



JOB DESCRIPTION

Project Officer

Duty Station: Based at CODEA Head office in Kasese District, Western Uganda with frequent field visits in the Rwenzori Sub-region districts (minimum 70% in the field).

Focal Area: Ntoroko District

Reports to: RYP Project Manager

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, Sustainable Livelihoods, community health, and capacity building in Western Uganda.

Project; The 20-year Livelihoods-Rwenzori Yethu project that started in 2024 targets agricultural, and forestry enhancement on 5,000 ha in Kasese and Ntoroko, aiming to sequester 1.34 MtCO₂, build climate resilience, and improve livelihoods for over 11,000 households. This investor-backed project focuses on, sustainable land restoration, increased cash crop production, and carbon credit generation.

Key Responsibilities:

The Project Officer (PO) supports the coordination and implementation of the project's field activities. The role involves:

- ✓ Train Community Facilitators to train Lead Farmers using the Trainers of Trainees approach.
- ✓ Popularize the project to communities with Community Facilitators and local leaders.
- ✓ Coordinate Lead Farmer selection, seedling delivery, and requirement reviews.
- ✓ Supervise Community Facilitators in mobilizing and training farmers to achieve targets.
- ✓ Monitor seedling production, assess quality, and confirm distribution quantities.
- ✓ Use a gender lens to ensure inclusive decision-making and participation.
- ✓ Support M&E through routine data collection and database updates.
- ✓ Collaborate on the project communication plan, creating reports, articles, and content.
- ✓ Plan, budget, and account for field-level activities, submitting progress reports.
- ✓ Conduct learning visits to track and enhance the adoption of project practices.
- ✓ Prepare and submit weekly updates, monthly, quarterly, and annual reports.

Personal Specifications:

Qualification, Skills and Experience

- **The ideal candidate should be a citizen of Uganda, preferably with a Bsc. Degree in Agriculture, or Forestry, however, any other relevant degree is welcome, provided the candidate meets the requirements stated below.**

- Strong problem solving, leadership and influencing attitude, always willing of push beyond set targets.
- Holder of at least 05 years of work experience in agriculture, forestry, conservation, and if in carbon credit projects will be most preferred.
- Strong understanding of the modern training materials development and facilitation methodologies
- Strong understanding of the anti-corruption and conservation crimes.
- At least three (03) years of demonstrable experience working with smallholder farmers in either capacity development, climate-smart agro-extension services provision, and agri-business support.
- Experience in training at the field/community level and excellent reporting skills.

Skills and Abilities

- Strong community mobilization skills
- Excellent written and oral communication skills about biodiversity, forestry, environmental, or other natural resource issues.
- **Ability to deliver results even under pressure.**
- Discipline to implement established procedures and policies.
- Organizational skills and creativity to propose improvements to the project and resolve conflicts.
- Committed to building and strengthening a culture of inclusion of special interest groups
- Demonstrates emotional intelligence and willingness to accept feedback while building trust with colleagues by acting with integrity, owning mistakes, and holding oneself accountable.
- Welcomes other points of view and ideas, recognizing and embracing different and contrary perspectives with kindness, curiosity, and encouragement.
- Makes conscious efforts to promote cooperative practices, behaviors, and ways of working across many groups and individuals.
- Good knowledge in the use of the Google Workplace apps, and Microsoft Office (especially word, power point and advanced excel)
- Ability to speak, read and write one of the local languages spoken in the project areas.
- Knowledge and skills in GPS mobile data collection apps, tools and GIS will be an added advantage.
- Possession of a clean motorcycle riding record and willingness to use a motorcycle to travel to the field for work.

Only shortlisted candidates will be contacted at every stage, and the selected candidate is expected to report for duty on 1st July 2026.

How to Apply:

Interested candidates should submit a copy of his or her updated CV, and a cover letter addressed to: **The Coordinator – CODEA**, summarizing his/her work experience and ability to meet each of the qualifications for the position, copy of national ID, copy of certificates, transcripts, salary expectation for this position and two employment referees.

- Please send by email as a single PDF document to: codea.uganda@gmail.com and copy to: b.solomon@codeauganda.org
- Subject of your Email should be **Project Officer Position.**
- **Application Deadline: Friday, June 12th, 2026**