



JOB OPPORTUNITIES

BACKGROUND INFORMATION

African Agribusiness Incubators Network (AAIN) is an Africa-led and African-owned network of agribusiness incubators, accelerators, enterprise support organizations and associates. Our core business function is business incubation and acceleration for decent jobs, employment, and wealth creation in Africa. It was established in 2013 and transformed into a network in 2015. Our mission is to incubate agribusiness incubators and accelerators that ensure entrepreneurs are provided with the necessary services and facilities to start, manage and sustainably grow their enterprises creating jobs, decent employment and wealth creation. AAIN in partnership with development partners cocreate and implement programs and projects aimed at creating jobs, employment and wealth especially among the youth and women. AAIN is an apex body of incubators and associate partners registered as an international business development company operating in 55 African Union Member countries with its headquarters in Ghana. AAIN works through incubators, leveraging partnerships to provide support to its clients and associate partners through four (4) investment areas: i) Technology and Innovations Commercialization, ii) Human and Institutional Capacity Development, iii) Innovative Incubation Fund Management using structured financing models, and iv) Youth Engagement in Agribusiness Trade and Investments in Africa.

AAIN, an equal opportunities employer seeks to recruit competent and qualified persons to fill the positions below:

1. Position Title: Business Incubation Management Coordinator-Africa

Reports to: Deputy CEO

Duty Station: Kampala, Uganda

Contract Type: One-year Renewable

Job Purpose

The Business Incubation Management Coordinator – Africa will coordinate the design, implementation, monitoring, and strengthening of agribusiness incubation programs across AAIN's network of incubators in Africa. The Coordinator will support incubation hubs, start-ups, youth agripreneurs, and SMEs by providing technical assistance, capacity building, innovation commercialization support, and ecosystem coordination.

The role requires a proactive leader with strong technical, coordination, and partnership-building skills who can support multi-country incubation initiatives and ensure alignment with AAIN's strategic priorities.

Key Roles and Responsibilities

A. Program Coordination & Incubation Management

- i. Lead the planning, coordination, and implementation of business incubation programs across AAIN's member incubators and regional hubs.
- ii. Support incubators in strengthening operational systems, service delivery, and business models to improve efficiency and sustainability.
- iii. Guide the development and implementation of incubation methodologies, toolkits, curricula, and frameworks tailored for agribusiness and agri-innovation.
- iv. Oversee the incubation cycle, including start-up recruitment, pre-incubation, incubation, acceleration, mentorship, and graduation processes.
- v. Facilitate innovation, commercialization, and support technology transfer initiatives within the AAIN network.

B. Technical Assistance & Capacity Building

- i. Conduct needs assessments for incubators and design targeted capacity development programs.
- ii. Provide technical advisory services to start-ups and SMEs on business planning, financial modeling, commercialization, and market entry.
- iii. Facilitate training programs, mentorship sessions, masterclasses, and knowledge-sharing platforms across member incubators.
- iv. Assist in developing tools for monitoring enterprise performance and identifying high-growth start-ups.

C. Ecosystem Strengthening & Partnerships

- i. Collaborate with government agencies, development partners, private-sector actors, investors, and academia to strengthen the agribusiness incubation landscape.
- ii. Support cross-country partnerships and co-creation initiatives promoting youth agribusiness, innovation, and enterprise development.
- iii. Represent AAIN in relevant ecosystem meetings, conferences, and networks.
- iv. Promote visibility of AAIN incubation programs through communication materials, showcases, and innovation forums.

D. Resource Mobilization & Project Development

- i. Provide technical support in developing project concepts, proposals, and fundraising initiatives related to incubation and innovation.
- ii. Identify funding opportunities and support member incubators in accessing incubation grants, investment funds, or accelerator programs.
- iii. Contribute to the coordination of donor-funded incubation projects to ensure alignment with donor requirements.

E. Monitoring, Evaluation, Learning & Reporting (MEL)

- i. Develop and apply MEL frameworks for incubation activities across Africa.
- ii. Track performance indicators related to start-up growth, job creation, youth engagement, technology adoption, and investment mobilization.

- iii. Prepare periodic program reports, impact assessments, and success stories for management and partners.
- iv. Document and disseminate best practices, lessons learned, and innovation case studies.

F. Operational & Administrative Coordination

- i. Support budgeting, activity planning, logistics, and documentation related to incubation programs.
- ii. Maintain accurate databases of incubators, entrepreneurs, partners, and innovation projects.
- iii. Provide regular updates and analytical briefs to the Deputy CEO and senior management.
- iv. Ensure compliance with AAIN's policies, quality standards, and reporting requirements.

Minimum job requirements

a) Academic Qualifications

- Bachelor's degree in Agribusiness, Business Administration, Entrepreneurship, Agricultural Economics, Development Studies, or a related field.
- Master's degree in Agribusiness Management, Innovation Management, Project Management, Business Development, or a relevant field is an added advantage.

b) Work Experience

- At least 5 years of experience in business incubation, enterprise development, SME support, innovation ecosystems, or related fields.
- Demonstrated experience working with incubators, accelerators, technology hubs, or entrepreneurship support organizations.
- Experience in coordinating multi-country or multi-stakeholder programs.
- Background in agribusiness development, youth entrepreneurship, value-chain support, or innovation commercialization.
- Experience in capacity building, training design, mentorship, or enterprise advisory services.
- Exposure to donor-funded projects and resource mobilization is desirable.

c) Key Competencies and attributes

- Strong understanding of incubation models, innovation ecosystems, and SME financing mechanisms.
- Knowledge of agribusiness value chains, agri-technology trends, and youth agripreneurship.
- Competence in MEL processes, reporting, and data analytics.
- Excellent writing skills for reports, proposals, and communication materials.
- Proficiency in digital tools, CRM systems, and virtual collaboration platforms.
- Leadership and Coordination: Ability to manage complex programs and coordinate diverse stakeholders.
- Strategic Thinking: Ability to align incubation activities with institutional strategy and market trends.

- Entrepreneurial Mindset: Passion for supporting start-ups, innovation, and enterprise growth.
- Communication & Networking: Strong interpersonal and relationship-building abilities.
- Results Orientation: Ability to deliver high-quality outputs under tight timelines.
- Expertise in business modeling, enterprise advisory services, and innovation commercialization.
- Strong analytical and problem-solving skills.
- Ability to design and facilitate training programs at different levels.
- Knowledge of investment readiness, start-up acceleration, and market linkage mechanisms.
- High integrity, professionalism, and confidentiality.
- Cultural sensitivity and ability to work across diverse African contexts.
- Adaptability, creativity, and proactive decision-making.
- Strong teamwork and ability to work independently with minimal supervision.

2. Position Title: Regional Business Incubation Manager (5 positions)

Reports to: Business Incubation Specialist

Duty Station: West Nile, Eastern, Northern, Central and Western, Uganda

Contract Type: One-year Renewable

Job Purpose

The Regional Business Incubation Manager will coordinate and implement incubation, enterprise development, and youth employability interventions under the Mastercard Foundation-funded Sustainable Inclusive Youth Employment Pathways (SIYEP) initiative. This role supports regional incubation hubs, TVET institutions, universities, and youth enterprises to strengthen entrepreneurship skills, innovation capacity, and employment readiness.

The Manager will conduct training needs assessments, support curriculum development, coordinate incubation activities, deliver capacity-building programs, and monitor enterprise progress. The position is central to enabling AAIN's mission to facilitate youth engagement, technology commercialization, and enterprise growth in Uganda.

Duties and Responsibilities

A. Regional Program Coordination & Incubation Management

- i. Coordinate and oversee incubation and enterprise support activities across assigned regions.
- ii. Implement the SIYEP incubation model, ensuring alignment with AAIN's four investment pillars.
- iii. Manage the incubation cycle, including outreach, selection, pre-incubation, incubation, acceleration, mentorship, and graduation.
- iv. Support TVET and university-based incubation hubs to strengthen their operational systems and service delivery.

- v. Provide advisory support to youth-led enterprises on business planning, financial literacy, innovation, and market readiness.
- vi. Facilitate linkages between youth businesses and markets, investors, and private-sector actors.

B. Training Needs Assessment and Curriculum Development

- i. Conduct focused educational and training needs assessments for targeted youth and institutional partners.
- ii. Support the design, development, delivery, and evaluation of responsive educational curricula, incubation toolkits, and training programs.
- iii. Collaborate with TVET institutions and universities to embed entrepreneurship and innovation into their academic programs.
- iv. Deliver training-of-trainers (ToT), mentoring sessions, coaching clinics, and masterclasses for youth and incubation staff.

C. Applied Research, Documentation & Knowledge Generation

- i. Conduct applied research to identify barriers, opportunities, and emerging trends in regional youth employment and enterprise development.
- ii. Document case studies, success stories, lessons learned, and best practices from incubators and enterprises.
- iii. Contribute to the development of reports, publications, and learning materials for program improvement and visibility.
- iv. Maintain updated regional data on youth enterprises, incubation performance, and job placement outcomes.

D. Partnerships, Stakeholder Engagement & Ecosystem Strengthening

- i. Build and maintain partnerships with regional stakeholders, including government agencies, private-sector actors, financial institutions, academia, and development organizations.
- ii. Coordinate regional innovation forums, stakeholder meetings, and learning platforms.
- iii. Facilitate collaboration between youth enterprises and service providers such as investors, mentors, and business advisors.
- iv. Represent the SIYEP program in regional events and maintain strong relationships with partner institutions.

E. Monitoring, Evaluation, Learning (MEL) & Reporting

- i. Collect and validate data on training activities, incubation milestones, enterprise outcomes, and youth transition indicators.
- ii. Support MEL teams in tracking program performance and generating evidence-based recommendations.
- iii. Prepare regional progress reports, field updates, and knowledge summaries for the Business Incubation Specialist.
- iv. Ensure quality assurance and compliance with donor and organizational guidelines.

F. Administrative & Operational Support

- i. Support budgeting, work planning, procurement, and logistical coordination for regional activities.

- ii. Supervise field staff, consultants, trainers, and mentors engaged in regional program delivery.
- iii. Ensure documentation, reporting, and record keeping are accurate and up to date.
- iv. Contribute to risk assessment and mitigation plans for enterprise development and youth programs.

Minimum Job Requirements

1. Academic Qualifications

- Bachelor's degree in Agribusiness, Agricultural Extension, Business Administration, Economics, Development Studies, Education, Entrepreneurship, or a related field.
- A Master's degree in any of the above fields or in Innovation Management, Agricultural Economics, Project Management, TVET Education, or a related field is an added advantage.

2. Work Experience

- Minimum 4–6 years of experience in business incubation, enterprise development, youth development, or entrepreneurship training.
- Experience working with TVET institutions, universities, or innovation hubs.
- Experience delivering training programs, conducting needs assessments, and developing curricula or instructional materials.
- Proven experience in coordinating field activities for donor-funded programs (experience with Mastercard Foundation is an advantage).
- Experience in working with youth-led enterprises, SMEs, or agribusiness value chains.
- Experience in partnership development and stakeholder engagement within regional settings.

Key Skills and competencies

- Strong understanding of incubation models, SME development, and youth entrepreneurship ecosystems.
- Ability to design, deliver, and evaluate training programs for diverse audiences.
- Proficiency in data collection, field research, and basic analysis.
- Strong writing, documentation, and reporting skills.
- Familiarity with digital collaboration tools, learning platforms, and business development software.
- Basic knowledge of M&E tools and practices.
- Leadership & Coordination: Ability to manage regional activities with strong organizational and coordination skills.
- Communication & Facilitation: Excellent presentation, mentoring, and facilitation skills.
- Analytical Thinking: Ability to diagnose enterprise challenges and propose practical solutions.
- Teamwork & Collaboration: Ability to work effectively with diverse teams and stakeholders.

- Results Orientation: Strong commitment to achieving program targets and quality standards.
- Knowledge of agribusiness ecosystems, innovation, and value-chain development.
- Competence in enterprise coaching, business modeling, and entrepreneurship training.
- Strong data management and report-writing skills.
- Ability to support curriculum design and instructional development.
- Understanding of youth employment pathways and market systems.
- High integrity, professionalism, and accountability.
- Cultural sensitivity and ability to work across Uganda's diverse regions.
- Problem-solving, creative thinking, and adaptability to changing contexts.
- Ability to work independently with minimal supervision.
- Excellent interpersonal skills and a proactive mindset.

3. Position Title: Applied Research and Publications Manager

Reports to: Deputy CEO

Duty Station: Kampala, Uganda

Contract Type: One-year Renewable

Job purpose

The **Applied Research and Publications Manager** will lead AAIN's applied research agenda, knowledge generation activities, documentation, and publication portfolio. The role supports evidence-based decision-making, influences policy dialogue, strengthens AAIN's incubation ecosystem, and enhances institutional visibility across Africa.

The Manager will oversee the design, management, and dissemination of high-quality research products focused on agribusiness incubation, technology commercialization, youth entrepreneurship, SME development, and innovation systems. This position plays a strategic role in transforming data into actionable insights, developing research partnerships, and ensuring all publications meet international quality standards.

Duties and Responsibilities

A. Research Strategy & Leadership

- Lead the development and implementation of AAIN's applied research strategy aligned with its four investment pillars.
- Identify research priorities and emerging trends related to agribusiness incubation, innovation, youth entrepreneurship, and SME development.
- Oversee the design and execution of research studies, assessments, case studies, and impact evaluations across member incubators and partner programs.
- Coordinate multi-country research initiatives in collaboration with regional partners, academic institutions, and development agencies.

B. Research Management & Quality Assurance

- i. Develop research protocols, methodologies, data collection tools, and analytical frameworks.
- ii. Ensure research activities adhere to ethical standards, data quality assurance measures, and methodological rigor.
- iii. Manage research teams, consultants, enumerators, and collaborating institutions.
- iv. Conduct advanced data analysis and interpret findings for program improvement and policy influence.

C. Documentation, Publications & Knowledge Products

- i. Lead the development of AAIN's publications, including policy briefs, technical reports, annual reports, working papers, innovation profiles, manuals, toolkits, and newsletters.
- ii. Establish and manage an editorial and peer-review process to ensure publication quality.
- iii. Oversee layout, design, editing, and branding compliance for all knowledge products.
- iv. Manage AAIN's digital knowledge repository, ensuring content is updated, accessible, and well-organized.

D. Knowledge Dissemination & Thought Leadership

- i. Facilitate knowledge-sharing workshops, learning events, and dissemination forums targeting incubators, policymakers, and ecosystem actors.
- ii. Present research findings at conferences, policy dialogues, and stakeholder forums across Africa.
- iii. Support communication teams with evidence-based content for articles, media releases, infographics, and digital platforms.
- iv. Promote AAIN's thought leadership in agribusiness incubation and innovation ecosystems.

E. Partnerships, Resource Mobilization & Institutional Collaboration

- i. Establish research partnerships with universities, think tanks, development partners, and private-sector actors.
- ii. Provide research inputs for concept notes, project proposals, and donor-funded programs.
- iii. Contribute to fundraising efforts for research projects, surveys, and knowledge-generation initiatives.

- iv. Engage with policy institutions to ensure research outputs inform policy and ecosystem development.

F. Monitoring, Evaluation, Learning (MEL) & Impact Analytics

- i. Support data-driven MEL processes by designing indicators, data tools, and performance tracking mechanisms.
- ii. Generate impact analysis of incubation programs and enterprise growth across the continent.
- iii. Compile learning briefs, dashboards, and evidence-driven recommendations for program improvement.

G. Operational, Administrative & Supervisory Responsibilities

- i. Manage budgets related to research and publication activities.
- ii. Supervise research interns, consultants, and collaborative research staff.
- iii. Prepare periodic progress reports, annual knowledge reports, and research summaries for the Deputy CEO.
- iv. Ensure compliance with organizational standards and donor requirements.

Minimum Job requirements

1. Academic Qualifications

- Master's degree in **Agricultural Economics, Research Methods, Statistics, Development Studies, Agribusiness, Economics, Innovation Studies, or related fields.**
- A PhD is an added advantage, especially in fields related to applied research or agribusiness innovation.

2. Work Experience

- Minimum **5–7 years** of relevant experience in applied research, publication management, or knowledge management within agribusiness, development, or innovation ecosystems.
- Proven experience conducting multi-country research, impact assessments, or large-scale surveys.
- Demonstrated experience in producing high-quality publications (reports, policy briefs, journals, toolkits, etc.).
- Experience working with academic institutions, research think tanks, incubators, or development partners.
- Experience managing research teams, external consultants, and editorial processes.

- Experience in proposal writing, research fundraising, or resource mobilization is an advantage.

Key Skills and competencies

- Strong background in qualitative and quantitative research methods.
- Proficiency in statistical and analytical software (SPSS, STATA, R, NVivo, etc.).
- Excellent writing, editing, and academic publishing skills.
- Strong understanding of agribusiness ecosystems, innovation systems, youth entrepreneurship, and incubation models.
- Ability to synthesize complex information into clear, actionable insights.
- Strategic Thinking: Ability to design and lead a continental research agenda that influences policy and practice.
- Communication & Presentation: Excellent ability to communicate research findings to technical and non-technical audiences.
- Leadership & Team Management: Strong supervisory and coordination skills for research teams and contributors.
- Innovation & Analytical Thinking: Ability to conceptualize new research ideas and solutions.
- High-level competence in research design, data analytics, and publication management.
- Skilled in knowledge management systems and digital research repositories.
- Strong editorial and peer-review competency.
- Understanding of impact measurement, incubation performance indicators, and ecosystem analytics.
- High integrity, confidentiality, and professional ethics.
- Cultural sensitivity and ability to work across diverse African contexts.
- Detail-oriented, organized, and results-driven.
- Ability to work independently, meet deadlines, and manage multiple tasks simultaneously.
- Strong teamwork and collaboration skills.

4. Position Title: Business Events and Membership Manager

Reports to: CEO

Duty Station: Kampala, Uganda

Contract Type: One-year Renewable

Job Purpose

The Business Events and Membership Manager will lead the planning, coordination, and execution of AAIN's business events, conferences, trainings, and exhibitions, while strengthening and expanding the AAIN membership network across Africa. The role ensures high-quality event management, strategic engagement of members, and delivery of value-added services that support incubators, youth entrepreneurs, and agribusiness partners. The Manager will enhance AAIN's brand visibility, foster collaboration among stakeholders, and contribute to the organization's sustainability through membership growth, event-based revenue generation, and partnership-driven activities.

Duties and Responsibilities

A. Planning and Management Events

- i. Lead the design, planning, and execution of AAIN's flagship events, including agribusiness forums, incubation conferences, training, exhibitions, and business networking sessions.
- ii. Develop event concepts, agendas, speaker lists, budgets, and logistical plans.
- iii. Coordinate with service providers, venues, exhibitors, trainers, and technical teams for seamless event execution.
- iv. Ensure strong brand visibility and effective communication for all events.
- v. Conduct post-event evaluations and produce event reports with recommendations for improvement.

B. Membership Recruitment and Engagement

- i. Develop and implement a **membership growth strategy** targeting incubators, agribusinesses, universities, youth organizations, and development partners.
- ii. Manage membership onboarding, profiling, renewals, and retention activities.
- iii. Coordinate member services, including capacity-building opportunities, networking, knowledge-sharing, and technical support.
- iv. Maintain an updated membership database and produce periodic reports on membership performance.
- v. Strengthen member engagement through regular communication, newsletters, forums, and learning events.

C. Partnership and Stakeholder Collaboration

- i. Build relationships with event partners, sponsors, exhibitors, and collaborating institutions.
- ii. Develop partnership packages and sponsorship proposals for events and membership programs.
- iii. Represent AAIN in partner meetings, conferences, and external engagements.
- iv. Collaborate with Communications, Programs, and Resource Mobilization teams to integrate events and membership activities into broader organizational goals.

D. Revenue Generation and Business Development

- i. Lead event-based revenue generation through sponsorships, exhibitions, ticketing, and training fees.
- ii. Develop commercial models for membership benefits and value-added services.
- iii. Identify opportunities for new events, training programs, and business development initiatives aligned with AAIN's strategic focus.

E. Communications, Marketing, and Branding

- i. Work closely with the Communications Unit to develop promotional content for events and membership campaigns.
- ii. Enhance AAIN's visibility and brand presence through digital platforms, media engagement, and targeted outreach.
- iii. Package success stories, member highlights, and event outcomes for internal and external audiences.

F. Reporting, Monitoring, and Evaluation

- i. Develop annual plans, budgets, and performance indicators for events and membership portfolios.
- ii. Produce quarterly and annual progress reports.
- iii. Track member satisfaction, event performance, and revenue targets to ensure continuous improvement.

Minimum Job requirements

a) Academic Qualifications

- Bachelor's degree in business administration, Marketing, Communications, Hospitality & Events Management, Agribusiness, or related field.
- A master's degree in a relevant field is an added advantage.

b) Work Experience

- Minimum 5 years of professional experience in event management, membership coordination, business development, or related fields.
- Demonstrated experience planning and managing large-scale conferences, exhibitions, or corporate events.
- Experience working with agriculture, agribusiness, entrepreneurship, youth programs, or the development sector is an added advantage.
- Proven experience in partnership management, sponsorship acquisition, and stakeholder engagement.

Key Skills and Competencies

- Strong skills in event planning, logistics management, budgeting, and coordination.
- Excellent communication, marketing, and public relations abilities.

- Ability to develop membership strategies and value-added service packages.
 - Proficient in CRM systems, event management software, and digital communication tools.
 - Strong networking skills with the ability to engage senior-level stakeholders.
 - Skilled in sponsorship negotiation and partnership management.
 - Ability to design and deliver member-focused programs.
 - Ability to manage multiple activities simultaneously and work under pressure.
 - Strong team coordination and vendor management skills.
 - High attention to detail and strong organizational abilities.
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- Proactive, innovative, and solutions-oriented.
 - High level of integrity, professionalism, and customer service orientation.
 - Strong interpersonal and relationship-building skills.

5. Position Title: Partnerships and Resource Mobilization Manager

Reports to: CEO

Duty Station: Kampala, Uganda

Contract Type: One-year Renewable

Job Purpose

The Partnerships and Resource Mobilization Manager will lead AAIN's efforts to secure funding, strengthen strategic partnerships, and expand its influence across Africa's agribusiness incubation ecosystem. The role involves designing and implementing resource mobilization strategies, developing high-quality proposals, managing donor relations, and building collaboration with governments, private sector actors, development partners, and incubator networks. The Manager will ensure sustainable financing for AAIN's programs and institutional growth while positioning the organization as a leading driver of agribusiness innovation and youth empowerment in Africa.

2. Duties and Responsibilities

A. Resource Mobilization Strategy and Implementation

- Develop and implement AAIN's Resource Mobilization Strategy aligned with organizational objectives.
- Identify funding opportunities from bilateral and multilateral donors, foundations, the private sector, and impact investors.
- Lead the development of concept notes, proposals, grant applications, and investment dossiers.
- Establish and manage a pipeline of prospective donors and partners.

B. Partnerships Development and Management

- Build and sustain strong relationships with development partners, government agencies, private corporations, incubators, and research institutions.
- Negotiate partnership agreements, MoUs, and collaboration frameworks.

- iii. Represent AAIN in high-level forums, conferences, and stakeholder engagement events.
- iv. Coordinate joint projects with partners to drive innovation, capacity development, and technology commercialization.

C. Donor Relations and Compliance

- i. Serve as the primary focal point for donor engagement, communication, and reporting.
- ii. Ensure high-quality donor reporting, compliance with funding requirements, and timely delivery of commitments.
- iii. Maintain donor intelligence databases and communicate organizational impact aligned with donor priorities.

D. Program Development and Institutional Growth

- i. Support the CEO and senior management in shaping new programs, investment areas, and regional initiatives.
- ii. Mobilize partnerships to support AAIN's four investment pillars:
 - a) Technology and Innovations Commercialization
 - b) Human and Institutional Capacity Development
 - c) Innovative Incubation Financing Models
 - d) Youth Engagement in Agribusiness Trade and Investments
- iii. Identify and promote opportunities for scaling AAIN's incubation programs across member countries.

E. Resource Tracking, Reporting, and Communication

- i. Maintain accurate records of funding agreements, proposal submissions, and partnership engagements.
- ii. Prepare progress reports, fundraising dashboards, impact summaries, and success stories.
- iii. Collaborate with the Communications Unit to package AAIN's achievements for visibility and fundraising.

F. Internal Collaboration and Capacity Strengthening

- i. Work with technical teams to ensure alignment of program results with donor expectations.
- ii. Train staff and incubator managers on resource mobilization, proposal writing, and partnership management.
- iii. Facilitate cross-country knowledge exchange within AAIN's membership network.

Minimum Job Requirements

Academic Qualifications

- Bachelor's degree in business administration, Development Studies, Economics, Agriculture, Project Management, or related field.
- A master's degree in a relevant field is an added advantage.

Work Experience

- Minimum 5–7 years of relevant experience in resource mobilization, fundraising, donor engagement, or partnerships management.

- Proven track record of securing funding from international donors, private sector sponsors, foundations, and investment partners.
- Experience working with agriculture, agribusiness, incubation, entrepreneurship, or youth development programs is a strong asset.
- Demonstrated experience in proposal development, project design, and strategic partnership building.

Key skills and Competencies

- Strong understanding of African agribusiness systems, incubation models, and youth enterprise ecosystems.
- Excellent proposal writing, report drafting, and project design skills.
- Capacity to analyze donor trends and align them with AAIN's strategic priorities.
- Exceptional ability to build relationships with donors, government agencies, private sector players, and international organizations.
- Strong negotiation, diplomacy, and stakeholder management skills.
- Excellent written and verbal communication in English; French proficiency is a strong advantage.
- Skilled at high-level representation, pitching ideas, and communicating value propositions.
- Ability to work independently and lead cross-functional teams.
- Strong organizational skills and ability to manage multiple tasks under tight timelines.
- High level of integrity, professionalism, and accountability.
- Innovative, proactive, and results-oriented.
- Strong analytical thinking and problem-solving ability.

6. Position: Driver

Reports to: Administration Manager

Duty Station: Kampala, Uganda

Contract Type: One-year Renewable

Job Purpose: Safely operate and keep custody of a vehicle assigned to assure safe transportation of clients to and from various destinations and to assist clients on entry and exit from vehicles as necessary.

Duties and Responsibilities

- Operate assigned vehicle/s in a safe and courteous manner and in line with laid down organization's regulations and national traffic rules.
- Transport goods, equipment, and personnel to and from specified locations in a timely and efficient manner

- iii. Maintain accurate, up-to-date records on trip sheets, customer transportation forms, vehicle maintenance, fuel purchases, incident reports accident reports, vehicle condition reports and other records that are requested from management
- iv. Maintain the vehicle in clean condition all the times
- v. Performs minor maintenance tasks on assigned vehicle(s) and report defect for servicing on time
- vi. Respond immediately to accident or medical emergencies by notifying emergency response providers, and rendering First Aid until emergency personnel arrive
- vii. Carry out simple mechanical repairs
- viii. Read and interpret maps and driving directions to plan the most efficient route service for customers, and reads and Interprets road signs in English.
- ix. Adhere to traffic rules and regulations
- x. Load and unload goods or equipment as needed, ensuring their safe handling and secure storage.
- xi. Perform any other duties as may be assigned by the Management from time to time

Minimum Job Requirements

a) Academic and Professional Qualifications

O Level, with a clean and valid Driver's licence, Certificate of Occupational Test for Drivers/ Defensive driving, and First Aid Certificate from a recognized institution.

b) Working Experience

Minimum 5 years driving

c) Key Competencies and attributes

Ability to drive a vehicle safely and appropriately, including ability to read and interpret road signs in English; ability to read, understand, and adhere to the Traffic Rules and regulations of the Partner States; ability to communicate

7. Position: Office Assistant

Reports to: Administration Manager

Duty Station: Kampala, Uganda

Contract Type: One-year Renewable

Job Purpose: Perform messengerial and cleaning services and other duties assigned by the supervisor

Duties and Responsibilities

- i. Perform messengerial duties, e.g. dispatch letters, files, documents
- ii. Provide logistic support to meetings and this includes preparation and provision of refreshments
- iii. Clean and prepare offices.
- iv. Assist in guiding visitors to the relevant rooms
- v. Perform any other duty as assigned by the Supervisor from time to time

Minimum Job Requirements

a) Academic Qualifications

O Level

b) Working Experience

Minimum 1 year

c) Key Competencies

Should be a good listener, and be able to work under pressure

Application Deadline will be on 31st December 2025.

3.0 Notification

Only short-listed candidates shall be contacted. Successful candidates will be informed of their appointment by end of January 2026.

4.0 Submission of Applications

The deadline for submission of applications to the AAIN Secretariat is by 31st December 2025. One page application/motivation letters be accompanied by the following:

- (i) Copies of the applicant's degree awards,
- (ii) Up to date and comprehensive Curriculum Vitae with addresses of three referees,
- (iii) Any other relevant supporting documents.

Notice: "AAIN is an equal opportunity employer. Women and men are encouraged to apply."

Applications should be marked **"APPLICATION FOR THE POST OF"**

and submit application and the necessary documents electronically to the following address:

The Director, Human Resources
African Agribusiness Incubators Network
E-mail: opportunities@aain.aain.africa

NOTE: Those who applied earlier need not reapply.