



**BUSHIKA INTERGRATED
AREA COOPERATIVE
ENTERPRISE**



Doing It Right

CALL FOR APPLICATIONS - SKILLCOOP GRADUATE APPRENTICE PROGRAM

Job Category	:	Graduate Apprentice
Posted on	:	27 th January 2025
Closing Date	:	28 th February 2025
Positions Available:	:	One
Duty Station	:	Bushika Integrated Area Cooperative Enterprise Limited.
Key Academic	:	Agronomy and Field Extension Services (Certifications).

Qualification

Are you a recent graduate, with demonstratable passion and commitment to work with cooperatives? The SkillCoop Graduate Apprentice Program (SGAP) is your opportunity for experiential learning. The program provides graduates with a deeper understanding of their subject of study as well as the cooperative business model ushering them in a whole new world of discovery and excellence.

Eligibility Criteria

- i). Recent graduates (within the last 2 years) in the relevant fields,
- ii). A male or female of 18-35 years who graduated from an institution, college or university in the last two years with a certificate, a diploma or degree,
- iii). Demonstrated interest in cooperative business model and required respective field applied for,
- iv). Excellent communication, organizational and teamwork skills as well as good understanding of quality control principles and methods.
- v). Ability to commit to a minimum of 06 months program,
- vi). Ability to analyze data, perform quality assurance checks, and maintain records of their findings.
- vii). Knowledge of Lumasaba/Lugisu, Luganda and relevant languages spoken within the locality,
- viii). Native of Bududa, Mbale District, Manafwa, Sironko, Bulambuli, Namisindwa and or any other neighboring districts around the region.
- ix). Willingness to work in Bududa District.
- x). Graduates who are children of the fully paid-up members of the cooperative will be priority.

Application Requirements

- i). Letter of application,
- ii). Qualifications in agriculture, agronomy, food science, agricultural economics, horticulture or any other related field.
- iii). Copy of curriculum vitae,
- iv). Copies of academic documents; testimonials, transcripts and certificates,
- v). Proof of residence e.g. Local Council One’s letter.

How to Apply

Submit your application package (including all required documents) to uhuru@uhuruinstitute.org by the 28th February 2025.

Contact Information

Website : www.uhuruinstitute.org



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Bwindi Trust House,
Plot 1, Katalima Crescent, Naguru, Kampala.
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ABOUT THE SKILLCOOP GRADUATE APPRENTICE PROGRAM

The SkillCoop Graduate Apprentice Program (SGAP) is designed to provide real-world experiences allowing graduate trainees to apply what they have learned in a practical setting and to embed their understanding of the concept in the practice and work of cooperatives.

The SGAP is an initiative of the Uhuru Institute for Social Development (TUI) through the SkillCoop Academy in partnership with the Coop360° Network, #No Excuses Youth Entrepreneurship & Leadership Development Program, private sector, academic institutions and development partners for graduate trainees across Uganda.

In 2017, TUI rolled out a successful inaugural volunteer program under the Coop360° Network, which benefited 26 youths and cooperatives. The volunteers included an interdisciplinary team of young adults selected by the cooperatives from a pool of applicants subjected to assessments and selected on merit by TUI. During the program, they attended various skills development activities by TUI to enable them to support the operations of the cooperatives and coordinate the partnership between TUI, the cooperatives and others.

This initiative saw over 90% of the cooperatives retain the volunteers because of the value they added to them. The highlight of the inaugural program was when the volunteers led the Network cooperatives in the 2022 #NoExcuses Youth Legacy Awards, during which 3 cooperatives won financial and non-financial prizes.

Building on the successes of the inaugural volunteer program, the Skill Coop Academy is launching the Graduate Apprentice Program as a core component of its skills development effort for cooperatives and young graduates. The aim of the program is to professionalize cooperative human capital and create decent, meaningful and sustainable jobs that spur cooperative competitiveness and resilience. SGAP’s aspirations align with the Government of Uganda’s priority interventions stipulated in Vision 2040 and its various development blueprints.

Apprentice Annual Calendar

The revamped program starts in January 2025 and will run on an annual basis with each cohort running 6 months.

Apprentice Based Coaching

During the engagement period, the apprentices will receive monthly coaching from Skill Coop’s Technical Support Associates (TSAs) in areas that will be identified by the partner/participating cooperative as critical to their delivery.

Reporting Lines

The apprentice will report to a supervisor appointed by the cooperative on their day-to-day assignments and is expected to write a report of not more than 3 pages to the cooperative and TUI on how trans-formative the apprentice program has been.



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Facilitation

TUI will facilitate the apprentice with a stipend of UGX 200,000 (two hundred thousand shillings) per month as a subsistence pay. The apprentice is not entitled to a salary but the cooperative expected to facilitate the smooth delivery of their assignments. Upon completion of the apprentice program, the cooperative may choose to retain the apprentice as a full-time employee at their own discretion.



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ANNEX 1: JOB DESCRIPTION AND TERMS OF SERVICE OF THE GRADUATE APPRENTICE

Job Title:	Graduate Apprentice
Reporting to:	Manager
Job Function:	To ensure that the products meet established quality standards throughout the production process by inspecting, testing, and documenting quality attributes to guarantee consistent quality and compliance with industry regulations and customer expectations hence greatly contributing towards the vital role of driving growth and revenue for the cooperative through promoting the cooperative’s products and services, building strong relationships with members & clients, and identifying new business opportunities to further the cooperative's mission.

Specific Duties:

- a) Communicate with organic and fairtrade certifiers.
- b) Acts as a link between Bushika Integrated ACE and organic & fairtrade certifiers.
- c) Collect background information about the project area, activities, edaphic and climatic factors; agricultural activities and any other relevant data required for compliance of the Internal Control System (ICS) Manual.
- d) Closely work together with the project team to define the roles and responsibilities of project participants.
- e) Develop ICS manual and other related tools such as data collection forms needed for documentation purposes.
- f) Conduct trainings for farmers and project staff on record keeping and ICS record formats, general Organic and Fairtrade production principles, organic standards and certification requirements, hygiene & sanitation, general crop management /agronomic practices, harvesting and post-harvest handling, ICS management and organic farm planning.
- g) Conduct follow-ups and inspections to ensure BIACE farmers and staff are consistently implementing ICS.
- h) Assist to create operational zones over the production area and selection of a leader in every zone.
- i) Prepare for organic and fair-trade audits.
- j) Perform any other duties as assigned by the manager.

Facilitation during the apprentice

- 1. Subsistence of UGX 200,000 per month.
- 2. Additional facilitation of UGX 200,000 by BIACE to cater for one’s upkeep during the engagement.
- 3. Accommodation shall be provided.



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