



THE REPUBLIC OF UGANDA

## PUBLIC SERVICE COMMISSION

### VACANCY ANNOUNCEMENT: EXECUTIVE DIRECTOR, UGANDA WILDLIFE AUTHORITY

In line with Section 6 of the Uganda Wildlife Act, Section 4.2.2 of the UWA Board Procedures Manual and Section 1.4.2 (b) of the Human Resource Manual, the Public Service Commission was requested and agreed to undertake the recruitment and selection exercise of the Executive Director on behalf of the Uganda Wildlife Authority (UWA).

In view of the above, Applications are invited from suitably qualified Ugandans to fill the post as indicated below:

Applicants should submit their dully completed Application Forms /Public Service Form 3 (2008) in triplicate and PSC Summary Form (one Form) to the Secretary, Public Service Commission, P.O. Box 7080, Kampala, in the Registry, Room No. 214, 2<sup>nd</sup> Floor, Farmers House, Parliament Avenue, to be received not later than **Thursday 4<sup>th</sup> January 2018**. The applications and Summary Forms are obtainable from the Public Service Commission Offices or Ministries/Departments/Agencies/Local Governments or can be downloaded from the Public Service Commission website [www.psc.go.ug](http://www.psc.go.ug) Handwritten applications are also accepted. Applicants can also submit their applications through Public Service Commission email [psc@psc.go.ug](mailto:psc@psc.go.ug)

The Advert may also be accessed on the Public Service Commission Website [www.psc.go.ug](http://www.psc.go.ug) or Uganda Wildlife Authority Website [www.ugandawildlife.org](http://www.ugandawildlife.org)

Applicants should attach three sets of Photocopies of their certified academic transcripts, certificates, employment letters and up-to-date curriculum vitae bearing contact addresses of three (3) competent Referees. Applicants subsequently shortlisted for Oral Interviews shall be required to present originals of their academic transcripts, certificates and employment letters at the time of sitting for oral interviews.

**BACKGROUND:**

Uganda Wildlife Authority (UWA) which is an equal opportunities employer is a semi-autonomous agency under the Ministry of Tourism, Wildlife and Antiquities. UWA was established in 1996 and is managed in accordance with the Wildlife Act Cap 200.

The Mission of UWA is: **“To conserve, economically develop and sustainably manage the wildlife and protected areas of Uganda in partnership with neighboring communities and other stakeholders for the benefit of the people of Uganda and the global community.**

**AGENCY:** UGANDA WILDLIFE AUTHORITY

**POST:** EXECUTIVE DIRECTOR (01 VACANCY)

**REFERENCE NO.:** ADM 85/260/01

**REPORTS TO:** BOARD OF TRUSTEES

**SALARY SCALE:** UWA 01

**DUTY STATION:** UWA HEADQUARTERS

**SUPERVISES:** DIRECTOR TOURISM AND BUSINESS SERVICES  
DIRECTOR CONSERVATION  
DIRECTOR FINANCE AND ADMINISTRATION  
DEPUTY DIRECTOR LEGAL AND CORPORATE AFFAIRS  
COMMUNICATIONS MANAGER  
PROCUREMENT MANAGER

**CONTRACT DURATION:** FIVE (5) YEARS

**PROBATION PERIOD:** SIX (6) MONTHS

**AGE:** 40 - 55 YEARS

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:**

Applicants should be Ugandans holding an Honour's Bachelor's Degree in Biological Sciences related to Wildlife Conservation plus a relevant Masters Degree in either Natural Resource Management or Biological Sciences from a recognized University/Institution. Possession of a minimum of a Post Graduate Diploma in Business Administration or Public Administration and Management or Management or Tourism or Human Resource Management will be an added advantage.

Applicants should have ten (10) years proven working experience in management of relevant natural resources at Senior Management Level three (3) of which should have been served as Head of Department and above from a reputable organization.

Proven experience in Resource Mobilization and Corporate Governance will be an added advantage.

He/She should have the following competences;

- Excellent knowledge in conservation, tourism, environmental management and wildlife management;
- Policy development and analysis;
- Excellent Communication skills;
- Planning, budgeting and Monitoring and Evaluation;
- Excellent Partnership and stakeholder's engagement skills;
- Leadership and supervisory skills;
- Strong Team building and negotiation skills;
- Excellent analytical, financial and presentation skills;
- Excellent report writing skills;
- High moral turpitude, ethics and integrity;
- Good ICT skills;
- Conflict resolution attributes.

### **MAIN PURPOSE OF THE JOB**

To be a Chief Executive Officer of Uganda Wildlife Authority and ensure that the Authority functions efficiently, to enable the Board of Trustees fulfill its governance functions and to provide direction and leadership towards the achievement of UWA's Strategic programmes in line with the Wildlife Act and other relevant Legislations.

### **MAIN DUTIES AND RESPONSIBILITIES:**

The incumbent will be responsible to the Board of Trustees for performing the following duties: -

- Ensuring proper development, review and implementation of the UWA Strategic Plan and Conservation Area Management Plans that shall guide the Authority in achieving its objectives/functions as stipulated in the Uganda Wildlife Act.
- Developing economic, efficient and cost effective internal management structures to ensure transparency and accountability.
- Preparing and presenting the annual budgets for the Board (BOT) approval; and ensuring prudent management of UWA resources within the budget guidelines.
- Keeping the BOT informed at all times, of the business and activities of the Authority.
- Ensuring preparation of quarterly and annual reports to the Board of Trustees
- Creating and implementing fundraising programmes in conjunction with the BOT and Staff with the aim of diversifying funding sources.
- Ensuring the effective business development, tourism promotion and the effective marketing of products and services for the Authority.
- Ensuring strong collaboration with partners and relevant stakeholders on issues of bio diversity conservation.
- Being the Chief Spokesperson for Uganda Wildlife Authority.
- Providing strategic leadership to the Authority and ensuring good governance,
- Developing and providing appropriate recommendations for consideration of the Board and ensuring the implementation of all policy decisions.

- Being the secretary to the BOT and the custodian of the official seal of the Authority.
- Overseeing the Financial, Human Resource and Administrative Management of the Authority.
- Any other duties as may be assigned from time to time.

### **KEY RESULT AREAS**

- Sustainable management of wildlife in and outside the Protected Areas;
- Policy development, review and implementation;
- Resource mobilization and financial sustainability of the Authority;
- Development of Networks and Partnerships for wildlife conservation;
- Development of infrastructure in Protected Areas;
- Governance and performance accountability.