

Job advert

Job title: Nursery Manager

Organization: Uganda Timber Growers Association (UTGA)

Organization Background:

UTGA is a membership organization that brings together commercial forestry growers across the country for collective action. The major objective of the organization is to promote commercial forestry in Uganda. UTGA operates a commercial tree nursery where they produce tree seedlings of pines, eucalyptus and a variety of indigenous species.

The primary role to be undertaken by the Nursery Manager is to provide operational management of all aspects of the nursery, with focus on optimizing production, nurturing and sales.

Duty station:

The Nursery Manager will be based at the UTGA nursery at Kiwawu, 36km on the Kampala-Mityana Road, which will also be their primary work station.

Job details for the Nursery Manager

The Nursery Manager will be responsible for the day-to-day operations of the nursery, including the production of high performance clonal & seedling planting material for sale, display, hiring and training of workers.

Specifically, the job description will include;

- Helping in the layout design and establishment of key departments of the nursery.
- Take lead in all the production sections of the nursery to ensure efficient and effective processes for high quality planting material.
- Coordinate the purchase, organization and stockpiling of nursery input materials and equipment.
- Supervise workers and contractors. Assist in determining the project staffing requirements and participate in recruitment as well as ensuring that that minimum time is lost during working hours.
- Conduct nursery staff training and mentoring. Manage and ensure satisfactory performance of nursery staff on a daily basis.
- Set up and achieve nursery production plan targets.
- Ensure proper care of plant materials in the nursery.

- Implement quality control programs. Trouble-shoot as needed to keep all the nursery operations running smoothly.
- Monitor and react quickly to potential problems or threats to the health of the plants.
- Take the lead in plant material sales, their documentation and reporting. Promote sales of nursery stock as needed.
- Assist in the setup and use of a nursery inventory/sales system to manage all material flowing through the nursery.
- Produce progress reports on weekly, monthly and annually for all nursery operations and submit accordingly on agreed timelines.
- Ensure proper maintenance of the nursery facility and equipment.
- Maintain accurate and timely inventory and financial records.
- Monitor and assess the quality-of-service provision, ensuring that policies and procedures, best practices and standards are maintained.
- Establish and manage effective working relationships among the staff team.
- Establish and maintain supervision, assessment and appraisal of the performance of all nursery staff.
- Monitor budgets against targets & goals and maintain accurate budget information.
- Prepare and submit all requisite reports as agreed with GM to include production, sales, stock, assets & any requests.
- Set nursery goals and monitor the achievement of progress against targets.
- Ensure that the physical environment of the nursery is maintained to comply with the health & safety-at-work requirements of Uganda.
- Ensure an operational security system that denies access to unauthorized personnel.
- Operate high standards of cleanliness and hygiene within the nursery.
- Ensure that equipment and resources used are of suitable design and condition, well maintained and conform to safety standards.
- Protection of nursery and surroundings against any illegal activities, ensuring that daily output targets are achieved.
- Represent the company in a courteous and professional manner.
- Attend to any other roles that may be assigned by Management.

The Nursery Manager may be required to work on weekends (Saturdays and Sundays) in an effort to accomplish goals and objectives.

Qualifications and experience:

1. Applicants must hold a qualification that shows competence and expertise in nursery management. An honours degree of Science in Forestry from a recognized University will be an added advantage.
2. Experience in commercial tree nursery operations of at least one year with a letter of recommendation from former employer.

Skills:

1. Professional, credible and highly motivated,
2. High integrity.
3. Ability to communicate technical information to non- technical audiences.
4. Ability to work on one's own initiative and work efficiently & effectively to meet challenging targets.
5. Computer literate with the use of Microsoft programs.
6. Proven ability to coach subordinates and report writing skills

Job application procedure:

Candidates who have the relevant qualifications, skills and competencies may submit their cover letter, detailed CV, three references and all supporting documents in soft copy to info@utga.ug or hard copies to Plot 116, Bukoto Street, Kamwokya, whichever is convenient to them.

Deadline for receiving applications is **Thursday, 25th January, 2024** by **5:00pm**.

Only shortlisted candidates will be contacted. Please note that canvassing and lobbying will not bring any advantage to any candidate.