

PSC EXTERNAL ADVERT [GRE] NO.3/2017



THE REPUBLIC OF UGANDA

PUBLIC SERVICE COMMISSION

Applications are invited from suitably, qualified, University Graduates to fill vacant posts in Ministries/Departments/Agencies. Application Forms/Public Service Form No.3 (2008) in triplicate and PSC Summary Form (one form) should be submitted to the Secretary, **Public Service Commission, P. O. Box 7080, Kampala, Farmer's House 2nd Floor** to be received in the Registry Room 214 not later than **5th December 2017**.

The Application and Summary Forms are obtainable from the Public Service Commission Office, 2nd Floor, Farmers' House, Parliament Avenue, Kampala or Ministries/Departments and District Service Commission Offices, or can be downloaded from the Public Service Commission website www.psc.go.ug. The colour of the application Form does not matter.

Application forms should bear the title of the post followed by the Reference Number specified against the vacancy. The appropriate Advert Title e.g. "**PSC EXTERNAL ADVERT [GRE] No. 3/2017**" should be clearly indicated on the top of each first page of the Application Form No. 3 (2008). Applicants should attach three sets of photocopies of their certificates and testimonials. Applicants subsequently shortlisted for oral interviews shall be required to present certified copies and originals of their academic transcripts and certificates at the time of sitting Oral Interviews.

Applicants should attach three (3) recent passport size photographs on the Application Form and one photograph on the Summary Form. Applicants should apply for a maximum of only two (2) posts clearly indicating the first and second choice against the post applied for. Serving officers already appointed in the Public Service shall not be considered.

Applicants who shall not hear from the Public Service Commission, on completion of the selection exercise should consider themselves unsuccessful.

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Applicants should among others have the following competencies;

Ethics and Integrity, Interpersonal, Communication and Computer Skills, ability to adapt to multi cultural settings, effective organisational and planning skills, time management skills, technical skills, and report writing skills, Strategic thinking, negotiation skills, team building, innovation and concern for results, quality and standards.

MINISTRY: GENDER, LABOUR AND SOCIAL DEVELOPMENT

POST: INFORMATION TECHNOLOGY OFFICER, (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Computer Science or Information Technology and Computing; or Computer Information Systems and Administration; or Business Information Systems; or Business Computing or Systems Administration; or Software Engineering Systems Design and Analysis; or any other closely related discipline in the field of Information Technology from a recognised University/Institution.

DUTIES:

The incumbent will be responsible to the Senior Information Technology Officer for performing the following duties:-

- Preparing charts and diagrams to explain Network operation and to train LAN & WAN users in proper use of the network.
- Surveying performance needs and goals of LAN and WAN users.
- Monitoring bandwidth usage, analyzing traffic patterns and volumes and determining implications of issues.
- Analyzing work load, including traffic and utilization trends.
- Ensuring timely user notification of maintenance requirements and effects on availability.
- Preparing checklists and processes for LAN and WAN help desk issue resolution.
- Diagnosing and resolving hardware failures, network operating system problems and other LAN/WAN related malfunctions.
- Monitoring and running end of day operations.
- Any other duties as may be assigned from time to time.

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POST: REHABILITATION OFFICER, (04 VACANCIES)

REF: REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Social Sciences; or Humanities (Psychology, Human Resource Management, Sociology, Social Work and Social Administration); or Community Based Rehabilitation or any other closely related discipline from a recognised University/Institution.

DUTIES:

The incumbent will be responsible to the Senior Rehabilitation Officer for performing the following duties:-

- Participating in policy formulation and development of guidelines on Persons with Disability;
- Ensuring adequate training of manpower in delivery of services to Persons with Disability;
- Promoting Government programmes for Persons with Disabilities;
- Organizing and managing data on Persons with Disability;
- Advocating for promotion and protection of rights of Persons with Disabilities;
- Ensuring that issues of Persons with Disabilities are mainstreamed in all sectoral policies, programmes and plans;
- Conducting research on issues aimed at improving the welfare of Persons with Disabilities;
- Any other duties as may be assigned from time to time.

MINISTRY: AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES

POST : AGRICULTURAL ENGINEER [MECHANIZATION] (01 VACANCY)

REF: HRM 147/286/01

SALARY : UGANDA GOVERNMENT SCALE U4

AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agricultural Engineering or Mechanical Engineering or any other related discipline from a recognized University/Institution.

DUTIES:

The incumbent will be responsible to the Senior Agricultural Engineer [Mechanization] for performing the following duties:-

- Planning , designing, testing and adopting appropriate farm power sources, tools, implements and machinery according to technical specifications in conformance with environmental standards;
- Compiling and maintaining data on appropriate farm power sources, tools, implements and machinery;
- Determining and specifying fabrication methods, materials and quality standards and developing the necessary designs and drawings;

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- Directing the fabrication of appropriate farm power tools, implements and machinery in conformity with acceptable standards;
- Setting maintenance and repair procedures for farm power tools, implements and machinery;
- Designing and testing farm power tools, implements and machinery and related technologies in order to ensure their viability, efficiency and effectiveness;
- Any other duties as may be assigned from time to time.

POST: FISHERIES OFFICER (CHEMISTRY LABORATORY) (02 VACANCIES)
REF. HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Fisheries; or Zoology; or Aquatic Biology; or Food Science and Technology from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Fisheries Officer (Chemistry Laboratories) for performing the following duties:

- Carrying out daily quality assurance procedures;
- Ensuring samples are received/and stored professionally;
- Preparing media prior to culturing of microbes from samples;
- Ensuring samples are analyzed and reported on;
- Providing technical support on procurement plans for consumables, reagents and media;
- Preparing a quarterly status report;
- Carrying out incidental work relating to Uganda Fisheries Laboratory;
- Any other duties that may be assigned from time to time.

POST: VETERINARY INSPECTOR, [ZONES] (08 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans in possession of an Honours Bachelor of Science Degree in Veterinary Medicine from recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Veterinary Inspector, (Zones) for performing the following duties:

- Preparing annual and quarterly plans and budgets for the sensitization, harmonization, coordination, monitoring and enforcement of compliance of regulations and standards on: animal disease control, animal movement control, veterinary public health, food safety, animal welfare, veterinary professional ethics and veterinary drugs in specific Municipalities and Major Urban Centers;
- Attending Municipality and Major Urban Areas' planning meetings and articulating sector plans, policies, standards and regulations on veterinary regulation and compliance;

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- Making the first field response for the Department on any problems regarding veterinary regulation and compliance; taking preliminary quarantine measures and notifying the Senior Veterinary Inspector, (Zones);
- In collaboration with the Ministry of Health, Police, District Local Governments and the private sector as related to breaches in compliance with regulations and standards of veterinary regulation and compliance, evaluating and warning officially; participating in apprehending, charging and prosecuting offenders;
- Undertaking physical inspection, taking samples and making laboratory follow-ups to enable scientific inspection and certification of live animals and their products such as meat, milk, hides and skins, horn products and gallstones in the area of jurisdiction;
- Regulating the use of veterinary movement permits / animal health certificates;
- Monitoring and controlling, the practice of veterinary medicine by the private sector to adhere to the Veterinary Surgeons' Act and other legal frameworks in the area of jurisdiction;
- Participating in animal health programs in the area of jurisdiction offered by the public, development partners and the private sector;
- Inspecting suitability of owners / premises / enterprises engaged in operations in: livestock farming, slaughter and animal products processing and distribution of veterinary drugs / medicines in the area of jurisdiction;
- Monitoring, evaluating, giving technical backup and training urban authority and the private sector personnel on veterinary inspection, certification and regulatory enforcement of compliance in the area of jurisdiction;
- Compiling and submitting emergency and quarterly reports to the Senior Veterinary Inspector (Zones);
- Any other duties as may be assigned from time to time.

POST: SEED ANALYST (03 VACANCIES)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Biomedical Laboratory Technology; or Science Technology – Biology from a recognized University/ Institution.

DUTIES:-

The incumbent will be responsible to the Senior Agricultural Inspector, Seed Inspection and Certification for performing the following duties:

- Conducting seed testing in the national seed laboratory for seed quality;
- Carrying out seed sampling from seed processing factories, warehouses and seed stockists;
- Carrying out seed testing for moisture content, purity, germination, and seed health;
- Preparing seed testing results on official certificates;
- Compiling quarterly and annual reports on seed testing activities;
- Any other duties as may be assigned from time to time.

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POST: FISHERIES INSPECTOR (GAZETTED LANDING SITES) (02 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Fisheries; or Zoology; or Aquatic Biology from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Fisheries Inspector for performing the following duties:

- Maintaining an up to date list of all gazetted landing sites handling fish for exports, on Lakes Victoria, Kyoga, Edward, George and Albert Nile;
- Identifying new upcoming potential landing sites for upgrading and informing the Responsible Officer;
- Ensuring that all gazetted landing sites are manned by local Fish Inspectors who have been specially trained and designated for that purpose;
- Ensuring timely/ monthly submission of returns from local Fish Inspectors;
- Ensuring that the data of returns from landing sites are captured and entered in the document control system and analyzed;
- Preparing quarterly status reports of the landing sites and suggesting improvements in service delivery by the Competent Authority;
- Performing any incidental work relating to landing sites assigned by the Senior Fisheries Inspector;
- Any other duties as may be assigned from time to time.

POST: VETERINARY INSPECTOR (ANIMAL PRODUCTS) (05 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Veterinary Medicine or related discipline from a recognized University/Institution. Possession of a Post Graduate qualification in a related field from a recognized University/Institution will be an added advantage.

DUTIES:-

The incumbent will be responsible to the Senior Veterinary Inspector (Animal Products), for performing the following duties:

- Drafting strategies and plans for the inspection and certification of meat, milk, hides/skins, horn products and gallstones for export and evaluation of the required safety and qualitative standards for imports;
- Inspecting and certifying that live animals (domestic and wild) and animal products meet the international standards in collaboration with Senior Veterinary Inspector – Animal Products.

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- Liaising with other institutions from various sectors for purposes of inspection and certification of live animals and animal products for export;
- Building capacity of Veterinary Inspectors at the Ministry and other institutions to meet international standards (WTO , SPS, OIE, FAO, Food Safety, HACCP, ISO, etc);
- Conducting national surveys to register annually or as required, evaluating bio-security and bio-safety compliance of the potential and actual enterprises/premises involved in local imports, exportation of live animals and/ or their products;
- Providing technical backup to other mandated Government Institutions, Local Governments and Private Sector on Veterinary Inspection Certification procedure;
- Preparing and submitting reports to the Supervisor;
- Any other duties as may be assigned from time to time.

POST: AGRICULTURAL INSPECTOR (BORDER POINTS) (06 VACANCIES)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture/Crop Science or related discipline from a recognized Institution/University. Possession of a Post Graduate qualification in a related field from a recognized University/Institution will be an added advantage.

DUTIES:-

The incumbent will be responsible to the Senior Agricultural Inspector, for performing the following duties:

- Inspecting and certifying compliance of the plant and plant products to laws and regulations;
- Inspecting plant and plant products moving in international trade;
- Carrying out interceptions/destruction and re-exportation of prohibited/rejected plants and plant products;
- Performing preliminary pest and disease detection and pest exclusion at entry/exist or inspecting point and enforcing quarantines;
- Inspecting and verifying seed and agricultural chemicals imports;
- Issuing phytosanitary certificates;
- Inspecting plants during active growth, plant nurseries and plant products destined for export;
- Carry out surveillance/monitoring of quarantine pests at entry/exist points and along the border;
- Supervising prescribed phytosanitary treatments;
- Collaborating with other agencies at entry points (Customs, UNBS, Police, Civil Aviation).
- Carrying out internal and open quarantine;
- Any other duties as may be assigned from time to time.

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POST: AGRICULTURAL INSPECTOR (AGRO CHEMICALS) (03 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture/Crop Science or related discipline from a recognized University/Institution. Possession of a Post Graduate qualification in a related field from a recognized University/Institution will be an added advantage.

DUTIES:-

The incumbent will be responsible to the Senior Agricultural Inspector, for performing the following duties:

- Enforcing full registration of dealers in agricultural chemicals;
- Identifying and checking the suitability and registration of premises holding agricultural chemicals;
- Ensuring Quality assurance of chemicals retained for sale to farmers that they comply with the registration, labeling and potent;
- Participating in collecting samples of agricultural chemicals on the market for analysis so as to monitor quality and compliance with the requirements of the Act and Regulations;
- Liaising with the District Local Government staff, on issues of application for the registration of dealers, fumigators and commercial applicators;
- Participating in the delivery and evaluation of inspection programs and compliance projects related to importation, manufacturing, packaging, distribution, labeling, sale and use of control products in accordance with the Acts and Regulations.
- Promoting compliance and outreach activities with other government agencies, industry and community groups to inform and educate with respect to the Acts and Regulations;
- Any other duties as may be assigned from time to time.

MINISTRY : EAST AFRICAN COMMUNITY AFFAIRS

POST : REGIONAL INTEGRATION OFFICER (02 VACANCIES)
REF: HRM 147/286/01
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Development Studies; or Social Sciences; or Law; or International Relations; or any other closely related discipline from a recognized University/Institution.

DUTIES:

The incumbent will be responsible to the Senior Regional Integration Officer for performing the following duties:-

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POST : AFFORESTATION OFFICER (01 VACANCY)
REF: HRM 147/286/01
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Forestry and/or Natural Conservation; or Bachelor of Science in Agriculture (Crop option); or any other closely related discipline from a recognized University.

DUTIES:

The incumbent will be responsible to the Senior Forestry Officer for performing the following duties:-

- Establishing forestry plantation at Prison stations and environs;
- Designing projects and programmes for tree planting to conserve the environment;
- Advising on harvesting of existing trees and their effects on the environment;
- Promoting schemes for commercial forestry within the Prisons land;
- Keeping records of trees planted, harvested and the returns;
- Integrating forestry with beneficial enterprises such as apiculture and aquaculture;
- Promoting ecotourism within the Prisons Forest zones;
- Collaborating with other Forestry agencies to improve on the Prisons Forestry Development;
- Writing and submitting periodic reports on Forestry and afforestation activities;
- Supervising and developing capacity of subordinate staff and workers;
- Any other duties as may be assigned from time to time.

POST : ENVIRONMENT OFFICER (01 VACANCY)
REF: HRM 147/286/01
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture; or Science with bias in (Botany, Zoology, Plant Science, Ecology, Conservation, Biology Forestry Management, Forestry, Geography); or any other closely related discipline in Biological or Environmental Science from a recognized University.

DUTIES:

The incumbent will be responsible to the Senior Agricultural Officer for performing the following duties:-

- Conserving the environment at Prison Stations and the surroundings;
- Educating inmates, staff and the community on environmental issues;
- Guarding against environmental degradation on Prisons land, Farms and the environs;
- Promoting afforestation and reafforestation programmes in collaboration with associate stakeholders;
- Sensitizing and mobilizing communities to clean and protect deteriorating environments;

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- Advising on garbage management systems;
- Collaborating with other environmental agencies within area of duty station;
- Generating and maintaining records of environmental management;
- Writing and submitting periodic reports on environmental issues;
- Conducting capacity building and providing effective supervision of subordinate and other workers;
- Any other duties as may be assigned from time to time.

POST : SURVEYOR (01 VACANCY)
REF: HRM 147/286/01
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Land Surveying or any other closely related discipline from a recognized University.

DUTIES:

The incumbent will be responsible to the Senior Surveyor for performing the following duties:-

- Surveying land for acquisition by Uganda Prisons Service;
- Opening up boundaries for surveyed and tilted land;
- Following up on processing of deed plans and land titles for the Prisons land
- Producing topographic maps of Prisons lands;
- Planning and demarcating Prisons land into blocks and fields;
- Maintaining up-to-date inventory of Prisons land;
- Undertaking pre-investment studies on Prisons Farm Land;
- Carrying out hydrological surveys for water ways along the Prisons Stations and Farm lands;
- Participating in negotiation with various Land Boards and Authorities on matters relating to Prison Land Tenancy and Acquisition;
- Taking part in providing guidance and presenting the interest of Prisons in Land and property evaluation;
- Any other duties as may be assigned from time to time.

MINISTRY : WATER AND ENVIRONMENT

POST : LECTURER [NYABYEYA FORESTRY COLLEGE] (01 VACANCY)
REF: HRM 147/286/01
SCALE : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans in possession of an Honours Bachelors' Degree in Either Forestry; or Agro Forestry; or Beekeeping or Biomass Energy Technology; or any other Degree closely related to any of the above fields from a recognized University/Institution.

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DUTIES:

The incumbent will be responsible to the Senior Lecturer for performing the following duties:

- Teaching Diploma and Certificate classes in both theory and practical work, in either Forestry, Agro Forestry, Beekeeping or Biomass Energy Technology programs;
- Assessing academic progress of students;
- Developing teaching materials for use in teaching;
- Supervising students' special projects;
- Any other duties as may be assigned from time to time.

**POST: ENGINEER (URBAN WATER SUPPLY AND SEWERAGE SERVICES)
(01 VACANCY)**

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor of Science Degree in Civil or Mechanical Engineering from a recognized University/Institution.

DUTIES:

The incumbent will be responsible to the Senior Engineer, Urban Water Supply and Sewerage Services for performing the following duties:

- Providing technical advice to stakeholders on the development of water supply and sewerage systems;
- Working directly with water supply and sewerage system developers to offer technical back up;
- Assisting the Senior Engineer in capacity building in the small towns in the districts;
- Preparing Terms of Reference and Specifications for works and consultancy services;
- Revising and updating technical designs, specifications, bills of quantities, standard tender and contract documents for design, procurement and construction of piped water and sanitation facilities country wide;
- Supervising works and services in the department and organizing site meetings for different projects;
- Preparing payment certificates for contractors and consultants;
- Preparing monthly/quarterly/annual technical work plans and progress reports;
- Any other duties as may be assigned from time to time.

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POST : ENGINEER [WATER FOR PRODUCTION] (01 VACANCY)
REF: HRM 147/286/01 VOL.XIII
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelor's Degree in Civil or Agricultural Engineering from a recognized University/Institution.

DUTIES:

The incumbent will be responsible to the Senior Engineer for performing the following duties:

- Initiating the formulation and reviewing of standards for water for production;
- Initiating the formulation and reviewing of work plans for water for production;
- Supervising sites of water for production projects;
- Maintaining information base on water for production systems and activities;
- Providing advice and technical assistance to stakeholders on the development of water for production and disposal systems;
- Working directly with water system developers regarding provision of technical backup;
- Assisting the Senior Engineer in capacity building of Water for Production staff and clients;
- Any other duties as may be assigned from time to time.

MINISTRY: FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

POST: INTERNAL AUDITOR (07 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Finance and Accounting or B.Com (Audit/Accounting Option) or BBA/Studies (Audit/Accounting Option) obtained from a recognized University/Institution; or Full Professional qualifications in Accounting such as ACCA or CPA or CIMA; or equivalent professional qualification in Accountancy obtained from a recognised awarding Institution affiliated to International Federation of Accountants (IFAC).

DUTIES

The incumbent will be responsible to the Senior Internal Auditor for performing the following duties:-

- Examining correctness of financial records and completeness of documents;
- Verifying receipts, matching and undertaking online reconciliation of invoices and local purchase orders for goods and services procured prior to effecting payments;
- Reviewing the completion of accountability returns, verifying and retiring advance ledgers;
- Reviewing periodic bank reconciliation;
- Verifying payroll change requests and reports to ensure correctness of computations, payments and deductions; certifying and following up approval and payments to beneficiaries;
- Any other duties as may be assigned from time to time.

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POST : ACCOUNTANT (10 VACANCIES)
REF: HRM 147/286/01
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Finance and Accounting or Commerce (Accounting Option) or Business Administration/Studies (Accounting/Finance and Accounting Option) obtained from a recognized University/Institution or Full Professional Accounting qualifications such as ACCA or CPA obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU).

DUTIES:

The incumbent will be responsible to the Senior Accountant for performing the following duties:-

- Collating budget estimates;
- Verifying and preparing payments including salaries;
- Controlling vote record, expenditure, deposits and imprests;
- Supervising revenue collections;
- Any other duties as may be assigned from time to time.

POST: LEGAL OFFICER (01 VACANCY)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Law from a recognised University/Institution, plus a Post Graduate Diploma in Legal Practice obtained from the Law Development Centre.

DUTIES

The incumbent will be responsible to the Senior Legal Officer for performing the following duties:-

- Advising the Ministry, Allied Institutions and the general public on legal matters;
- Drafting Ministry legislations;
- Conducting research on legal matters;
- Any other duties as may be assigned from time to time.

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MINISTRY: KAMPALA CAPITAL CITY AUTHORITY

POST: PHYSICAL PLANNER (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE KCCA 7

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Physical Planning; or Regional Planning; or Urban Planning; or any other relevant qualification obtained from a recognised University/Institution.

Applicants should have a minimum of two (2) years relevant working experience from a reputable organisation.

DUTIES

The incumbent will be responsible to the Secretary Land Board for performing the following duties:-

- Preparing structural and detailed plans for different sector areas, developing strategies to maintain a comprehensive physical planning database which includes inventory of property, infrastructure building and space;
- Conducting routine site inspection and monitoring adherence to construction standards in the city;
- Reviewing the city population growth trends, conducting analysis and making projections for the necessary infrastructure and facilities;
- Reviewing and processing development application forms and advising clients accordingly;
- Preparing work plans, budgets and performance reports;
- Any other duties as may be assigned from time to time.

POST: LAND OFFICER (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE KCCA 7

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Surveying or Geometrics; or Law; or Land Economics; or Land Management; or Physical Planning; or Urban Planning; or Regional Planning; or any other relevant qualification obtained from a recognised University/Institution.

Applicants should have a minimum of two (2) years relevant working experience from a reputable organisation.

DUTIES

The incumbent will be responsible to the Secretary Land Board for performing the following duties:-

- Carrying out research and preparing reports on the various activities in the land management unit in line with the land management guidelines;
- Creating and managing assets inventory in line with the land management guidelines;

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- Collecting information on leases between KCCA and third parties in line with Land Management guidelines and Land Management Act.
- Taking safety measures and recovering KCCA properties in line with the KCCA Act, the Land Management Guidelines and Land Management Act.
- Carrying out sensitization on laws and guidelines that relate to land management to both the external and internal clients in line with the Land Management guidelines;
- Initiating surveys and valuation of KCCA properties in line with the KCCA Land Management guidelines;
- Regularizing ownership of property owned by KCCA in line with the Land Management guidelines;
- Any other duties as may be assigned from time to time.

POST: LAND VALUER (01 VACANCY)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE KCCA 7
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Land Economics; or Estates Management or Valuation; or Land Management; or any other relevant qualification obtained from a recognised University/Institution. He/she should be registered with the Surveyors Registration Board of Uganda.

Applicants should have a minimum of two (2) years relevant working experience from a reputable organisation.

DUTIES

The incumbent will be responsible to the Secretary Land Board for performing the following duties:-

- Preparing valuation reports of land or real estate based on the National Valuation standards and guidelines;
- Verifying site data and tendering advice on property values;
- Maintaining an up-to-date record of property and tendering advice on property values;
- Providing technical support and guidance to KCCA on land valuation matters;
- Preparing and submitting Valuation reports to the Authority;
- Coordinating contracted valuation activities and verifying their results;
- Any other duties as may be assigned from time to time.

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MINISTRY: JUDICIAL SERVICE COMMISSION

**POST: LEGAL OFFICER [PLANNING, RESEARCH AND INSPECTORATE]
(08 VACANCIES)**

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Law from a recognised University plus a Post Graduate Diploma in Legal Practice from the Law Development Centre.

DUTIES

The incumbent will be responsible to the Senior Legal Officer for performing the following duties:-

- Conducting Court Inspections;
- Conducting investigations of complaints against the Judicial Officers and other staff in the Judiciary;
- Prosecuting disciplinary cases before the Disciplinary Committee;
- Carrying out research, and field surveys on law and administration of justice;
- Writing reports and preparing legal opinions and memorandam;
- Maintaining data bank for the department;
- Analyzing documents and presenting information from media on law and administration of justice, corruption and abuse of offices by Judicial Officers;
- Supervising Legal Clerks;
- Any other duties as may be assigned from time to time.

POST: LEGAL OFFICER [EDUCATION AND PUBLIC AFFAIRS] (06 VACANCIES)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Law from a recognised University plus a Post Graduate Diploma in Legal Practice from the Law Development Centre.

DUTIES

The incumbent will be responsible to the Senior Legal Officer for performing the following duties:-

- Preparing and delivering different sensitization programs including workshops, talk shows, newspaper supplements,
- Preparing materials for the education of Judicial Officers on administration of justice through workshops and short courses;
- Preparing and disseminating various sensitization materials (Informational, Educational and Communication);
- Writing periodic reports;
- Any other duties as may be assigned from time to time.

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MINISTRY: PUBLIC SERVICE

POST: HUMAN RESOURCE OFFICER (05 VACANCIES)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of; an Honours Bachelor's Degree in either Human Resource Management; or Social Sciences; or Social Work and Social Administration; or Public Administration and Management; or Business Studies/Administration/Commerce (Management/HRM Option); or Arts; or Development Studies; or any other relevant qualification with HRM/Personnel Management as one of the course units from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Human Resource Officer for performing the following duties:

- Implementing Ministry of Public Service Guidelines/Regulations/Policies;
- Conducting training needs assessment for staff;
- Compiling data on man-power gaps;
- Implementing staff welfare programmes;
- Implementing and updating Human Resource Management information;
- Preparing submissions for pension and gratuity;
- Implementing staff performance management plans and activities;
- Supervising and appraising junior staff within the Human Resource Management Division/Section/Unit;
- Any other duties as may be assigned from time to time.

MINISTRY: SCIENCE, TECHNOLOGY AND INNOVATION

POST: RESEARCH OFFICER (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Natural Sciences; or Physical Sciences; or Industrial Sciences; or Medical Sciences; or Agricultural Sciences; or Computer Science; or Engineering from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Research Officer for performing the following duties:

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- Gathering information for formulation of policies, guidelines, procedures and standards for research and development;
- Participating in Research and Development for value addition on Science Technology and Innovation products;
- Participating in the development of artisans and other Scientific Knowledge Interlocutors for adoption at community level;
- Participating in product development and commercialization programs for indigenous, emerging and Local Scientific Innovations;
- Assisting in the formation of partnerships among knowledge generators (researchers); knowledge transformers (industrialists and entrepreneurs) and end users (Consumers).
- Any other duties as may be assigned from time to time.

**POST: SCIENCE OFFICER (SCIENCE TECHNOLOGY & INNOVATION
INFRASTRUCTURE DEVELOPMENT) (01 VACANCY)**

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of; an Honours Bachelor's Degree in Natural Sciences; or Physical Sciences; or Industrial Sciences; or Medical Sciences; or Agricultural Sciences; or Computer Science; or Engineering from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Science Officer (STI Infrastructure Development) for performing the following duties:

- Participating in the Initiation of policies, plans and programs for development of Science, Technology and Innovation infrastructure;
- Assisting in the development of frameworks and standards for the development and maintenance of science, technology and innovation infrastructure;
- Supporting the development and maintenance of science, technology and innovation infrastructure;
- Participating in the development of programs and projects for science ,technology and innovation infrastructure;
- Participating in the training of scientists in the effective management and use of Science, Technology and Innovation (STI); Infrastructure and use of infrastructure systems and the upgrading of technicians at all levels;
- Any other duties as may be assigned from time to time.

POST: SCIENCE OFFICER (TECHNOLOGY DEVELOPMENT) (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

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MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of; an Honours Bachelor's Degree in Natural Sciences; or Physical Sciences; or Industrial Sciences; or Medical Sciences or Agricultural Sciences; or Computer; Science or Engineering from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Science Officer (Technology Development) for performing the following duties:

- Participating in the gathering of data for formulation of policies relating to Technology development, acquisition, transfer and adaptation;
- Participating in Research and Development in technology for value addition on STI products and services;
- Participating in the development of artisans and other scientific knowledge interlocutors at community level;
- Participating in the Promotion of product development and commercialization programs for local technological innovations;
- Supporting fostering of partnerships among knowledge generators (researchers) knowledge transformers (industrialists and entrepreneurs) and end users (consumers);
- Participating in facilitation of transfer forecasting (transfer, negotiation & adaptation) of appropriate technologies;
- Any other duties as may be assigned from time to time.

POST: SCIENCE OFFICER (BIOSAFETY AND BIOSECURITY) (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Natural Sciences; or Physical Sciences; or Industrial Sciences; or Medical Science; or Veterinary Sciences; or Agricultural Sciences; or Computer Science; or Engineering from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Biosafety and Biosecurity Officer for performing the following duties:

- Participating in coordinating and controlling activities of the department;
- Participating in the gathering of data for the formulation, development and review of biosafety and biosecurity regulations;
- Participating in the development of capacity of Public and Private Institutions to implement Biosafety and Biosecurity regulations;
- Participating in the coordination of integration of International conventions and Treaties on Biosafety and Biosecurity in the country;
- Promoting Biosafety and Biosecurity in the country;
- Any other duties as may be assigned from time to time.

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POST: SCIENCE OFFICER (BIOSCIENCE AND BIOECONOMY) (01 VACANCY)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Natural Sciences; or Physical Science; or Industrial Sciences; or Medical Sciences; or Agricultural Sciences; or Engineering; or Food Micro Biology from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Science Officer (Bioscience and Bioeconomy) for performing the following duties:

- Assisting in gathering data for initiation of policies, plans and programs for Biosciences and Bio Economy;
- Participating in drafting of frameworks and standards for Biosciences and Bio Economy development;
- Assisting in the implementation of policies and regulations for Biosciences products and services;
- Participating in monitoring implementation of Bio economy, policies, priorities, plans, standards and regulations in the sector;
- Supporting the harmonization of multi sectorial and inter-ministerial collaborations in Biosciences and Bio economy development and regulation;
- Any other duties as may be assigned from time to time.

POST: SCIENCE OFFICER- PHYSICAL SCIENCES (01 VACANCY)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Physical Sciences ;or Industrial Sciences; or Biomedical Sciences; or Engineering from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Science Officer (Physical Sciences) for performing the following duties:

- Compiling data on implementation of policies, plans and programs for physical sciences in research development and innovations;
- Assisting in monitoring of frameworks and standards for safety in physical sciences research development and innovations;
- Supporting the provision of guidance on implementation of policies and regulations for physical sciences in research development and innovations;

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- Monitoring implementation of safety regulations in physical sciences research development and innovations;
- Participating in multi sectoral and inter-ministerial collaborations for physical sciences in research development and innovations;
- Any other duties as may be assigned from time to time.

POST: SCIENCE OFFICER- SOCIAL SCIENCES (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Social Sciences; or Development Studies; or Public Administration from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Science Officer - Social Services for performing the following duties:

- Compiling data on implementation of policies, plans and programs for social sciences in research development and innovations;
- Assisting in monitoring of frameworks and standards for safety in social sciences research development and innovations;
- Supporting the provision of guidance on implementation of policies and regulations for social sciences in research development and innovations;
- Monitoring implementation of safety regulations in social sciences research development and innovations;
- Participating in multi sectoral and inter-ministerial collaborations for social sciences in research development and innovations;
- Any other duties as may be assigned from time to time.

POST: SCIENCE OFFICER- CHEMICAL SCIENCES (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Chemistry; or Industrial Sciences; or Agricultural Sciences; or Laboratory Technology from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Science Officer (Chemical Sciences) for performing the following duties:

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- Compiling data on implementation of policies, plans and programs for chemical sciences in research development and innovations;
- Assisting in monitoring of frameworks and standards for safety in chemical sciences research development and innovations;
- Supporting the provision of guidance on implementation of policies and regulations for chemical sciences in research development and innovations;
- Monitoring implementation of safety regulations in chemical sciences research development and innovations;
- Participating in multi sectorial and inter-ministerial collaborations for chemical sciences in research development and innovations;
- Any other duties as may be assigned from time to time.

POST: SCIENCE OFFICER- TECHNOLOGY UPTAKE (COMMERCIALISATION AND ENTERPRISE DEVELOPMENT) (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Natural Sciences; or Physical Sciences; or Industrial Science; or Medical Sciences; or Agricultural Sciences; or Engineering from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Science Officer - Technology Uptake (Commercialization & Enterprise Development) for performing the following duties:

- Participating in gathering data for developing standards and procedures for implementation of technology based enterprise development;
- Participating in the implementation of policies, plans and programs on technology based enterprise development;
- Participating in the training of researchers, innovators and prospective entrepreneurs;
- Participating in the development and management of information systems for the establishment of spin-off and start-up enterprises based on the research activities;
- Participating in the Review of invention disclosures and analysis of contract documents including agreements;
- Participating in the successful functioning of technology enterprise hubs in the sector;
- Any other duties as may be assigned from time to time.

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POST: SCIENCE OFFICER- SCIENCE TECHNOLOGY INNOVATION SKILLS DEVELOPMENT (01 VACANCY)
REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Natural Sciences ;or Physical Sciences; or Industrial Sciences; or Medical Sciences; or Agricultural Sciences or Engineering; or Science Education from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Science Officer (STI Skills Development) for performing the following duties:

- Assisting in gathering data for developing policies, programs, and plans for science, technology and innovations skills development;
- Participating in evaluation of existing skills development strategies and programs with a view to assessing their efficacy and suggesting corrective action to make them more effective;
- Participating in the development and maintenance of a national data base for STI skills and human capacity development;
- Participating in coordinating and harmonization of the approaches to skills development among various Stakeholders;
- Assisting in the monitoring and evaluation of the implementation of the skills development programs;
- Participating in the assessment and establishment of existing skills and developing programs to fill the existing gaps;
- Any other duties as may be assigned from time to time.

POST: SCIENCE OFFICER (SCIENCE TECHNOLOGY INNOVATION ADVANCEMENT AND OUT REACH) (01 VACANCY)
REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Natural Sciences; or Physical Sciences; or Industrial sciences; or Medical Sciences; or Agricultural Sciences; or Engineering from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Science Officer, Science Technology Innovation Advancement and Out Reach for performing the following duties:

- Participating in gathering data for the development of policies, programs and plans for STI advancement and outreach;
- Participating in the implementation of STI advancement and outreach programmes;

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- Participating in the identification and promotion of community innovations and traditional knowledge;
- To participate in monitoring and evaluation of the implementation of STI advancement and outreach initiatives;
- Participating in promoting science, technology and innovations in the Local Governments at all levels for community development;
- Any other duties as may be assigned from time to time.

POST: SCIENCE OFFICER (INNOVATIONS AND INTELLECTUAL PROPERTY MANAGEMENT) (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Natural Sciences; or Physical Sciences; or Industrial sciences; or Medical Sciences; or Agricultural Sciences; or Engineering from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Science Officer, Innovations and Intellectual Property Management for performing the following duties:

- Participating in gathering data for development of policies, plans and programs for science technology and innovations ;
- Participating in the development and dissemination of procedures , guidelines and standards for ratification of International Protocols in STI;
- Participating in the implementation of mechanisms and strategies for maintaining effective collaboration between national, regional and international partners in STI;
- Promoting ethical conduct in development and use of STI;
- Participating in the implementation of relevant intellectual property policies , training, contracting, and documentation of intellectual property information;
- Any other duties as may be assigned from time to time.