

DAIRY DEVELOPMENT AUTHORITY (DDA)

JOB OPPORTUNITIES

Dairy Development Authority is a Semi-Autonomous Agency under the Ministry of Agriculture, Animal Industry and Fisheries. Its mandate is to develop and regulate the sector. It is established under the Dairy Industry Act, 1998 and its objectives are to provide proper coordination and efficient implementation of all Government policies that are designed to achieve and maintain self-sufficiency in the production of milk in Uganda by promoting production and competition in the dairy industry and monitoring the market for milk and dairy products.

In order to effectively fulfill the mandate, the Authority is seeking for applications from qualified persons who are accomplished to take up the under-listed positions:

1. HUMAN RESOURCE MANAGER (1 – POSITION)

Reporting to **Director Finance & Administration** the successful candidate duty station shall be DDA head office and shall be required to perform the following duties;

- 1) Initiate, formulate and manage human resource management and development policies and strategies that will enable the authority to attract and retain highly quality human resources.
- 2) Develop and implement performance management system for the Authority and coordinate staff appraisals.
- 3) Identify and rationalize career and training opportunities/needs for Authority's staff.
- 4) Ensure employment contracts and personnel records of staff are done and up to date.
- 5) Leave administration.
- 6) Improve job descriptions and specifications of all the employees in the Authority in liaison with heads of sections.
- 7) Initiate budget proposals for the human resource Unit.
- 8) Coordinate the selection and recruitment of staff in accordance with the established rules, procedures and practices.
- 9) In liaison with the Finance department guide payroll management.
- 10) Initiate budget proposals for the human resource unit.

- 11) Prepare progress reports and follow up on the implementation of human resource work plans
- 12) Handle employee disciplinary issues and manage conflict.
- 13) Any other duties as assigned by the supervisor.

Required Qualifications and experience

- 1) Honors Degree in Human Resource Management or Honors Degree in Social Work & Social Administration or any other relevant qualifications.
- 2) Master's degree in a relevant field is a must.
- 3) At least 8 (eight) years' experience in Human Resource management of which three (3) years at senior position

2. PRINCIPAL ACCOUNTANT (1 POSITION)

Reporting to **Finance & Administration Manager** and the successful candidate duty station shall be DDA head office and shall be required to perform the following duties;

- 1) Prepare monthly management accounts and other periodic accounts required,
- 2) Supervise all aspects of the organizational accounting, treasury, payables and credit functions
- 3) Oversee the development of financial accounting systems required to ensure so that financial management and accounting systems are maintained.
- 4) Participate in planning and budgeting processes to ensure that clear guidelines are available to the budget holders.
- 5) Review monthly report data by the finance team and ensure that accounts are accurately charged and coded to respective cost centers.
- 6) Prepare monthly, quarterly and annual financial reports to management and for audit purposes.
- 7) Oversees the work of finance team by ensuring that all financial transactions are processed in timely manner, ensure that expenses are adequately budgeted and accurately coded.
- 8) Prepare quarterly, half-yearly and end of year trial balances.
- 9) Prepare monthly reconciliation statements.
- 10) Prepare commitment requisitions as transactions occur and instant updating of the vote book among others.
- 11) Any other duties that may be assigned from time to time by the supervisor

Required Qualifications and experience

- 1) Honor's Degree in Commerce (Accounting) or; Honor's in Science Accounting & Finance or; Honor's degree of Business Administration (Accounting) from a recognized University.
- 2) Master's in Business Administration (Accounting) is must.
- 3) Must be a member of the Institute of Certified Public Accountants of Uganda (ICPAU).
- 4) At least 6 - years of working experience of which three (3) years at senior level in a reputable Organization.

3. PRINCIPAL PUBLIC RELATIONS OFFICER (I POSITION)

Reporting to **Executive Director**, the successful candidate duty station shall be at DDA Head Office and shall be required to perform the following duties;

- 1) Promote the Authority's image to all the stakeholders.
- 2) Develop and implement strategic public relations strategy to communicate the Authority's key messages to stakeholders and public.
- 3) Plan, budget and coordinate all public relations promotional programmes within DDA.
- 4) Maintain stakeholder relations that include internal and external stakeholder partnerships.
- 5) Address inquiries from the Media and other parties in consultation with technical units.
- 6) Develop and build DDA's Corporate Brand that distinguishes DDA from other Authorities.
- 7) Develop content and distribute press releases, keynote speeches and promotional material in consultation with the supervisor.
- 8) Carry out research and advise management on the necessary changes that need to be undertaken to improve service delivery.
- 9) Any other duties as assigned by the supervisor.

Required Qualifications and experience

- 1) Honors degree in Mass communication or Honors Degree in Journalism or any other relevant Honors degree from a recognized University.
- 2) A Master's degree in a related field is a must.
- 3) Post graduate qualification in Marketing is an added advantage.
- 4) At least 6 - years of working experience of which three (3) are at senior level in a reputable Organization.

4. PRINCIPAL LEGAL OFFICER (1 – POSITION)

Reporting to the **Executive Director**, the successful candidate duty station shall be at DDA head office and shall be required to perform the following duties;

1. Provide proactive legal services to the Board and Management of the Authority.
2. Ensure compliance with the legal and regulatory system within the Authority operates.
3. Be the Secretary to the Board in providing secretarial services and preparation of reports for the Board and its Committees.
4. Draft, review and interpret contracts/agreements, Memoranda of Understanding and all legal documents of the Authority.
5. Develop and lead corporate legal strategy to promote and protect the Authority's matters.
6. Legal risk identification, management and mitigation.
7. Provide legal advice and support to the Procurement & Disposal Unit, Disciplinary Committee, Project Management Committee, and other Management Committees.
8. Participates in the Authority's policies and operating guidelines.
9. Liaise with the external legal institutions and firms to provide comprehensive legal services to the Authority in legal matters as the need arises.
10. Establish and foster good working relationship with the Authority's Stakeholders.
11. In consultation with the Attorney General, represent the Authority in courts of law on all matters requiring representation.
12. Undertake legal research on best practices on matters relating to the Authority's core business and propose appropriate recommendations thereon.
13. Prepare the Legal Budget and Monitor its implementation;
14. Be the Secretary to the Board in providing secretarial services and preparation of reports for the Board and its Committees.
15. Perform any other duties as may be assigned from time to time

Required Qualifications and experience

- 1) Honor's degree in Law from a recognized University.
- 2) Post graduate Diploma in Legal practice from Law Development Centre is a must.
- 3) Master's Degree is a must.

- 4) At least 6 - years of working experience of which three (3) at a senior level in a reputable Organization.

5. DAIRY DEVELOPMENT OFFICERS (2 – POSITIONS)

Reporting to **Senior Dairy Development Officer**, the successful candidate duty station shall be at the DDA Regional Office and shall be required to perform the following duties;

- 1) Implement appropriate programmes aimed at improving dairy husbandry practices and farm business development.
- 2) Conduct trainings that are aimed at increased milk production, productivity and support disease control interventions within the region.
- 3) Implement strategies and programmes for increasing milk production & productivity, marketing, consumption of milk and milk products.
- 4) Support and collect data related to the dairy industry in the region.
- 5) Inspect and recommend for registration of dairy farms in the region.
- 6) Support relevant actors in the region to enhance development in the dairy industry.
- 7) Support the planning, implementation, monitoring, evaluation and reporting on the dairy interventions in the region.
- 8) Support the formation and strengthening of dairy stakeholder's organizations within the region.
- 9) Any other duty as may be assigned by the supervisor.

Required Qualifications and experience

- 1) Bachelor of Veterinary Medicine or Honor is Degree in Animal Production, Technology & Management or any other relevant Honor's degree from a recognized University.
- 2) Post Graduate qualification in a relevant field is an added advantage.
- 3) At least 2 - years of working relevant experience.

6. DAIRY INSPECTORS (2 - POSITIONS)

Reporting to **Senior Dairy Inspector**, the successful candidate duty station shall be at the DDA Regional Office and shall be required to perform the following duties;

- 1) Conduct pre-registration and /or regular impromptu inspections to ensure that collectors, transporters, traders, processors, exporters and importers of milk and dairy products conform to set standards and get registered.

- 2) Conduct trainings that are aimed at increasing compliance to milk processing, value addition and marketing.
- 3) Generate statistical data and information for development of database on compliance and standards improvement strategies and policy development.
- 4) Carry out market surveillance to ensure that milk and milk products that are availed to consumers meet set dairy quality standards.
- 5) Support relevant actors in the region to enhance compliance to set dairy standards and regulations.
- 6) Plan, implement, monitor, evaluate and report on milk quality and safety interventions in the region.
- 7) Enforce dairy regulations to safe guard the public health and safety of the consumers.
- 8) Conduct consumer education and sensitization programs focusing on quality and safety.
- 9) Any other duties assigned to by your supervisor.

Required Qualifications and experience

- 1) Honors Degree in Dairy Science & Technology or Honors Degree in Food Science and Technology or any relevant Honors degree from a recognized university.
- 2) Post Graduate Qualification in a relevant field is added advantage.
- 3) At least 2 - years of relevant working experience.

7). DAIRY PROCESSING TECHNICIAN (1- POSITION)

Reporting to the Tutor **the** successful candidate duty station shall be **DDA Entebbe Dairy Training School** and shall be required to perform the following duties;

- 1) Troubleshooting equipment
- 2) Following preventative maintenance program for equipment & facility
- 3) Assisting with equipment installations.
- 4) Perform maintenance of electrical and mechanical systems.
- 5) Maintenance of clean in place systems (CIP).
- 6) Order maintenance supplies and equipment parts.
- 7) Any duties as assigned by the supervisor.

Skills

- 1) Solid knowledge of Occupational Health & Safety (CCOHS) compliant workplace safety practices

- 2) Excellent communication skills
- 3) Strong analytical and decision making skills
- 4) Strong leadership and interpersonal skills

Education & Experience

- 1) Minimum of Diploma in Mechanical Engineering from a recognized Institution.
- 2) Minimum of 2 - years' experience in a food processing plant.
- 3) Should have experience in Dairy Processing equipment and Machinery.