



## **Energy for Rural Transformation Project-PSFU Component**

**CREDIT NUMBER: 4554-UG; PROJECT ID NUMBER: P112334**

### **VACANCY ANNOUNCEMENT- PROJECT OFFICER/SUPPORT SERVICES,**

#### **Background**

The Government of Uganda has received a credit from the International Development Association (IDA) towards the cost of the second phase of the Energy for Rural Transformation (ERT) Project and intends to apply part of the proceeds of this facility to payments under the contract for a Project Officer./Support Services for BUDS-ERT, a component implemented by the Private Sector Foundation Uganda (PSFU).

The PSFU now invites qualified Ugandan nationals to apply for the position of a Project Officer/Support Services.

#### **Job Description**

- i. Attend to client issues including provision of information on services offered by BUDS-ERT, maintenance of record of inquiries and receipt of complete applications and claims from BDS clients.
- ii. Carry out pre-screening of requests for support and advise clients accordingly
- iii. Attend to general correspondence, maintain the BUDS-ERT Archive and databank of all clients and activities supported, grants paid and rejected applications
- iv. Readily provide data on supported activities for analysis
- v. Carry out desk monitoring of all supported activities.
- vi. Provide administrative support including organization of meetings and workshops, support to the procurement process and acquisition of logistical supplies for BUDS-ERT
- vii. Carry out any other task assigned or approved by the Director, BUDS-ERT.

**Reporting:** The officer will report to the Director, BUDS-ERT, but will work closely with Project Officer, Programs.

**Qualifications:** Candidates for this position must have

- i. University degree preferably in any of the following, Business Administration, Economics, Commerce, Office and Information Management

- ii. At least two years experience in client relations and monitoring work.
- iii. Computer knowledge especially in MS Word, Excel, Access, Power Point.
- iv. Ability to work long hours with minimum supervision.

**Duration:** The contract period would be 2 years renewable subject to satisfactory performance.

A consultant/employee will be selected in accordance with the procedures set out in the World Bank's Guidelines: **Selection and Employment of Consultants by World Bank Borrowers, (Current Edition)**.

Interested individuals should submit their applications together with curriculum vitae, copies of academic certificates and testimonials by 5.00 pm on the 02<sup>nd</sup> November 2009 clearly marked "Application – Project Officer/ Support Services", addressed to:

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