



## **Call for applications for the Business Development Assistant – Resource Mobilization and Investment at Environmental Alert.**

**Job title:** Business Development Assistant - Resource Mobilization and Investment at Environmental Alert.

**Duty station:** Head office Kampala

**Supervisor:** Executive Director.

### **A) Background**

Environmental Alert was founded in 1988 and in **2018** marked **30 years** of contribution to improved livelihoods and development in Uganda through several interventions in sustainable agriculture, environment, natural resources management, water, sanitation and hygiene. Environmental Alert is officially registered with the NGO Board as a Ugandan non-governmental organization, incorporated as a Company limited by guarantee. Environmental Alert is governed by an Independent Board that is responsible for providing strategic oversight of the organization including ensuring its integrity as a voluntary service organization.

**Vision-** *'Resilient and dignified communities, managing the environment and natural resources sustainably.'*

**Mission** – *'Environmental Alert exists to advocate for an enabling environment, sustainable natural resources management.'*

Environmental Alert has a farm located at Kyevunze village in Wobulenzi in Luweero district off Bombo road. Currently the farm has various crop enterprises including: *eucalyptus, bananas, and coffee*. Environmental Alert is interested in further developing and running this farm as an **Agribusiness and Incubation Center** that is self-sustaining while generating income and demonstrating appropriate environment and natural resources management technologies, innovations and practices.

Additional information about the Environmental Alert is available in the Environmental Alert profile at: <http://envalert.org/wp-content/uploads/2018/07/EA-profile-Updated.pdf>

### **B) Purpose of Position**

The **Business Development Assistant – Resource Mobilization and Investment at Environmental Alert** will coordinate the resource mobilization and investment initiatives by Environmental Alert with the target of contributing towards achievement of the objectives and aspirations of Environmental Alert 10 year's strategic plan, 2016-2025 in respect to resources mobilization and investment.

The position provides opportunity for practical application of theoretical knowledge, competences and experience in respect to resource mobilization, investment and program development in day to day activities at Environmental Alert.

**Job Purpose**

To lead the development and implementation of the work plan and activities for the Resource Mobilization and Investment department at Environmental Alert.

Specifically the job will entail the following responsibilities:

1. *Support the development and implementation of the Environmental Alert Financial Strategy for the period, 2016-2025;*
2. *Regularly scan for available funding opportunities to pursue as part of Environmental Alert's program development and resource mobilization;*
3. *Work with Environmental Alert Program component technical specialists in the generation of quality and innovative concepts and proposals for Program Development*
4. *Coordinate Environmental Alert's Program initiatives and teams for resource mobilization as part of program development to generate the required resources for effective implementation of the strategic plan undertakings;*
5. *Participate in meetings with identified strategic partners of Environmental Alert to pursue structured partnership arrangements for program development through joint planning and implementation;*
6. *Conduct resource mapping and develop strong and effective working relationships with Public and relevant Private Partner (PPP) organizations;*
7. *Support engagement with local collaborations/partnerships with the corporate, private sector, embassies and any other opportunities for joint implementation towards achievement of shared goals;*
8. *Act as Secretary to the Resource Mobilization & Investment committee of the Environmental Alert Board;*
9. *Lead implementation of the resolutions and actions of the Environmental Alert Board through consultations and guidance by the Executive Director;*
10. *Support Environmental Alert initiatives for own investment to generate own revenue to facilitate program implementation;*
11. *Compile and Submit regular performance reports (both technical and financial) for activities under the Resource mobilization and investment unit at Environmental Alert;*
12. *Work with the Environmental Alert Knowledge Management Team to generate appropriate information materials for popularizing Environmental Alert's work and achievements for use during engagements with potential development partners;*
13. *Perform any other duties that may be assigned by the Executive Director.*

**C) Terms and conditions in respect to your position and responsibility at Environmental Alert**

- i. You are subject to Environmental Alert's Human Resource Policy and Manual (2019) and other operational institutional policies of Environmental Alert;
- ii. Your duty station will be the Environmental Alert head offices in Kampala;
- iii. Your job description may be amended from time to time for purposes of realignment with the changing operating context and as guided by the supervisors;
- iv. You will execute your duties with high integrity and devote your full time to the work assigned to you;
- v. You will at all times abide by the advice and guidance given by the Executive Director as the head of the Organization.



**D) Duration for the Position**

The duration for the position is for **1 (One) year and is renewable based on the performance against set targets and available resources.**

**E) Finance and benefits**

In compensation for your services, Environmental Alert will provide a monthly salary and related benefits as per the current staff salary structure.

**F) Qualifications, Skills & Experience:**

- i. Graduate of at least 3 years from the date of graduation; preferably a first degree in agriculture, agricultural economics, forestry, environment and natural resources, environmental economics, development studies, or related field from a recognized university or college.
- ii. Appropriate skills and competences for program development, resource mobilization and investment -;
- iii. Computer literate and demonstrated excellent writing skills;
- iv. Development of plans and budgets for program and project concepts and proposals;
- v. Demonstrated knowledge and skills in building, managing and sustaining partnerships;
- vi. Demonstrated knowledge and skills for leadership and coordination;
- vii. Demonstrated experience of managing similar assignments;
- viii. Clear understanding of major development partners, foundations, Embassy and Corporate perspectives, requirements and standards.
- ix. Work place integrity.

**F) Essential Competencies:**

- a. Good communication skills;
- b. Good team and interpersonal skills;
- c. Ability to work under minimum supervision;
- d. Good interpersonal skills.

**Apply:**

The application should include an application letter describing what motivates you to apply for the job (no more than two pages), a detailed CV, copies of academic testimonials, phone number, e-mail address and names of three referees including your current employer. Only short listed candidates will be contacted.

Environmental Alert is an equal opportunity employer and the position is available for placement at the earliest possible opportunity. Apply to the Executive Director, Environmental Alert, P.O. Box 11259, Kampala. Uganda. Or E-mail to [manager.finance-administration@envalert.org](mailto:manager.finance-administration@envalert.org) with a copy to [manager.finance-administration@envalert.org](mailto:manager.finance-administration@envalert.org) with a copy to [ed@envalert.org](mailto:ed@envalert.org) or hand deliver to Plot 3, Sonko Lane, Kabalagala (off Gaba Road). Applications should be delivered not later than **27<sup>th</sup> July 2019.**