



VACANCY ANNOUNCEMENT

DETAILED TERMS OF REFERENCE

**INVESTMENT OFFICER/FINANCE SECTOR
YOUNG AFRICA WORKS IN UGANDA
ENHANCING LEAD FIRM STRUCTURE FOR YOUTH EMPLOYMENT**

BACKGROUND: The Private Sector Foundation Uganda (PSFU) Uganda's apex body for the private sector is collaborating with the MasterCard Foundation (MCF) to co-implement Young Africa Works in Uganda – Enhancing Lead Firm Structure for Youth Employment Program. The Intervention's ultimate goal is to create dignified and fulfilling work for young women and men and contribute to the effort of lifting Ugandans out of poverty. The intervention focuses on creating, maintaining and sustaining growth in job markets through strengthening the capacity of actors to efficiently produce and sell their goods and services in expanded markets, developing new diversified financing mechanisms as well as growing the capacity of business leaders and their support service providers to manage and expand their enterprises. This transformative intervention will also transition Micro Enterprises to Small Enterprises. PSFU wishes to recruit capable, experienced and passionate Ugandan for the position of Investment Officer/Finance.

INTRODUCTION AND SCOPE: Under the overall responsibility and technical supervision the Investment Specialist/Finance (IO/Finance), the Investment Finance Division will coordinate the project's activities and interventions for financing of business entities participating in project activities, especially Lead Firms and SMEs. The Division is responsible for designing and implementing rules of engagement, assessment processes, and subsequently documenting all aspects relating to financing of private sector enterprise grants under the project. The IO/Finance will generally assist in the activities of the Division under the leadership and guidance of the IS/Finance.

- FUNCTIONS:** The specific duties of the IO/Finance will include: to
1. Assist the IS/Finance and the division in drawing up and regularly reviewing the eligible areas the project may support for funding and in drafting guidelines for stakeholders' information;
 2. Assist the IS/Finance in interceding with financial sector partners under the project on behalf of clients; Lead the project's intercession activities with financial partners in the project;
 3. Assist the IS/Finance with originating and drafting of proposals, documents, etc. for administering financial support and interventions by finance partners and project beneficiaries;
 4. Receive and process applications for project support of clients to financial partners;
 5. Regularly visit for monitoring purposes firms with support from the project's financial sector partners and report on utilisation and repayment progress;
 6. Support the IS/Finance in the implementation the PSFU Catalytic Fund and receive and carry out preliminary evaluation of applications for financing under the Catalytic Fund;
 7. Prepare reports on the operations of the Catalytic Fund.
 8. Undertake any other duties as the IS/Finance may assign.

QUALIFICATIONS: The IO/Finance will be recruited competitively and must have the following qualifications:

1. A Bachelor's Degree in Business, Management, Finance, Administration, or other related field.
2. At least 3 years' relevant experience with financial and administrative components of loans, grants, grants-under-contract, subcontracts, etc.;
3. An appreciation of the workings of the Uganda economic/finance/trade policies as well as a good understanding of private sector operations and concerns;
4. Overall knowledge of the economic and market environment in which the private sector is operating, including the wider East and Central African region;
5. A good understanding of private sector development issues and appreciation of the role the private sector can play in economic development;
6. An appreciation/understanding of the extent and effects of youth unemployment; and of the social (especially gender and youth) dimensions of development;
7. Good interpersonal skills with experience in networking with different partners including those in the private sector and a local community level;
8. Demonstrated written, analytical, presentation, reporting and computing skills and familiarity with modern communication systems (internet, worldwide web, email etc.);
9. Ability and readiness to work in a multicultural and multi-disciplinary environment;
10. A good command of the English language.

Desirable Attributes:

1. A passion for youth – men and women;
2. A commitment to the protection of youth and children.

Send your applications online to hr@psfuganda.org.ug not later than **25th February, 2021**

**Executive Director
Private Sector Foundation Uganda
Plot 43 Nakasero Hill Road
P. O. Box 7683, Kampala**

NOTE: The detailed job profiles can be accessed on www.psfuganda.org.ug

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**COMMUNICATIONS AND PUBLIC RELATIONS OFFICER
YOUNG AFRICA WORKS IN UGANDA
ENHANCING LEAD FIRM STRUCTURE FOR YOUTH EMPLOYMENT**

BACKGROUND: The Private Sector Foundation Uganda (PSFU) Uganda's apex body for the private sector is collaborating with the MasterCard Foundation (MCF) to co-implement Young Africa Works in Uganda – Enhancing Lead Firm Structure for Youth Employment Program. The Intervention's ultimate goal is to create dignified and fulfilling work for young women and men and contribute to the effort of lifting Ugandans out of poverty. The intervention focuses on creating, maintaining and sustaining growth in job markets through strengthening the capacity of actors to efficiently produce and sell their goods and services in expanded markets, developing new diversified financing mechanisms as well as growing the capacity of business leaders and their support service providers to manage and expand their enterprises. This transformative intervention will also transition Micro Enterprises to Small Enterprises. PSFU wishes to recruit capable, experienced and passionate Ugandan for the position of Communication and Public Relations Officer (CPRO).

INTRODUCTION: Under the overall responsibility and technical supervision the Project Director, the Communications and Public Relations Officer (CPRO) will be responsible for the effective communication of project activities, and promote positive publicity for its results, achievements and outcomes. He/ she will be a member of the project management team reporting to the Project Director.

SCOPE OF WORK:

General: The CPRO has the responsibility to ensure the positive projection of the image of the project at all times and for the effective communication to the general public and to stakeholders of the programmes, activities and outputs and benefits/outcomes of the project's interventions and activities.

The specific duties of the CPRO will include: to

1. Ensure wide publicity of the project in all areas of significance in line with budgets and annual work-plans approved by the Steering Committee, PSFU and MCF;
2. Manage the communication channels including media and any stakeholders in relation to the project brand and image of the principal support and sponsor;
3. Help in development and subsequent management of the website of the Project with events (upcoming and completed), activities and major related partnerships, etc.;
4. Develop and update the Project Communication Strategy with a communications plan for the project that includes all activities that are to be covered in the project;
5. Ensure development, operationalisation and maintenance of an on-line website and portal for the project, with frequent regular updates on key elements like events, partnerships etc.;
6. Manage the social media platforms for the project and make responses accordingly;
7. Coordinate communication on the project with counterparts in the partner implementing organisations including with regard to capacity building to have project information well disseminated for advocacy to different stakeholders;

8. Provide input into the project and PSFU advocacy programmes and in this respect work closely with the Investment Specialist/Business Environment;
9. Take charge of the periodic publication of reports, audio and visual outputs of the project; and
10. Undertake any other functions related to the successful implementation of the project as may be instructed by the Project Director.

QUALIFICATIONS: The CPRO will be recruited competitively and must have the following qualifications:

1. A degree in Mass Communication or related degree; with a postgraduate qualification in ICT an added advantage;
 2. At least 5 years' of relevant experience in management and dissemination of communication or advocacy. Experience in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems and social media communication in an institution;
 3. Experience in project and web-based information management;
 4. Overall knowledge of the economic and market environment in which the private sector is operating, including the wider East and Central African region;
 5. A good understanding of private sector development issues and appreciation of the role the private sector can play in economic development;
 6. An appreciation/understanding of the extent and effects of youth unemployment; and of the social (especially gender and youth) dimensions of development;
 7. Good interpersonal and communication skills;
 8. Knowledge of ICT applications to information management and dissemination;
 9. Ability to communicate with stakeholders;
 10. Skills to communicate through social media;
 11. Excellent oral and writing in English.
- Desirable Attributes:**
1. A passion for youth – men and women;
 2. A commitment to the protection of youth and children.

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**INVESTMENT OFFICER/LIVESTOCK SECTOR
YOUNG AFRICA WORKS IN UGANDA
ENHANCING LEAD FIRM STRUCTURE FOR YOUTH EMPLOYMENT**

BACKGROUND: The Private Sector Foundation Uganda (PSFU) Uganda's apex body for the private sector is collaborating with the MasterCard Foundation (MCF) to co-implement Young Africa Works in Uganda – Enhancing Lead Firm Structure for Youth Employment Program. The Intervention's ultimate goal is to create dignified and fulfilling work opportunities for young women and men and contribute to the effort of lifting Ugandans out of poverty. The intervention focuses on creating, maintaining and sustaining growth in job markets through strengthening the capacity of actors to efficiently produce and sell their goods and services in expanded markets, developing new diversified financing mechanisms as well as growing the capacity of business leaders and their support service providers to manage and expand their enterprises. This transformative intervention will also transition Micro Enterprises to Small Enterprises. PSFU wishes to recruit a capable, experienced and passionate Ugandan for the position of Investment Officer/Livestock.

INTRODUCTION AND SCOPE: Under the overall responsibility of the Project Director, the Investment Officer/Livestock (IO/Livestock) will receive technical support from Investment Specialist (IS) to implement the project's activities and work on building linkages with Lead Firms, SMEs and project beneficiaries. He/she will be responsible for implementing the rules of engagement including the requisite preparations that MSMEs & Lead Firms will require to qualify for financing by the partners and the assessment of processes. The IO/Livestock will also work with the IS/Livestock to spearhead the project's Livestock related capacity building activities. He/she will document the ability of prospective recipients to receive, perform and achieve the objectives of the project awards in accordance with PSFU and MCF rules, regulations and cost principles. The IO/Livestock will report to the Project Director and be guided and supported by the IS.

FUNCTIONS: The specific duties of the IO/Livestock will include: to

1. Support the provision of the overall livestock expertise and review suggested capacity building activities and BDS to enable beneficiaries qualify for LFS support.
2. Support activities leading to the review for approval by the Steering Committee the eligible firms the project may support for funding;
3. Support the project's partnership activities with livestock partners in the project; and in this respect work with the livestock sector partners to implement systems for how and on what terms firms and livestock sector partners will interrelate;
4. Offer support in securing the needed information to monitor the utilisation of resources received by firms from the project and ensure their proper application;
5. In collaboration with the project Business Environment team, identify, process and support the preparation of position papers needed to engage policy makers to address challenges encountered in the financing MSMEs in Uganda
6. Support complementary project implementation monitoring, evaluation and learning efforts.

QUALIFICATIONS: The IO/Livestock will be recruited competitively and must have the following qualifications:

1. A Bachelor's Degree in Animal sciences, Zoology, Fisheries and Aquaculture, Agricultural economics or other related field.
2. At least 3 years' relevant experience in the Livestock sector particularly in the areas of Livestock product/business development, livestock MSME financing/lending operations or portfolio performance monitoring. Demonstrated experience in BDS facilitation to beneficiaries will be an added advantage.
4. An appreciation of the workings of the Uganda economic/finance/trade policies as well as a good understanding of private sector operations and concerns;
5. Overall knowledge of the economic and market environment in which the private sector is operating, including the wider East African region;
6. A good understanding of private sector development issues and appreciation of the role the private sector can play in economic development;
7. An appreciation/understanding of the extent and effects of youth unemployment; and of the social (especially gender and youth) dimensions of development;
8. Good interpersonal skills with experience in networking with different partners including those in the private sector and a local community level;
9. Experience working with private sector organisations or in international and donor organisations with implementation of participatory projects;
10. Demonstrated written, analytical, presentation, reporting and computing skills and familiarity with modern communication systems (internet, worldwide web, email etc.);
11. Ability to work unsupervised and under tight schedules;
12. Ability and readiness to work in a multicultural and multi-disciplinary environment;
13. A good command of the English language.

Desirable Attributes:

1. A passion for youth – men and women;
2. A commitment to the protection of youth and children.

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**INVESTMENT SPECIALIST/FINANCE SECTOR
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BACKGROUND: The Private Sector Foundation Uganda (PSFU) Uganda's apex body for the private sector is collaborating with the MasterCard Foundation (MCF) to co-implement Young Africa Works in Uganda – Enhancing Lead Firm Structure for Youth Employment Program. The Intervention's ultimate goal is to create dignified and fulfilling work for young women and men and contribute to the effort of lifting Ugandans out of poverty. The intervention focuses on creating, maintaining and sustaining growth in job markets through strengthening the capacity of actors to efficiently produce and sell their goods and services in expanded markets, developing new diversified financing mechanisms as well as growing the capacity of business leaders and their support service providers to manage and expand their enterprises. This transformative intervention will also transition Micro Enterprises to Small Enterprises. PSFU wishes to recruit capable, experienced and passionate Ugandan for the position of Investment Specialist/Finance.

INTRODUCTION AND SCOPE: Under the overall responsibility and technical supervision the Project Director, the Investment Specialist/Finance (IS/Finance) will coordinate the project's activities and interventions for financing of business entities participating in project activities, especially Lead Firms and SMEs including building linkages between project beneficiaries and financial partners. He/she will be responsible for designing rules of engagement including needed preparations that MSMEs & Lead Firms will require to qualify for financing by the financial partners, assessment of processes, and subsequently documenting all aspects relating to financing of private sector enterprise grants under the project. The IS/Finance will also spearhead the project's finance related capacity building activities. He/she will assess and document the ability of prospective recipients to receive, perform and achieve the objectives of the project awards in accordance with PSFU and MCF rules, regulations and cost principles. The IS/Finance will report to and be guided and supported by the Project Director.

FUNCTIONS: The specific duties of the IS/Finance will include: to

1. Review suggested capacity building activities and BDS to ensure they include suitable financial literacy elements to enable beneficiaries qualify for funding by financial partners
2. Continuously propose ways to de-risk borrowers to increase opportunity for financing LFS actors
3. Draw up and regularly review for approval by the Steering Committee the eligible areas the project may support for funding and prepare guidelines for the information of stakeholders;
4. Lead the project's intercession activities with financial partners in the project; and in this respect work with the financial sector partners to design systems for how and on what terms firms and financial sector partners will interrelate;
5. Secure needed information to monitor the utilisation of resources received by firms from the project's financial partners and ensure their proper application. In collaboration with financial partners analyse repayment trends and advise through periodic reports the Project Director and the Steering Committee on how scheduled repayments are progressing;
6. Lead the technical effort towards setting up and operationalising the Private Sector Catalytic Fund. This will involve working with the identified consultants to conduct the in time the activities towards the realisation of the fund.

7. In collaboration with the project Business Environment team, identify, process and prepare positions papers needed to engage policy makers to address challenges encountered in the financing MSMEs in Uganda
8. Periodically make reports to the Project Director and Steering Committee on the operations of the Catalytic Fund.
9. Supervise the Investment Officer/Finance.

QUALIFICATIONS: The IS/Finance will be recruited competitively and must have the following qualifications:

1. A Master's Degree in Business, Management, Finance, Administration, or other related field.
 2. At least 5 years' relevant experience in the finance sector particularly in the areas of financial product/business development, MSME financing/ lending operations or portfolio performance monitoring. Demonstrated experience in BDS facilitation to beneficiaries will be an added advantage.
 4. An appreciation of the workings of the Uganda economic/finance/trade policies as well as a good understanding of private sector operations and concerns;
 5. Overall knowledge of the economic and market environment in which the private sector is operating, including the wider East and Central African region;
 6. A good understanding of private sector development issues and appreciation of the role the private sector can play in economic development;
 7. An appreciation/understanding of the extent and effects of youth unemployment; and of the social (especially gender and youth) dimensions of development;
 8. Good interpersonal skills with experience in networking with different partners including those in the private sector and a local community level;
 9. Experience working with private sector organisations or in international and donor organisations with implementation of participatory projects;
 10. Demonstrated written, analytical, presentation, reporting and computing skills and familiarity with modern communication systems (internet, worldwide web, email etc.);
 11. Ability to work unsupervised and under tight schedules;
 12. Ability and readiness to work in a multicultural and multi-disciplinary environment;
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