sustainable development. Since 2010, CODEA has focused on nature conservation, socioeconomic empowerment, community health, and capacity building, not forgetting gender and climate issues in Uganda.

**Project;** The 20-year Livelihoods-Rwenzori Yethu project, now under implementation for a year, targets agricultural and forestry enhancement on 5,000 ha of land in Kasese and Ntoroko, aiming to sequester 1.34 MtCO<sub>2</sub>, build climate resilience, and improve livelihoods for over 11,000 households. This investor-backed project focuses on carbon credit generation, increased cash crop production, and sustainable land restoration. The project is powered by Livelihoods Funds.

#### II Key Responsibilities:

The Project Manager will lead the planning, coordination, and execution of all project activities, ensuring strategic alignment, operational efficiency, and strong stakeholder engagement. The role involves:

- Provide strategic and technical leadership to ensure effective project planning, execution, and achievement of objectives, KPIs, and timelines.
- Serve as the lead liaison between CODEA and stakeholders, including government agencies, local communities, development partners, and private sector actors.
- Coordinate project implementation in alignment with organizational and donor guidelines, ensuring adaptive management and continuous improvement.
- Lead and manage the project team, overseeing recruitment, supervision, and performance to maintain high delivery standards.
- Ensure compliance with ESG policies, donor requirements, contracts, and CODEA's internal procedures.

- Support budget preparation and management in collaboration with CODEA's finance team and field office administrators, ensuring efficient and accountable use of resources.
- Facilitate capacity building and promote internal and external knowledge sharing, including the development of a learning agenda with partners.
- Supervise technical and administrative functions, including M&E, timely reporting, and quality control of project outputs.
- Promote collaboration with other CODEA programs and stakeholders to enhance integration and sustainability of project results.
- Represent CODEA in relevant meetings, forums, and events, and participate in organizational planning activities as required.

#### III Person Specifications:

##### Qualification, Skills and Experience

- **Education:** Master's degree in Agriculture, Forestry, Natural Resources Management, Development Studies, Business, or a related field.
- **Experience:** 10 years in agriculture, forestry, or conservation; 5 years managing large-scale projects and budgets over EUR 0.5M; experience with carbon credit initiatives and projects in Western Uganda preferred.
- **Skills:** Leadership, team management, M&E, stakeholder engagement, budgeting, conflict resolution, and technical reporting.
- **Technical Tools:** Proficiency in Microsoft Office (Advanced Excel, Word, PowerPoint); knowledge of mobile data collection tools, MIS, and GIS is an advantage.
- **Other Requirements:** Strong understanding of Uganda's natural resource governance and carbon markets; willingness to travel; high integrity, inclusion-focused, and results-oriented.

##### Application timeline and how to apply:

Interested candidates should submit a single PDF file with application cover letter (Addressed to the Director CODEA), updated CV, academic documents, Salary expectations, and contacts of at least two professional referees to: [codea.uganda@gmail.com](mailto:codea.uganda@gmail.com) and copy to: [jonankom@codeauganda.org](mailto:jonankom@codeauganda.org) and [b.solomon@codeauganda.org](mailto:b.solomon@codeauganda.org). Subject of your Email should be: **Project Manager Position**.

##### Note;

1. We are accepting Applications on a rolling basis until the position is filled. However, we aim to begin the first round of interviews on May 5, 2025. Early Applications; Ugandan nationals; and Females are strongly encouraged.

**2. We desist from any sort of bribe, be aware of corn men. All our processes are cost free and transparent.**