



## FRA VACCANT POSITIONS

Food Rights Alliance is looking to recruit 3 Food and Nutrition Project Assistants in Fort portal, Gulu and Moroto to support the implementation of the programme activities under FRA's Programme Pillar III of Food Governance and Justice

Deadline for receiving applications is **15<sup>th</sup> February, 2023 at 5:00pm**. Applications should be sent to [fra@frauganda.org](mailto:fra@frauganda.org) under the subject: **Project Assistant - Food and Nutrition**

POSITION	JOB PURPOSE	DUTIES AND RESPONSIBILITIES
<b>Project Assistant - Food and Nutrition</b>	<p>The Project Assistants will support the implementation and reporting of activities under the Food Governance programme. You will work closely with the Head of programmes, Head of Systems, the Executive Director and other staff and alliance members.</p> <p>This will be achieved by reviewing and understanding broadly the organization frameworks and specifically the programme in line with the organizational strategic plan, project grant agreements, the general context surrounding the food governance terrain in the country and globally to ensure that you legally support the organization and the programme is implemented with compliance</p>	<p><b>Responsibility 1: Support in planning and implementation of the programme activities under Food Governance, within the agreed plans, budgets, time frame and donor guidelines in line with the FRA Strategic Plan and all Governance and Administrative Procedures</b></p> <ul style="list-style-type: none"><li>• Support the Implementation of all programme activities under the Food Governance thematic area</li><li>• Undertake all programme activities agreed upon by the programme team on schedule and where flexibilities are technically required, adequately communicate and seek approvals from relevant parties on time.</li><li>• Support the organization of all programme participants and stakeholders (government officials at the district level, Sub county level, village leaders, CSOs, private sector, members of loose coalitions, community members to form a community of Practice on food justice by ensuring understanding of the laws, policies, regulations guidelines and procedures for competence and compliance.</li></ul>

		<p><b>Responsibility 2: Supporting Documentation and communication in the context of Food governance</b></p> <ul style="list-style-type: none"><li>• Support production and dissemination of FRA publications including, documentaries, posters, magazines, e-newsletter, reports and other relevant documents to all FRA stakeholders.</li><li>• Technically support FRA Communication officer and members in undertaking communication related programme activities in a food Governance context.</li><li>• Support in the drafting of press releases and organize media briefings around pertinent issues as well as prepare talking points and/or speeches in the context of Food Governance.</li><li>• Gather case studies and take photos for marketing, communication and other purposes as required by FRA, donors and partners.</li><li>• Develop content for various FRA communication channels focusing on FRA initiatives on Food Governance and Food Justice</li></ul>
		<p><b>Responsibility 3: To support programme development and implementation</b></p> <ul style="list-style-type: none"><li>• Participate in programme development activities like contextual analysis, review of studies and/or brain storming sessions when called upon.</li><li>• Respect, uphold, and actively support the broader FRA organizational development initiatives and that of member organizations.</li></ul>

		<ul style="list-style-type: none"> <li>• Support actual programme development like writing some sections of a proposal and doing budget as part of your personal career development.</li> </ul>
		<p><b>Responsibility 4: Advocacy, Representation, networking and partnerships</b></p> <ul style="list-style-type: none"> <li>• Represent FRA and its interests in; Meetings, workshops, write shops, Campaigns, field visits, networks and media in the country/region/internationally and contribute towards consolidating and raising the profile of FRA.</li> <li>• Establish and maintain relationships with key stakeholders and government authorities to enhance collaboration and networking</li> <li>• Actively participate in FRA thematic committee meetings and events and ensure that thematic activities inform FRA programmes.</li> <li>• Represent FRA and its interests in dealing with government, international and local organizations, networks and media in the country/region and contribute towards consolidating and raising the profile of the network.</li> </ul>
<p><b>Other Key Responsibilities:</b></p>		<p><b>In addition to individual respective tasks, all FRA employees are expected;</b></p> <ul style="list-style-type: none"> <li>• To adhere to our organizational values and to actively promote their application amongst colleagues.</li> <li>• To undertake tasks in a creative, self-driven and innovative manner.</li> </ul>

- To identify and implement additional tasks/ ideas of benefit to the organization (whether directly linked to one's job or not).
- Establish and develop effective working relationship with entire FRA staff, Volunteers, Interns, Member organization staff, Government staff to ensure team work and integration.
- Participate in team decision making process including but not limited to, planning and review meetings, staff meetings and events.
- Adhere to all FRA organizational policies.