**DAIRY DEVELOPMENT AUTHORITY**

**JOB OPPORTUNITIES**

Dairy Development Authority (DDA) is a Semi-Autonomous Agency under the Ministry of Agriculture, Animal Industry and Fisheries. Its mandate is to develop and regulate the dairy 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. **Manager, Internal Audit**

Reports to:Executive Director

**Roles & Responsibilities**

1. Identity, assess and evaluate the Authority‘s risk areas and make appropriate recommendations for internal controls.
2. To initiate, develop or update Internal Audit Policy documents (such as the Internal Audit Charter and Manual) and establish appropriate standards, policies and procedures to guide the delivery of Internal Audit services in line with Authority`s mandate.
3. To oversee the overall performance of audit procedures including identifying and defining issues, developing criteria, reviewing evidence, documenting Authority`s processes and procedures.
4. To train internal Audit staff in the identification, development and documentation of audit issues and recommendations.
5. To maintain internal audit quality assurance and improvement programs in accordance with international standards for professional practice of internal auditing, internal audit charter and internal audit manual.
6. Ensure value for Money in the Authority‘s operations by examining financial transactions for accuracy and compliance with the Authority’s Policies, procedures and applicable laws.
7. Receive accounting information and returns from all stakeholders and prepare verified reports within specified and demanding deadlines.
8. Conduct audit and advice on the efficiency and effectiveness of internal controls to prevent fraud, loss or waste of Authority’s funds or Assets.
9. Coordinate all external audits of the authority.
10. Prepare and submit periodic reports to the Board Audit Committee and Management.
11. Manage auditing stocks and stock movement and supplies to ensure compliance with Authority policies.
12. Responsible for ensuring that all records and ledger accounts are checked and certified.
13. Responsible for ensuring that regular field visits, surprise audits and spot checks are carried out to ensure compliance with Authority’s policies.
14. Identify loopholes and recommend risk evasion measures and cost savings.
15. Assist in the development of the Authority`s annual audit plan.
16. Coordinate all external audits of the Authority.
17. Coach, train and develop auditing staff to upgrade their knowledge.
18. Any other duties assigned from time to time.

# **Required Qualifications and other requirements**

1. Honor’s degree in Commerce (Accounting) or;

Honor’s degree of Science in Accounting & Finance or ;

Honor’s degree in Business Administration (Accounting).

1. Master’s degree in relevant field is a must.
2. Professional Qualification such as ACCA, CPA, CIA is a must.
3. Must be a member of the Institute of Certified Public Accountants of Uganda (ICPAU).
4. At least 8-years working experience in Audit or Accounting of which three (3) years must be in a senior position.
5. **Principal Dairy Development Officer (01)**

Reports to: **Regional Manager**,

 **Roles & Responsibilities**

1. Conduct surveys and studies to assess and establish technological options in the milk value chain and recommend appropriate interventions.
2. Mobilize dairy stakeholders for identification of needs, formulation of specific goals and alternative interventions strategies for the development of the Dairy industry.
3. Initiate, develop and design appropriate programmes aimed at improving animal husbandry practices and farm business development.
4. Develop and implement strategies and programmes for increasing the consumption of milk and dairy products.
5. Carry out socio-economic research and surveys relating to marketing and consumption of milk and dairy products.
6. Manage the dissemination of information regarding the performance of the dairy sector with regard to production, processing, marketing and consumption.
7. Develop strategies for transporting milk and milk products.
8. Monitor and evaluate the effectiveness of promotion and information dissemination strategies and programmes.
9. Develop consumer education and sensitization programme on nutritional benefits of consumption of milk and milk products.
10. Perform any duties as assigned by the supervisor.

# **Required Qualifications and other requirements**

1. Bachelor’s Degree in Veterinary Medicine or; Honour’s degree in Animal Production, Technology & Management or any relevant Honor’s degree from a recognized University.
2. Master’s degree in a related field is a must.
3. At least 6- years of working experience
4. **Principal Procurement Officer (01)**

**Reports to:** Director Finance & Administration

**Roles & Responsibilities**

1. Prepare bid documents and invitations to tender for the organization’s procurement and disposal requirements.
2. Prepare reports to the contracts committee and the PPDA.
3. Prepare procurement plans in line with organizations work plans and budget.
4. Provide technical guidance to other departments on matters relating to procurement.
5. Prepare contract documents for all procurements of the Authority and assist to improve contract management.
6. Preparation of timely integrated monthly/quarterly reports.
7. Implement a system for contract management in the procurement process and provide technical support to user departments.
8. Implement mitigation measures to curb the risk inherent in the procurement process.
9. Implementation Support to user departments to ensure compliance with the law.
10. Liaise with users on matters related to procurement and disposal.

# **Required Qualifications and other requirements**

1. Honour’s Degree in Procurement & Logistics Management or

Honour’s degree in Procurement & Supply Chain Management or any relevant Honour’s degree from a recognized University.

1. Master’s degree in a related field is a must.
2. Profession qualification (Chartered Institute of Purchasing & supplies (CIPS) is a must.
3. At least 6 - years of relevant working experience of which three (3) years continuous procurement experience in a Public Organization.
4. **Principal Accountant (01)**

Reports to: Director Finance and Administration

Roles and responsibilities

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 other requirements**

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.

1. Master’s in Business Administration (Accounting) is must.
2. Must be a member of the Institute of Certified Public Accountants of Uganda (ICPAU).
3. Hands on experience with the Government of Uganda Integrated Financial Management System (IFMS).
4. At least 6 - years of working experience of which three (3) years at senior level in a reputable Organization.
5. **Senior Accountant**

Reports to: Principal Accountant

 **Roles & Responsibilities**

1. Ensure the integrity of financial accounting systems required to ensure that financial management and accounting systems are maintained.
2. Participate in planning and budgeting processes to ensure that clear guidelines are available to the budget holders.
3. Ensure that accounts are accurately charged and coded to respective cost centers.
4. Ensure collection of Non-Tax Revenue (NTR) and reconciliation with URA system.
5. Prepare monthly management accounts and other periodic accounts required giving recommendations.
6. Prepare monthly, quarterly and annual financial reports as may be required by the supervisor.
7. Ensure proper maintenance of all ledger Accounts.
8. Ensuring that all financial transactions are processed in timely manner and that expenses are adequately budgeted and accurately coded.
9. Prepare monthly Bank and Treasury General Account (TGA) reconciliation statements.
10. Administer an effective control system to ensure timely returns and reports.
11. Prepare commitment requisitions as transactions occur and instant updating of the vote book among others.
12. Any other duties that may be assigned from time to time by the supervisor.
13. Ensure the integrity of financial accounting systems required to ensure that financial management and accounting systems are maintained.
14. Participate in planning and budgeting processes to ensure that clear guidelines are available to the budget holders.
15. Ensure that accounts are accurately charged and coded to respective cost centers.
16. Ensure collection of Non-Tax Revenue (NTR) and reconciliation with URA system.
17. Prepare monthly management accounts and other periodic accounts required giving recommendations.
18. Prepare monthly, quarterly and annual financial reports as may be required by the supervisor.
19. Ensure proper maintenance of all ledger Accounts.
20. Ensuring that all financial transactions are processed in timely manner and that expenses are adequately budgeted and accurately coded.
21. Prepare monthly Bank and Treasury General Account (TGA) reconciliation statements.
22. Administer an effective control system to ensure timely returns and reports.
23. Prepare commitment requisitions as transactions occur and instant updating of the vote book among others.
24. Any other duties that may be assigned from time to time by the supervisor.

# **Required Qualifications and other requirements**

1. Honor’s Degree in Commerce (Accounting) or;
2. Honor’s degree of Science Accounting & Finance or;
3. Honor’s of Business Administration (Accounting) from a recognized University.
4. Level 11 professional training in Accounting Qualifications of ACCA/CPA.
5. Hands on experience with the Government of Uganda Integrated Financial Management System (IFMS)
6. At least 3 - years of working experience.
7. **Senior Dairy Development Officer (01)**

 Reports to:  **Principal Dairy Development Officer**

  **Roles & Responsibilities**

1. Coordinate dairy development by explaining, demonstrating and sensitizing dairy farmers on government policies, strategies and programs aimed at increasing production and productivity.
2. Strengthen and empower dairy farmers groups, associations and cooperatives by helping to build their capacities and abilities to effectively handle milk collection, quality control, bulking and marketing with a view of bringing them into the formal economy.
3. Build and strengthen the capacity of dairy farmers/farmer organizations in business management and development in order to increase profitability at farm level.
4. Develop and design material for promotion of milk and other dairy products.
5. Conduct comparative analysis to determine the most appropriate and effective medium for disseminating the message.
6. Develop future media articles aimed at communicating to target audience, the significance of milk and dairy products consumption.
7. Compile and analyse statistical data and information to facilitate the analysis of the dairy impact, benefit and outcomes of the information dissemination programs on promotion of consumption of milk and other dairy products for use in sectorial planning and development of the industry.
8. Any other duty as may be assigned by your supervisor

# **Required Qualifications and other requirements**

1. Honors A bachelor’s degree in Veterinary Medicine, Honor’s degree in Animal Production, Technology & Management or in other relevant Honor’s degree from a recognized University.
2. A Postgraduate Qualification in a relevant field is a must.
3. Master’s degree in related field is an added advantage.
4. At least three (3) - years of relevant working experience.
5. **Senior Dairy Inspector**

 Reports to:  **Principal Dairy Inspector**

 **Roles and responsibilities**

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 by DDA.
2. Generate statistical data and information for development of database on compliance and standards improvement strategies and policy development/change.
3. Conduct regular inspections aimed at disseminating guidelines for quality, safety, hygiene practices for milk and dairy products, dairy facilities and premises to ensure compliance with dairy standards and regulations.
4. Enforce regulations such as stopping adulteration of milk and dairy products, transportation of milk in unauthorized containers, transportation of warm milk, etc.to safe guard public health and wellbeing of milk consumers by apprehending and persecuting offenders.
5. Carry out market surveillance to ensure that milk and milk products that are availed to consumers meet set dairy quality standards.
6. Maintain an effective and efficient system for regulations and enforcement.
7. Maintain systems to address consumer/farmers complaints and concerns regarding adherence to dairy regulations.
8. Improve consumer education and sensitization programs focusing on quality and safety.
9. Carry out any other duties assigned by the supervisor.

# **Required Qualifications and other requirements**

1. Honours degree in Dairy Science & Technology or; Honour’s degree in Food Science and Technology or any relevant Honour’s degree from a recognized university.
2. Postgraduate qualification in a related field is a must.
3. Master’s degree in related field is an added advantage.
4. At least three(3) - years of relevant working experience
5. **Human Resource Officer (01)**

**Reports to:**  Senior Human Resource Officer

**Roles & Responsibilities**

1. **Participate in developing and implementing of policies and procedures relating to the DDA staff.**
2. **Ensure recruitment and selection of DDA staff in accordance with Authority’s policies, procedures and guidelines.**
3. Assist in conducting orientation and induction programmes for newly recruited staff.
4. Liaise with staff /supervisors during the process of coordinating and implementation of staff performance appraisal system.
5. Ensure staff records and personal files are duly maintained and up-dated;
6. Initiate payroll and pay change reports.
7. Ensure staff Contracts are current and those Contracts that are not renewable have left the organization in time.
8. Responsible for conducting staff training needs assessment in conjunction with departmental managers.
9. Participate in the preparation of quarterly performance reports for human resource and administrative department.
10. Ensure proper and timely handover when staffs who are leaving employment of DDA.
11. Ensure discipline among staff in accordance with DDA Terms and Conditions of DDA Service.
12. Ensure staff members take leave when it is due.
13. Ensure staff attendance is monitored and errant behaviour rectified or reported to Management.
14. Ensure staff welfare services, cleanliness and hygiene of office and DDA premises.
15. Responsible for availability of office supplies, office machinery and equipment.
16. Ensure that the machinery and equipment are in good functional state and serviced in time and repairs done in good time.
17. Responsible of support staff.
18. Any other duty as may be assigned by the supervisor.

# **Required Qualifications and other requirements**

1. Honor’s degree in Human Resource Management or;

Honor’s degree in Social work & Social Administration or;

Honor’s degree of Business Administration & Management (Human Resource Management) or any other relevant Honor’s degree from a recognized University.

1. Post Graduate Qualification in a relevant field is added advantage
2. At least 2 - years of working experience in a reputable Organization.
3. **Dairy Development Officer (01)**

 Reports to**: Senior Dairy Development Officer**

 **Roles and Responsibilities**

1. Facilitate dairy development by explaining, demonstrating and sensitizing dairy farmers on government policies, strategies and programs aimed at increasing production and productivity.
2. Training and sensitizing farmers and or Farmer organizations on new and improved animal husbandry technologies as well as milk handling, transportation, bulking and marketing in liaison with extension workers and local authorities.
3. Strengthen and empower dairy farmers groups, associations and cooperatives by helping to build their capacities and abilities to effectively handle milk collection, quality control, bulking and marketing with a view of bringing them into the formal economy.
4. Build and strengthen the capacity of dairy farmers/farmer organizations in business management and development in order to increase profitability at farm level.
5. Develop and design material for promotion of milk and other dairy products and conduct comparative analysis to determine the most appropriate and effective medium for disseminating the message.
6. Develop future media articles aimed at communicating to target audience, the significance of milk and dairy products consumption.
7. Develop and implement appropriate publicity programs to be aired in the electronic media, discussed in public debates, workshops, seminars and exhibits at trade fairs and shows.
8. Generate statistical data and information to facilitate the analysis of the dairy impact, benefit and outcomes of the information dissemination programs on promotion of consumption of milk and other dairy products for use in sectoral planning and development of the industry.
9. Any other duty as may be assigned by your supervisor.

# **Required Qualifications and other requirements**

1. Bachelor of Veterinary Medicine or; Honour’s Degree in Animal Production, Technology & Management or any other relevant Honour’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.
4. **Dairy Inspector (02)**

Reports to:  **Senior Dairy Inspector**,

 **Roles and Responsibilities**

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 by DDA.
2. Generate statistical data and information for development of database on compliance and standards improvement strategies and policy development/change.
3. Conduct regular inspections aimed at disseminating guidelines for quality, safety, hygiene practices for milk and dairy products, dairy facilities and premises to ensure compliance with dairy standards and regulations.
4. Enforce regulations such as stopping adulteration of milk and dairy products, transportation of milk in unauthorized containers, transportation of warm milk, etc. to safe guard public health and wellbeing of milk consumers by apprehending and persecuting offenders.
5. Carry out market surveillance to ensure that milk and milk products that are availed to consumers meet set dairy quality standards.
6. Maintain an effective and efficient system for regulations and enforcement.
7. Maintain systems to address consumer/farmers complaints and concerns regarding adherence to dairy regulations.
8. Improve consumer education and sensitization programs focusing on quality and safety.
9. Any other duties assigned to by his/her supervisor.

# **Required Qualifications and other requirements**

1. Honour’s Degree in Dairy Science & Technology or; Honour’s Degree in Food Science and Technology or any relevant Honour’s 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

**Applications should be addressed to;**

**The Executive Director**

**Dairy Development Authority**

**Plot 1, Kafu Road – Nakasero**

**P.O Box 34006, Kampala**

**Deadline is 24th July 2023 at 5:00pm.**

Akankiza Samson Mpiira

**AG. EXECUTIVE DIRECTOR**