



THE REPUBLIC OF UGANDA

PUBLIC SERVICE COMMISSION

Applications are invited from suitably qualified University Graduates to fill the following vacant posts. Applications Forms/Public Service Commission 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 **Friday 15th April, 2016**.

The Application and Summary Forms are obtainable from the Public Service Commission Office, 2nd Floor, Farmers House, Parliament Avenue, Kampala, Ministry/Department Headquarters and District Service Commission Offices, www.psc.go.ug Hand written applications are also acceptable.

Applications 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. No. 1/2016" 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, transcripts and testimonials. Applicants subsequently shortlisted for oral interviews **and their names displayed on the PSC website stated below and on the PSC Notice Board**, 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 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 on the application.

Serving officers already appointed in the Public Service shall not be considered for entry level posts in Scale U4 but are free to apply for other posts of their choice(s) where applicable. **The details of the Advert including but not limited to the duties of each post may be accessed on Public Service Commission website www.psc.go.ug**

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

CATEGORY 1.: ENTRY LEVEL POSTS (SCALE U4) FOR UNIVERSITY GRADUATES

Applicants for posts on Scale U4 below should have the following Core Competencies:

- Ethics and Integrity, Interpersonal Communication and Computer Skills, ability to adapt to multi cultural setting, innovation concern for quality, standards technical, ability to coach subordinates and report writing skills, Strategic thinking, negotiation skills, team building, innovation and concern for quality and standards.

MINISTRY : WATER AND ENVIRONMENT

**POST : HYDROGEOLOGIST [WATER RESOURCES
MONITORING AND ASSESSMENT] (01 VACANCY)
REF: HRM 73/272/01 [1]**

**SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE**

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelors Degree in Science majoring in Geology and Chemistry or Physical Sciences (Physics, Chemistry and Geology) from a recognized Institution.

DUTIES:

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

- Preparing and reviewing national ground water resources management plans.
- Carrying out ground water resources assessment and planning activities.
- Controlling and managing disasters caused by or related to water.
- Participating in managing, administration and networking of the division with other institutions on matters related to water.
- Spearheading implementation of water demand management and water use.
- Any other duties as may be assigned from time to time.

POST : WATER OFFICER [WATER USE PLANNING] (01 VACANCY)
REF: HRM 73/272/01 [2]
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelors Degree in either Civil or Water or Agricultural Engineering or Bachelor of Science Degree in Physical Sciences with either of the following subjects; Geology/Mathematics/Physics/Chemistry or Geography from a recognized University/Institution.

DUTIES:

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

- Implementing national and regional water resources use and allocate plans.
- Reporting on current and future water use and demand compared to water resources availability for various catchments/basins in Uganda.
- Spearheading implementation of application tools for equitable allocation of water resources including monitoring water usage.
- Spearheading implementation of water demand management and water use.
- Participating in evaluation of application forms for water permits as appropriate.
- Participating in monitoring compliance of permit condition.
- Any other duties as may be assigned from time to time.

POST : LECTURER [NYABYEYA FORESTRY COLLEGE] (01 VACANCY)
REF: HRM 70/73/01 [3]
SCALE : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelors Degree in Either Forestry, Agro forestry or Beekeeping or Biomass Energy Technology or any other Degree closely related to any of the above fields from a recognized Institution.

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.

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POST : FORESTRY OFFICER (02 VACANCIES)
REF: HRM 70/73/01 [4]
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Degree in Forestry or any other relevant field from a recognized Institution/University.

DUTIES:

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

- Assisting in the implementation of national water shed management programmes.
- Assisting in monitoring the performance and implementation of water shed management plans in private, community and protected forests.
- Participating in coordination of forestry activities at the Local Government level.
- Participating in the training of stakeholders in the sector on matters of Forestry Management.
- Performing any other duties as may be assigned from time to time.

**POST : WATER OFFICER [WATER RESOURCES
MANAGEMENT/MONITORING ASSESSMENT]] (1 VACANCY)**
REF: HRM 70/173/01 Vol II [5]
SALARY SCALE: UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor of Science Degree in Civil Engineering or Physical Science (Chemistry, Physics, and Mathematics) or Geology from a recognized University/Institution.

Possession of a Post graduate Diploma in Forestry or Land use planning or Natural Resources Management from a recognized University/Institution will be an added advantage.

The incumbent will be responsible to the Senior Water Officer (Water Resources Management) for performing the following duties:

DUTIES:

- Participating in the formulation and review of Water resource policies and standards.
- Participating in the administration of water abstraction permits.
- Participating in the preparation and review of national water resource management plans.
- Providing technical advice, support supervision and training to Local Government personnel and private sectors engaged in management of water resources.
- Participating in the management, administration and networking of the division.

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- Assisting to ensure that utilization of and activities on all water bodies are monitored with a view to ensuring compliance with Water Laws and regulations.
- Any other duties as may be assigned from time to time.

POST : WATER ANALYST (1 VACANCY)
REF: HRM 70/73/01 VOL. II [6]
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans holding an Honours Bachelors Degree and a minimum of a post graduate Diploma in Water and Environmental Resources Management or Water Quality Management or Limnology or Chemistry or Biology from a recognized University/Institution.

DUTIES:

The incumbent will be responsible to the Senior Water Analyst for performing the following duties

- Participating in formulation and review of water quality policies laws regulations and strategies.
- Operating and ensuring quality systems (QS) in the national reference laboratory.
- Monitoring and supervising quality system in regional laboratories.
- Monitoring and regulating operations of water testing laboratories in Uganda.
- Co-coordinating laboratory quality assurance programmes.
- Participating in trans-boundary water quality management, supervision, management and administration of the water quality division.
- Controlling and managing any disasters caused or related to water.
- Controlling the quality and pollution levels in various water bodies.
- Any other duties as may be assigned from time to time.

POST : WETLANDS OFFICER (01 VACANCY)
REF: HRM 70/73/01 VOL. II [7]
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelor's Degree in either Environmental Management or Botany or Zoology or Chemistry or Geography from a recognized University/Institution.

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

DUTIES:

- Participating in planning and implementing awareness activities and ensuring their effectiveness and timely delivery to the target groups at national, district and local levels in collaboration with relevant institutions.
- Planning and implementing manpower training programmes for wetlands management at national and district level in liaison with the Training section of the Ministry.
- Ensuring the integration of wetland awareness activities in the formal and non-formal education programmes at all levels in collaboration with relevant institutions.
- Coordinating the development of awareness and training programmes by the production and media unit in collaboration with relevant agencies.
- Liaising with other awareness training institutions and organizations and to enhance their capabilities for wetland awareness and training activities.
- Any other duties as may be assigned from time to time.

MINISTRY: FOREIGN AFFAIRS

POST: FOREIGN SERVICE OFFICER GRADE VI (11 VACANCIES)

REF. HRM 51/272/01 [8]

SALARY: UGANDA GOVERNMENT SCALE-U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans holding an Upper Honours Bachelors Degree in Political Science or Law or International Relations or Diplomacy or Economics or Administration or Development Studies or Conflict Studies or Statistics or Information Communication and Technology or Journalism, Mass Communication. Possession of a Post Graduate Diploma in Public Administration or International Law or Diplomacy or International Relations from a recognized Institution/University will be an added advantage.

Knowledge of the International Languages such as French, German, Swahili, Arabic, Spanish and Chinese will be an added advantage.

DUTIES:

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

- Implementing decisions in designated zones/areas
- Collecting information to guide in policy formulation, implementation and review;
- Gathering information for departmental briefs and reports;
- Providing backup support services for meetings and other activities;
- Providing inquires and correspondences regarding the area of accreditation
- Handling protocol and consular services.
- Any other duties as may be assigned from time to time.

MINISTRY: GENDER, LABOUR AND SOCIAL DEVELOPMENT

POST: OCCUPATIONAL PHYSICIAN (01 VACANCY)

REF. HRM 52/272/01 [9]

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding a Bachelor's Degree in Medicine and Surgery from a recognized University of Institution.

DUTIES

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

- Enforcing of Occupational Safety and Health Act, No.9 of 2006 and attendant Regulations
- Undertaking accident investigations and reporting
- Undertaking Medical surveillance at workplaces
- Undertaking pre-employment medical examination of workers
- Advising, treatment and rehabilitation of diseased or injured workers
- Undertaking research in occupational health/occupational diseases/work related diseases

POST: SPECIALIZED SAFETY INSPECTOR [OIL AND GAS] (01 VACANCY)

REF: HRM 52/272/01 [10]

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelor's Degree in Mining/Gas/Petroleum Engineering or related Degree in the field of Petroleum or Energy Studies from a recognized University or Institution

Possession of a Postgraduate Qualification in Petroleum/Energy studies is an added advantage.

DUTIES

The incumbent will be responsible to Senior Specialized Safety Inspector (Oil and Gas) for performing the following duties:-

- Enforcing Occupational Safety and Health Act, No.9 of 2006 and its attendant Regulations
- Enforcing OSH standards on oil and gas operations
- Carrying out training and publicity programmes on occupational safety and health
- Reviewing environmental and social impact assessments, environmental audits, risk assessment reports
- Conducting research on occupational safety and health in oil and gas
- Any other duties as may be assigned from time to time.

POST: SPECIALIZED SAFETY INSPECTOR –ELECTRICAL (01 VACANCY)
REF: HRM 52/272/01 [11]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants must be Ugandans holding a Bachelor's Degree in, Electrical Engineering or related disciplines from a recognized University.

A Postgraduate qualification in Occupational Safety and Health related field will be an added advantage.

DUTIES:

The incumbent will be responsible to Senior Specialized Safety Inspector (Electrical) for performing the following duties:-

- Enforcing Occupational Safety and Health (OSH) Act, No.9 of 2006 and its attendant Regulations
- Inspecting and certifying electrical installations at workplaces
- Enforcing OSH standards on electrical installations
- Carrying out training and publicity programmes on occupational safety and health
- Reviewing environmental and social impact assessments, environmental audits, risk assessment reports
- Participating in research on occupational safety and health
- Any other duties as may be assigned from time to time.

POST: GENERAL SAFETY INSPECTOR [TRAINING] (01 VACANCY)
REF: HRM 52/272/01 [12]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants must be Ugandans holding an Honours Bachelor's Degree in Physical Sciences, Computer Science or Environmental Management or Engineering or related disciplines from a recognized University or Institution.

DUTIES:

The incumbent will be responsible to Senior General Safety Inspector (Training) for performing the following duties:-

- Enforcing Occupational Safety and Health Act, No.9 of 2006 and its attendant Regulations
- Carrying out training and publicity programmes on occupational safety and health

- Reviewing environmental and social impact assessments, environmental audits, risk assessment reports
- Conducting in research on occupational safety and health
- Any other duties as may be assigned from time to time.

POST: GENERAL SAFETY INSPECTOR (05 VACANCIES)
REF. HRM 52/272/01 [13]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

The applicant should be Ugandan holding a Bachelor's Degree in Physical Sciences or Computer Science or Environmental Management or Engineering or Education (Majoring in Biology and Chemistry) or closely related disciplines from a recognized University or Institution.

DUTIES

The incumbent will be responsible to Senior General Safety Inspector for performing the following duties:-

- Enforcing Occupational Safety and Health Act, No.9 of 2006 and its attendant Regulations.
- Undertaking accident investigations and reporting
- Enforcing OSH standards
- Carrying out training and publicity programmes on occupational safety and health
- Reviewing environmental and social impact assessments, environmental audits, risk assessment reports
- Participating in research on occupational safety and health
- Managing the performance of staff below him/her
- Any other duties as may be assigned from time to time.

POST: GENERAL HEALTH INSPECTOR (01 VACANCY)
REF. HRM 52/272/01 [14]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

The Applicants should be Ugandans holding an Honours Bachelor's Degree in Physical/Environmental Health Sciences or Education (Majoring in Biology and Chemistry) or any related field from a recognized Institution or University.

DUTIES

The incumbent will be responsible to Senior General Safety Inspector for performing the following duties:-

- Enforcing Occupational Safety and Health Act 2006 and its attendant Regulations.

- Inspecting of workplaces in relation to food safety and hygiene standards
- Ensuring that occupational health standards and regulations in workplaces are met and adhered to.
- Undertaking investigation of workplace accidents and dangerous occurrences.
- Carrying out special investigations on occupational health/diseases as required from time to time.
- Indexing of all incoming scientific literature on occupational health.
- Prescribing means, measures and practices of protection of the workers from occupational health hazards

POST: OCCUPATIONAL HYGIENIST – CHEMIST (01 VACANCY)

REF: HRM 52/272/01 [15]

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelor's Degree in Physical Sciences or Biomedical Laboratory Technology or Education (majoring in Chemistry) or Environmental Management or closely related disciplines from a recognized University or Institution.

A postgraduate qualification in Occupational Hygiene related field will be an added advantage.

DUTIES:

The incumbent will be responsible to Senior Occupational Hygienist (Chemist) for performing the following duties:-

- Enforcing Occupational Safety and Health Act, No.9 of 2006 and its attendant Regulations
- Developing and prescribing exposure limits for dangerous substances and agents in working environments in all economic activities.
- Inspecting on routine, on call or planned survey of work places.
- Compiling and keeping up-to-date a list of all processes and materials used in industrial workplaces that are hazardous.
- Examining all new chemicals for use in new industrial processes.
- Carrying out sampling and laboratory analysis of those samples and evaluate the working environment.
- Evaluating by measurement the performance of toxic substance and removal systems in workplace.
- Recommending for medical examination of workers in places where unacceptable exposure levels are found.
- Prescribing means, measures and practices of protection of the workers from over exposure.
- Any other duties as may be assigned from time to time.

POST: OCCUPATIONAL HYGIENIST- BIOCHEMIST (01 VACANCY)
REF: HRM 52/272/01 [16]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelor's Degree in Physical Sciences or Education (majoring in Chemistry or Biology) or Laboratory Technology or Environmental Management or any relevant Degree qualification from a recognized University or Institution.

A postgraduate qualification in Occupational Safety and Health, Occupational Hygiene or Toxicology related field will be an added advantage.

DUTIES:

The incumbent will be responsible to Senior General Safety Inspector (Prosecution) for performing the following duties:-

- Enforcing the Occupational Safety and Health Act No.9 of 2006 and its attendant Regulations
- Compiling and keeping up-to-date a list of all processes and materials used in industrial workplaces that are hazardous.
- Examining all new chemicals for use in new industrial processes.
- Carrying out sampling and laboratory analysis of those samples and evaluate the working environment.
- Evaluating by measurement the performance of toxic substance and removal systems in workplace.
- Carrying out sampling and laboratory analysis of relevance to occupational health and hygiene.
- Carrying out research into mechanics of toxicity of dangerous substance from working environments on workers.
- Interpreting actions of purely chemical substances on biological systems.
- Providing biochemical laboratory evidence where disputes of workplace poisoning arise.
- Indexing of all incoming scientific literature.
- Prescribing means, measures and practices of protection of the workers from over exposure.

POST: OCCUPATIONAL HYGIENIST (PHYSICIST) (01 VACANCY)
REF: HRM 52/70272/01 [17]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Physical Sciences or Education (majoring in Chemistry or Biology or Physics) or Biomedical Laboratory Technology or Environmental Management or any closely related disciplines from a recognized University or Institution.

A postgraduate qualification in occupational safety and health related field will be an added advantage.

DUTIES

The incumbent will be responsible to Senior Occupational Hygienist (Physicist) for performing the following duties:-

- Enforcing Occupational Safety and Health Act, No.9 of 2006 and its attendant Regulations.
- Carrying out field sampling and laboratory analysis with emphasis on noise, light, heat and ventilation among others
- Carrying out research on dangers of physical agents.
- Ensuring the servicing of laboratory electrical equipment.
- Prescribing means, measures and practices of protection of the workers from over exposure.
- Any other duties as may be assigned from time to time.

POST: SPECIALIZED SAFETY INSPECTOR [MECHANICAL] (01 VACANCY)
REF: HRM 52/70/01 [18]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honors Bachelor's Degree in Mechanical Engineering or Electrical Engineering or any other closely related disciplines from a recognized Institution/University.

Possessions of a Post graduate Diploma in mechanical Engineering, Occupational Safety and Health or related disciplines will an added advantage

DUTIES

The incumbent will be responsible to Senior Specialized Safety Inspector (Mechanical) for performing the following duties:-

- Enforcing Occupational Safety and Health Act No.9 of 2006 and its attendant Regulations.
- Inspecting and certify electrical installations at workplaces.
- Enforcing OSH standards on electrical installations.
- Carrying out training and publicity programmes on occupational safety and health.
- Reviewing environmental and social impact assessments, environmental audits, risk assessment reports.
- Conducting research on occupational safety and health.
- Any other duties assigned from time to time.

POST: INSPECTOR [GENERAL SAFETY] (01 VACANCY)

REF: HRM 52/70/01 [19]

SALARY: UGANDA GOVERNMENT SCALE UISE

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATION:

Applicants be Ugandans holding an honours Bachelor's Degree in Physical Sciences or Environmental Management or Engineering or related disciplines.

Duties

- Enforcing OSH Act
- Undertaking accident investigations and reporting
- Enforcing OSH standards
- Carrying out training and publicity programmes on occupational safety and health
- Reviewing environmental and social impact assessments, environmental audits, risk assessment reports
- Participating in research on occupational safety and health
- Managing the performance of staff below him/her
- Any other duties as may be assigned from time to time.

POST: PROBATION AND WELFARE OFFICER (02 VACANCIES)

REF: HRM 52/70/01 [20]

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATION:

Applicants should be Ugandans holding an Honours Bachelor's Degree in Arts, Social Sciences, Social Work and Social Administration, or any other related disciplines or any other closely related disciplines from a recognized Institution/University.

DUTIES

The incumbent will be responsible to Senior Probation and Welfare Officer for performing the following duties:-

Duties

- Initiating, monitoring and overseeing the management and improvement of the home
- Studying the operational system and advising on appropriate intervention strategies.
- Coordinating and supervising the staff and activities of the home.
- Accounting officer of the home
- Initiating and developing the budget of the home
- Coordinating staff development programmes to ensure quality of staff.
- Advising on the organization of the home
- Designing and conducting appropriate activities for the children.
- Designing and sustaining a network strategy with other stake holders

POST: YOUTH OFFICER (01 VACANCY)

REF: HRM 52/70/01 [21]

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATION:

Applicants Should be Ugandans holding an Honors Bachelor's Degree in Social Sciences, Social Work and Social Administration, Development studies, Humanities or any other related field from a recognized University or Institution.

Duties

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

- Working with the Senior Youth Officer in respect to planning and policy implementation for youth responses.
- Participating in the implementation of staff training and development programmes.
- Providing support in the implementation of programmes for youth development and empowerment.
- Working with the Senior Youth Officer to implement capacity building plans for service delivery in youths work including monitoring.
- Coordinating and liaise with local and international youth agencies/ organizations e.g youth networks, CYP etc.
- Participating in the Community mobilization campaigns for the youth.
- Any other duties as may be given from time to time.

POST: GERONTOLOGIST (01 VACANCY)
REF: HRM 52/70/01 [22]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATION:

Applicants should be Ugandans holding an Honors Bachelor's Degree in Social Sciences or Social Work and Social Administration or Development studies or Sociology or Humanities or any other related field from a recognized University or Institution.

DUTIES

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

- Conducting research, document and disseminate information on social gerontology
- Participating in policy in policy formulation, design and implementation of programmes older persons.
- Providing technical advice, conduct support and support supervision within the area of social gerontology.
- Developing project proposals on support to older persons
- Advocating for promotion and protection of rights of older persons.
- Advocating for recognition of the role of older persons in the development process.
- Monitoring and evaluate implementation of government initiatives as they apply to older persons
- Any other duties as may be assigned from time to time.

POST: LABOUR OFFICER (INTERNATIONAL LABOUR AFFAIRS) (01 VACANCY)
REF: HRM 52/70/01 [23]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATION:

Applicants should be a Ugandan holding an Honors Bachelor's Degree in Social Sciences, Social Work and Social Administration, Arts, or any other related field from a recognized University or Institution.

DUTIES

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

- Collecting information from departments, line ministries and human rights bodies and associations on the application of international Labour Standards.
- Registering ILO Conventions adopted at every conference.
- Updating the list of ILO Conventions ratified by Government
- Initiating the submission to cabinet of conventions adopted at the International Labour Conference.
- Receiving and distributing ILO reports on the application of Conventions under Article 19 and 22 of the ILO Constitution.

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- Studying ILO reports on the application and preparing speeches and Government memoranda.
- Preparing for the Annual International Labour Conference and other regional meetings.
- Any other duties as may be assigned.

MINISTRY : OFFICE OF THE PRESIDENT
(DIRECTORATE OF ETHICS AND INTEGRITY)

POST : ETHICS OFFICER (01 VACANCY)
REF: HRM 234/272/01 [24]
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelor's Degree in either Ethics and Human Rights or Ethics, Development Studies or Humanities (with Ethics as one of the subjects) or any other relevant Degree qualification in the field of Ethics and Human Rights from a recognized University/Institution.

DUTIES:

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

- Assisting in the development and promotion of ethical standards for rebuilding ethics and integrity in society.
- Organizing the dissemination of National Ethical Values in society.
- Participating in the Monitoring and Evaluation of the integration of the National Ethical Values in school activities.
- Carrying out research on Ethical Values in societies.
- Compiling activity reports for the Ethics Education Program.
- Any other duties as may be assigned from time to time.

MINISTRY: OFFICE OF THE PRESIDENT

POST: ASSISTANT SECRETARY/ADMINISTRATIVE SECRETARY (08 VACANCIES)
REF. HRM 147/286/01 Vol.13 [25]
SALARY: UGANDA GOVERNMENT SCALE-U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honour's Bachelor's Degree in either Economics or Law or Development Studies or Public Administration or Social Sciences or Arts or Social Work and Social Administration or Humanities from a recognized University or Institution.

DUTIES:-

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

- Ensuring safe custody of Government property.
- Ensuring maintenance of Government premises.
- Taking minutes during staff meetings and ensuring their distribution.
- Undertaking coverage of Parliamentary business.
- Assisting in handling issues related to staff welfare.
- Making preparations for Ministry functions.
- Compiling data for Public Speeches.
- Assisting in the management of Government Vehicles.
- Any other duties as may be assigned from time to time.

MINISTRY: OFFICE OF THE PRIME MINISTER

POST: INFORMATION OFFICER, (01 VACANCY)
REF. NO.: HRM 63/272/01 [26]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelors Degree in Either Mass Communication or Arts in Arts (majoring in Literature) or Journalism or Public Relations or any other closely related discipline from a recognised University/Institution.

DUTIES:

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

- Conducting research and gather information;
- Liaising with Information Centres, Libraries and other sources to compile materials for articles and government publications;
- Studying and analysing data and prepare timely responses to issues raised in the media;
- Writing well researched reports on topical issues
- Researching and writing articles for quarterly executive magazine and regular newsletters for the Directorate;
- Working closely with Senior Officers for the success of Weekly Government Press briefing;
- Promoting public relations work of the Directorate;
- Any other duties as may be assigned from time to time.

POST: INFORMATION OFFICER [T.V. PRODUCTION] (01 VACANCY)
REF. NO. HRM 63/272/01 [27]
SALARY: UGANDA GOVERNMENT, SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelors Degree in Either Mass Communication or Arts (majoring in Literature) or Public Relations or Journalism or any other closely related discipline from a recognised University/Institution.

DUTIES:

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

- Coordinating and controlling information and external Public Relations for the Prime Minister;
- Highlighting the activities of the Executive Office of the Prime Minister;
- Prepare daily Press Briefs
- Maintaining tapes and press releases/briefs for all the activities of the Executive Office;
- Ensuring that Projects under the Office of the Prime Minister e.g. NUSAF, PRDP, NUREP, and get good publicity throughout the country;
- Any other related duties assigned by the superiors.

MINISTRY: INFORMATION AND COMMUNICATIONS TECHNOLOGY

POST: SYSTEMS ANALYST (01 VACANCY)
REF. NO. HRM 74/272/01 [28]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 30 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelors Degree in Either Information Technology or Computer Science or Computer Information Systems and Administration or Systems Administration or Science (Computer Information Systems) or Bachelor of Statistics (Computer Science Option) or any other closely related discipline in the field of Computer Science from a recognised University/Institution.

DUTIES:

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

- Determining requirements for computer systems, data storage and retention or related hardware or software facilities.
- Establishing overall and or detailed design specifications and development schedules for sub-system.
- Coordinating new on-going computer systems.

- Modifying, maintaining and developing complete systems.
- Performing programming duties as required.
- Researching, planning, installing, configuring, troubleshooting, maintaining and upgrading operation systems.
- Writing and maintaining system documentation.
- Any other duties as may be assigned from time to time.

MINISTRY: JUSTICE AND CONSTITUTIONAL AFFAIRS

POST : STATE ATTORNEY (06 VACANCIES)
REF: HRM 147/286/01 [29]
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honors Bachelor's Degree in Law from a recognized University/Institution plus a Postgraduate Diploma in Legal Practice from the Law Development Centre (LDC).

Successful candidates shall be strictly deployed to up country stations and therefore only candidates who are ready for this kind of deployment are encouraged to apply.

DUTIES:

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

- Advising Government, its allied institutions and the general public on legal matters;
- Representing Government and Allied Institutions in Courts of Law or any other legal proceedings to which government is a party;
- Assisting in drafting Government Legislation;
- Any other duties as may be assigned from time to time.

MINISTRY: WORKS AND TRANSPORT

POST : QUANTITY SURVEYOR (01 VACANCY)
REF: HRM 59/272/01 [30]
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM QUALIFICATIONS

Applicants should be Ugandan holding an Honours Bachelors Degree in either Building Economics or Quantity Surveying from a recognized University. A Post Graduate Qualification in a related field will be an added advantage.

He/she should hold Membership with a local Professional Institution;

DUTIES:

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

- Preparing and maintaining data and documentation to support the Ministry in Quantity Surveying matters.
- Estimating for Construction Project Appraisals and Budgets;
- Analyzing and contract documents for building works and consultancy services;
- Ensuring Progress and final project reports, valuations for Interim and final payment on building works and consultancy services contracts;
- Analyzing and recommendation for settlement of contractual disputes; and
- Preparing Briefs for use in court for settlement of litigation in building contracts.
- Rendering cost planning and cost control of building projects;
- Managing competitive procurement of consultants and contractors on Building projects;
- Monitoring Compliance of consultants for Quantity Surveying services with minimum standards;
- Checking consultants and contractors' claims for interim and final payments to ensure value for money;
- Analyzing contractual disputes to enable parties resolve them without resorting to court litigation;
- Providing office and field training to industrial trainees and staff intakes on probation.
- Preparing Bid documents for building works and consultancy services;
- Preparing Evaluation reports with recommendations for award of contracts for building works and consultancy services;
- Any other duties as may be assigned from time to time.

POST : SAFETY OFFICER/ NATIONAL ROADS SAFETY COUNCIL (01 VACANCY)
REF: HRM 59/70/272/01 [31]
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelors Degree in either Arts or Social Sciences or Law or Engineering. Possession of a minimum of a Postgraduate Diploma in either Public Administration or Humanities or Highway Engineering or Transport Management or Environmental Safety from a recognized University or Institution will be an added advantage.

Applicants should have three (3) years relevant working experience in road safety or related field in Government or equivalent level of experience from a reputable organization.

DUTIES:

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

- Carrying out Road Safety campaigns in liaison with other stakeholders;

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- Participating in the investigation and preparation of reports on major road accidents;
- Analyzing accident reports and advising on control measures;
- Any other duties as may be assigned from time to time.

POST : LICENSING OFFICER /TRANSPORT LICENSING BOARD (01 VACANCY)
REF: HRM 59/70/272/01 [32]
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Law or Business Administration or Social Sciences or Arts from a recognised University/Institution.

Applicants should have 3 (three) years relevant working experience in transport licensing or a related field from a reputable Organisation.

He/she should have Good knowledge on Motor Vehicles licensing laws and regulations. Possession of a minimum of a Postgraduate Diploma in the related field will be an added advantage.

DUTIES:

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

- Processing applications for licensing of Public Service vehicles, Goods vehicles, boda bodas and vessels.
- Processing operators licenses;
- Analyzing of data and update PSVs, goods vehicles, boda bodas and marine vessels register and database;
- Assessing application for Driving Schools and Driver instructors.
- Any other duties as may be assigned from time to time.

POST : ARCHITECT (01 VACANCY)
REF: HRM 59/272/01 [33]
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelors Degree in Architecture or an equivalent in the field of Architecture from a recognized University/Institution.

Registration with Uganda Society of Architects is an added advantage.

DUTIES:

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

- Designing and drawing public buildings/projects for minor works;
- Sketching designs which are passed on to the Architects to produce detailed working drawings for minor works;
- Preparing Terms of Reference for Public building Projects and programmes;
- Evaluating Consultancy Services and Construction Services Bids,
- Monitoring, supervising and coordinating consultancy services and construction works on Government Building Projects or programmes;
- Checking and certifying consultants' fees, construction contractor's payment certificates and project final accounts of Government Building Projects;
- Assisting in preparing departmental budget and estimates framework;
- Administering and supervising Industrial Trainees;
- Representing Government Building matters in any local and international workshops, seminars and conferences;
- Preparing project progress reports and site meeting minutes.
- Any other duties as may be assigned from time to time.

MINISTRY: PUBLIC SERVICE

POST: ARCHIVIST (01 VACANCY)
REF. HRM 56/272/01 [34]
SALARY: UGANDA GOVERNMENT SCALE-U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATION:

The Applicants should be Ugandans holding an Honors Degree in Archives and Records Management from a recognized University/Institution.

DUTIES:

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

- Arranging and describing records in respect to their order
- Providing documents for official reference and scholarly research
- Supervising and guiding researchers and users
- Reproducing records for research on request
- Carrying out preservation surveys
- Monitoring and maintaining ideal environmental conditions in the repository.
- Conducting annual stock taking and document reviews
- Supporting the preservation and archival of manual and electronic records;
- Participating in development of manual and E –records information management systems and
- Sensitizing MDAs and Local Governments on their use and maintenance;

POST: MANAGEMENT ANALYST (03 VACANCIES)
REF. HRM 56/272/01 [35]
SALARY: UGANDA GOVERNMENT SCALE-U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATION:

The Applicant should be Ugandans holding an Honours Degree in Arts or Social Sciences or Commerce (Management Option) or Human Resource Management or Humanities from a recognized University or institution.

The candidate should have a good knowledge of the Public Service.

DUTIES:

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

- Restructuring Government Institutions within the Ministry mandate;
- Carrying out Job Evaluation, design, grading and Standards
- Tendering Technical advice e.g. policy papers

POST: POLICY ANALYST (01 VACANCY)
REF. HRM 56/272/01 [36]
SALARY: UGANDA GOVERNMENT SCALE-U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATION:

The Applicant should be Ugandans holding an Honours Bachelors Degree in Social Sciences or Development Studies or Economics or Statistics or Business Administration [Management option] or any relevant Degree in Policy Studies from a recognized University/Institution.

DUTIES:

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

- Gathering and analyzing information to assist in the planning formulation and development of relevant policies
- Assisting in designing, formulating relevant policy options within the Ministry
- Helping in evaluation, review update of existing policies with the Ministry
- Assisting in monitoring and evaluation of the implementation and effects of policies
- Arranging policy meetings and distributes policy information
- Consulting and participating in Ministerial meetings on policy issues
- Attending meetings in the Ministry that have a bearing on policy issues
- Making draft policy proposals and write concept papers on policies within the Ministry
- Carrying out other duties as assigned by the Senior Policy Analyst

- Submitting to Senior Analyst.
- Any other duties as may be assigned from time to time.

POST: STATISTICIAN (01 VACANCY)
REF. HRM 56/272/01 [37]
SALARY: UGANDA GOVERNMENT SCALE-U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATION:

Applicants should be Ugandans holding an Honours Bachelors Degree in Statistics or any other relevant Degree qualification from a recognized University/Institution.

DUTIES:

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

- Collecting, analyzing and storing Data;
- Producing statistical reports;
- Appraising Development Projects;
- Organizing and implementing National Surveys;
- Providing technical support on statistical matters to local Government;

POST: PERSONAL SECRETARY (03 VACANCY)
REF. HRM 56/272/01 [38]
SALARY: UGANDA GOVERNMENT SCALE-U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

The Applicants should be Ugandans holding:

EITHER:

An Honours Bachelors Degree in Secretarial Studies (B.SES), or any other relevant qualification in Secretarial studies from a recognized University/Institution. Possession of a Post Graduate Diploma in a related discipline will be an added advantage.

OR

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 qualification from a recognized Institution with the following subjects: Business Communication Stage III, Typewriting Stage III (50WPM), 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.

DUTIES:

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

- Taking dictations and transcribing by typing and presenting accurate and error free work for signature and transmission;
- Typing reports;
- Ensuring timely responses to inquiries and correspondences to and from the Officer;
- Organizing meetings, taking minutes and conveying decisions of such meetings to the relevant Officers/Offices;
- Ensuring that relevant documents for Meetings and Speeches are timely produced and organized;
- Filing Minutes, correspondences and other documents;
- Receiving callers either in person or on telephone and making appointments by keeping the Senior Officer's diary up to date;
- Maintaining files in proper order and in accordance with security and office procedures;
- Assuming responsibility and day to day operations of office functions;
- Drafting letters and other material of simple or routine nature;
- Replying simple inquiries and invitations;
- Supervising other Secretarial Staff and support staff 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.

DIRECTORATE OF PUBLIC PROSECUTIONS

POST : INFORMATION SCIENTIST (01 VACANCY)
REF: HRM 70/206/01 [39]
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelors degree in Library and Information Science or any closely related discipline from a recognized University.

The incumbent shall be responsible to the Senior Information Scientist for performing the following duties:-

- Managing of the Resource Centre;
- Providing users in the Resource Centre with reader services deliverables like information;
- Providing circulation and retrieval services;
- Performing Resource Centre in house services of data entry, shelving, cataloguing and indexing materials for ease access;
- Participating in collecting user information requirements and disseminating it appropriately;
- Compiling and analyzing user information from the Directorate;
- Maintaining an effective loan system of books and other reading materials;

- Entering existing documents into different databases;
- Carrying out technical processing of all documents
- Any other duties as may be assigned from time to time.

MINISTRY: FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

POST: INTERNAL AUDITOR (07 VACANCIES)
REF: HRM 50/70/01 (Vol. XXI) [40]
SALARY: UGANDA GOVERNMENT SCALE U 4
AGE: 21 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Finance and Accounting or B.Com (Audit/Accounting Option) or BBA/Studies (Audit/Accounting Option) or full Professional qualifications in Accounting like ACCA or CPA or CIMA or equivalent professional qualification in Accountancy obtained from a recognised awarding Institution affiliated to IFAC.

Professional qualification in Internal Audit, like Certified Internal Auditor (CIA), Certified Information Audit (CISA), or equivalent professional qualification in Internal Audit is an added advantage.

DUTIES

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

- Examining correctness of financial records and completeness of documentation;
- Verifying receipts, match and undertaking on-line reconciliation of invoices and Local Purchase Order for goods and services procured prior to effecting payments;
- Reviewing the completion of accountability returns, verify and retire advance ledgers;
- Reviewing periodic bank reconciliations;
- Verifying payroll change request and reports to ensure correctness of computations, payments and deductions, certify and follow-up approval and payment of beneficiaries;
- Any other duties as be assigned from time to time.

POST : ACCOUNTANT (07 VACANCIES)
REF: 147/286/01 Vol. XII [41]
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM QUALIFICATIONS

Applicants should be Uganda holding an Honours Bachelor's Degree in Finance and Accounting or Commerce (Accounting Option) or Business Administration/Studies (Accounting/Finance and Accounting Option) or Full Professional Accounting qualifications like ACCA or CPA obtained from a recognized University/Institution.

DUTIES:

The incumbent will be responsible to 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 : INFORMATION SCIENTIST (01 VACANCY)
REF: HRM 206/198/01 [42]
SALARY : UGANDA GOVERNMENT SCALE U3
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelors degree in either Library and Information Science or Information Technology or Mass Communication or Journalism from a recognized University. Possession of a minimum of a Post Graduate Diploma in a related field shall be an added advantage.

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

DUTIES

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

- Identifying priority information for the Resource Centre/Documentation Centre.
- Analysing identified information and processing it for user reference in the most efficient and user friendly matter.
- Selectively disseminating information to the users and stakeholders of the DPP;
- Developing Databases and Information Catalogue
- Liaising and networking with other information centres for information sharing purposes.
- Ensuring Press Releases are well coordinated and circulated to Media House.
- Liaising with departments to identify priority information to post and updating the DPP website.
- Any other duties as may be assigned from time to time.

MINISTRY: AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES

POST : LABORATORY TECHNICIAN [ENTOMOLOGY] (02 VACANCIES)
REF: 46/70/02 Vol.12 [43]

SALARY : UGANDA GOVERNMENT SCALE U4

AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelors Degree of Science in Biomedical, Laboratory Technology or Science Technology (Biology) from a recognized institution.

DUTIES:

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

- Setting the required in sectary climatic conditions;
- Colleting blood preparing and carrying out quality control under sterile conditions
- Feeding of tsetse flies under recommended conditions and feeding regimes;
- Undertaking quality control activities/experiments to ensure proper tsetse colony development;
- Participating in activities leading to the colonization of fly strains in the insectaries;
- Preparing fly holding cages and feeding membranes;
- Maintaining records related to tsetse mass rearing and SIT;
- Undertaking supportive research activities and quality control experiments;
- Handling fly emergencies;
- Collecting standard data and maintain it
- Sterilizing flies and packing for release.
- Any other duties as may be assigned from time to time.

POST : AGRICULTURAL ENGINEER [MECHANIZATION] (03 VACANCY)
REF: 46/70/02 Vol.12 [44]
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelors Degree in Agricultural Engineering or Mechanical Engineering from a recognized institution.

DUTIES:

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

- Planning , designing, testing and adoption of 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 designing, drawings and plant;
- 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 it viability, efficiency and effectiveness;
- Performing any other duties as may be assigned from time to time.

POST: AGRICULTURAL INSPECTOR, INSECT PESTS CONTROL (01 VACANCY)
REF. HRM 46/70/02 [45]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an honours Bachelors Degree in Agriculture or related Science discipline from a recognized institution or university.

DUTIES:-

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

- Supporting control of insect pest for improved and sustainable food security and household income.

- Participating in Private and Public Sector awareness
- Controlling Insect pests;
- Guiding Local Governments, MAAIF and other stakeholders on insect pest control strategies;
- Establishing and operationalize collaborative mechanisms with research and other organizations nationally, regionally and internationally on insect pest control;
- Guiding the provision and monitor availability and use of major agricultural chemicals;
- Providing support to service providers in the area of insect pest control.
- Performing any other duties that may be assigned from time to time by the superiors.

POST: AGRICULTURAL INSPECTOR, VERTEBRATE PESTS (01 VACANCY)

REF. HRM 46/70/2016 [46]

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

The applicant should be a Ugandan in possession of an honours Bachelor Degree in Agriculture or related science discipline from a recognized institution or university;

DUTIES:-

The incumbent will be responsible to the Senior Agricultural Inspector Pest in performing the following duties:

- Supporting control of Vertebrate pest for improved and sustainable food security and household income.
- Participate in Private and Public Sector awareness;
- Controlling vertebrate pests;
- Guiding Local Governments, MAAIF and other stakeholders on vertebrate control strategies;
- Establishing and operationalize collaborative mechanisms with research and other organizations nationally, regionally and internationally on vertebrate pests;
- Guiding the provision and monitor availability and use of major agricultural chemicals;
- Providing support to service providers in the area of vertebrate pests.
- Performing any other duties that may be assigned from time to time by the superiors.

POST: AGRICULTURAL INSPECTOR, DISEASES (02 VACANCIES)

REF. HRM 46/70/02 [47]

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

The applicant should be a Ugandan in possession of an honors Bachelor of Science degree in Agriculture or related science discipline from a recognized institution or university.

DUTIES:-

The incumbent will be responsible to the Senior Agricultural Inspector Diseases in performing the following duties:

- Participate in Private and Public Sector awareness;
- Controlling crop diseases;
- Guiding Local Governments, MAAIF and other stakeholders on disease control strategies;
- Establishing and operationalize collaborative mechanisms with research and other organizations nationally, regionally and internationally on crop diseases;
- Guiding the provision and monitor availability and use of major agricultural chemicals;
- Providing support to service providers in the area of crop disease.
- Performing any other duties that may be assigned from time to time by the superiors.

POST: SEED ANALYST (02 VACANCIES)
REF. HRM 46/70/02 [48]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

The applicant should be a Ugandan in possession of an honors Bachelor degree in Agriculture or related Science discipline from a recognized institution or university.

DUTIES:-

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

- Conducting seed testing in the national seed laboratory for seed quality;
- Conducting seed sampling from seed processing factories, warehouses and seed stockiest;
- 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;
- Performing any other duties that may be assigned from time to time by the supervisor.

POST: FISHERIES OFFICER CHEMISTRY LABORATORY (01 VACANCY)
REF. HRM 46/70/02 [49]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

The applicant should be a Ugandan in possession of an Honors 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) in performing the following duties:

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

POST: FISHERIES INSPECTOR GAZETTED LANDING SITES (02 VACANCIES)
REF. HRM 46/70/02 [50]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

The applicant should be a Ugandan 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 Inspector in performing the following duties:

- Ensuring an up to date list of all gazetted landing sites handling fish for exports, their locations per district on lakes Victoria, Kyoga, Albert Nile, Edward and George;
- Identifying new upcoming potential landing sites for upgrading;
- Ensuring that all gazette 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 from returns from landing sites are captured and entered in our document control system and analyzed;
- Preparing a quarterly status reports of the landing sites and suggest improvements in service delivery by the Competent Authority;
- Performing any incidental work relating to landing sites assigned by the SFI
- Performing any other duties that may be assigned from time to time by the supervisor.

POST: AGRICULTURAL ENGINEER, MECHANISATION (03 VACANCIES)
REF. HRM 46/70/02 [51]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

The applicant should be a Ugandan in possession of an Honours Bachelor of Science Degree in Agricultural Engineering/ Mechanization/Mechanical Engineering or related qualifications from recognized from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Agricultural Engineer, Mechanization in performing the following duties:

- Promoting of appropriate farm power, tools implements and machinery according to technical specifications and conformance with environmental standards;
- Setting maintenance and repair procedures for farm power tools;
- Developing of broadly based statistical and observation models for monitoring evaluating service, maintenance and repair;
- Maintaining an inventory for an agricultural machinery;
- Determining and specifying fabrication methods, materials and quality standards and developing the necessary designs drawings and plans;
- Incorporating occupational safety and environmental control systems to ensure efficient, functioning of farm power tools, implements and machinery in compliance with regulations;
- Testing farm power tools, implements and machinery and related technologies in order to ensure its viability, efficiency and effectiveness;
- Disseminating proven farm power and agricultural mechanization technologies and to promote their transfer to uptake pathways for adoption and scaling up;
- Build capacity for artisans, operators, mechanics and farmers;
- Performing any other duties that may be assigned from time to time.

POST: ENGINEER (01 VACANCY)
REF. HRM 46/70/02 [52]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

The applicant should be a Ugandan in possession of an honours bachelor of science degree in Agricultural Engineering or Civil Engineering or Irrigation Engineering or Water Resources Engineering from recognized University/Institution or related qualifications from recognized from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Engineer, Irrigation and Drainage in performing the following duties:

- Promoting implementation and evaluation of irrigation systems and projects according to technical specifications and in conformance with environmental standards;
- Advising on constructing methods, materials and quality standards and developing the necessary designs;

- Assessing sites and collect information for developing drawings and plans for irrigation systems;
- Supervising construction of irrigation systems and structures;
- Promoting maintenance and repair of irrigation systems facilities and related farm structures;
- Testing irrigation systems and related technologies in order to ensure their viability, efficiency and effectiveness;
- Providing technical training to extension staff in irrigation systems through partnerships private sector and district local governments;
- Performing any other duties that may be assigned from time to time.

POST: ENTOMOLOGIST (01 VACANCY)
REF. HRM 46/70/02 [53]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

The applicant should be a Ugandan in possession of an Honours Bachelor of Science Degree in Bachelor of Science in Zoology and Botany with an option in Entomology from recognized University/Institution or related qualifications from recognized from a recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Entomologist, Tsetse Mass Rearing in performing the following duties:

- In charge of the day to day tsetse mass rearing activities;
- Supporting the establishment and maintenance of tsetse colonies;
- Setting up and maintain the required insectary climatical conditions;
- Participating in the collection and preparation of tsetse blood meals;
- Ensuring quality control of tsetse blood meals and tsetse flies;
- Establishing, maintain and regularly update insectary data base;
- Participating in the procurement of laboratory equipment and supplies;
- Undertaking supportive research activities;
- Training staff on tsetse mass rearing and SIT related activities;
- Participating in the setting up and implementing of Unit Specific standard Operating Procedures;
- Participating in the planning, implementation and evaluation of SIT activities;
- Supporting regular servicing and maintenance of equipment;
- Participating in the development of briefs, quarterly and annual work plans and reports;
- Performing any other duties that may be assigned from time to time.

POST: VETERINARY INSPECTOR, ZONAL (17 VACANCIES)
REF. HRM 46/70/02 [54]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

The applicant should be a Ugandan 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, Zonal in performing the following duties:

- Preparing annual and quarterly plans budgets in 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 articulate sector plans, policies, standards and regulations on veterinary regulation and compliance;
- Making the first field response for the Department on any problems regarding veterinary regulation and compliance; take preliminary quarantine measures and notify the Senior Veterinary Inspector, Zone ;
- In collaboration with Ministry of Health, District Local Governments and the private sector as related to breaches in compliance of regulations and standards of veterinary regulation and compliance; to evaluate and warn officially; participate in apprehending; charging and prosecution of offenders;
- Undertaking physical inspection, take samples and make laboratory follow-ups to enable scientific inspection and certification of live animals and their products such as meat, milk, hides and skins, horn products, 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 in the area of jurisdiction offered by 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 train 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 – Zone;
- Performing any other duties that may be assigned from time to time.

POST: STATISTICIAN (02 VACANCIES)
REF. HRM 46/70/02 [55]
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

The applicant should be a Ugandan in possession of an Honours Bachelor of Science Degree in Statistics, Business Statistics or Economics and Mathematics from recognized University/Institution.

DUTIES:-

The incumbent will be responsible to the Senior Statistician in performing the following duties:

- Identifying and compiling the variables to be included in sector surveys and censuses;
- Compiling existing agricultural statistical information and reporting systems and provide advice as appropriate;
- Compiling and prepare standardized statistical information reporting processes and requirements;
- Developing procedure and guidelines to assist data compilers to gather, process, validate and provide adequate data and metadata, compiling, collate and tabulate figures on agriculture from autonomous bodies, local governments and relevant sources;
- Participating in the design and implementation of agricultural surveys and census;
- Any Other duties as may be assigned from time to time.

CATEGORY 2.: OTHER SENIOR POSTS

Applicants for posts on Scale U3 – U1 below should have the following Core Competencies:

- Public Sector Management, Results orientation, Ethics and Integrity, Interpersonal, Communication and Computer Skills, ability to adapt to multi cultural setting, innovation concern for quality, standards technical, Interpersonal skills, ability to coach subordinates and report writing skills.
- Strategic thinking, negotiation skills, team building, conflict management, policy development, change management, Research and report writing project management and technical skills.

MINISTRY: EDUCATION, SCIENCE, TECHNOLOGY AND SPORTS

**POST: PRINCIPAL INFORMATION SCIENTIST RE-ADVERTISED (01 VACANCY)
REF. HRM 48/272/01 [56]**
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 28 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans holding an Honours Bachelors' Degree in Information Technology or Computer Science or Statistics or Mathematics or Management Information System plus a minimum of a Post Graduate Diploma in Information Management or in a Communications related field or closely related course from a recognized University. Possession of a Masters Degree in Computer Science or any other course in Information Technology related field shall be an added advantage.

Applicants should have at least six (6) years of relevant working experience three of which should have been gained at the level of Senior Information Scientist or Senior Communications Officer in Government or equivalent level of working experience from a reputable organization.

Should be self-driven and have the ability to work within strict deadlines.

DUTIES

The incumbent shall be responsible to the Assistant Commissioner -Communication and Information Management for performing the following duties;

- Collecting, analyzing, classifying, storing, retrieving and disseminating information for users, including the general public.
- Advising the Ministry and stakeholders on the appropriate use of and access to information both in the electronic and hard copies.
- Developing and disseminating guidelines for proper management, access/acquisition and utilization of reference materials belonging to the Resource Centre.

- Ensuring establishment and maintenance of collaboration linkages with education and training resource centers both regionally and internationally.
- Preparing public relations plans and programs aimed at projecting a positive image of the Ministry and Sector and ensuring their implementation.
- Promoting a positive relationship between the Ministry and with the media both locally and internationally.
- Advising and sensitizing the management and personnel of the Ministry on public relations matters.
- Preparing media and press briefings, publications [including journal, magazines] and regularly updating the Ministry website to inform and sensitize the public on the role and achievements of the Ministry.
- Any other duties as may be assigned from time to time

POST: SENIOR STATISTICIAN (01 VACANCY)
REF. HRM 147/286/01 Vol.13 [57]
SALARY: UGANDA GOVERNMENT SCALE-U3
AGE: 25 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelors Degree in Statistics or Economics from a recognized University or Institution.

Applicants should have at least three (3) years of relevant working experience which should have been gained at the level of Statistician in Government or equivalent level of working experience from a reputable organization.

DUTIES:-

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

- Managing the collection, processing and dissemination of statistics and data in schools and colleges;
- Collecting and completing the data on examination results from UNEB and other examining bodies;
- Assisting in the design of computer programmes, specifying output tables, and assist in data entry, editing and computer analysis of data;
- Facilitating in the training programmes for district officials in the use, collection and data processing and dissemination of education statistical information and data;
- Any other duties as may be assigned from time to time.

POST: ASSISTANT STATISTICAL OFFICER (02 VACANCIES)
REF. HRM 147/286/01 Vol.13 [58]
SALARY: UGANDA GOVERNMENT SCALE-U5
AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding a Diploma in Statistics or Economics from a recognized University or Institution.

DUTIES:-

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

- Collecting, compiling, analyzing and presenting education statistics
- Assisting in preparation of the reports of annual educational statistics and other reports;
- Validating data collected from surveys and censuses on a regular basis;
- Any other duties as may be assigned from time to time.

MINISTRY: PUBLIC SERVICE
(CIVIL SERVICE COLLEGE UGANDA)

POST: PROGRAMME MANAGER, POLICY RESEARCH AND CONSULTANCY
(01 VACANCY)
REF. HRM 56/272/02 [59]
SALARY: UGANDA GOVERNMENT SCALE-U1SE
AGE: 35 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans holding an Honour's Bachelor's Degree in Social Sciences, Human Resource Management or Development Studies or Business Administration (Management option) or Economics or Organisation Psychology or Law plus a Masters Degree in any of the above disciplines from a recognized University/Institution.

Applicants should have a minimum of twelve (12) years relevant working experience in the Public Sector Management (Policy, Research and Consultancy), three (3) of which should have been gained at the level of Assistant Commissioner in Government or equivalent level of experience from a reputable organization.

DUTIES:-

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

- Contributing to the development of policies for training and development within the Public Service in cooperation with the Ministry of Public Service and other stakeholders;
- Contributing to the development of CSCU business strategy, annual training plan and budget;
- Contributing to the establishment of training cycle management procedures, guidelines and service standards;

- Identifying training and development needs of public servants in areas of Governance; and leadership management
- Leading the collaborative development of the curricula and assure the quality of the curricula in areas of Governance and Public Service as well as Leadership and Management;
- Contributing to conducting surveys and applied research and consultancy;
- Leading the development, designing and/or publishing of standardized training materials, manuals, multimedia visual aids, and other learning materials for Governance and Public Service, and leadership management;
- Managing the delivery of training and development activities;
- Creating and maintaining a network (pool) of trainers and training them in techniques and skills for training;
- Evaluating trainers performance and ensuring the quality of training provision;
- Evaluating the performance of the Assistant Programme Managers;
- Monitoring, evaluating and reviewing the curriculum, mode of work and styles of teaching on a regular basis, providing recommendations for improvement;
- Conducting capacity needs assessment for departmental staff and support implementation of interventions.
- Identifying opportunities and potential partners for enhancing implementation of Governance & Public Service as well as Leadership & Management Programmes.
- Contributing towards the general Public Service ethos and promotion of ethical values across the public sector;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL COMMUNICATION OFFICER (01 VACANCY)

REF: HRM 63/70/02 VOL.4 [60]

SALARY: UGANDA GOVERNMENT SCALE U2

AGE: 28 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans holding an Honours Bachelors Degree in Mass Communication or Journalism or Public Relations plus a minimum of a Post Graduate Diploma in any related field from a recognized University/Institution.

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

DUTIES:

The incumbent will be responsible to the Assistant Commissioner, Information Education and Communication for performing the following duties:

- Participating in advocacy efforts aimed at all sectors of civil society in order to encourage demand driven pressures on public service delivery; as a means of enhancing performance in the Public Service;
- Participating in liaison and networks with the medial, public interest groups, trade unions, civil society organization, NGOs and Local Governments as channels of public expectations for Public Service delivery in the process of developing and monitoring client service charters;
- Participating in the development of required advocacy material in print and electronic form in order to encourage public advocacy;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL SYSTEMS ADMINISTRATOR (01 VACANCY)

REF. NO. HRM 74/272/01 [61]

SALARY: UGANDA GOVERNMENT SCALE U2

AGE: 30 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelors Degree in either Information Technology, Computer Science or Software Engineering or computer Information Systems and Administration or Science (Computer Information System or Statistics (Computer Science option) or any other closely related discipline in Computer Science from a recognised University/Institution.

A Post Graduate Diploma in Computer Science or a professional qualification such as MCSA or CCNA or CCNP or MCITP from a recognised Institution.

Possession of ICT Systems Development and Management experience in the Public Sector and demonstrated experience in an ability to design and maintain websites.

At least six (6) years in the field of Systems Administration or IT management, three (3) of which should have been at the level of Senior or equivalent in a reputable institution.

DUTIES:

The incumbent will be responsible to the Assistant Programme Manager, ICT for performing the following duties:-

- Contributing to the development of the CSCU business strategy, annual training plan and budget;
- Developing and implementing CSCU ICT plans and systems;
- Establishing a responsive mechanism for analysing and addressing IT data requests and providing IT functions support that take into account, global best IT practices;
- Contributing to the development and maintenance of functional CSCU Databases and ensure IT infrastructure stability and security;
- Leading and managing the development and maintenance of the CSCU website;
- Identifying performance issues in the ICT systems and network, and developing mitigating mechanisms and tools to ensure that the CSCU iT operations run smoothly;

- Leading the maintenance of IT infrastructure, as well as training and conference equipment and provision of technical support during the training and development activities;
- Guiding and advising on procurement of ICT resources and under training internal audits of the quality of ICT CSCU Systems;
- Any other duties as may be assigned from time to time by management of CSCU.

MINISTRY: EAST AFRICAN COMMUNITY AFFAIRS

POST : DIRECTOR EAST AFRICAN COMMUNITY AFFAIRS (01 VACANCY)

REF: HRM 70/72/01 [62]

SALARY : UGANDA GOVERNMENT SCALE UISE

AGE : 38 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans holding an Honours Bachelors degree, either in; Law or Business Administration (Management option) or Economics or Public Administration or Public Policy and Management or Social Sciences (Political Science or Public Administration or Management Studies) plus a Masters Degree in either Public Policy or Management or Business Administration (Management) or Public Relations or Development Studies or any of the above disciplines from a recognized awarding University or Institution.

Applicants should have a minimum of twelve (12) years relevant working experience, three (3) of which should have been served at the level of Commissioner 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:-

- Heading the Directorate within the Ministry of East African Community Affairs. Supervising three (3) Technical Departments of the Ministry.
- Overseeing the Coordination and Implementation of matters relating to Political, Local and Economic Affairs; and Productive & Social Sectors.
- Coordinating Uganda's engagement in EAC Uganda and coordinating the harmonization of Uganda's policies to conform to the EAC policies and programmes.
- Ensuring coordinated implementation of EAC Council and Summit decisions and Directives on EAC related areas.
- Spearheading research in Ministry and ensuring that the findings of the research are applied in forging Uganda's position in the EAC negotiations.
- Ensuring coordinated communication of the EAC Agenda to the Public, Civil Society and Private Sector and Ugandans as a whole and enlisting their views in forming Uganda's position in the EAC negotiations.
- Establishing a mechanism for close collaboration with MDAs, private Sector and Civil Society Organisation to ensure that EAC matters are understood, mainstreamed and benefit the citizens of Uganda.
- Coaching, Mentoring, and appraising subordinate Staff.
- Any other duties as may be assigned from time to time.

POST: COMMISSIONER ECONOMIC AFFAIRS (01 VACANCY)

REF: HRM 70/72/01 Vol.2 [63]

SALARY: UGANDA GOVERNMENT SCALE U1SE

AGE: 32 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding either an Honours Bachelors degree in Arts (Economics) or Business Administration (Management option) or Science (Quantitative Economics) or Commerce (Management option) or its equivalent plus a minimum of a Post Graduate Diploma in Economics or related field from a recognized University/Institution.

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

DUTIES

The incumbent will be responsible to Director, East African Community Affairs for performing the following duties:-

- Coordinating and following up on matters of interest to Uganda dealing with Finance, Tourism, Trade, Industry and Investment;
- Coordinating and following up with Ministry of Finance, Planning and Economic Development and other stakeholders on East African Community matters that impinge on fiscal, monetary, regulatory and economic development;
- Coordinating and following up with the Ministry of Tourism, Wildlife and Antiquities and other stakeholders on Tourism, Wildlife and Antiquities within the umbrella of East African Community;
- Following up on the implementation of the Customs Union Protocol and the Customs Management Act thereof;
- Participating in the negotiations related to the East African Community Common Market and eventually East African monetary Union;
- Coordinating and following up on East African Community Development strategy, Tourism Development Strategy, Industrial Development Strategy and Development Fund;
- Monitoring and evaluating the implementation of the decisions of the East African Sectoral Council on Trade, Finance and Investment;
- Liaising and maintaining linkages with all stakeholders with the East African Institutions, for example, East African Development Bank and other frameworks like East African Business Council;
- Monitoring and evaluating of implementation of East African decisions, projects and programmes in the economic sector;
- Supervise staff in the department;
- Any other duties as may be assigned from time to time.

**MINISTRY : OFFICE OF THE PRESIDENT
(DIRECTORATE OF ETHICS AND INTEGRITY)**

POST : ASSISTANT COMMISSIONER, ETHICS (01 VACANCY)

REF: HRM 234/272/01 [64]

SALARY : UGANDA GOVERNMENT SCALE U1E

AGE : 35 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans holding an Honours Bachelor's Degree in either Ethics and Human Rights or Ethics or an Honours Bachelors Degree in Humanities with Ethics as one of the Subject or Social Sciences plus a Masters Degree in Ethics or any relevant discipline from a recognized University/Institution. Possession of a qualification in Pedagogy will be an added advantage.

He/she should be a person of high personal integrity and moral character with good analytical, interpersonal, oral and writing skills, a team player who is computer literate.

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

DUTIES:

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

- Providing policy advice and guidance to the Directorate on key areas of anti corruption policy and actions or action plans;
- Providing technical support to the Directorate in the development, implementation and maintenance of performance indicators;
- Preparing periodic progress reports on the implementation of the National Anti-Corruption Strategy;
- Coordinating research and programme design activities for the department;
- Ensuring effective monitoring and evaluation of department programmes in liaison with the M.E. Unit of the Directorate;
- Assisting Commissioner in effective implementation of the Department activities;
- Any other duties as may be assigned from time to time.

MINISTRY : WORKS AND TRANSPORT

POST : COMMISSIONER TRANSPORT REGULATION (01 VACANCY)

REF: HRM 59/272/01 [65]

SALARY : UGANDA GOVERNMENT SCALE U1SE

AGE : 35 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Economics or Engineering or Law or Business Administration or any related field from a recognized University/Institution.

He/She should be a registered with a recognized professional body or Institute of Transport.

Applicants should have at least ten (10) years relevant working experience three (3) of which should have been served at the level of Assistant Commissioner Transport Regulation/Transport Licensing in Government or equivalent level of experience from a reputable Organization.

DUTIES:

The incumbent will be responsible to Director of Transport for performing the following duties:-

- Initiating and developing transport policies and strategies to ensure effective, efficient and safe transport services;
- Formulating and reviewing transport legislation;
- Monitoring and advising on effective enforcement of transport legislation;
- Overseeing investigations into causes of accidents and advise on mitigation measures;
- Overseeing sensitization programmes of the public about safety and discipline in the transport industry;
- Monitoring the performance of Civil Aviation Authority (CAA), Transport Licensing Board and National Road Safety Council so as to ensure compliance with the legislation;
- Coordinating the formulation and implementation of bilateral, regional and international agreements to enhance safety of transport in liaison with other respective countries and organizations;
- Managing staff and assets of the department;
- Any other duties as may be assigned from time to time.

**POST : COMMISSIONER MECHANICAL ENGINEERING SERVICES
(01 VACANCY)
REF: HRM 59/272/01 [66]**
SALARY : UGANDA GOVERNMENT SCALE U1SE
AGE : 35 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Mechanical Engineering plus a minimum of Post Graduate Diploma in Mechanical Engineering or its equivalent from a recognized University/Institution.

He/She should be a registered Engineer with the Uganda Engineers Registration Board (UERB).

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

DUTIES:

The incumbent will be responsible to Director of Engineering and works/ Engineer – in - Chief for performing the following duties:-

- Guiding, coordinating and managing all the mechanical services.
- Providing advice to government departments and the public in mechanical engineering especially vehicles and machinery;
- Inspecting of government equipment and vehicles for condition assessment;
- Managing the register of government vehicles and machinery;
- Managing the evaluation of vehicles for procurement, arbitration or disposal;
- Guiding in setting policies and standards for models / makes of vehicles for government use;
- Guiding in setting standards and requirements for private garages/ workshops that repair Government vehicles and machinery;
- Planning and managing the Ministry's vehicles, equipment and machinery;
- Any other duties as may be assigned from time to time.

**POST : COMMISSIONER CONSTRUCTION STANDARDS AND
QUALITY MANAGEMENT (01 VACANCY)
REF: HRM 59/272/01 [67]**

SALARY : UGANDA GOVERNMENT SCALE U1SE

AGE : 35 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Civil Engineering and a minimum of Postgraduate Diploma in Civil Engineering from a recognised University/Institution.

He/She should be a registered Civil Engineer with the Uganda Engineers Registration Board (UERB).

Applicants should have at least 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 experience from a reputable Organisation.

DUTIES:

The incumbent will be responsible to Director of Engineering and Works/ Engineer – in - Chief for performing the following duties:-

- developing and implementing the quality management system rendered by the Ministry;
- Setting the minimum requirements for Consultants and Contractors to be engaged in engineering projects;
- initiating and implementing research on local construction materials for engineering purposes;
- initiating the review of the Ministry's Standard Tender and Contract documents,
- Designing standards and specifications;
- supervising Assistant Commissioner/Quality Assurance and Assistant Commissioner/Materials Testing and Research.
- initiating and overseeing the formulation of the department's annual work programmes, the budgeting process, programme execution and preparation of progress reports;
- Any other duties as may be assigned from time to time.

: ASSISTANT COMMISSIONER, ELECTRICAL (01 VACANCY)
REF: HRM 59/272/01 [68]
SALARY : UGANDA GOVERNMENT SCALE U1E
AGE : 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding a Bachelor's Degree in Electrical Engineering plus a minimum of a Post Graduate Diploma in Electrical Engineering or Project Planning and Management or its equivalent from a recognized University or Institution;

He/She should be registered with the Uganda Engineers Registration Board (UERB);

Applicants should have at least nine (9) years relevant working experience three (3) of which should have been served at Principal Officer Level in Government or equivalent level of experience in Electrical works from a reputable organisation. Computer literacy will be an added advantage.

DUTIES:

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

- Rendering technical advice to Government to ensure safe and efficient Electrical and Mechanical Engineering installations in buildings.
- checking Electrical installations in Government buildings for safety;
- designing and documenting minor public electrical engineering works;
- supervising consultants and contractors employed in design and construction of electro-mechanical works;
- ensuring that the documentation for procurement of Consultants and bid documents for procurement of contracts for electrical works are prepared;
- inspecting and assessing fire accidents and to prepare reports;
- rendering technical advice in the field of electrical engineering
- ensuring that the technical and financial aspects of bids for construction works evaluated and evaluation reports are prepared;
- ensuring that the electrical installations in government buildings are tested and inspected;
- ensuring that Consultants and Contractors who are employed to design and construct electro-mechanical works are well supervised;
- ensuring that fire accidents are well inspected and reports prepared;
- rendering technical advice rendered in the field of electrical engineering
- performing any other duties as may be assigned from time to time.

POST : ASSISTANT COMMISSIONER, QUANTITY SURVEYING (01 VACANCY)
REF: HRM 59/272/01 [69]
SALARY : UGANDA GOVERNMENT SCALE U1E
AGE : 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Quantity Surveying or Building Economics plus a minimum of a Post Graduate Diploma in Project Planning and Management or related field/discipline from a recognized University/Institution.

He/She should be a Member to relevant Professional Association and Registered with the Surveyors' Registration Board.

Applicants should have a minimum of nine (9) years working experience in active Quantity Surveying practice, three (3) of which must have been at the level of Principal Surveyor or its equivalent from a reputable organization;

DUTIES:

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

- Rendering advice to Government on Building costs and management of procurement and supervision of contractors and consultants hired by Government for construction works and services.
- ensuring that estimates of Construction Works projects for cost appraisal are prepared;
- carrying out proper check of Quantity Surveying Documents comprising of Bid documents, Bills of Quantities, Specifications and Contract documents for procurement of contractors;
- carrying out the analysis of bids for evaluation of construction works and consultancy proposals;
- verifying claims for payment of fees for Consultancy services;
- carrying out valuation of payment of completed construction works;
- ensuring that facts and figures for use by legal counsel arbitrators or judges to resolve disputes and litigation in construction contracts are properly developed;
- ensuring that Terms of Reference for evaluation and appointment of Quantity Surveying consultants are properly developed;
- carrying out Price Analyses for Assessing Project cost;
- ensuring that preparation of documents and analyses of bids for appointment of contractors and consultants is properly done;
- ensuring that contracts for Construction and Consultancy services are properly prepared and managed;
- ensuring proper supervision of Consultants hired in order to provide Quantity Surveying services for and on behalf of Government;
- Promoting of the Construction Industry.
- Any other duties as may be assigned from time to time.

**POST : ASSISTANT COMMISSIONER, STRUCTURAL/CIVIL
ENGINEERING (01 VACANCY)
REF: HRM 59/70/272/01 [70]**

SALARY : UGANDA GOVERNMENT SCALE U1E

AGE : 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Civil/Structural Engineering plus a minimum of a Post Graduate Diploma in Construction Management or Project Planning and Management from a recognized University/Institution.

He/she should be a registered Engineer with the Uganda Engineers Registration Board (ERB).

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

DUTIES:

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

- Rendering technical advice to Government in the field of Civil and Structural Engineering on Building and other structures to ensure safety and efficiency.
- Preparing Terms of Reference for procurement of Civil and Structural Engineering Consultants and bid documents for procurement of contractors;
- Ensuring that Structural and Civil Engineering reports, designs and construction works carried out by consultants and contractors respectively are properly checked;
- Preparing Structural and Civil Engineering designs of government projects that are not being handled by consultants because of viability, remoteness and urgency;
- Preparing reports on structural integrity of public structures;
- Preparing reports on investigation of collapsed structures and buildings;
- Ensuring that Fee notes and payment certificates from Civil and Structural Consultants and Contractors are properly checked;
- Ensuring structural safety and integrity of Government and public buildings;
- Supervising consultants and contractors employed in design and construction of civil and structural works;
- Handling and document civil and structural designs on government projects that are not being handled by Consultants because of being remote, magnitude, urgency and unprofitable;
- Assessing structural integrity of buildings and prepare reports on the causes of the collapsed buildings and structures; and
- Rendering technical advice in the field of Civil and Structural Engineering to Government and Public.
- Any other duties as may be assigned from time to time.

**POST : ASSISTANT COMMISSIONER, MECHANICAL SERVICES INSPECTION
(01 VACANCY)**

REF: HRM 59/70/272/01 [71]

SALARY: UGANDA GOVERNMENT SCALE U1E

AGE: 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Mechanical Engineering plus a minimum of a Post Graduate Diploma in Mechanical Engineering, Project Planning and Management or its equivalent from a recognised University /Institution;

He/she should be a registered Engineer with the Uganda Engineers Registration Board (UERB);

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

DUTIES:

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

- maintaining and operating the Ministry fleet of vehicles and disaster response equipment;
- planning, procuring and storing vehicles, equipment and related inputs;
- supporting Local Governments to maintain and operate district road equipment;
- supporting National Organizing Committee activities during National functions;
- rendering services to government and the public generally and in the process generate revenue to government;
- assessing the condition of district road equipment;
- Any other duties as may be assigned from time to time.

**POST : ASSISTANT COMMISSIONER, URBAN ROADS
(01 VACANCY)**

REF: HRM 59/272/01 [72]

SALARY : UGANDA GOVERNMENT SCALE U1E

AGE : 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Civil Engineering plus a minimum of a Post Graduate Diploma in Civil Engineering from a recognized University/ Institution.

He/She should be a registered Civil Engineer with Uganda Engineers Registration Board (UERB);

Applicants should have at least nine (9) years relevant working experience 3 (three) of which should be at the level of Principal Engineer in Government or equivalent level of experience from a reputable Organisation.

DUTIES:

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

- Developing and disseminating standards and guidelines in respect of urban roads to local governments;
- Initiating policy guidelines for decongesting Kampala City roads and other major urban areas;
- Monitoring programmes and routine urban roads management activities;
- Developing and coordinating work plans and activities for urban roads;
- Building capacity of technical staff engaged on urban roads;
- Any other duties as may be assigned from time to time.

POST : ASSISTANT COMMISSIONER, QUALITY ASSURANCE (01 VACANCY)
REF: HRM 59/70/272/01 [73]
SALARY : UGANDA GOVERNMENT SCALE U1E
AGE : 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Civil Engineering plus a minimum of a Post Graduate Diploma in Civil Engineering, Project Planning and Management or from a recognized University /Institution;

He/She should be a registered Civil Engineer with the Engineers Registration Board (ERB);

Applicants should have not less than nine (9) years relevant working experience three (3) of which should have been served at the level of Principal Engineer in Government or equivalent experience from a reputable Organization.

DUTIES:

The incumbent will be responsible to Commissioner/Construction Standards and quality Management for performing the following duties:-

- Developing and implementing the Quality Management System for all Engineering Services rendered by the Ministry in accordance with the requirements of the International Standards Organisation;
- Liaising with the Uganda National Bureau of Standards and advise the Commissioner for construction standards and quality management on areas of quality management that need review;
- Acting as a custodian of the Ministry's Engineering standards (specifications, tender documents, manuals and guidelines) for roads, bridges, buildings and aerodromes;
- developing, review and update Engineering and quality standards for the Ministry;

- setting minimum requirements in liaison with PDU for consultants and contractors to be engaged on engineering projects;
- developing and reviewing the project implementation manuals, defining all processes and procedures to be followed to ensure compliance with the Ministry's Management Systems;
- preparing annual budgets for the Division;
- preparing monthly, quarterly, annual and any other incidental reports for the Division; and
- Any other duties as may be assigned from time to time.

POST : ASSISTANT COMMISSIONER, NATIONAL ROADS (01 VACANCY)
REF: HRM 59/272/01 [74]
SALARY : UGANDA GOVERNMENT SCALE U1E
AGE : 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Civil Engineering plus a minimum of a Post Graduate Diploma in Civil Engineering from a recognized University/ Institution.

He/She should be a registered Civil Engineer with Uganda Engineers Registration Board (UERB);

Applicants should have at least nine (9) years relevant working experience 3 (three) of which should be at the level of Principal Engineer in Government or equivalent level of experience from a reputable Organisation.

DUTIES:

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

- formulating and monitoring implementation of policy guidelines for national roads;
- monitoring and assessing impact of policy guidelines and strategies for development and maintenance programs on national roads;
- monitoring UNRA's performance in accordance with the performance contract with Ministry of Works and Transport;
- receiving and analyzing regular UNRA performance reports against performance indicators;
- analyzing and establishing reasons for wide variances between UNRA's target and actual performance, and seek solutions to wide variances;
- arranging annual Government/Development Partner joint transport sector reviews (JTSR);
- Any other duties as may be assigned from time to time.

**POST : ASSISTANT COMMISSIONER AIR TRANSPORT REGULATION
(01 VACANCY)
REF: HRM 59/272/01 [75]**
SALARY : UGANDA GOVERNMENT SCALE U1SE
AGE : 35 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Economics or Engineering or Law or Business Administration or any related field from a recognized University/Institution.

He/She should be a registered with a recognized professional body or Institute of Transport.

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

DUTIES:

The incumbent will be responsible to Commission Transport Regulation for performing the following duties:-

- Initiating and developing transport policies and strategies to ensure effective, efficient and safety of Air transport;
- Coordinating the implementation of Regional and International Civil Aviation Programmes such as (International Civil Aviation Organization (ICAO), African Civil Aviation Commission (AFCAC), Common Market for Eastern and Southern Africa (COMESA) and East African Community (EAC).
- Coordinating negotiations, reviewing and signing of Bilateral Air Service Agreements on behalf of the Aeronautical Authority;
- Coordinating investigation into causes of air accidents and advice on mitigation measures;
- Initiating action for ratification of BASAs, regional and international Civil Aviation Agreements;
- Monitoring the performance of Civil Aviation Academy; and
- Performing any other duties as may be assigned from time to time.

**POST : PRINCIPAL ENGINEER (CIVIL) (08 VACANCIES)
REF: HRM 59/272/01 [76]**
SALARY : UGANDA GOVERNMENT SCALE U2
AGE : 28 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Civil Engineering plus a minimum of a Postgraduate Diploma in Civil Engineering from a recognized University /Institution;

He/She should be a registered Civil Engineer with the Uganda Engineers Registration Board (UERB);

Applicants should have at least six (6) years of relevant experience at least three (3) of which should have been served at the level of a Senior Engineer in Government or equivalent experience in road management from a reputable Organisation.

DUTIES:

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

- collecting and analyzing data on condition of national and district, urban and community access roads (ducar) to facilitate planning and monitoring programmes;
- undertaking the design, document and supervise the construction of bridges and drainage structures on ducar;
- developing and disseminating guidelines in respect of development of ducar roads to local governments;
- developing and enforcing appropriate designs in construction and maintenance of bridges, national and ducar roads;
- initiating policy guidelines for decongesting Kampala city roads and other major urban areas;
- monitoring programs and routine ducar roads management activities;
- developing and coordinating work-plans for ducar roads development;
- building capacity of technical staff engaged on the development of ducar roads;
- Any other duties as may be assigned from time to time.

POST : PRINCIPAL ASSISTANT ENGINEER (ELECTRICAL] (01 VACANCY)
REF: HRM 59/272/01 [77]
SALARY : UGANDA GOVERNMENT SCALE U2
AGE : 25 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding a Higher Diploma in Electrical Engineering or any related field from a recognized University /Institution;

Applicants should have at least six (6) years of relevant experience at least three (3) of which should have been served at the level of a Senior Engineer in Government or equivalent experience in road management from a reputable Organisation.

DUTIES:

The incumbent will be responsible to Principal Engineer [Electrical] for performing the following duties:-

- Inspecting and testing earthing and insulation resistance in government public and private buildings to make sure the installation test results comply with the government regulations;
- Carrying out periodic tests and assessment of electrical installations in building to avoid fire hazards;
- Carrying out electrical engineering cost estimates for renovation and repairs in government institutions and public buildings;

- Preparing electrical engineering design and drawings for minor works;
- Supervising building construction and services installations activities and related contracts;
- Taking minutes of construction site meetings;
- Preparing projects progress reports
- Any other duties as may be assigned from time to time.

**POST : PRINCIPAL ASSISTANT ENGINEERING OFFICER (MECHANICAL)
(03 VACANCIES)**

REF: HRM 59/70/01 [78]

SALARY: UGANDA GOVERNMENT SCALE U3

AGE: 25 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Ordinary Technical Diploma and a Higher Technical Diploma in Mechanical Engineering from a recognised University or Institution;

Applicants should have at least six (6) years working experience three (3) of which should have been at the level of a Senior Assistant Engineering Officer in Government or equivalent level of experience from a reputable Organisation.

Applicants should have the following competencies: Good interpersonal and communication skills, concern for quality and standards and knowledge of procurement, disposal and contract management with a policy management strategic thinking and computer skills.

DUTIES:

The incumbent will be responsible to Principal Executive Engineer (Mechanical) for performing the following duties:-

- Guiding government departments on specifications for vehicles and machinery for procurement and assist in evaluation of bids;
- Testing and evaluate new models of vehicles for government use;
- Inspecting and assess the private garages/workshops that repair government vehicles, equipment, etc;
- Assisting transport officers of government departments in coming out with an impeccable system through which their vehicles/equipments would be repaired/maintained in the private garages/workshops;
- Inspecting and evaluate vehicles and machinery for procurement by government;
- Carrying out competence test for drivers of government vehicles;
- Inspecting and evaluate vehicles and machinery for the public for tax assessment or arbitration purposes;
- Inspecting and analyse newly fabricated motorable/towable road units for safety and conformity to standards for onward registration and usage;
- Evaluating vehicles/equipment for compensation purposes;
- Supervising and ensure correct techniques of executing the works;
- Ensuring occupational safety and health regulations are observed;
- Assisting the Principal Executive Engineer in generating the sub-division reports;
- Any other duties as may be assigned from time to time.

POST : PRINCIPAL STRUCTURAL/CIVIL ENGINEER (01 VACANCY)
REF: HRM 59/272/01 [79]
SALARY : UGANDA GOVERNMENT SCALE U2
AGE : 28 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding a Bachelors Degree in Civil/Structural Engineering plus a minimum of a Post Graduate Diploma in Project Planning and Management or any related field from a recognized University/Institution.

He/She must be registered with the Engineers Professional Institution and Uganda Engineers Registration Board (UERB);

Applicants should at least have six (6) years relevant working experience dealing with civil/structural engineering design and construction supervision three (3) of which must have been served at the level of a Senior Engineer in Government or equivalent level of experience from a reputable Organization, or its equivalent;

DUTIES:

The incumbent will be responsible to Assistant Commissioner, Civil/Structural Engineering for performing the following duties:-

- providing the necessary technical, managerial and administrative guidance and support to the Department of Public Structures and Government in general in the field of Civil/Structural Engineering and related matters; and
- deputizing the Assistant Commissioner, Civil/Structural Engineering.
- producing structural engineering designs for Government buildings construction projects that are not being handled by consultants;
- checking and verify civil/structural engineering designs and technical reports on Government building construction projects prepared by consultants;
- supervising and monitoring construction works on Government building construction projects undertaken by contractors;
- checking and certifying consultants' fee notes, contractors' payment certificates and project final accounts on Government building construction projects;
- rendering technical advice on structural/civil engineering matters to other Government departments, parastatals, non-governmental organizations and the general public;
- Carrying out structural integrity assessment public structures, investigate building construction related accidents and preparing technical assessment reports to ensure safety.
- Any other duties as may be assigned from time to time.

POST : PRINCIPAL POLICY ANALYSIS (01 VACANCY)
REF: HRM 59/70/01 [80]
SALARY : UGANDA GOVERNMENT SCALE U2
AGE : 25 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in either Economics or Quantitative Economics or Statistics or Development Studies or Social Sciences (Economics/Policy option)] plus a minimum of a Postgraduate Diploma in any of the above fields or in Policy Monitoring and Evaluation studies from a recognized University/ Institution.

Applicants should have at least six (6) years relevant working experience, three of which should have been attained at the level of Senior Economist/ Statistician/Policy Analyst in Government or equivalent level of experience from a reputable organization.

DUTIES:

The incumbent will be responsible to Assistant Commissioner/Policy Analysis for performing the following duties:-

- Supervising electrical installations inspection and testing for safety;
- Preparing terms of reference for appointment of consultants for electrical engineering works;
- Designing and documenting electrical installations in public buildings and related infrastructure;
- Preparing of tender documents;
- Checking and verifying consultants' reports, fees and contractors payment certificates;
- Offering guidance and capacity building of subordinate staff in Electrical Engineering Division;
- Performing any other duties as may be assigned from time to time.

POST : PRINCIPAL ECONOMIST/ STATISTICIAN [TRANSPORT SERVICES AND INFRASTRUCTURE] (02 VACANCIES)
REF: HRM 59/70/01 [81]
SALARY : UGANDA GOVERNMENT SCALE U2
AGE : 25 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding:-

An Honours Bachelor's Degree in either Statistics or Statistics and Economics from a recognized University / Institution;

should have at least three (03) years working experience gained at the level of Statistician in Government or equivalent level of experience from a reputable organization;

DUTIES:

The incumbent will be responsible to Assistant Commissioner Water and Rail or Air and Road Transport Services and Infrastructure for performing the following duties:-

- Identifying, formulating and maintaining sound development projects and programmes of transport services and infrastructure (Air, Road, Water and Rail);
- Identifying the variables to be used and help in implementing plans for transport modes;
- Assessing the impact of transport services in respect of socio-economic development;
- Ensuring the collection of regular up to date cost of transport services and infrastructure ;
- Developing and coordinating projects and programmes for transport modes;
- Monitoring the development and performance of transport services and infrastructure;
- Any other duties as may be assigned from time to time.

POST : PRINCIPAL ENGINEER [ELECTRICAL] (01 VACANCY)
REF: HRM 59/272/01 [82]
SALARY : UGANDA GOVERNMENT SCALE U2
AGE : 25 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Electrical Engineering or any related field plus a minimum of a Postgraduate Diploma in Civil Engineering from a recognized University /Institution;

He/She should be a registered Civil Engineer with the Uganda Engineers Registration Board (UERB);

Applicants should have at least six (6) years of relevant experience at least three (3) of which should have been served at the level of a Senior Engineer in Government or equivalent experience in road management from a reputable Organisation.

DUTIES:

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

- Supervising electrical installation inspection and testing for safety;
- Preparing terms of reference for appointment of consultants for electrical engineering works;
- Designing and document electrical installations in public buildings and related infrastructure;
- Preparing tender documents;
- Checking and verifying consultants reports, fees and contractor's payment certificates;
- Offering guidance and capacity building of subordinate staff
- Any other duties as may be assigned from time to time.

POST : PRINCIPAL SAFETY OFFICER/ NATIONAL ROADS SAFETY COUNCIL (01 VACANCY)
REF: HRM 59/70/272/01 [83]
SALARY : UGANDA GOVERNMENT SCALE U2
AGE : 25 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in either Arts or Social Sciences or Law or Engineering. Possession of a minimum of a Postgraduate Diploma in either Public Administration or Humanities or Highway Engineering or Transport Management or Environmental Safety from a recognized University or Institution will be an added advantage.

Applicants should have six (6) years relevant working experience in surface transport safety issues three (3) of which should have been gained at the level of Senior Officer in Government or equivalent level of experience from a reputable organization.

DUTIES:

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

- Performing the functions of Secretary, National Road Council
- Operationalising and reviewing of the Traffic and Road Safety Act 1998 and the related regulations;
- Preparing sensitization and awareness campaigns for road transport;
- Coordinating road safety activities by the different stakeholders;
- Participating in search and rescue operations of road accidents in liaison with the relevant agencies;
- Coordinating road accident investigations and preparing periodical accident reports;
- Coordinating Road Safety Audits;
- Liaising with other local, regional and international Organizations on safety and
- Any other duties as may be assigned from time to time.

POST : PRINCIPAL AIR TRANSPORT OFFICER (01 VACANCY)
REF: HRM 59/70/272/01 [84]
SALARY : UGANDA GOVERNMENT SCALE U2
AGE : 25 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Law, Economics, Engineering, Sciences, Business Administration or equivalent in aviation from a recognized University/Institution.

He/she should have a Postgraduate qualification in any of the above or in any Management related field from a recognized University/Institution.

Applicants should have at least six (6) years working experience in the field of Civil Aviation, three (3) of which must have been at the level of a Senior Officer or its equivalent from a recognised organisation.

Duties:

The incumbent will be responsible to Assistant Commissioner/Air Transport Regulation for performing the following duties:-

- Reviewing Government/Civil Aviation Authority and private operations performance in relationship to the existing National, Regional and International Regulations;
- monitoring formulation and implementation .of Bilateral Air Service Agreements (BASAs);
- following-up the implementation of International Civil Aviation Convention, protocols and Agreements;
- monitoring Civil Aviation Safety Operations, Communications, navigation and surveillance standards;
- monitoring Aircraft accident investigations, search and rescue activities;
- compiling and analyzing data in the Civil Aviation Authority; and
- performing any other duties as may be assigned from time to time by the supervisor.

POST : PRINCIPAL PLANNER BUILDING (01 VACANCY)
REF: HRM 59/70/272/01 [85]
SALARY : UGANDA GOVERNMENT SCALE U2
AGE : 25 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an honours bachelors degree in Civil/ Structural Engineering or any related field plus a minimum of a Post Graduate Diploma in a Project Planning or Management related field from a recognized University / Institution;

Applicants should have a minimum of six years working experience three of which should have been served at the level of Senior Engineer/Planning- in Government or equivalent level of experience from a reputable organization;

Applicants should be registered Engineers with the Government Engineers Registration Board (UERB);

Duties

The incumbent will be responsible to Assistant Commissioner, Transport and Works Planning for performing the following duties:-

- Formulating and review National policies of the Works and Transport Sector.
- Monitoring and evaluating Works and Transport projects.
- Mobilizing finances and technical assistance to the Works and Transport Sector.
- Coordinating and facilitate National Projects in the Department
- Developing work plans.
- Preparing and managing contracts for construction and consultancy services.
- Supervising consultants hired to provide services for the Ministry. and

- Performing any other duties as may be assigned from time to time.

**POST : SENIOR ASSISTANT ENGINEERING OFFICER [MECHANICAL]
(04 VACANCIES)
REF: HRM 59/272/01 [86]**
SALARY : UGANDA GOVERNMENT SCALE U4
AGE : 21 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Ordinary Technical Diploma from a recognized University or Institution. Knowledge of computer applications is an added advantage.

He/She should have relevant working experience of at least three years as Engineering Assistant or its equivalent.

DUTIES:

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

- repairing and welding pontoons, body frames and ramps for the Ministry;
- carrying out general repairs of all vehicles of the Ministry;
- carrying out routine servicing of engines, gear boxes and differentials and engine overhauls;
- fabricating and brazing body frames;
- carrying out replacement of new spare parts for example brake linings, clutch plates etcetera;
- Any other duties as may be assigned from time to time.

**POST : SENIOR ENGINEER [MECHANICAL] (05 VACANCIES)
REF: HRM 59/272/01 [87]**
SALARY : UGANDA GOVERNMENT SCALE U3
AGE : 25 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors Degree in Mechanical Engineering or Agricultural Engineering or any related field from a recognized University /Institution; A Post Graduate qualification in Civil Engineering will be an added advantage;

Registration with Civil Engineer with the Uganda Engineers Registration Board (UERB) will be an added advantage.

Applicants should have at least three (3) years working experience as Engineer in Government or equivalent level of experience from a reputable Organization.

DUTIES:

The incumbent will be responsible to Principal Executive Engineer (Mechanical) for performing the following duties:-

- Guiding government departments on specifications for vehicles and machinery for procurement and assist in evaluation of bids;
- Testing and evaluating new models of vehicles for government use;
- Inspecting and assessing the condition of government vehicles/equipment as requested
- Inspecting and assessing the private garages/workshops that repair government vehicles, equipment, etc.;
- Assisting transport officers of government departments in coming out with an impeccable system through which their vehicles/equipment would be repaired/maintained in the private garages/workshops;
- Inspecting and evaluating vehicles and machinery for procurement by government;
- Managing and maintaining government vehicle registry that covers both the central and local governments;
- Updating the government vehicle registry and generate status reports on government fleets;
- Carrying out competence test for drivers of government vehicles;
- Inspecting and evaluating vehicles and machinery for the public for tax assessment or arbitration purposes;
- Ensuring safe custody of both new and deregistered vehicle number plates;
- Inspecting and analyzing newly fabricated motorable/towable road units for safety and conformity to standards for onward registration and usage;
- Supervising and ensuring occupational safety and health regulations are observed;
- Assisting in generating the sub-division reports;
- Any other duties as may be assigned from time to time.

POST : ASSISTANT ENGINEERING OFFICER [MECHANICAL] (02 VACANCIES)
REF: HRM 59/272/01 [88]
SALARY : UGANDA GOVERNMENT SCALE U5
AGE : 21 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Ordinary Technical Diploma from a recognized University or Institution. Knowledge of computer applications is an added advantage.

He/She should have relevant working experience of at least three years as Engineering Assistant or its equivalent.

DUTIES:

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

- repairing and welding pontoons, body frames and ramps for the Ministry;
- carrying out general repairs of all vehicles of the Ministry;
- carrying out routine servicing of engines, gear boxes and differentials and engine overhauls;
- fabricating and brazing body frames;
- carrying out replacement of new spare parts for example brake linings, clutch plates etcetera;
- Any other duties as may be assigned from time to time.

POST : MACHINE RIG OPERATOR (01 VACANCY)
REF: HRM 59/272/01 [89]
SALARY : UGANDA GOVERNMENT SCALE U8
AGE : 18 YEARS AND ABOVE

MINIMUM QUALIFICATIONS

Applicants should be Ugandans holding an Ordinary Technical Diploma IN Mechanical Engineering or Agricultural Engineering or any related field from a recognized University or Institution. Knowledge of computer applications is an added advantage.

DUTIES:

The incumbent will be responsible to Laboratory Assistant Grade II (Material Testing and Research) for performing the following duties:-

- Operating the Rig machines when carrying out the drilling work
- Ensuring that the rig machines are cared for and maintained in good conditions;
- Ensuring that the cleanliness of the workshop is maintained and
- Performing any other duties as may be assigned from time to time.

MINISTRY : FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

POST : INTERNAL AUDITOR GENERAL (01 VACANCY)
REF: HRM 50/70/03 [90]
SALARY : UGANDA GOVERNMENT SCALE UISE
AGE : 35 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans who are qualified Accountants and full Members for at least fifteen (15) years of the institute of Chartered Public Accountants of Uganda ICPA (U) or a body recognized by the ICPA (U). Possession of relevant additional qualifications such as Masters Degree in Management will be an added advantage.

Applicants should have a practical related working experience of not less than twelve (12) years three (3) of which should have been served as Commissioner/Internal Audit or Accounts in Government or an equivalent level of relevant experience from a reputable Organisation.

DUTIES:

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

- Developing the internal audit strategy and supervising its implementation;
- Developing internal audit policies, rules, standards, manuals, circulars and guidelines;
- Reviewing and consolidating audit reports from the votes and externally;

- Liaising with the Auditor General, Accountant General, Accounting Officers and Internal Auditors on audit matters;
- Consolidating the reports of all the Audit Committees on the respective votes;
- Periodically evaluating the effectiveness of Audit Committees of the respective votes;
- Facilitating the development of the Internal Audit cadres;
- Providing evidence to the relevant Parliamentary oversight Committees when required to do so;
- Any other duties as may be assigned from time to time.

MINISTRY: TRADE, INDUSTRY AND COOPERATIVES

**POST: ASSISTANT COMMISSIONER TRAINING AND BUSINESS SKILLS
DEVELOPMENT (01 VACANCY)
REF: HRM 77/281/01 [91]**

SALARY: UGANDA GOVERNMENT SCALE U1E

AGE: 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans holding an Honors Bachelor's Degree in **either** Social Sciences or Business Administration or Commerce or (Management) or Entrepreneurship Development or equivalent qualification plus a minimum of a Post Graduate Diploma in Local Government or Financial Management from a recognized University/ Institution.

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

DUTIES:

The incumbent will be responsible to the Commissioner Business Development and Quality Assurance for performing the following duties:-

- Developing and implementing the work plans, budgets and activities related to business and technical skills training and development;
- Providing technical assistance and guidance in skills needs assessment and identify the human resources to training institutions or opportunities;
- Organizing training in new skills or for developing entrepreneurs in business plan development, team building, networking and marketing strategies;
- Facilitate and provide access to nonfinancial resources for skills development and capacity building;
- Developing synergies for training the human resources with Business and vocational training institutions and private sector entrepreneurs;
- Monitoring and evaluating programmes and projects for institutions which provide business skills development services to MSMEs;
- Collaborate with training institutions in designing training programmes tailored for MSMEs in the informal sector;
- Supervise, mentor and appraise subordinates;
- Any other duties as may be assigned from time to time.

MINISTRY: GENDER, LABOUR AND SOCIAL DEVELOPMENT

**POST: COMMISSIONER, LABOUR, INDUSTRIAL RELATIONS AND PRODUCTIVITY
(01 VACANCY)**

REF. HRM 56/272/02 [92]

SALARY: UGANDA GOVERNMENT SCALE-U1SE

AGE: 35 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans holding an Honour's Bachelor's Degree in Social Sciences, Human Resource Management or Development Studies or Business Administration (Management option) or Economics or Law plus a Masters Degree in Labour Law/Economics/Administration, Employment Studies, Human Resource, Occupational Safety and Health or Industrial Relations from a recognized University/Institution.

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

DUTIES:-

The incumbent will be responsible to the Director Labour, Employment and Occupational Safety and Health for performing the following duties:

- Initiating, developing, implementing and enforcing laws, legislation standards, guidelines on labour, industrial relations and productivity.
- Providing technical support supervision and guidance to Government, employers and Workers' Organizations on labour, industrial relations and productivity;
- Developing labour, industrial relations and productivity strategies;
- Providing mechanisms to promote coordinate and monitor labour, industrial relations and productivity issues nationally, regionally and internationally in collaboration with the key stakeholders;
- Vetting collective bargaining agreements to ensure their consistency with national, regional and international protocols and obligations;
- Investigating and referring disputes to the Industrial Court;
- Submitting performance reports;
- Managing the performance of staff in the Department;
- Any other duties as may be assigned from time to time.

POST: SENIOR SPECIALISED SAFETY INSPECTOR-CONSTRUCTION (01 VACANCY)
REF: HRM 52/70/01 [93]
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants must be Ugandans holding either a Bachelor of Science in Civil Engineering or Architecture or any other closely related disciplines from a recognized Institution/University. Possession of a Postgraduate Certificate in Occupational Safety and Health or related discipline will be an added advantage.

DUTIES

The incumbent will be responsible to Principal Specialized Safety Inspector Construction for performing the following duties:-

- Implementing the Occupational Safety and Health Act, No.9 of 2006
- Reviewing and approving of Architectural plans and drawings of public, infrastructure and commercial projects/structures
- Carrying out Accident investigations and reporting
- Implementing the inspection standards
- Registering and assessing workplaces in line with Occupational Safety and Health Act, No.9 of 2006
- Carrying out training and publicity programmes on occupational safety and health
- Reviewing environmental and social impact assessments, environmental audits, risk assessment reports and ensure adequate mitigation measures
- Conducting research on injuries and accidents at workplaces
- Any other duties assigned from time to time.

POST: SENIOR SPECIALIZED SAFETY INSPECTOR (01 VACANCY)
REF: HRM 52/70/01 [94]
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans holding an Honours Bachelor's Degree in Civil Engineering or any other related disciplines or any other closely related disciplines from a recognized Institution/University.

DUTIES

The incumbent will be responsible to Principal Specialized Safety Inspector for performing the following duties:-

- Developing, Enforcing and reviewing guidelines and regulations operationalizing the occupational safety and health laws;
- Undertaking accident investigations and reporting
- Enforcing construction standards on OSH
- Reviewing Architectural plans
- 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: ASSISTANT PROBATION AND WELFARE OFFICER (01 VACANCY)

REF: HRM 52/70/01 [95]

SALARY: UGANDA GOVERNMENT SCALE U6

AGE: 21 YEARS AND ABOVE

MINIMUM ACADEMIC QUALIFICATION:

Applicants should be Ugandans holding a diploma in Social Work, Social Administration, or any Diploma in Social Sciences or any other closely related disciplines from a recognized Institution/University.

Persons with disabilities are encouraged to apply.

DUTIES

The incumbent will be responsible to Probation and Welfare Officer for performing the following duties:-

- Assisting Probation and Welfare Officer in the care and protection of the children in the institution.
- Checking welfare of the children.
- Keeping records of children in the Remand Home.
- Providing psychosocial support to children in the Remand Home.
- Keeping tabs on each child to be discussed with the senior staff of the institution.
- Assisting Probation Officer in preparing progress reports on each child in the institution or use in the resettlement/placement of the child by courts/District Probation Welfare Officer.
- Any other duties as may be assigned from time to time.

MINISTRY: JUDICIAL SERVICE COMMISSION

**POST: PRINCIPAL LEGAL OFFICER [EDUCATION AND PUBLIC AFFAIRS]
(01 VACANCY) [96]
REF: HRM 70/72/02 Vol. 2**

SCALE: 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 Law from a recognized University/Institution plus a Post Graduate Diploma in Legal Practice from Law Development Centre. Possession of a Post Graduate qualification in Law or Management from a recognized University/Institution is an added advantage.

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

DUTIES:

The incumbent will be responsible to the Assistant Commissioner/Political and Legal Affairs for performing the following duties:

- Preparing and implementing programs for continued education of the Judicial Officers;
- Publishing books and Pamphlets on law and Administration of Justice;
- Providing legal education to the general public through courses, seminars and radio and television talk shows;
- Any other duties as may be assigned from time to time.

**POST: LEGAL OFFICER [PLANNING, RESEARCH AND INSPECTORATE]
(01 VACANCY)
REF: HRM 70/72/02 Vol. 2 [97]**

SCALE: UGANDA GOVERNMENT SCALE U5

AGE: 23 YEARS AND ABOVE.

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans holding a Diploma in Law from the Law Development Centre. Training in computer operations including packages in data entry and word processing will be an added advantage.

DUTIES:

The incumbent will be responsible to the Principal Legal Officer, Planning, Research and inspectorate for performing the following duties:

- Interviewing clients, recording statements and registering cases;
- Delivering correspondences, reports, mails and Commission summons;
- Producing oral public complaints in writing;
- Translating public complaints into English;
- Registering and ensuring that public complaints are properly filed;
- Liaising with the Registry to track down and retrieve files whenever required;
- Any other duties as may be assigned from time to time.

MINISTRY: WATER AND ENVIRONMENT

POST : SENIOR COMMERCIAL OFFICER (01 VACANCY)

REF: HRM 73/272/01 [98]

SALARY SCALE: UGANDA GOVERNMENT SCALE U3

AGE: 25 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelors' Degree in either Commerce (Finance & Marketing Options) or Business Administration (Finance & Marketing Options) or Economics or Quantitative Economics or Statistics or other related disciplines from a recognized University/Institution. Possession of Post Graduate Diploma in any of the above fields shall be an added advantage.

Applicants should have a minimum working experience of three (3) years working experience at the level of Commercial Officer in Trade related matters in Government or equivalent level of experience from a reputable organization.

DUTIES:

The incumbent is responsible to the Principal Commercial Officer for performing the following duties.

- Promoting the image of the urban Water and Sewerage Department through timely dissemination of appropriate information about the objective, function, products and services offered as well as the roles of key stakeholders;
- Offering commercial services and training in strategic management, planning and control to Umbrella Organisations, Water Authorities and Private Operators (Pos) that improves service levels and increase sustainability of piped water systems;
- Using media channels to create attitudinal change of stakeholders to appreciate water as an economic and social good;
- Consumer service management through consumer creation, consumer/user maintenance and partnership;

- Marketing research and survey about service delivery, consumption patterns, behavior and attitudes, market trends incomes of consumers in order to provide feedback and mechanisms for service improvement;
- Training stakeholders authorities in strategies to prevent conflicts that may arise during operations;
- Analyzing the performance of authorities/operators as regard to water sales target and identify the causes of gaps in performance and propose strategies for improvement;
- Inspecting water authorities, private operator and Umbrella Organisation, writing and compiling acute reports on weekly, monthly and annual basis;
- Participating in the budgeting process of urban and sewerage water department;
- Any other duties as may be assigned from time to time