



DRIVER NEEDED

POSITION: DRIVER

DUTY STATION: KAMULI/JINJA

EMPLOYMENT TYPE: Full Time

START DATE: October 2025

NUMBER OF POSITIONS: 1

Integrated Seed and Sector Development Uganda (ISSD Uganda) is an independent local NGO in Uganda, which aims to be a leading agricultural development organization in fostering resilient seed and food systems for sustainable agricultural production.

YEIT project is a two-year project funded by Enable with the general objective to contribute to improved livelihoods of vulnerable youth in Busoga region through enhanced access to quality, demand-driven skills development and employment opportunities in the sustainable tourism and hospitality sector. Through this, 500 vulnerable youth, girls & women will be supported to acquire hands-on skills and competences in chosen trades that meet market demand requirements while earning them decent incomes.

In line with interventions planned under the YEIT project, ISSD Uganda is looking for a competent and experienced **Driver** to be based in Jinja and Kamuli, Uganda with possible reallocation to either district during project implementation.

Position overview

The Driver supports the project with all transport-related duties including transporting staff to specified project destinations, collecting and delivering various organization packages, and maintaining the vehicle in a clean and good mechanical condition.

Reporting and supervision

The Driver reports to the Administration & HR officer at Kampala Office but working closely with the project administrative & outreach assistant & Skilling Officers in the region.

Duties and Responsibilities

- Drive the ISSD vehicle and authorized passengers to specified destinations as approved by the supervisor, and in line with ISSD transport management policy
- Assist with loading and offloading of staff luggage, organization items and materials
- Always keep the assigned vehicle in a clean condition by regular washing and cleaning

- Maintain an updated log book for all journey to record travel-time, locations, and fuel top-ups, etc.
- Maintain the vehicle in a proper working condition to ensure safety and comfort of passengers by;
 - a) performing routine physical inspections to monitor its safety and security
 - b) ensuring planned service, repair, and maintenance schedules are adhered to
 - c) reporting any accidents, injuries, and vehicle damage to the supervisor
- Promptly inform the supervisor if/when road misuse tickets are issued by the Uganda Police/ road traffic other authorities
- Ensure the assigned vehicle is always parked in permissible parking spaces to avoid risks of towing
- Fulfill other duties such as running office related errands as instructed by supervisor

Special requirement

- The job will require reporting on duty not later than 7:00am, and working on the weekend, as will be communicated by supervisor

Skills and Qualifications

- Minimum UACE qualification with basic knowledge of English (spoken and written) and other relevant local languages
- Certificate in defensive driving
- 5 years relevant work experience with NGO or CSO
- A valid driver's license and clean driving record
- Working knowledge of local roads and routes

Key Competencies

- High integrity
- Hospitable
- Accountability
- Confidentiality
- Good communication skills
- Good interpersonal skills
- Sound knowledge of road safety regulations
- Ability to utilize maps, GPS systems, and car manuals
- Punctual and reliable

How to apply

Interested and qualified individuals are encouraged to apply for this job by emailing your cover letter and CV maximum 3 pages to hr@issduganda.org, while indicating the job title in the email subject not later than **3rd October 2025 at 5:00pm EAT**. Attachments should not exceed 2MB.

For more details visit the ISSD Uganda website via: www.issduganda.org. *Only shortlisted candidates will be contacted.*



PROJECT ADMINISTRATIVE AND OUTREACH ASSISTANT NEEDED

POSITION: Project Administrative & Outreach Assistant

DUTY STATION: Jinja and Kamuli

EMPLOYMENT TYPE: Full Time

START DATE: October 2025

NUMBER OF POSITIONS: 2

Integrated Seed and Sector Development Uganda (ISSD Uganda) is an independent local NGO in Uganda, which aims to be a leading agricultural development organization in fostering resilient seed and food systems for sustainable agricultural production.

YEIT project is a two-year project funded by Enabel with the general objective to contribute to improved livelihoods of vulnerable youth in Busoga region through enhanced access to quality, demand-driven skills development and employment opportunities in the sustainable tourism and hospitality sector. Through this, 500 vulnerable youth, girls & women will be supported to acquire hands-on skills and competences in chosen trades that meet market demand requirements while earning them decent incomes. In line with interventions planned under the YEIT project, ISSD Uganda is looking for a competent and experienced **Project Administrative & Outreach Assistants** to be based in Jinja and Kamuli, Uganda with possible reallocation to either district during project implementation.

Position Overview:

The Project Administrative & Outreach Assistant will provide day-to-day administrative, data management, and community outreach support to the project team in either Jinja or Kamuli. The role combines office administration with field-based tasks to ensure smooth mobilization, engagement and skilling of youth trainees, accurate record-keeping, and efficient organisation of all skilling activities.

Reporting and supervision

The Project Administrative & Outreach Assistant will report to the Administration & HR Officer while working closely with the Project Manager, Finance Officer and Skill Officers.

Main Duties and Responsibilities

The Project Administrative & Outreach Assistant has the following specific duties and responsibilities.

1. Front Desk Management:

- Manage the office receptionist area
- Professionally attend to visitors, partners & project young women
- Support project administrative work as stipulated by ISSD Uganda code of conduct.
- Receive incoming and Outgoing mails on behalf of the project
- Support and disseminate communications in a timely and ethical manner
- Maintain a safe and clean working space

2. General Administration Management:

- Manage office operations including ensuring cleanliness of the office, preparation for meetings and tidiness within offices.
- Manage & monitor office supplies stock, receive all procured items, update the stores records and handle shortages while maintaining updated, accurate and valid project stores records.
- Organize a filing system for important and confidential company & project documents under your docket

- Maintain the project's organizational travel plan and update the schedules accordingly
- Support the Administrative preparation of Audit
- Support the project to arrange travel and accommodation as per approved requests
- Support the project staff with filing e.g. program documents, photocopies and scanning of documents.
- Maintain the office and keep the equipment in check
- Any other duties as will be assigned by the supervisor

3. Support for youth engagement and skilling activities planned

- Distribute youth skilling adverts, flyers, and other promotional materials in targeted communities, institutions and public places
- Collect completed youth application forms and maintain a physical record of all submissions
- Respond to inquiries about skilling opportunities, providing clear and accurate information on the eligibility criteria, application procedures, available skilling options, queries or concerns from applicants and their families
- Build and maintain positive relationships with local leaders, youth groups, and community resource persons to boost project visibility
- Support entry of applicant and trainee data into the project database accurately and promptly while follow guidelines set by Enabel and the rest of the project team
- Generate summary reports on applications, participant demographics, and trainee attendance in activities and gather participant feedback
- Maintain confidentiality and comply with data protection requirements
- Support planning and on-site logistics for skilling workshops, including venue booking, catering arrangements, and participant registration
- Prepare and distribute training materials
- Support monitoring and evaluation activities such as follow-up phone calls to trainees
- Perform any other related tasks assigned to enhance project efficiency

Job Requirements and Competencies

- Diploma in Tourism and hospitality, Business Administration, Social Sciences, Community Development or related discipline
- 2-3 years of relevant experience in an office setting, preferably in an administrative or clerical role, community mobilization or youth programme
- Excellent organizational skills, ability to prioritize, and comfortable working independently
- Exceptional oral and written communication skills, including strong spelling, grammar, and punctuation
- Must be committed to providing outstanding customer service and demonstrate strong interpersonal skills especially when dealing with youth and community leaders
- Strong attention to detail
- Proficient computer skills (Microsoft word, excel) and ability to operate general office equipment
- Ability to work independently, meet deadlines, and travel within project communities
- Ability to maintain a strict level of confidence
- Able to ride a motorcycle
- Commitment to inclusivity, diversity, and youth empowerment principles

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SKILLS DEVELOPMENT OFFICER NEEDED

POSITION: Skills Development Officer

DUTY STATION: Jinja and Kamuli

EMPLOYMENT TYPE: Full Time

START DATE: October 2025

NUMBER OF POSITIONS: 1

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YEIT project is a two-year project funded by Enable with the general objective to contribute to improved livelihoods of vulnerable youth in Busoga region through enhanced access to quality, demand-driven skills development and employment opportunities in the sustainable tourism and hospitality sector. Through this, 500 vulnerable youth, girls & women will be supported to acquire hands-on skills and competences in chosen trades that meet market demand requirements while earning them decent incomes.

In line with interventions planned under the YEIT project, ISSD Uganda is looking for a competent and experienced **Skills Development Officer** to be based in Jinja and Kamuli, Uganda with possible reallocation to either district during project implementation.

Position Overview:

The Skills development officer will be engaged to work closely with the Project Manager and UHTTI to support the implementation of the Skilling activities within the area of jurisdiction. The role combines field-based tasks to ensure smooth mobilization, engagement and skilling of youth trainees, accurate record-keeping, and efficient organisation of all skilling activities.

Reporting and supervision

The Skills development officer will report to the Project Manager while working closely with the UHTTI

The skills development officer will carry out the following Responsibilities:

- Work closely with the implementing partners to design and/or review assessment training packages (ATPs) and Tailor-Made Training Packages (TMTPs)
- Conduct awareness about project implementation, stakeholder by-in dialogues at household, community and District Local Government (DLG) level.
- Support the youth on-boarding processes which include, advert dissemination, target group selection and stakeholder engagement
- Identify Work Based Learning (WBL) providers and facilitate support required to offer WBL to trainees
- Work closely with UHTTI to register, assess, skill and certify the youth.
- Support implementation of post skilling activities trainee job placement, job matching dialogues with employers, Curriculum Vitae writing, etc
- Work closely with M&E team and Technical and Vocational Education and Training (TVET) institutions to monitor the skilling activities, supervise WBL providers and conduct income

tracing of the trainees

- Support Business Development Services (BDS) for trainees aligned to self-employment, organize competitions for starter kits and offer starter kits.
- Provide ongoing technical assistance to trainees, WBL providers and foster opportunities for actors to learn from each other.
- Identify additional technical assistance needs within the implementing partners and coordinate their capacity building.
- Provide support in accountability and quality control of project activities, including assessing impact and effectiveness, tracking outputs and results, and ensuring timely and efficient delivery of the project through a client-satisfaction approach.
- Work with the safeguarding officer to ensure that trainee safeguarding protocols are in place at all skilling events
- Assist project staff in systematization of experiences, documentation, reporting and establishing the Management Information System (MIS).
- Proactively participate in meetings, report writing and work planning as required.
- Other duties as assigned by the supervisors.

Qualifications

- A minimum of a university degree in a relevant field such as Tourism and Hospitality and other relevant sciences
- Training in practical entrepreneurship courses is an added advantage

Experience

- Must have worked for at least 5 years on youth skilling projects
- Experience in partnering and coordinating with key stakeholders

Competency

- Strong knowledge of the education sector
- Adult education methods, adult mentoring and coaching
- Strong knowledge of the tourism sector: hospitality standards, regulatory standards among others
- Good communication skills
- Good entrepreneurial mindset and skills
- Interpersonal and stakeholder engagement

How to apply

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