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REPUBLIC OF UGANDA

THE PUBLIC SERVICE COMMISSION  
2nd Floor, Farmers House  
Parliament Avenue  
P.O.Box 7080  
KAMPALA - UGANDA

ALL CORRESPONDENCES SHOULD BE  
ADDRESSED TO THE SECRETARY

IN ANY CORRESPONDENCE ON  
THIS SUBJECT PLEASE QUOTE NO. **HRM 70/179/02 Vol.2**

22 November 2016

**The Solicitor General**

**All Permanent Secretaries**

**The Auditor General, Office of the Auditor General**

**The Executive Director, Kampala Capital City Authority**

**All Chief Administrative Officers**

**Town Clerks (Municipalities)**

**PUBLIC SERVICE COMMISSION INTERNAL ADVERT. NO. 3/2016**

Please find enclosed to this letter, Public Service Commission Internal Advert No. 3/2016 containing various vacant posts. I would like to request you to circulate it to all eligible officers who should fill PS Form 3 in triplicate and forward them to the Secretary, Public Service Commission not later than **21<sup>st</sup> December 2016**. Any comments regarding this Advert may be addressed to the under-signed within seven days from the date of release for appropriate action.

The application forms, duly filled, should be accompanied by a specific recommendation on each officer and up-to-date Staff Performance Appraisal Reports for the last three years, i.e 2013/2014, 2014/2015, 2015/2016. The requirement for Appraisal Reports applies only to shortlisted candidates. The advert may also be accessed on Public Service Commission Website [www.psc.go.ug](http://www.psc.go.ug).

Kindly acknowledge receipt.

Dr. John Geoffrey Mbabazi

**SECRETARY**  
**PUBLIC SERVICE COMMISSION**

Encl.

Copy to: The Head of Public Service and Secretary to Cabinet  
Office of the President  
**KAMPALA**

“ The Deputy Head of Public Service and Deputy Secretary to Cabinet  
Office of the President  
**KAMPALA**

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**Mission**

**“To provide Government with competent human resources for effective and efficient public service delivery”**



THE REPUBLIC OF UGANDA

## PUBLIC SERVICE COMMISSION

Applications are invited from suitably, qualified, serving Public Officers in Ministries/Departments/Agencies and Local Governments to fill the following vacant posts. 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** to be received not later than **21<sup>st</sup> December, 2016**.

The Application and Summary Forms are obtainable from the Public Service Commission Office, 2<sup>nd</sup> 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](http://www.psc.go.ug). Hand written applications are also acceptable.

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 Internal Advert. No. 3/2016”** 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 original of their academic transcripts and certificates at the time of sitting the Oral Interviews.

Applicants should attach three (3) recent certified passport size photographs and should apply for a maximum of only two (2) posts clearly indicating the first and second choice against the post applied for. **The Advert may also be accessed on Public Service Commission website [www.psc.go.ug](http://www.psc.go.ug).**

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

**MINISTRY: PUBLIC SERVICE**

**POST: PRINCIPAL HUMAN RESOURCE OFFICER (14 VACANCIES)**

**REF: HRM 56/252/02 VOL. XV**

**SALARY: UGANDA GOVERNMENT SCALE U2**

**AGE: 28 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:**

Applicants should be Ugandan serving officers in possession of qualifications in the following fields:

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 Organizational Psychology or any other relevant equivalent qualification with HRM/Personnel Management as one of the course units from a recognized University/Institution plus a minimum of a Post Graduate Diploma in Human Resource Management or Public Administration and Management from a recognized University/Institution.

Possession of a Masters Degree in Human Resource Management or Business Administration (Human Resources Management option) or Public Administration and Management shall be an added advantage.

He/she should possess the following competencies: Human Resource Management, Records and Information Management skills, effective communication skills, managing employee performance, flexibility skills, ethics and integrity.

Applicants should have at least minimum of six (6) years relevant working experience, three (3) of which should have been served in the field of Human Resource Management at Senior Personnel Officer level or Senior Human Resource Officer level in Government or equivalent level of working experience from a reputable organisation.

**DUTIES:-**

The incumbent will be responsible to the Assistant Commissioner Human Resource Management for performing the following duties:

- Interpreting various aspects of the current personnel policies, rules and regulations;
- Providing staff guidance and counseling;
- Assisting in preparation of draft estimates of expenditure and staff proposals;
- Processing all appointments, confirmation, promotions, dismissals, retirements and transfers for the Ministry;
- Managing the establishment and staffing control information systems;
- Administering the payroll in liaison with the Accounts Section;
- Coordinating staff appraisals, management development and training programmes;
- Coordinating with all departmental heads on matters of manpower planning, technical and professional training;
- Any other duties as may be assigned from time to time.

**POST** : **PRINCIPAL PERSONAL SECRETARY /  
PRINCIPAL PERSONAL SECRETARY (SPECIAL GRADE)  
REF. HRM 77/266/02 VOL.8 (4 VACANCIES)**

**SALARY** : **UGANDA GOVERNMENT, SCALE U2**

**AGE** : **28 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:**

Applicants should be Ugandans holding:-

**EITHER:**

1. An Ordinary Level Certificate with at least two (2) Credits including English Language and 3 passes, UNEB Certificate or Diploma in Secretarial Studies or equivalent qualifications from a recognized Institution with the following subjects: Business Communication Stage III, Typewriting Stage III (50 WPM), Shorthand Stage II (80/90 WPM), Office Management and computer skills using several packages like Word Processing, Spread Sheets and Data-base Management.

Possession of qualifications and skills in Shorthand Stage III, Principles of Accounts II, Commerce II, certificate in Public Relations and knowledge of using various office machines like fax, photocopiers and audio equipment shall be an added advantage.

Applicants should have a minimum of three (3) years at the level of Senior Personal Secretary in Government or equivalent level of experience from a reputable organization.

**OR:**

2. A Bachelor's Degree in Secretarial Studies (B.SES) or its equivalent from a recognized University/Institution.

Applicants should have computer skills using several packages like Word Processing, Spread Sheets and Data-base management.

Possession of a Post Graduate Diploma in Management and knowledge of Kiswahili or French or Germany or Arabic and use of audio equipment and various office machines like fax, photocopiers shall be an added advantage.

Applicants should have at least a minimum of three (3) years working experience at the level of Senior Personal Secretary (Special Grade) in Government or equivalent level of experience from a reputable organization.

**DUTIES:**

The incumbent will be responsible to the Assistant Commissioner, Human Resource Management for performing the following duties: -

- Drawing up and monitoring programmes, activities and appointments in conjunction with relevant officers.
- Taking dictation, transcribing and presenting accurate and error free work.
- Attending to callers, either in person or on telephone.
- Ensuring timely responses to inquires and correspondences to and from the office.
- Receiving incoming mail and supervising the dispatch of outgoing mail.
- Organizing meetings, taking minutes and conveying decisions of such meetings to the relevant officers/offices.
- Ensuring that relevant documents for meetings and speeches are produced on time and properly organized.
- Drafting letters of routine nature.
- Providing Office Managerial Services which include: ensuring cleanliness and orderliness of the office, managing records in accordance with established security and records management procedures, requisitioning and managing office stationery and equipment, requisitioning and managing office stationery and equipment, supervising the secretarial and support personnel for the office, responsible for professional development of secretarial staff in the Ministry/Department
- Any other duties as may be assigned from time to time.

**POST : PERSONAL SECRETARY /PERSONAL SECRETARY  
[SPECIAL GRADE] (13 VACANCIES)  
REF. HRM 77/266/02 VOL.5**

**SALARY: UGANDA GOVERNMENT, SCALE U4**

**AGE : 22 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:**

Applicants should be Ugandans holding:-

**EITHER:**

1. An Ordinary Level Certificate with at least two (2) Credits including English Language and 3 passes, UNEB Certificate or Diploma in Secretarial Studies or equivalent qualifications from a recognized Institution with the following subjects: Business Communication Stage III, Typewriting Stage III (50 WPM), Shorthand Stage II (80/90 WPM), Office Management and computer skills using several packages like Word Processing, Spread Sheets and Data-base Management.

Possession of qualifications and skills in Principles of Accounts II, Economics II or Commerce II, certificate in Public Relations and knowledge of using various office machines like fax, photocopiers and audio equipment shall be an added advantage.

Applicants should have at least a minimum of three (3) years working experience served at the level of Stenographer Secretary in Government or equivalent level of experience from a reputable organization.

**OR:**

2. A Bachelor's Degree in Secretarial Studies (B.SES) or its equivalent from a recognized University/Institution.

Possession of knowledge of using various office machines like fax, photocopiers shall be an added advantage.

**DUTIES:-**

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

- Drawing up and monitoring programmes, activities and appointments in conjunction with relevant officers.
- Taking dictation, transcribing and presenting accurate and error free work.
- Attending to callers, either in person or on telephone.
- Ensuring timely responses to inquires and correspondences to and from the office.
- Receiving incoming mail and supervising the dispatch of outgoing mail.
- Organizing meetings, taking minutes and conveying decisions of such meetings to the relevant officers/offices.
- Ensuring that relevant documents for meetings and speeches are produced on time and properly organized.
- Drafting letters of routine nature.
- Providing Office Managerial Services which include: ensuring cleanliness and orderliness of the office, managing records in accordance with established security and records management procedures, requisitioning and managing office stationery and equipment, requisitioning and managing office stationery and equipment, supervising the secretarial and support personnel for the office, responsible for professional development of secretarial staff in the Ministry/Department
- Any other duties as may be assigned from time to time.

**POST : STENOGRAPHER SECRETARY (45 VACANCIES)**

**REF: HRM 147/286/01 VOL. XIII**

**SALARY: UGANDA GOVERNMENT, SCALE U5**

**AGE: 22 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS:**

Applicants should be Ugandans holding:-

**EITHER:**

An Ordinary Level Certificate with at least two (2) Credits including English Language and 3 passes, plus a UNEB Certificate(s) with the following subjects: Business Communication Stage II, Typewriting Stage II (40 WPM), Shorthand Stage II (80/90 WPM), Office Practice Stage II/Secretarial Duties II and Computer skills using Word Processing Package.

The 'O' Level requirement stated above, does not apply in the case(s) of:

- (i) Serving officers without an 'O' Level Certificate but possess a certificate of skills up-grading course for Copy Typists which was organized by the Ministry of Public Service and conducted by Uganda Management Institute.
- (ii) Serving officers who had joined the Secretarial Cadre by 19<sup>th</sup> March 2001.

**OR:**

A Diploma in Secretarial Studies or equivalent qualifications from a recognized awarding Institution.

Possession of qualifications and Skills in Customer Care, Principles of Accounts II, Economics II or Commerce II, Computer skills using several packages like Spread sheets, data-base management and Knowledge of using various office machines like fax, photocopiers and audio equipment will be an added advantage.

**DUTIES:-**

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

- Typing and presenting accurate and error free work.
- Receiving callers, either in person or on phone.
- Taking shorthand dictation.
- Ensuring timely work and information flow to and from the office.
- Ensuring cleanliness and orderliness of office.
- Requisitioning and managing office stationery and equipment.
- Making and following up on appointments.
- Any other duties as may be assigned from time to time.

**POST :** POOL STENOGRAPHER (24 VACANCIES)  
**REF:** HRM 147/286/01 VOL. XIII  
**SALARY:** UGANDA GOVERNMENT, SCALE U6  
**AGE:** 21 YEARS AND ABOVE

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:**

Applicants should be Ugandans holding:-

**EITHER:**

An Ordinary Level Certificate with at least two (2) Credits including English Language and 3 passes, plus a UNEB Certificate(s) with the following subjects: Business Communication Stage II, Typewriting Stage II (40 WPM), Shorthand Stage II (80/90 WPM), Office Practice Stage II/Secretarial Duties II and Computer skills using Word Processing Package.

The 'O' Level requirement stated above, does not apply in the case(s) of:

- (i) Serving officers without an 'O' Level Certificate but possess a certificate of skills up-grading course for Copy Typists which was organized by the Ministry of Public Service and conducted by Uganda Management Institute.
- (ii) Serving officers who had joined the Secretarial Cadre by 19<sup>th</sup> March 2001.

**OR:**

A Diploma in Secretarial Studies or equivalent qualifications from a recognized awarding Institution.

Possession of qualifications and Skills in Customer Care, Principles of Accounts II, Economics II or Commerce II, Computer skills using several packages like Spread sheets, data-base management and Knowledge of using various office machines like fax, photocopiers and audio equipment will be an added advantage.

**DUTIES:-**

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

- Typing and presenting accurate and error free work.
- Receiving callers, either in person or on phone.
- Ensuring timely work and information flow to and from the office.
- Ensuring cleanliness and orderliness of office.
- Requisitioning and managing office stationery and equipment.
- Making and following up on appointments.
- Any other duties as may be assigned from time to time.

**MINISTRY: FINANCE, PLANNING AND ECONOMIC DEVELOPMENT**

**POST: ASSISTANT COMMISSIONER PROCUREMENT (03 VACANCIES)**

**REF: HRM 50/70/01 (Vol. XXI)**

**SALARY: UGANDA GOVERNMENT SCALE U1E**

**AGE: 30 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE**

Applicants should be Ugandans holding the following:

**EITHER**

An Honours Bachelor's Degree in Procurement and Supply Chain Management plus full professional qualifications in Procurement/Purchasing and Supply from a recognized awarding Institution. Full Membership of a recognized professional body in Supply Chain Management discipline like CIPS, IPSM, NEVI, CILT will be an added advantage.

**OR**

An Honours Bachelors Degree in Commerce or Business Administration or Economics or Social Sciences with a major in Economics or any other related qualification and full professional qualifications in Procurement/Purchasing and Supply plus a Post Graduate qualification in a relevant procurement Discipline.



**OR**

Full professional qualification in Procurement/Purchasing and Supply Chain Management discipline like CIPS, IPSM, NEVI, CILT or an equivalent professional qualification in a relevant discipline from a recognised Institute/University plus a Post Graduate qualification in a relevant procurement Discipline.

Possession of a Masters Degree in either Supply Chain Management or Business Administration or Management discipline is an added advantage.

Full Membership of a recognized professional body in Supply Chain Management discipline like CIPS, IPSM, NEVI, CILT will be an added advantage.

Applicants should have at least a minimum of nine (9) years relevant working experience three (3) of which should have been served at Principal Procurement Officer level in Government or equivalent level of experience in Procurement from a reputable organisation.

**DUTIES**

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

- Managing all procurement or disposal activities of the procuring and disposing entity;
- Coordinating the procurement and disposal activities of all the departments within the procuring and disposing entity;
- Planning the procurement and disposal activities of the procuring and disposing entity and ensuring that consolidated annual plan is submitted, shared with relevant stakeholders and adhered to;
- Ensuring that all statutory and administrative reports are prepared and issued on time;
- Reviewing workload, allocating assignments, supervising, mentoring and motivating subordinate staff;
- Providing technical guidance and advice to the stakeholders on matters relating to Public Procurement and Disposal of Assets within the procuring and disposing entity;
- Taking lead and participating in procurement and supply chain management forums and assignments internally and externally on behalf of the procuring and disposing entity;
- Any other duties as may be assigned from time to time.

**MINISTRY:LOCAL GOVERNMENT**

**POST: TOWN CLERK [MUNICIPALITY] (17 VACANCIES)**

**REF: HRM 77/184/03**

**SALARY: UGANDA GOVERNMENT SCALE U1SE**

**AGE: 35 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:**

Applicants should be Ugandan serving officers in possession of qualifications in the following fields:

An Honours Bachelor's Degree in either Human Resource Management or Social Sciences or Social Work and Social Administration or Development Studies or Law or Commerce (Management option) or Business Administration (Management option) or Business Studies (Management option) or Management Science or Urban Planning and Management from a recognized University/Institution.

Additionally, applicants should have a Certificate in Administrative Law and a minimum of a Post Graduate Diploma in Human Resource Management or Public Administration and Management or Urban Planning and Management or Development Studies or Finance and Accounting from a recognized University/Institution.

Possession of a Masters Degree in Human Resource Management or Business Administration (Human Resources Management option) or Public Administration and Management shall be an added advantage.

Applicants should have at least a minimum of ten (10) years relevant working experience, three (3) of which should have been served as Deputy Town Clerk (Municipality) level in Government or equivalent level of working experience from a reputable organization.

Applicants should be of high moral character and proven integrity, self motivated, strategic thinker. He/she should have interpersonal, negotiation, management, team building, report writing, computer and projects management skills.

Applicants should also be knowledgeable about Government policies and procedures especially on the Local Governments.

**DUTIES:-**

The incumbent will be responsible to the Chief Administrative Officer for performing the following duties:

- Managing, coordinating, monitoring and evaluating the implementation of national policies, programmes, Council decisions and projects in the Municipality.
- Advising Council on technical, administrative and legal matters pertaining to the management of the Municipal.
- Developing and coordinating plans and budgets for Council activities;
- Managing the acquisition, utilization, maintenance and accountability for the human, financial and physical resources of the Municipality;
- Supervising and evaluating performance of staff in the Municipality;
- Enhancing the collaboration linkages with other Local Councils and organizations both within and outside the Municipality on matters pertaining to development;
- Assessing taxes and issuing licenses for operating businesses in the Municipality;
- Mobilizing urban community for development purposes;
- Supporting proper physical development planning for the Municipality and ensuring implementation of physical development plans;
- Developing and maintaining infrastructure in the municipality including roads and buildings;
- Any other duties as may be assigned from time to time.

**MINISTRY:                    AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES**

**POST:                            PRINCIPAL FISHERIES OFFICER – (01 VACANCY)**

**REF. HRM 46/272/01Vol.4**

**SALARY:                        UGANDA GOVERNMENT SCALE-U2**

**AGE:                             28 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:**

## PSC INTERNAL ADVERT NO. 3/2016

Applicants should be Ugandans holding an Honours Bachelor's Degree in Fisheries or Zoology or Aquatic Biology/Science or any other related field from a recognized University/Institution plus a Postgraduate Diploma in a related Science discipline from a recognized Institution.

Applicants should have at least a minimum of six (6) years relevant working experience in the field of Fisheries three (3) of which should have been served at the level of Senior Officer in Government or equivalent level of experience from a reputable organization.

Competences: Effective managerial, organizational and coordination skills; practical knowledge of best practices in Agricultural Technologies and improved farming methods; implementation skills; ethics and integrity; team work; concern for results; listening and effective communication skills.

### **DUTIES:-**

The incumbent will be responsible to the Assistant Commissioner in performing the following duties:

- Providing technical support and advisory services in terms of best practices in fish farming and management to Local Governments.
- Promoting, supporting and coordinating the fish seed and feed production and other culture organisms;
- Actively support transfer of improved and appropriate fish environmentally friendly production technologies to service providers, processors, traders and consumers.
- Building capacity of service providers on fish production.
- Promoting and supporting fish health plans in Aquaculture.
- Promoting and supporting health fish seed production and other culture organisms.
- Supporting, guiding and promoting the use of improved fisheries stocking materials for enhanced fisheries stocks.
- Maintaining collaboration linkages with other stakeholders engaged in aquaculture fish farming for improved management and production.
- Supervising and monitoring national fish production trends.
- Identifying and providing guidance on management of fish breeding and nursery areas and
- Supervising and guiding the activities of junior staff in the implementation and management of the fisheries sector.
- Any other duties as may be assigned from time to time.

**POST: PRINCIPAL AGRICULTURAL OFFICER, FOOD AND NUTRITION SECURITY  
– (01 VACANCY)  
REF. HRM 46/272/01Vol.4**

**SALARY: UGANDA GOVERNMENT SCALE-U2**

**AGE: 28 YEARS AND ABOVE**

### **MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:**

Applicants should be Ugandans holding an Honours Bachelor's Degree in Agriculture or Science related field plus a Postgraduate Diploma in a related Science discipline from a recognized Institution/University. Possession of a Masters Degree in Agriculture or related Science Degree from a recognized University/Institution will be an added advantage.

Applicants should have at least a Minimum of six (6) years relevant working experience in the field of Agriculture three (3) of which should have been served at the level of Senior Agricultural Officer in Government or equivalent level of experience from a reputable organization.

Competences: knowledge of public financial system, leadership, managerial and planning skills; team work; high integrity; report writing skills; interpersonal and communication skills; motivation and coach skills; research and computer skills.

**DUTIES:-**

The incumbent will be responsible to the Assistant Commissioner Food and Nutrition Security in performing the following duties:

- Certifying plans and recourse requirements for the food and nutrition security section;
- Preparing budget for the food and nutrition security section;
- Participating in the formulation and review of National Food and Nutrition policies and plans;
- Developing food-based strategies and plans for increasing availability and accessibility of nutritious food crops which promote human nutrition.
- Coordinating, guiding and supervising the formulation and implementation of District Food and Nutrition Action Plans;
- Developing and conducting district training programs on nutrition;
- Establishing food and nutritional surveillance system to provide timely information to stabilize food and nutritional situation;
- Developing guidelines to strengthen the linkages between nutrition and agriculture development programs;
- Liaising with the crop production division in designing and promoting primary crop processing and storage technologies;
- Ensuring quality of NAADS and district programs to ensure household food and nutrition security;
- Focal officer for Food and Nutrition Council activities;
- Promoting and guiding integration of proper nutrition in schools and youth programs including school gardening;
- Participating in events to commemorate World Food Day, Agricultural Shows among others;
- Liaising and collaborating with all agencies that participate in improving nutrition;
- Guiding technology generation and dissemination to improve nutritional content of staple and indigenous foods;
- Any other duties as may be assigned from time to time.

**POST: PRINCIPAL AGRICULTURAL OFFICER, CASH CROPS – (01 VACANCY)**

**REF. HRM 46/272/01Vol.4**

**SALARY: UGANDA GOVERNMENT SCALE-U2**

**AGE: 28 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:**

Applicants should be Ugandans holding an Honours Bachelor's Degree in Agriculture or Science related field plus a Postgraduate Diploma in a related Science discipline from a recognized Institution/University. Possession of a Masters Degree in Agriculture or related science Degree from a recognized University/Institution will be an added advantage.

Applicants should have at least a Minimum of six (6) years relevant working experience in the field of Agriculture three (3) of which should have been served at the level of Senior Agricultural Officer in Government or equivalent level of experience from a reputable organization.

**DUTIES:-**

The incumbent will be responsible to the Assistant Commissioner Crop Production in performing the following duties:

- Coordinating the initiation and formulation of policies, regulations, standards, strategies and plans for cash crops;
- Monitoring and guidance to local government, NGOs and other stakeholders on cash crops;
- Building capacity of local governments, NGOs and other stakeholders on cash crop production, value addition and marketing;
- Preparing technical guidelines, booklets and other education materials on cash crops;
- Liaising and collaborating with all agencies that participate in improving production and quality of cash crops;
- Liaising with agricultural research and extension institutions in the generation and dissemination of appropriate cash crop technologies;
- Participating in the collection, analysis, packaging and dissemination of cash crop data;
- Any other duties as may be assigned from time to time.

**POST: PRINCIPAL VETERINARY OFFICER, SMALL ANIMALS (01 VACANCY)**  
**REF. HRM 46/70/02 Vol.12**  
**SALARY: UGANDA GOVERNMENT SCALE-U2**  
**AGE: 28 YEARS AND ABOVE**

**MINIMUM QUALIFICATION AND WORKING EXPERIENCE:**

Applicants should be Ugandans holding an Honours Bachelor's Degree in Veterinary Medicine or Animal Production Technology and Management or a related field from a recognized University/Institution plus a Postgraduate Diploma in Veterinary Medicine or related Science discipline from a recognized Institution.

She/He should have a minimum of six (6) years relevant working experience in the field of Veterinary Medicine with a bias in small ruminants, poultry and pig development, three (3) of which should have been served at the level of Senior Veterinary Officer in Government or equivalent level of experience from a reputable organization.

Competences: Adequate knowledge of financial systems, procedure and regulations; leadership, managerial and planning skills with well developed public relations skills; team player; monitor; coach; high integrity, report writing skills; interpersonal communication skills, public relations and computer literate.

**DUTIES:-**

The incumbent will be responsible to the Assistant Commissioner (Diary and Meat) in performing the following duties:

- Monitoring and evaluating staff performance
- Giving the District Production Officers support in planning, supervision and monitoring of production of small animals.
- Participating in formulation, reviewing and implementing of legislations and plans for production of small animals.
- Providing technical backup and capacity building for production of small animals (small ruminants, pig and poultry etc.).
- Promoting environmental friendly and economically viable small animals production systems in various ecological zones.
- Planning, supervising and coordinating development programmes for small animals (goats, sheep, pigs, poultry and rabbits etc).
- Developing and delivering appropriate extension programmes to popularize production and marketing of small animals.
- Establishing and maintain effective small ruminants, pig and poultry production management information systems.
- Supporting the use of improved small ruminants, pig and poultry genetics and sustainable natural resource management.
- Organizing small ruminants, pig and poultry stakeholder institutions.
- Preparing section reports.
- Preparing section work plans and budgets.
- Any other duties as may be assigned from time to time.

**POST: PRINCIPAL ENGINEER (MECHANIZATION) (01 VACANCY)**  
**REF. HRM 46/70/02**

**SALARY: UGANDA GOVERNMENT SCALE U2**

**AGE: 28 YEARS AND ABOVE**

#### **MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE**

Applicants should be a Ugandans in possession of an Honours Bachelors Degree in Agricultural Engineering or Mechanical Engineering plus a minimum of a Post Graduate Diploma in any of the above fields from a recognized University or Institution.

The applicant should be a Registered Engineer and or a member of a Professional Engineering Institution.

Applicants should have a minimum of at least six (6) years working experience in the field of Agriculture Engineering or Mechanical Engineering, three (3) of which should have been served at Senior Engineer level, in Government or equivalent level of experience from a reputable organization.

Competences: knowledge of public financial system; leadership, team work; high integrity; report writing skills; interpersonal and communication skills; motivation and coach skills; research and computer skills.

**DUTIES**

The incumbent will be responsible to the Assistant Commissioner Engineering and Mechanization for performing the following duties:

- Providing professional leadership in the development and implementation of agricultural engineering and mechanization policies, system plans and programmes;
- Developing and installing effective management operating systems for data gathering, monitoring, analysis, classification and evaluation of mechanization programmes;
- Promoting networking between None Government Organizations, research, education and other bodies;
- Providing technical support and guidance to Local Governments, NGOs and other stakeholders in mechanization.
- Liaising with agricultural manufacturing and importing agencies to ensure that appropriate implements and equipment are availed to farmers;
- Building capacity of staff, Local Governments and other stakeholders in agricultural engineering and mechanization;
- Any other duties that may be assigned from time to time.

**POST: SENIOR AGRICULTURAL INSPECTOR (SEED TESTING) – (01 VACANCY)**  
**REF. HRM 46/272/01Vol.4**  
**SALARY: UGANDA GOVERNMENT SCALE-U3**  
**AGE: 25 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:**

Applicants should be Ugandans holding an Honours Bachelor's Degree in Agriculture or Science related field. Possession of a Postgraduate Diploma in a related Science discipline from a recognized Institution/University will be an added advantage.

Applicants should have at least a minimum of three (3) years relevant working experience in the field of Agriculture which should have been served at Officer level in Government or equivalent level of experience from a reputable organization.

**DUTIES:-**

The incumbent will be responsible to the Principal Crop Production in performing the following duties:

- Carrying out trials for distinctiveness, uniformity and stability to ascertain generic purity;
- Establishing value for cultivation and use (VCU);
- Checking regularly on existing varieties to verify their trueness to type;
- Inspecting seed fields during crop growth to ensure the minimum standards for isolation, roughing (wherever applicable), use of male sterility (wherever applicable) and similar factors are maintained.
- ensuring the seed born diseases are present within the stipulated limits of seed certification;
- Training staff and other stakeholders;
- Any other duties as may be assigned from time to time.

**MINISTRY: INFORMATION AND COMMUNICATIONS TECHNOLOGY**

**POST: ASSISTANT COMMISSIONER, BROADCASTING INFRASTRUCTURE  
(01 VACANCY)  
REF. HRM 70/74/01 VOL.4**

**SALARY UGANDA GOVERNMENT SCALE-U1E**

**AGE: 30 YEARS AND ABOVE**

**MINIMUM QUALIFICATION AND WORKING EXPERIENCE:**

Applicants should be Ugandans holding an Honor's Bachelor's Degree in Electronic Engineering, Electrical, Telecommunications Engineering, Communications Engineering or any other relevant qualification plus a minimum of a Post Graduate Diploma in a related field of training from a recognized University/Institution.

Possession of a Master Degree or higher qualifications in any of the above mentioned disciplines shall be an added advantage.

She/He should have demonstrated skills in; Interpersonal Communication, result oriented, Teamwork, time management, self management, accountability and integrity.

Applicants should have a working experience of nine (9) years, three (3) of which should have been served at the level of Principal or equivalent level of experience in Government or equivalent experience from a reputable organization.

**DUTIES:-**

The incumbent will be responsible to the Commissioner Broadcasting Infrastructure, for performing the following duties:-

- Monitoring and evaluating implementation of broadcasting infrastructure development;
- Monitoring and evaluating implementation of legislations, policies, plans and strategies on broadcasting infrastructure;
- Initiating research, document and disseminate information on the impact of broadcasting infrastructure development and usage;
- Providing technical advice and support to stakeholders in the area of broadcasting infrastructure;
- Developing plans for the increase of broadcasting accessibility by utilizing the national backbone;
- Ensuring improvement broadcasting service;
- Overseeing the performance of broadcasting service providers that use broadcasting infrastructure;
- Prescribing the appropriate radio and television frequency spectrum engineering characteristics of broadcasting services.
- Any other duties as may be assigned from time to time.



**MINISTRY:** GENDER, LABOUR AND SOCIAL DEVELOPMENT

**POST :** PRINCIPAL SOCIAL DEVELOPMENT OFFICER (02 VACANCIES)  
REF: HRM 52/272/01 Vol.4

**SALARY :** UGANDA GOVERNMENT SCALE U2

**AGE :** 28 YEARS AND ABOVE

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE**

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences, Law, Human Rights, Economics, Arts or Humanities or any other related field plus a minimum of a Post Graduate Diploma in any of the above disciplines from a recognized University/Institution.

Applicants should have at least six (6) years working experience three (3) of which should have been served at the level of Senior Social Development Officer or Senior Officer in Social Development or Community Development discipline in Government or equivalent level of experience from a reputable organization.

He/she should have the following key competencies: Rights Based Approaches, interpersonal and communication skills, results oriented and advocacy, ethics and integrity, team work and leadership, coaching and mentoring.

**DUTIES:**

The incumbent will be responsible to the Assistant Commissioner Equity and Rights for performing the following duties:-

- Developing and promoting equal opportunities programmes.
- Designing and implementing poverty eradication projects.
- Preparing technical reports on the performance of poverty and equity programmes.
- Monitoring and evaluation of the effectiveness of organs charged with the management and implementation of equity programmes.
- Developing and designing equity tracking indicators and techniques for household and community levels.
- Assessing and vetting activities of non-government organisations (NGOs) involved in equity promotion.
- Designing and coordinating capacity building programmes in the areas of equity promotion.
- Sensitizing and awareness creation for marginalized groups
- Designing of training manuals as well as information education and communication material on promotion.
- Providing of technical support in the areas of equity and rights promotion.
- Any other duties as may be assigned from time to time.

**POST: PRINCIPAL GENERAL SAFETY INSPECTOR (01 VACANCY)**  
**REF. HRM 52/70/01**  
**SALARY: UGANDA GOVERNMENT SCALE U2**  
**AGE: 28 YEARS AND ABOVE**

### **MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE**

Applicants should be Ugandans holding a Bachelor's Degree in Physical Sciences, Computer Science, Environmental Management, Engineering or related disciplines plus a Postgraduate Diploma in Occupational Safety and Health or Quality, Safety and Environment or any related discipline from a recognized University/Institution.

Applicants should have a minimum of six (6) years relevant working experience, three (3) of which will have been gained at the level of Senior Occupational Hygienist in Government or equivalent level of experience from a reputable organization.

### **Key competences:**

- Project Planning and Management
- Occupational safety and health legislation
- Planning, organizing and coordinating
- Good Interpersonal and communication skills
- Training Policies and Training Systems
- Inspection Systems and computer literacy

### **Duties**

The incumbent will be responsible to Commissioner Occupational Health Inspector for performing the following duties:-

- Enforcing Occupational Safety and Health Act, 2006 and attendant Regulations
- Developing/reviewing occupational safety and health regulations, technical guidelines, manuals, code of conduct and Sectoral OSH Strategies;
- Undertaking accident investigations and reporting
- Enforcing OSH training standards
- Advising management and workers on safety and health at enterprise level
- Carrying out training and publicity programmes on occupational safety and health
- Reviewing environmental and social impact assessments, environmental audits, risk assessment reports
- Undertaking and publish research reports on occupational safety
- Managing the performance of staff below him/her
- Any other duties as may be assigned from time to time

**POST: PRINCIPAL SPECIALIZED SAFETY INSPECTOR- MECHANICAL  
(01 VACANCY)  
REF. HRM 52/70/01**  
**SALARY: UGANDA GOVERNMENT SCALE U2**  
**AGE: 28 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE**

Applicants should be Ugandans holding an Honours a Bachelor's Degree in Mechanical Engineering or related disciplines plus a Postgraduate Diploma in Occupational Safety and Health or Quality, Safety and Environment or related disciplines from a recognised University or Institution

Applicants should have a minimum of six (6) years relevant working experience, three (3) of which will have been gained at the level of Senior Safety Inspector or Senior Engineer (Mechanical) in Government or equivalent level of experience from a reputable organization.

**Key competences:**

- Project Planning and Management
- Occupational safety and health legislation
- Planning, organizing and coordinating
- Good Interpersonal and communication skills
- Training Policies and Training Systems
- Inspection Systems
- Computer literacy

**Duties**

The incumbent will be responsible to Commissioner Occupational Safety and Health for performing the following duties:-

- Enforcing Occupational Safety and Health Act, 2006 and its attendant Regulations
- Undertaking inspection, examination and certification of plant and equipment
- Developing/reviewing occupational safety and health regulations, technical guidelines, standards, manuals and code conduct
- Conducting Research in the process safety and engineering systems of work
- Undertaking accident investigations and reporting
- Enforcing OSH training standards
- Advising management and workers on safety and health at enterprise level
- Reviewing environmental and social impact assessments, environmental audits, risk assessment reports
- Managing the performance of staff below him/her
- Any other duties as may be assigned from time to time.

**POST : PRINCIPAL LABOUR OFFICER [INTERNATIONAL LABOUR AFFAIRS] (01 VACANCY)  
REF: HRM 52/272/01**  
**SALARY : UGANDA GOVERNMENT SCALE U2**  
**AGE : 28 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:**

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences/Social Work and Social Administration, Arts, Human Resource Management, Statistics, Populations Studies, Law plus a minimum of a Post Graduate Diploma in any of the above disciplines from a recognized University/Institution.

Applicants should have a minimum of six (6) years working experience, three (3) of which should have been gained at the level of Senior Labour Officer in Government or equivalent level of experience from a reputable organization.

He/She should possess specialized training in Labour Administration.

He/she should have the following competencies: Demonstrated technical competences in Labour Administration, Good understanding of Labour laws, Good Analytical and basic skills in research, Team building, result oriented, planning, organizing and coordination, strategic thinking, good interpersonal and communication skills, advocacy and negotiation skills, ethics and integrity.

**DUTIES:**

The incumbent will be responsible to the Assistant Commissioner Labour Inspectorate for performing the following duties:-

- Compiling and maintaining of collective agreements
- Participating in the settlement of labour disputes
- Maintaining the strikes register
- Compiling lists of all labour disputes and grievances
- Preparing Division quarterly and annual reports.
- Verifying the Labour Union Membership.
- Carrying out labour inspections to ensure compliance with labour laws and standards.
- Processing cases related to violation of labour laws and industrial relations.
- Implementing labour programs.
- Any other duties as may be assigned from time to time.

**POST : PRINCIPAL LABOUR OFFICER [PROMOTION] (01 VACANCY)  
REF: HRM 52/272/01**  
**SALARY : UGANDA GOVERNMENT SCALE U2**  
**AGE : 28 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE**

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences/Social Work and Social Administration, Arts, Human Resource Management, Statistics, Population Studies, Law plus a minimum of a Post Graduate Diploma in any of the above disciplines from a recognized University/Institution.

Applicants should have at least a minimum of six (6) years working experience, three (3) of which should have been served at the level of Senior Labour Officer in Government or equivalent level of experience from a reputable organization.

He/She should possess specialized training in Labour Administration.

He/she should have the following competencies: Demonstrated technical competences in Labour Administration, Good understanding of Labour laws, Good Analytical and basic skills in research, Team building, result oriented, planning, organizing and coordination, strategic thinking, good interpersonal and communication skills, advocacy and negotiation skills, ethics and integrity.

**DUTIES:**

The incumbent will be responsible to the Assistant Commissioner Labour Inspectorate for performing the following duties:-

- Initiating policies and strategies on employment and labour market information.
- Developing regulations and guidelines for the public private and migrant workers.
- Providing technical guidance to licensed private recruitment companies and external agencies.
- Enforcing of the Employment Act.
- Inspecting work places in the country and abroad.
- Training of workers, employers and the general public on labour standards.
- Reviewing of labour policies, laws, guidelines, manuals, checklists and code of conduct.
- Conducting research and statistics on labour and employment.
- Any other duties as may be assigned from time to time.

**POST : SENIOR LABOUR OFFICER (01 VACANCY)**  
**REF: HRM 52/272/01**  
**SALARY : UGANDA GOVERNMENT SCALE U3**  
**AGE : 25 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE**

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences, Social Work and Social Administration, Arts, Human Resource Management, Environment, Law plus a minimum of a Post Graduate Diploma in any of the above disciplines from a recognized University/Institution.

Applicants should have at least a minimum of three (3) years working experience served at the level of Labour Officer in Government or equivalent level of experience from a reputable organization.

He/She should possess specialized training in Labour Administration.

He/she should have the following competencies: Demonstrated technical competences in Labour Administration, Good understanding of Labour laws, Good Analytical and basic skills in research, Team building, result oriented, planning, organizing and coordination, strategic thinking, good interpersonal and communication skills, advocacy and negotiation skills, ethics and integrity.

**DUTIES:**

The incumbent will be responsible to the Principal Labour Officer for performing the following duties:-

- Compiling and maintaining of collective agreements
- Participating in the settlement of labour disputes
- Maintaining the strikes register
- Compiling lists of all labour disputes and grievances
- Preparing Division quarterly and annual reports.

- Verifying the Labour Union Membership.
- Carrying out labour inspections to ensure compliance with labour laws and standards.
- Processing cases related to violation of labour laws and industrial relations.
- Implementing labour programs.
- Any other duties as may be assigned from time to time.

**POST : SENIOR SOCIAL DEVELOPMENT OFFICER (01 VACANCY)**  
**REF: HRM 52/272/01 Vol.4**  
**SALARY : UGANDA GOVERNMENT SCALE U3**  
**AGE : 25 YEARS AND ABOVE**

#### **MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE**

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences, Law, Human Rights, Economics, Arts or Humanities or any other related field. possession of a Post Graduate Diploma in any of the above disciplines from a recognized University/Institution will be an added advantage.

Applicants should have at least three (3) years working experience at the level of Social Development Officer or Officer in Social Development or Community Development discipline in Government or equivalent level of experience from a reputable organization.

He/she should have the following key competencies: Rights Based Approaches, interpersonal and communication skills, results oriented and advocacy, ethics and integrity, team work and leadership, coaching and mentoring.

#### **DUTIES:**

The incumbent will be responsible to the Principal Social Development Officer for performing the following duties:-

- Developing and promoting equal opportunities programmes.
- Designing and implementing poverty eradication projects.
- Preparing technical reports on the performance of poverty and equity programmes.
- Monitoring and evaluation of the effectiveness of organs charged with the management and implementation of equity programmes.
- Developing and designing equity tracking indicators and techniques for household and community levels.
- Assessing and vetting activities of non-government organisations (NGOs) involved in equity promotion.
- Designing and coordinating capacity building programmes in the areas of equity promotion.
- Sensitizing and awareness creation for marginalized groups
- Designing of training manuals as well as information education and communication material on promotion.
- Providing technical support in the areas of equity and rights promotion.
- Any other duties as may be assigned from time to time.

**POST : SENIOR REHABILITATION OFFICER (01 VACANCY)**  
**REF: HRM 52/272/01**  
**SALARY : UGANDA GOVERNMENT SCALE U3**  
**AGE : 25 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE**

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences, Social Work and Social Administration, Arts, Human Resource Management, Environment and Law from a recognized University/Institution. Possession of a Post Graduate Diploma in any of the above disciplines will be an added advantage.

Applicants should have at least a minimum of three (3) years working experience served at the level of Rehabilitation Officer in Government or equivalent level of experience from a reputable organization.

He/she should have the following competencies: Demonstrated technical competences in Labour Administration, Good understanding of Labour laws, Good Analytical and basic skills in research, Team building, result oriented, planning, organizing and coordination, strategic thinking, good interpersonal and communication skills, advocacy and negotiation skills, ethics and integrity.

**DUTIES:**

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

- Initiating conducting of research, documentation and disseminating information on disability and elder persons.
- Participating in the formulation, programme design and implementation.
- Providing technical advice, conducting support supervision within the area of disability and elderly.
- Participating in the development and reviewing of curriculum on vocational training.
- Developing project proposals on disability and elder persons.
- Preparing annual and quarterly work plans on disability and elder persons.
- Advocating for the rights of and protection of PWDs and older persons.
- Advocating for the recognition of the role of PWDs and older persons in the development process.
- Monitoring and evaluating implementation of government initiatives as they apply to the PWDs and older persons.
- Any other duties as may be assigned from time to time.

**OFFICE OF THE PRESIDENT**

**POST: UNDER SECRETARY (01 VACANCY)**  
**REF. HRM 184/252/01 Vol. XXIII**  
**SALARY: UGANDA GOVERNMENT SCALE-U1SE**  
**AGE: 35 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE**

Applicants should be Ugandans holding an Honour's Bachelor's Degree in either Arts or Social Sciences or Humanities plus a minimum of a Postgraduate Diploma in Public Administration or Development/Management Studies from a recognized University or Institution.

Possession of a Masters Degree in Public Administration and Management or Development/Management Studies or Finance or Business Administration will be added advantage.

He/she should have the following key competencies: Interpersonal and communication skills, Computer skills ability to coach, mentor and motivate subordinates.

He/She should have a minimum working experience of at least ten (10) years three (3) of which should have been served at the level of Principal Assistant Secretary or Principal Level in the field of administration in Government or equivalent level of experience from a reputable organization.

**DUTIES:-**

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

- Ensuring timely preparation of the budgetary estimates.
- Monitoring utilization of released funds.
- Managing support services
- Ensuring availability, distribution and effective utilisation of logistics.
- Ensuring adherence to government financial and personnel policies and regulations.
- Managing the Ministry's physical assets.
- Overseeing issues relating to staff welfare.
- Communicating and implementing Government policies.
- Ensuring proper management of Sectoral or National functions.
- Directing, controlling and coordinating administrative matters.
- Representing the Ministry/Department before Parliamentary Committees.
- Drafting Cabinet Memoranda.
- Supervising and appraising subordinate officers
- Initiating the development of policy.
- Any other duties as may be assigned from time to time.

**MINISTRY: EDUCATION SERVICE COMMISSION**

**POST: RECEPTIONIST (01 VACANCY)**  
**REF: HRM 210/272/01**  
**SALARY: UGANDA GOVERNMENT SCALE U7**  
**AGE: 21 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:**

Applicants should be Ugandans holding a Uganda Certificate of Education (UCE). Training in Front Desk Management will be an added advantage.

The Applicant should be in possession of the following competences:

- Honest and trustworthy
- Respectfulness
- Cultural awareness and sensitivity
- Flexibility and demonstrating sound work ethics



- Good and effective communication skills (both verbal and non-verbal)
- Good customer care skills
- Intelligent and smart.

**DUTIES:-**

The incumbent will be responsible to the immediate supervisor for performing the following duties:-

- Handling all incoming calls.
- Managing Public requests as appropriate.
- Registering and directing visitors to appropriate offices.
- Any other duties as may be assigned from time to time.

**MINISTRY: LOCAL GOVERNMENT**

**POST: COMMISSIONER, PLANNING AND POLICY (01 VACANCY)**

**REF: HRM 55/70/01**

**SALARY: UGANDA GOVERNMENT SCALE U1SE**

**AGE: 35 YEARS AND ABOVE**

**MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:**

Applicants should be Ugandans holding an honors Bachelors Degree in Statistics, Economics or Development Planning from a recognized University or Institution plus a Master's Degree in a related field.

Applicants should have at least a minimum of ten (10) years relevant working experience, three (3) of which should have been served at the level of Assistant Commissioner in Government or equivalent level of working experience from a reputable organization.

Applicants should demonstrate good leadership skills be of high moral character and proven integrity, self motivated, strategic thinker. He/she should have interpersonal, negotiation, management, team building, report writing, computer and project management skills.

Applicants should also be knowledgeable about Government policies and procedures especially on the Local Governments.

**DUTIES:-**

The incumbent will be responsible to the Permanent Secretary for performing the following duties:

- Providing overall leadership of the Department of Policy and Planning;
- Coordinating Sector plans and policies;
- Monitoring and evaluating implementation of the Ministry's policies, plans and projects.;
- Providing technical support to various Departments during planning, projects and policy formulation process;
- Coordinating the preparation of the Sector Budget Framework Paper and Ministerial Policy Statement;
- Analysing strategic policy options to guide the coordination of Ministry programmes and projects;
- Advising on key policy issues that need policy changes;

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- Liaising with other Government Ministries in developing and analyzing cross-sectoral policies and issues for guidance in the Ministry;
- Monitoring and evaluating the implementation and carrying out regulatory impact assessment of major policies in the Ministry;
- Collecting, processing, analyzing, interpreting, storing and disseminating relevant data for strategic planning;
- Coordinating of performance and quality improvement initiatives in the sector;
- Any other duties as may be assigned from time to time.