



## **JOB ADVERT: PROJECT OFFICER**

### **About MEACCE:**

Mt Elgon Agroforestry Communities Cooperative Enterprise Ltd (MEACCE) is a farmer-owned organization committed to promoting sustainable coffee production, environmental stewardship, and community empowerment in the Mt Elgon region. MEACCE works closely with smallholder coffee farmers to implement internationally recognized sustainability standards, improve livelihoods, and access premium markets.

### **Position Overview:**

MEACCE is seeking a proactive and results-driven Project Officer with strong skills in proposal writing and project management. The ideal candidate will be responsible for developing project concepts, preparing funding proposals, managing project implementation, and reporting on progress to stakeholders.

### **Key Responsibilities:**

- Lead the development of project proposals, concept notes, and funding applications.
- Coordinate the implementation of donor-funded and internally funded projects.
- Monitor project activities to ensure timely and quality delivery of outputs.
- Work closely with field teams and stakeholders to plan, implement, and evaluate projects.
- Prepare periodic project reports, including financial and narrative reports.
- Identify new project opportunities and potential partnerships.
- Organize and facilitate project meetings, trainings, and community engagements.
- Support the development of organizational strategies and annual work plans.



### **Qualifications and Experience:**

- Bachelor's Degree in Project Planning & Management, Development Studies, Social Sciences, Agriculture, or a related field.
- At least 3 years' experience in project management, proposal writing, and reporting in a development or agricultural organization.
- Proven experience in developing successful project proposals and fundraising concepts.
- Strong skills in project planning, monitoring, and evaluation.
- Excellent report writing, communication, and presentation skills.
- Computer literate with proficiency in MS Office and project management tools.
- Highly organized and detail-oriented.
- Excellent analytical and problem-solving skills.
- Ability to work under pressure and meet deadlines.
- Strong interpersonal skills and ability to work with diverse teams.
- Commitment to the mission and values of MEACCE.

### **Application Procedure:**

Interested candidates should submit their CV, cover letter, and academic certificates in one PDF file addressed to the Secretary on email [info@mtelgoncoffee.com](mailto:info@mtelgoncoffee.com), cc [pnakalagwa@mtelgoncoffee.com](mailto:pnakalagwa@mtelgoncoffee.com), and [lwepukhulu@mtelgoncoffee.com](mailto:lwepukhulu@mtelgoncoffee.com). Or hand deliver your application at Plot 24/26 Bunyoli Road Industrial Area, Mbale Former Britainia Building.

Subject: Application for Project Officer

Deadline: 13<sup>th</sup> November 2025

\*Only shortlisted candidates will be contacted.\*