

## **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 which 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 applications from qualified persons who are accomplished to take up the under-listed positions:

**Job Title:** Executive Director

**Reports to:** Board of Directors

**Position:** (1)

#### **Purpose of the Job**

To ensure efficient and effective coordination of operations, functions and activities of Dairy Development Authority with regard to the development, promotion and regulation of the dairy industry.

#### **Key functions:**

- 1) Is an ex-officio member of the DDA Board of Directors
- 2) Is the Accounting Officer of the Authority
- 3) Has the custody of the seal of the Authority
- 4) In- charge of day to day operations of the Authority
- 5) Management of funds, property and business of the Authority and for the administration, organization and control of the staff of the Authority
- 6) Plan, organize, motivate and control the activities of the Authority, to ensure that the objectives are achieved,
- 7) Ensure that policies related to the Dairy Industry are adhered to and implemented,
- 8) Act as arbitrator in any conflict between Dairy companies and Processors,
- 9) Ensure that proper liaison is maintained between the Authority and other bodies in the Industry and Government,

- 10) From time to time, in writing, keep the Board informed of the progress of the business of the Authority,
- 11) Perform any other duties that may be assigned to him/her by the Board of the Directors.

**Job Specification**

- 1) Bachelor of Veterinary Medicine or Honor's degree in Food Science and Technology or Honor's degree in Animal Production, Technology and Management and any other Honor's relevant degree from a recognised University.
- 2) Master's in Business Administration is a must.
- 3) Master's degree in a relevant field is an added advantage
- 4) Post Graduate Qualification in Procurement is an added advantage.
- 5) At least 10 (ten) years of working experience is a must of which five (5) years are in a managerial position from a reputable organisation.

**Job Title:** Director Technical Services

**Reports to:** Executive Director

**Position:** (1)

**Purpose of the job**

- 1) To direct all resources- human, financial, technical and others towards the implementation of the National Dairy Strategy (NDS) in order to fast-track the development of the dairy sector and its contribution to the National economy.
- 2) To spearhead the development and regulatory functions of the Authority to increase milk production and productivity and lead in the development and implementation of strategies and best practices among the dairy farmer groups/co-operatives, milk traders, milk transporters and processors.
- 3) To improve the level of understanding of the general public about the benefits of milk and dairy products consumption by developing a communication strategy that will deliver the appropriate messages to different target beneficiaries.

**Functions:**

- 1) Take lead in the implementation of the National Dairy Strategy (NDS);
- 2) Capacity to guide policy formulation and implementation through the existing local government structures and ensure sustainability;
- 3) To coordinate enforcement and adherence to set standards and regulations by all stakeholders in the dairy industry;
- 4) Direct and manage the implementation of quality/safety standards and regulations governing the production, processing, marketing (including import & export) and consumption of milk and dairy products;
- 5) Monitor quality and safety trends with a view to formulating and establishing interventions to improve the quality and safety of milk for consumers;
- 6) Supervise and guide the implementation of sensitization programmes both in quality assurance and dairy development;
- 7) Guide preparation of annual work-plans and budgets and preparation of reports for the directorate;
- 8) Analyze and disseminate statistical data relating to milk production, marketing and consumption, including import and export and carry out trend analysis;
- 9) Co-ordinate all dairy processing, marketing and promotional activities such as seminars, trade fairs and workshops;
- 10) Develop strategies to strengthen dairy institutions along the entire dairy chain;
- 11) Co-ordinate various dairy development activities such as dairy extension, dairy breeding; dairy research, training and dairy products development;

- 12) Register and train dairy farmers marketing organizations;
- 13) Develop key partnerships and maintain effective communication and bilateral working relationship between the Authority and all stakeholders in the dairy industry, including Local Governments;
- 14) Write proposals towards raising resources for the development of the dairy sector;
- 15) Advise the Executive Director on key policies in respect of provision of linkages between research, extension providers and extension support to dairy farmers;
- 16) Establish and maintain systems to address stakeholder complaints and concerns regarding adherence to dairy standards and regulations;
- 17) Generate and analyze statistical data and information on compliance with dairy standards and regulations to facilitate the evaluation of the regulatory framework;
- 18) Any other duty as may be assigned by the Executive Director.

**Person Specification:**

- 1) Bachelor's degree in Veterinary Medicine or Honor's degree in Food science and Technology or Honor's degree in Animal Production, Technology & Management and any other relevant degree from a recognised University.
- 2) Master's degree in a relevant field is a must.
- 3) Post Graduate Qualification in Management or Administration is a must.
- 4) At least eight (8) years of working experience of which five (5) years must be in a managerial position from a reputable organisation.

**Job Title:** Principal Accountant

**Reports to:** Director Finance & B Administration

**Positions:** (1)

**Responsible to:** Senior Accountant

**Purpose of the Job:**

To prepare and maintain books of accounts and associated financial records, financial reports and directly supervise the revenue and expenditure and ensure accountability of the Authority's funds.

**Functions of the Job:**

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 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 financial statements.
9. Prepare monthly reconciliation statements.
10. Administer the commitment control system and ensure timely returns and reports.
11. Prepare commitment requisitions as transactions occur and ensure instant updating of the vote book among others.
12. Any other duties that may be assigned to you from time to time by the supervisor.

**Persons Specification**

- 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.

Interested applicants who meet the specified job requirements should submit their applications, up to date curriculum vitae and photocopies of certified academic credentials and three referees not later than **28<sup>th</sup> February 2020** at **5.00pm** to the address below.

**Executive Director**

**Dairy Development Authority (DDA)**

**Plot 1, Kafu Rd. Kampala**

**P.O. 34006**

**Kampala**

**Tel: 0414-343883 / 0414-343901/2**

E-mail: [info@dda.or.ug](mailto:info@dda.or.ug)

Kindly Note: For those sending the applications online, please merge all your document into one file, not exceeding 3mbs