

# EXTERNAL VACANCY ANNOUNCEMENT

**Job Title:** Field Assistants

**Number of Vacancies:** 60

**Organization:** Kyenjojo District Local Government

**Duty Station:** Kyenjojo (Bugaaki, Butiti, Nyabirongo, Kihura, Nyantungo and Katooke)

**Reports to:** Senior Land Management Officer.

**Background:** CORDAID Uganda with support from the Embassy of the Kingdom of Netherlands in partnership with the Ministry of Lands, Housing and Urban Development (MLHUD) and Kyenjojo District Local Government, is implementing a project entitled Agricultural Governance Results Improvement Project (A-GRIP) that aims to achieve Strengthened, Food secure and Resilient farming systems in 16 districts across five regions Busoga (Kamuli and Buyende), Elgon (Mbale, Kapchorwa, Bulambuli and Bududa), Kigezi (Kisoro, Rubanda, Kabale and Rukiga), Lango (Lira and Alebtong), and Rwenzori (Kabarole, Bunyangabu, Kyenjojo and Kamwenge) in Uganda.

**Outcome one** is to ensure increased formal and equitable land ownership under customary law through issuance of Certificates of Customary Ownership – CCOs especially for the most vulnerable populations.

**Job Summary:** Kyenjojo Districts Local Government seeks to recruit responsible, qualified, and competent individuals who can work with minimum supervision as Field Assistants to support data collection (Mapping and Surveying) for CCO registration.

## RESPONSIBILITIES:

### Mapping

- a) Assist in the creation of accurate maps for land registration purposes
- b) Conduct field surveys and gather spatial data to support mapping efforts
- c) Utilize Geographic Information Systems (GIS) and other mapping tools provided to ensure precision and accuracy
- d) Collaborate with the mapping team to ensure consistency and quality in mapping output
- e) Timely plan with the Area Land committees for Land Demarcation activities.
- f) Liaise with the Area Land Committees in Mobilization of the community for Land demarcation exercise

### Data Recording

- a) Accurately record and document data related to land registration
- b) Ensure data quality and integrity by verifying information and correcting errors
- c) Organize and maintain data records in a secure and accessible manner
- d) Provide data support to the mapping team and other stakeholders as needed

### Team Work

- a) Work closely with the mapping team to ensure accurate and consistent mapping outputs
- b) Provide feedback and suggestions to improve mapping processes and outcomes
- c) Assist in resolving mapping discrepancies and issues
- d) Collaborate with Area Land Committees, LCs, Physical planning and other stakeholders to ensure alignment and coordination
- e) Support the Area Land Committees in accurate sketch drawing and cleaning of the files

### Task Support

- a) Perform other related tasks as assigned to scale up mapping processes



- b) Provide administrative and logistical support as needed
- c) Provide general support to the team to ensure efficient project implementation
- d) Facilitate Land dispute resolution which rise during land demarcation exercise together with the Area Land committees and the Local leaders.
- e) Attend Meetings as planned by the project team.

**Terms and Conditions:**

**Working hours:**

Daily/weekly targets will be set and should be achieved within normal working hours i.e. 8:00am to 5:00pm.

**Termination:**

This contract will terminate upon achievement of set targets.  
Where you fail to demonstrate the ability to fulfil prescribed obligations in the quality set.  
Agreement of the parties.

**Deliverables:**

- a) Accurate and complete mapping data of a minimum 10 parcels per day
- b) Timely submission of daily/weekly reports
- c) High-quality fieldwork and data collection

**Supervision:**

The Field Assistant will directly report to the Chairperson of Area Land Committee and the Senior Assistant Secretary/ Recorder

**Equipment and Tools:**

The mapping tools and equipment including; GPS tools, Tablets/ phones etc will be provided and kept at the district after use

**Confidentiality:**

The Field Assistant shall maintain confidentiality regarding project data and information and shall only be liable to disclose or share with the supervisor.

**Tenure:**

This contract takes effect for a period of six (6) months

**Education:**

1. Minimum qualification Senior Six Certificate or its equivalent, Certificate or diploma in cartography or surveying.
2. Post-secondary education in surveying, civil engineering, geography, or a related field is preferred (e.g., certificate or diploma).
3. Coursework in surveying, mathematics, physics, and computer-aided design (CAD) is beneficial.

**Added Advantage:**

1. Familiarity with surveying equipment, such as:
  - Total stations

- GPS receivers
- Levels
- Theodolites

2. Knowledge of surveying software and technologies:

- Data collectors (e.g., Trimble, Leica)
- Geographic Information Systems (GIS)
- Computer-aided design (CAD) software (e.g., AutoCAD)

3. Understanding of measurement principles and techniques:

- Distance and angle measurements
- Leveling and trigonometry

4. Basic computer skills:

- Microsoft Office (Word, Excel)
- Data management and record-keeping
- Candidates from the sub-counties where the project is being implemented will be given first priority should they qualify

5. Knowledge of the local language and context is an added advantage

**Physical and Safety Requirements:**

1. Physical stamina to work outdoors in varying weather conditions.
2. Ability to lift and carry surveying equipment.
3. Adherence to safety protocols and procedures.

**Soft Skills:**

- Communication and teamwork skills.
- Attention to detail and accuracy.
- Organizational and time management skills.
- Ability to follow instructions and take direction.
- Basic problem-solving and analytical skills.

**How to apply:**

Interested applicants should submit their CVs (max 2 pages) and application letter (1 page) to the

Secretary Natural Resources Office.

**Kyenjojo District Local Government.**

**Persons with Disability and women are strongly encouraged to apply.**

**Deadline for application: Friday, 25th October, 2024 at 5:00 PM**

**Only shortlisted applicants shall be contacted. No phone calls please!**

**Note:**

Candidates from the sub-counties where the project is being implemented will be given first priority should they qualify