



THE REPUBLIC OF UGANDA
PUBLIC SERVICE COMMISSION
GRADUATE RECRUITMENT EXERCISE (GRE)

Applications are invited from suitably qualified Ugandans to fill vacant posts currently available in Government Ministries and Departments. Applications should be filled **ON-LINE** not later than **21st July, 2025**.

1. Mandatory requirements for Applicants: -

- a) Apply **ON-LINE**.
- b) Scan, attach and submit on-line recent passport size photograph and relevant documents (**‘O’ Level, and ‘A’ Level Certificates, Degree Transcripts and Certificates**).
- c) Each attachment must not exceed a limit of 1MB and only Portable Document Format (PDF) is allowed;

2. Application Process:

- a) Visit the website <https://vacancies.psc.go.ug>
- b) Click and **Register as a new User** to create your account and complete your profile (starting with your bio data moving downwards).
- c) If you already have an account, simply sign in and update your profile.
- d) Click on **Jobs**, then **Advertised Jobs** in the menu. Select the **Advert** to view the jobs therein.
- e) Click on the job from the list of advertised jobs.
- f) View the job details and click apply.
- g) Review your application and submit.
- h) **You can only apply for two (02) posts clearly indicating the words “first choice” or “second choice” against the post applied for. Applying for more than two (02) posts will lead to automatic disqualification.**

3. Emphasis: -

- a) Only on-line applications on the e-recruitment system will be considered.
- b) Only Candidates shortlisted for Oral Interviews will be contacted.

- c) Candidates shortlisted for Oral Interviews shall be required to bring along with them copies of original academic documents (O and A level Certificates, Degree Transcripts and Certificates) and a Valid National Identification Card.
- d) Serving Officers already appointed in the Public Service **shall not be considered** for entry level posts under this GRE advert;
- e) Applicants who shall not hear from the Public Service Commission on completion of the selection process should consider themselves unsuccessful.
- f) **The Public Service Commission will carry out verification of all academic documents of successful candidates in order to confirm their authenticity. Any applicant established to have submitted forged document(s) shall be disqualified and charged in accordance with the laws of Uganda.**
- g) In case of any inquiry, call Tel. No.0414-237671 or 0414-254271 or 0414-342279 or send an e-mail to vacancies@psc.go.ug

4. Applicants should, among others, have the following Values:

Integrity; Accountability; Impartiality; Transparency; Respect; Responsiveness; Patriotism, Teamwork and Serving Public Interest

OFFICE OF THE PRESIDENT

POST: POLICY ANALYST (03 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Public Policy; or Development Studies; or Development Economics; or Social Work and Social Administration; or Social Sciences with the following fields: Sociology, Social Administration, Economics, Political Science and Public Administration; (with a paper in Policy Analysis and Planning); or Economics; or Quantitative Economics; or Economics and Statistics; or Statistics from a recognized University / Institution.

DUTIES: -

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

- Collecting and compiling data on sector policies and those originating from Line Ministries;
- Undertaking data collection for sector public policy research;
- Collecting and compiling data in order to update inventory of Government Policies;
- Collecting and compiling data for preparation of the Sectoral Ministerial Policy Statement;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Arts; or Public Administration or Social Sciences; or Development Studies; or Social Work and Social Administration; or Management Science; or Law; or Commerce (Management option); or Business Administration (Management option) from a recognized University/Institution

DUTIES: -

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

- Supervising the delivery of goods and services;
- Assembling and collating data for planning purposes;
- Supervising mail, postage and courier services;
- Supervising reception facilities;
- Taking and distributing minutes of meetings;
- Preparing for Ministry or Department functions;
- Assisting in the management of vehicles;
- Compiling data and information for public speeches; and
- Coordinating travel arrangements for senior officers in the Ministry or Department.
- Any other duties as may be assigned from time to time.

MINISTRY OF FOREIGN AFFAIRS

POST: FOREIGN SERVICE OFFICER GRADE V1 (09 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Political Science; or Law; or International Relations; or Diplomacy; or Economics; or Public Administration; or Management; or Development Studies; or Statistics; or Conflict Studies; or Information Communication and Technology; or Social Work and Social Administration; or Social Sciences; or Arts (with the following fields: languages and communication); or Journalism; or Mass Communication from a recognized University / Institution.

DUTIES: -

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

- Serving as Country/ Subject Desk Officers who are focal points and resource persons;
- Collecting, studying and analyzing information and providing policy advice;

- Preparing quality departmental briefs and reports;
- Providing support services for meetings and other activities;
- Handling inquiries and correspondences regarding the area of accreditation;
- Handling protocol duties;
- Handling consular duties;
- Any other duties as may be assigned from time to time.

MINISTRY: KAMPALA CAPITAL CITY AND METROPOLITAN AFFAIRS

POST: PHYSICAL PLANNER (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Physical Planning; or Land Use Planning; or Urban and Regional Planning; or Urban Planning; or Urban Design; or Town and Regional Planning; or any related field from a recognized University/Institution.

Knowledge of computer software application packages especially Geographical Information Systems (GIS) and Automated Computer Aided Design (AUTOCAD) will be an added advantage.

DUTIES:

The incumbent will be responsible to the Principal Physical Planner for performing the following duties:

- Making reports on plans for Metropolitan Area's physical development;
- Monitoring adherence to the Town and County Planning Act, 1964 and other relevant laws;
- Providing assistance in drawing structural land use layouts;
- Collecting information and compiling reports on major building and infrastructure developments in the Metropolitan Area;
- Updating the Ministry on demarcation of plots in City Wards;
- Inspecting structures/buildings in the Metropolitan Area as directed and producing reports on compliance with the land use plans;
- Any other duties as may be assigned from time to time.

MINISTRY: ENERGY AND MINERAL DEVELOPMENT

POST: INSPECTOR OF MINES (14 VACANCIES)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Geology; or Mining; or Natural Resource Management; or Mining Engineering; or Geotechnical Engineering; or Mine Survey; or Chemical Engineering; or Mineral Processing; or Metallurgy; or Mineral Geoscience; or Environmental Science from a recognized University/Institution.

DUTIES:

The incumbent will be responsible to the Senior Inspector – Mineral Certification for performing the following duties:

- Performing system level evaluations and monitoring of RCM implementation elements including mine site inspections and or audits and monitoring of national chain of custody systems, export procedures and data management;
- Conducting research and developing projects for sustainable mining of designated minerals;
- Sensitising mine site owners and miners on matters relating to mineral tracking and certification processes;
- Drafting workplans, budgets and performance reports for mineral certification;
- Reviewing and evaluating applications for licenses or permits relating to certification of designated minerals;
- Training and promoting health and safety mining practices, trenchancy and general legal requirements in regard to designated minerals.
- Any other duties as may be assigned from time to time

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Geology; or Mining; or Natural Resource Management; or Mining Engineering; or Geotechnical Engineering; or Mine Survey; or Chemical Engineering; or Mineral Processing; or Metallurgy; or Mineral Geoscience; or Environmental Science from a recognized University/Institution.

DUTIES:

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

- Weighing, tagging and recording all produced minerals for each mine site of mining companies/cooperatives;
- Monitoring mine sites for any potential risk of health, safety, security, fraud and environment damage in mining;
- Monitoring the operations of mineral supply chains and traceability for designated minerals;
- Reviewing and evaluating applications for chain of custody licenses for designated minerals;
- Providing technical support in the tracking and recovery of illegally exploited designated minerals;
- Reviewing the performance of Chain of Custody (COC) service providers for designated minerals;
- Organizing sensitization sessions for mining stakeholders on responsible mineral sourcing for designated minerals;
- Participating in the preparation of workplans, budgets and performance reports for mineral traceability activities;
- Providing technical guidance in the third-party audits of exporters in compliance with ICGLR regional standards for designated minerals;
- Supervising and appraising the Inspectors (Traceability);
- Any other duties as may be assigned from time to time.

**POST: INSPECTOR- INSPECTION AND VALIDATION
(02 VACANCIES)**
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Geology; or Mining; or Natural Resource Management; or Mining Engineering; or Geotechnical Engineering; or Mine Survey; or Chemical Engineering; or Mineral Processing; or Metallurgy; or Mineral Geoscience; or Environmental Science from a recognized University/Institution.

DUTIES:

The incumbent will be responsible to the Senior Inspector (Inspection and Validation) for performing the following duties:

- Carrying out inspection and validation for designated minerals in accordance with mineral certification requirements;
- Supporting research and development projects for sustainable mining of designated minerals;
- Participating in sensitizing mine site owners and miners in matters relating to mineral tracking and certification processes;
- Participating in the formulation and review of policies, laws, regulations and guidelines for mineral certification;
- Assisting in reviews and evaluations of applications for licenses or permits related to certification of designated minerals;
- Assisting in the training and promotion of health and safety, best mining practices, transparency and general legal requirements in regard to designated minerals;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Geology with any science subject from a recognized University/Institution.

DUTIES:

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

- Registering and cataloguing Geo-Scientific documents;
- Storing Geoscientific publications and technical reports both manually and digitally;
- Assisting in identifying and disseminating Geoscientific information;
- Preparing and circulating of current awareness lists;
- Compiling and disseminating metal prices to public;
- Any other duties as may be assigned from time to time.

MINISTRY: WORKS AND TRANSPORT

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Mechanical Engineering; or equivalent qualification in Marine Transport from a recognized University /Institution.

DUTIES:

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

- Participating in formulation of policies and strategies intended to promote safety and efficiency of water transport;

- Licensing marine vessels;
- Supervising manning of vessels, qualifications and training of seafarers and issuance of relevant certificates related to manning of vessels;
- Assisting in planning, monitoring and evaluation of training programmes against any maritime conventions;
- Assisting in management of training, recruitment and welfare of seafarers;
- Any other duties as may be assigned from time to time.

POST: LICENSING OFFICER (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Law; or Business Administration; or Social Sciences; or Arts; or Public Administration; or Social Sciences from a recognized University /Institution.

DUTIES:

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

- Assessing applications for issuance of Passenger Service Vehicle (PSV) and goods vehicles, boda bodas and marine vessel licenses;
- Renewing Operator's Licenses;
- Effecting changes and alterations in particulars of licenses;
- Collecting, compiling and updating data on Passenger Service Vehicle (PSV), goods vehicles, boda bodas and marine vessels;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Mechanical Engineering; or Electro- Mechanical Engineering from a recognized University/Institution.

DUTIES:

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

- Designing and documenting mechanical installation works of public buildings/projects;
- Preparing Terms of Reference for public building projects and programmes;
- Rendering technical advice in mechanical installation matters to other Government Ministries, Departments and Agencies;
- 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;
- Any other duties as may be assigned from time to time.

**MINISTRY: INFORMATION, COMMUNICATIONS TECHNOLOGY
AND NATIONAL GUIDANCE**

POST: INFORMATION TECHNOLOGY OFFICER (19 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Computer Science; or Information Technology; or Software Engineering; or Management

Information Systems; or Business Computing; or Statistics/Mathematics (Computer Science option); or any other relevant qualification, from a recognized University/Institution.

Possession of at least one Industry Certification, such as CCNA, OCP, MCSE, Information Security and Systems Audit will be an added advantage.

DUTIES:

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

- Providing technical support in operationalization of the E-services function;
- Assisting in operationalization and application of E-services in order to improve efficiency and effectiveness;
- Undertaking provision of technical support on E-services, policies, strategies, procedures and other ICT related issues;
- Undertaking monitoring and evaluation of progress and performance of E-services and identifying alternative solutions;
- Undertaking implementation of Departmental workplans and reports;
- Undertaking technical initiatives in regard to E-services and other related ICT activities;
- Operationalizing implementation of hardware and software initiatives to ensure proper functioning and maintenance of ICT equipment across Government;
- Undertaking programmes to promote harmonized development and implementation of E-services and related ICT systems;
- Any other duties as may be assigned from time to time.

POST: COMMUNICATIONS OFFICER (09 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Mass Communication; or Journalism; or Communication Studies; or Public Relations; or Public Administration; or International Relations; or Arts (with a paper in a

language); or Law; or Social Sciences (with a paper in a language); or relevant field of study from a recognized University/Institution.

DUTIES:

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

- Identifying pertinent issues in the media for necessary action;
- Implementing public relations and information dissemination programmes;
- Responding to information related concerns and queries from the public;
- Disseminating materials (newsletters, brochures, etc.) for raising awareness about the Ministry and other Government programmes;
- Updating a repository (electronic and / or otherwise) of records on press releases and other relevant communication materials;
- Conducting research and providing content on specific issues on media platforms;
- Liaising with other Government communication entities for appropriate information dissemination whenever necessary;
- Any other duties as may be assigned from time to time.

**POST: INFORMATION COMMUNICATIONS TECHNOLOGY
OFFICER -INFRASTRUCTURE ENGINEER (01 VACANCY)**
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Electronic Engineering; or Electrical Engineering; or Telecommunications Engineering; or Communications Engineering from a recognized University/Institution.

DUTIES:

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

- Prescribing appropriate engineering characteristics for ICT infrastructure developments in the country;

- Providing technical guidance and support assistance to Ministries, Departments, Agencies and Local Governments in all matters relating to ICT infrastructure installations;
- Regularly identifying issues (of policy in nature) in ICT infrastructure developments/Improvement to be addressed by Government;
- Ensuring that the Ministries, Departments, Agencies and Local Governments have in place optimally running ICT infrastructure and connectivity to the national fiber backbone;
- Monitoring and evaluating the implementation of legislations, policies, plans and strategies on cabling networks;
- Conducting research on advances and development of the Communications Technologies and trends; and
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Electronic Engineering; or Electrical Engineering; or Telecommunications Engineering; or Communications Engineering from a recognized University/Institution.

DUTIES:

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

- Participating in monitoring the utilization and use of the Public ICT infrastructure by Ministries, Departments, Agencies and Local Governments;

- Participating in monitoring and evaluation of performance of the National Internet Exchange Point;
- Participating in monitoring and evaluation of development of Data Networks on the Public Postal network;
- Participating in monitoring and evaluating operation of Public Data Centers;
- Participating in provision of technical support to Ministries, Departments, Agencies and Local Governments in implementation of legislations, policies, plans and strategies on data networks;
- Participating in generation of reports on Data Networks from Ministries, Departments, Agencies and Local Governments to support development of Policies, Standards, Guidelines;
- Participating in provision of technical support to Ministries, Departments, Agencies and Local Governments in implementation of new Data Network technologies;
- Participating in development of Data Network specification to support Ministries, Departments, Agencies and Local Governments;
- Participating in provision of technical support to Ministries, Departments, Agencies and Local Governments in implementation of Institutional ICT Policies, standards and guidelines; and
- Any other duties as may be assigned from time to time.

MINISTRY: GENDER, LABOUR AND SOCIAL DEVELOPMENT

POST: SPECIALISED SAFETY INSPECTOR (02 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Physical Sciences; or Environment; or Engineering; or Public Health Science from a recognized University/Institution.

DUTIES: -

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

- Enforcing the Occupational Safety and Health Act, 2006;

- Examining and certifying plants and equipment;
- 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;
- Enforcing safety and health regulations;
- Appearing in Courts of law as expert witness when need arises;
- Carrying out general and specialized inspections of installations;
- Rendering advice to stakeholders on related matters;
- Investigating accidents;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Physical Sciences; or Environment; or Engineering; or Public Health Science from a recognized University/Institution.

DUTIES: -

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

- Carrying out routine inspection of workplaces;
- Enforcing the requirements of the Occupational Safety and Health Act, 2006;
- Advising management and workers on safety and health;
- Investigating workplace accidents and dangerous occurrences;
- Training and implementing publicity programmes on legal rights and awareness of the occupational dangers;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences; or Humanities (Psychology; or Human Resource Management; or Sociology; or Social Work and Social Administration); or Community Based Rehabilitation from a recognized University/Institution.

DUTIES: -

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

- Participating in policy formulation and development of guidelines on older persons;
- Providing adequate training of manpower in social gerontology for delivery of services to older persons;
- Promoting programmes for older persons;
- Organizing and being responsible for management of data on older persons;
- Monitoring and evaluating programmes for older persons;
- Ensuring that issues of older persons are mainstreamed in all sectoral policies, programmes and plans;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences; or Humanities (Psychology; or Human Resource Management; or Sociology; or Social Work and Social Administration); or Community Based Rehabilitation from a recognized University/Institution.

DUTIES: -

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

- Participating in policy formulation and development of guidelines on Persons with Disabilities;
- Ensuring adequate training of manpower in delivery of services to Persons with Disabilities;
- Promoting Government programmes for Persons with Disabilities;
- Organizing and being responsible for management of data on Persons with Disabilities;
- Advocating for promotion and protection of rights of Persons with Disabilities;
- Participating in monitoring and evaluation of programmes on Persons with Disabilities;
- Any other duties as may be assigned from time to time.

POST: SIGN LANGUAGE INTERPRETER (02 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Disability Studies; or Humanities; or Sign Language from a recognized University/Institution.

DUTIES: -

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

- Offering sign language interpretation services;
- Capacity building in sign Language skills among staff and key stake holders;
- Guiding on development and implementation of technologies to improve access to information by persons with hearing impairments;
- Supporting disability inclusion initiatives for meaningful inclusion of persons with Disabilities.;

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

MINISTRY: PUBLIC SERVICE

POST: HUMAN RESOURCE OFFICER (05 VACANCIES)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences; or Arts; or Commerce; or Business Administration or Public Administration; or Social Work and Social Administration; or Psychology (with modules in Human Resource Management field such as Human Resource Development; or Human Resource Management); or an Honours Bachelor's Degree in Human Resource Management; or Organizational Development Studies from a recognized University/Institution.

DUTIES:

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

- Implementing Public Service guidelines/regulations/policies;
- Conduct Training Needs Assessment for staff;
- compiling data on manpower gaps;
- Implementing staff welfare programs;
- Compiling payroll management data;
- Maintaining and updating Human Resource management information;
- Preparing submissions for pensions and gratuity;
- Implementing performance management plans and activities;
- Supervising and appraising subordinate staff within the Human Resource Management Division/Section/Unit.

POST: RECORDS OFFICER (03 VACANCIES)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Records and Archives Management; or Library and Information Science from a recognized University /Institution.

DUTIES:

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

- Organizing and describing records;
- Implementing records retention and disposal schedules;
- Providing electronic records management services;
- Maintaining registries and records centers according to established standards;
- Facilitating access to records;
- Coordinating transfer of semi-current records to the Records Center;
- Any other duties may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Records and Archives Management; or Library and Information Science from a recognized University /Institution

DUTIES:

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

- Arranging and describing records in respect of their order;
- Processing and organizing publications;
- Providing documents for official reference and research;
- Supervising and guiding researchers and users;
- Reproducing records for researchers on request;
- Monitoring and maintaining ideal environmental conditions in the repository;
- Conducting annual stock taking and document reviews;
- Managing performance and development of staff;
- Any other duties may be assigned from time to time.

MINISTRY: DIRECTORATE OF PUBLIC PROSECUTIONS

POST: STATE ATTORNEY (25 VACANCIES)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

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

DUTIES: -

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

- Advising and guiding the police during criminal investigations;
- Perusing police files on criminal cases triable in the High Court and in serious criminal cases triable in the Magistrates Courts;
- Prosecuting criminal cases and appeals in the Magistrates Courts and High Court;
- Conducting legal research;
- Participating in documenting, profiling and creating data bases on criminal cases;
- Handling public complaints;
- Participating in providing the necessary support and assistance to ensure the protection of the rights of victims of crime and witnesses;
- Participating in handling public complaints regarding the conduct of prosecutors and handling of criminal cases;
- Any other duties as may be assigned from time to time.

MINISTRY: INTERNAL AFFAIRS

POST: IMMIGRATION OFFICER (04 VACANCIES)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences; or Arts; or Social Work and Social Administration; or Law; or Business Administration; or Development Studies; or Public Administration and Management; or Tourism; or Information Technology; or any Humanities from a recognized University/Institution.

DUTIES:

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

- Processing travel documents, work and residence permits;
- Border patrol;
- Compiling immigration statistics;
- Carrying out investigations regarding immigration matters;
- Issuing entry and exit visas;
- Verifying immigrants both at entry and exit;
- Any other duties as may be assigned from time to time.

POST: COMMUNITY SERVICE OFFICER (09 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences; or Arts; or Social Work and Social Administration; or Law; or Business Administration; or Development Studies; or Public Administration and Management; or Ethics and Management; or Political Science from a recognized University/Institution.

DUTIES:

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

- Carrying out training needs assessment, developing training needs strategies, organising training and sensitisation events to stakeholders;
- Networking with other institutions to harmonize training programs;

- Gathering information, researching on community service activities, data collection and compiling reports for assessment/ analysis;
- Organizing Departmental activities, advocacy and publicity programs on community service to create public awareness;
- Initiating mechanisms to enhance implementation of community service activities;
- Assisting in monitoring and evaluation of community service activities;
- Any other duties as may be assigned from time to time.

MINISTRY: JUSTICE AND CONSTITUTIONAL AFFAIRS

POST: STATE ATTORNEY (24 VACANCIES)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

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 the Law Development Centre.

DUTIES:

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

- Preparing and tendering advice to Government Ministries, Departments and Agencies on matters related to litigation, arbitration and mediation;
- Representing Government tribunals and other agencies in Courts of Law or any other in any proceedings;
- Representing the Solicitor General and Attorney General in technical fora, meetings, conferences, negotiations and contracts committees of Ministries, Departments and Agencies
- Conducting pre-claim investigation, legal research and initial case assessments as well as prepare draft legal opinions;
- Participating in pre-litigation settlement to resolve the matter before a law suit as well as maintaining litigation files for closed cases;
- Assisting in conducting research and innovation in the legal profession and conduct sensitization of the public on the legal profession;
- Assisting in the inspection and certification of chambers of advocates as well as legal aid service providers and institutions accredited to teach law programs;

- Providing technical support, guidance and sensitization of Government Agencies, the Public and stakeholders on matters relating to the succession and estates management and issuance of certificates of no objection;
- Any other duties as may be assigned from time to time.

MINISTRY: JUDICIAL SERVICE COMMISSION

POST: LEGAL OFFICER (06 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

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 the Law Development Centre.

DUTIES:

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

- Preparing and disseminating materials for the education of the public on the law and administration of justice through workshops;
- Writing periodic reports and legal memoranda;
- Undertaking research to inform the Commission's mandate;
- Participating in preparation of programs for education of Judicial Officers and other staff of the Judiciary;
- Attending to complaints and giving legal advice;
- Maintaining a complaints data base;
- Any other duties as may assigned from time to time.

MINISTRY: UGANDA LAND COMMISSION

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Economics; or Statistics; or Commerce (Finance option); or Business Administration (Finance option) from a recognized University/ Institution.

DUTIES:

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

- Assisting in the preparation of the Vote Budget Framework Papers and Annual Policy Statements;
- Assisting in the preparation of annual workplans and budget estimates;
- Assisting in analyzing the budget performance of the vote;
- Assisting in the preparation of the Land Fund monitoring reports;
- Assisting in the preparation of government performance reports;
- Assisting in the implementation of components of the Land Fund;
- Any other duties as may assigned from time to time.

MINISTRY: FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Statistics; or Economics and Statistics; or Population Studies; or Quantitative Economics from a recognized University/ Institution

DUTIES:

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

- Assisting in collecting, analysing and storing data into useful information;
- Assisting in production of statistical reports;
- Assisting in appraising development projects;
- Assisting in organizing and implementing national surveys;
- Providing technical support on statistical matters.

- Any other duties as may be assigned from time to time

POST: ECONOMIST (12 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Economics; or Quantitative Economics from a recognized University/ Institution.

DUTIES:

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

- Assisting in preparation of vote Budget Framework Papers and annual policy statements;
- Assisting in preparation of annual workplans and budget estimates;
- Assisting in analyzing the budget performance for the vote;
- Assisting in preparation of the budget monitoring reports;
- Assisting in preparation of government performance reports;
- Assisting in preparation and implementation of departmental workplans;
- Assisting in collecting and sorting data on economic analysis.
- Any other duties as may be may be assigned from time to time.

POST: PROCUREMENT OFFICER (06 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Procurement and Supply Chain Management; or Procurement and Logistics Management; or Commerce (Procurement and Supply Chain Management); or Business Administration (Procurement and Supply Chain Management); or Full

professional qualification in Supply Chain Management from a recognized University/ Institution.

DUTIES:

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

- Assisting in liaising with end users and preparing draft procurement plans for the entity;
- Assisting in guiding suppliers on procurement procedures;
- Assisting in verifying procurement and disposal requisitions;
- Assisting in preparing draft bid documents and participating in evaluation of bids as and when assigned;
- Assisting in compiling documentations and maintaining safe custody of procurement and disposal records;
- Assisting in entering sanctioned transactions on the system for further processing and produce required reports
- Any other duties as may be assigned from time to time

POST: INTERNAL AUDITOR (05 VACANCIES)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Finance and Accounting; or Business Administration (Accounting Option); or Commerce (Accounting option); or Full professional qualification in Accountancy obtained from a recognized awarding Institution.

DUTIES:

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

- Examining correctness of payment requests, completeness of documentation and certifying requisitions or transactions for further processing;

- Verifying receipts, matching and undertaking on line reconciliation of invoices and local purchase orders for goods and services procured prior to effecting payments;
- Compiling accountability returns, verifying and retiring advance ledgers;
- Maintaining primary financial records and up to date books of account;
- Preparing periodic reconciliations of financial statements and carrying out monthly cash book reconciliations to bank statements;
- Verifying payroll change requests and reports to ensure correctness of computations, payments and deductions; certifying and following-up approval and payment of beneficiaries;
- Conducting internal audit engagements in line with audit procedures, compiling and documenting audit evidence and generating audit issues;
- Appraising and evaluating the effectiveness of the risk management process.
- Any other duties as may be assigned from time to time

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Finance and Accounting; or Business Administration (Accounting option); or Commerce (Accounting option) from a recognized University/ Institution; or Full professional qualification in Accountancy obtained from a recognized awarding Institution.

DUTIES:

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

- Assisting in examining correctness of payment requests, completeness of documentation and certifying requisitions or transactions for further processing;
- Assisting in verifying receipts, matching and undertaking online reconciliation of invoices and local purchase orders for goods and services procured prior to effecting payments;
- Assisting in compiling accountability returns, verifying and retiring advance ledgers;

- Assisting in maintaining primary financial records and up to date books of accounts;
- Assisting in preparing periodic reconciliation of financial statements and carrying out monthly cash book reconciliations to bank statements;
- Assisting in verifying payroll change requests and reports to ensure correctness of computations, payments and deductions, certifying and following up approval and payment to beneficiaries;
- Updating functional support to Public Financial Management systems.
- Any other duties as may be assigned from time to time

POST: INVENTORY MANAGEMENT OFFICER (08 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Business Administration; or Commerce majoring in Procurement/ Supplies/ Logistics Management; or Transport and Logistics Management; or Procurement from a recognized University/ Institution or Full professional qualification from a recognized awarding institution such as Institute of Supplies Management, Certified Institute of Procurement and Supplies (CIPS) and Chartered Institute of Logistics and Transport (CILT) UK.

DUTIES:

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

- Coordinating receipts and issuance of stores;
- Advising user Departments on stock levels;
- Ensuring inventory are identified by use of unique coding system for easy location of item and accuracy of records;
- Managing the security of the stores;
- Supervising the management of high value and sensitive stores;
- Authoring the issuance of low value stores;
- Preparing reports on the performance of the inventory Unit and making recommendation for disposal of obsolete or unserviceable stores.
- Any other duties as may be assigned from time to time

MINISTRY: LANDS, HOUSING AND URBAN DEVELOPMENT

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Geodesy; or Land Surveying; or Geometrics Engineering; or Hydrographic Surveying from a recognized University/ Institution.

DUTIES:

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

- Verifying work done by private survey firms for Government institutions;
- Implementing field inspection work for technical supporting and quality control of survey works done by private firms;
- Drafting workplans and budgets for the Geodesy and survey function;
- Checking/verifying computed jobs;
- Providing technical and administrative support in the implementation of training programs for local governments.
- Any other duties as may be assigned from time to time

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Economics; or Statistics from a recognized University/ Institution

DUTIES:

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

- Supporting implementation of programmes and activities for the development and formulation of sector strategic plans;
- Supporting planning and undertaking socio-economic surveys and data collection on housing and human settlements;
- Supporting formulation of projects and programs in human settlements;
- Supporting development of housing options and financing mechanisms;
- Supporting in developing plans, budgets and performance report for the department;
- Supervising, mentoring and appraising assigned staff of the Division.
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Environment Science; or Environment and Natural Resource management; or Geography; or Botany and Zoology from a recognized University/ Institution

DUTIES:

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

- Conducting and reporting on Environment Impact Assessment and Audits for Local Governments during the physical planning process;
- Providing technical support and guidance in mainstreaming environment and climate change aspects into sector plans, programs and activities;
- Participating in monitoring of Ministry and Local Government activities and programs to ensure compliance with relevant policies, laws and regulations relating to environmental and climate change issues;
- Liaising with different departments in the Ministry and other agencies on environmental and climate change issues;
- Participating in the provision of technical support and capacity building programmes for local governments and other stakeholders;

- Inspecting implementation of physical plans to ensure adherence to sustainable environmental standards and practices;
- Any other duties as may be assigned from time to time.

POST: PHYSICAL PLANNER (04 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Physical Planning; or Land Use Planning; or Urban and Regional Planning; or City/ Urban Planning; or Town and Regional Planning; or any other related discipline from a recognized University/ Institution

DUTIES:

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

- Implementing research activities for inputs into the review and reform of physical planning regulatory and compliance framework;
- Participating in the provision of technical support and capacity building programmes for local governments and other stakeholders in the field of physical planning;
- Conducting physical planning audits and related activities;
- Providing administrative support in the maintenance of an updated data base/ depository for approved physical plans in the Ministry;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

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 the Law Development Centre

DUTIES:

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

- Providing legal and technical inputs in formulation and review of physical planning and land use policies, legislation, standards, regulations and guidelines;
- Undertaking inspection of physical planning institutions and their transactions in the respective districts and generate reports thereof;
- Monitoring and reporting on the implementation of policies, laws, standards and regulations that relate to physical planning and land use regulatory framework;
- Supporting in the implementation procedures and capacity building initiatives n to Local Governments and other stakeholders on land use and compliance framework;
- Processing, updating and ensuring custody of records for all physical planning appeals;
- Undertaking research and studies that contribute to physical planning and land use regulatory framework;
- Tracking, monitoring and handling client's complaints;
- Any other duties as may be assigned from time to time.

POST: LAND OFFICER (05 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Law; or Land Economics; or Land Management from a recognized University/ Institution. A post graduate diploma in Legal Practice from the Law Development Centre is a must for those with a Law Degree.

DUTIES:

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

- Collecting, assembling and analysing land management data at the Department or MZO for input during the review and development of land policies, legislation and guidelines;
- Providing legal and technical support during arbitration and reporting on the settlement of land disputes in the cadastral zone;
- Compiling, updating and ensuring proper custody of all land transaction records at Department or MZO;
- Providing technical support in organizing and implementing capacity building and training activities for Local Governments and other stakeholders on land management;
- Preparing workplans, budgets and performance reports for the land management function at the MZO
- Acting as a liaison Officer for implementing activities of the District Land Office and District Land Board with the Department or MZO
- Conducting sensitization on land laws and land rights
- Conducting field inspections and generate reports;
- Any other duties as may be assigned from time to time.

POST: STAFF PHOTOGRAMMETRIST (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Remote sensing; or Photogrammetry from a recognized University/ Institution.

OR

A Bachelor's degree in Land Surveying; or Cartography; or Engineering surveying; or Geoinformatics from a recognized University/ Institution.

DUTIES:

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

- Collecting, assembling data for the preparation of mosaic prints, orthophotos, contour maps and profile sheets;
- Operating aerial camera taking photographs for the production of stereo-models;
- Providing technical support in the production of line and digital maps;
- Enforcing adherence to standards and procedures to ensure production of quality photographs;
- Preparing original maps, charts and drawings from aerial photographs and satellite images;
- Enforcing adherence to safety and security measures for safe and secure custody of the records of the photographic laboratory;
- Any other duties as may be assigned from time to time

POST: STAFF CARTOGRAPHER (05 VACANCIES)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Geodesy; or Land surveying; or Geomatics Engineering; or Hydrographic surveying from a recognized University/ Institution.

DUTIES:

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

- Assembling and studying cadastral drawings in regard to administrative boundaries;
- Providing technical support in the use/ application of computer- based Geographic Information System (GIS) mapping software;
- Documenting or coding, of Geographic Information System GIS models, internet mapping solutions or other applications;
- Providing technical support explaining Geographic Information Systems GIS technology/ applications to clients or users;
- Collecting and processing map data, generalization and editing of maps;
- Preparing preliminary map proofs and digital image processing;
- Any other duties as may be assigned from time to time

POST: HOUSING OFFICER (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences; or Development Studies; or Housing studies from a recognized University/ Institution.

DUTIES:

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

- Supporting in organising and implementing public awareness campaigns on housing standards and regulations;
- Supporting the implementation of programs and projects to ensure adherence to regulations, guidelines and standards;
- Supporting the establishment and nurturing development of housing cooperatives and housing savings groups in the country;
- Supporting capacity building initiatives in local governments and other sector stakeholders for the implementation of human settlement programs;
- Any other duties as may be assigned from time to time.

POST: HOUSING STATISTICIAN (01 VACANCY)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Statistics; or Quantitative economics from a recognized University/ Institution.

DUTIES:

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

- Supporting in compilation and producing housing statistics and reports;
- Supporting in undertaking research and surveys in housing;
- Supporting monitoring the implementation of programs and projects;
- Supporting in the development of housing options and financing mechanisms;
- Supporting in the development and maintenance of the housing database;

- Supporting in the dissemination of statistical data and information to key users on the status of human settlement;
- Any other duties as may be assigned from time to time.

POST: REGISTRAR OF TITLES (08 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

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 the Law Development Centre.

DUTIES:

The incumbent will be responsible to the Senior Registrar of Titles for performing the following duties: -

- Researching on and drafting of reports on the impact of land registration on the operations of the land markets and activities of Estates Agents and Administrators of estates of deceased persons;
- Drafting informative materials on land rights and obligations;
- Providing technical support and guidance on land management to registered trustees;
- Providing technical support in implementation of capacity building initiatives of District Land Board and other land holding entities;
- Sensitizing the public on land rights and duties;
- Drafting court papers and supporting court appearances;
- Drafting conveyances;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences; or Quantitative Economics; or Economics; or Statistics from a recognized University/ Institution

DUTIES:

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

- Conducting literature reviews and undertaking data collection and data analysis with regard to land development;
- Applying a range of research techniques to gather relevant information, including document analysis, surveys, case studies and interviews;
- Participating in the development of electronic databases to gather and analyze data;
- Collecting and analyzing data on demographics, customer preferences and market needs in the land, housing and urban development sector;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Land Economics; or Land Management and Valuation from a recognized University/ Institution

DUTIES:

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

- Supporting formulation of valuation policies, legislation, standards, regulations and guidelines;

- Supporting provision of technical support and supervision, guidance and training to land holding/management institutions, stakeholders and the general public on property valuation in the Country;
- Supporting drafting and submitting of workplans, budgets and performance reports for the Valuation Department;
- Supporting in monitoring adherence to National Valuation Practices and Standards by Land Management Institutions;
- Supporting provision of technical support and supervision to Local Governments and other stakeholders on matters regarding or incidental to valuation;
- Supporting, developing and updating of the National Valuation Register;
- Supporting in carrying out valuation activities;
- Any other duties as may be assigned from time to time.

MINISTRY: AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Chemistry; or Biochemistry; or Food Science and Technology from a recognized University/ Institution

DUTIES:

The Incumbent will be responsible to the Senior Chemist for performing the following duties: -

- Initiating the formulation of polies, regulations and strategies for the development and use of the Chemistry Laboratory;
- Carrying out sampling, sample analysis, results compilation and drafting the chemistry laboratory reports;
- Maintaining scientific equipment and instruments in good working condition at all times;
- Monitoring routine in-house calibration of analytical equipment and monitoring and recording of environmental conditions and generation of quality control charts for the chemistry laboratory;
- Keeping proper documentation of standard operating procedures, test protocols including initiating and conducting method development and validation;

- Enforcing compliance with good laboratory practice requirements at all times in line with the provisions of the ISO/IEC 17025 international guidelines;
- Providing technical support on procurement of chemistry laboratory equipment, reagents and chemicals as well as works and service provision;
- Preparing periodic reports to the Senior Chemist;
- Any other duties as may be assigned from time to time.

POST: LABORATORY TECHNOLOGIST (06 VACANCIES)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Laboratory Technology; or Biochemistry; or Food Science and Technology; or any other relevant Honours Bachelor's Degree from a recognized University/Institution.

DUTIES:

The Incumbent will be responsible to the Senior Laboratory Technologist for performing the following duties: -

- Conducting proficiency tests on samples for dairy products to ascertain compliance with the dairy industry standards;
- Evaluating specimens received by the laboratory and organizing work flow to provide optimum efficiency of testing and turnaround times of results;
- Carrying out reliability laboratory tests to produce precise data for regulatory and quality control investigations;
- Supervising implementation of scheduled servicing and maintenance plans and programmes of laboratory tools and equipment by service providers;
- Carrying out routine laboratory duties including maintenance of laboratory equipment, monitoring of laboratory supplies, test records and documentations among others of all laboratory tests;
- Undertaking supportive research activities and quality control experiments;
- Carrying out tests on raw and processed milk and milk products in the field and where need arises;
- Organizing and supervising the preparation, utilization, storage and disposal of all chemical substances and other laboratory consumables;
- Drafting and submitting laboratory field and analytical reports to the Senior Laboratory Technologist for quality assurance;
- Maintaining an updated database/records related to tests and investigations of milk and milk products;

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

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Biomedical Engineering; or its equivalent from a recognized University/ Institution

DUTIES:

The Incumbent will be responsible to the Senior Biomedical Engineer for performing the following duties: -

- Ensuring all required medical equipment and accessories are available and in good working condition;
- Working with service providers and hired workers to install, maintain, or repair medical equipment;
- Performing scheduled maintenance for medical equipment that is not service contract;
- Installing and adjusting new biomedical equipment according to medical specifications;
- Managing the inventory, making requests and verifying deliveries of medical equipment, testing equipment, accessories and other related supplies;
- Performing corrective maintenance on faulty medical equipment and effectively communicating with all department supervisors regarding ongoing repair of equipment;
- Managing the inventory of maintenance supplies, testing equipment and accessories of medical equipment;
- Maintaining an inventory of biomedical and electrical hand and powered tools, testing equipment;
- Maintaining an up to date inventory of departmental supplies and accessories;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Agriculture; or Technology majoring in Chemistry or Laboratory Technology from a recognized University/ Institution

DUTIES:

The Incumbent will be responsible to the Senior Agriculture Inspector for performing the following duties: -

- Collecting agricultural chemicals and pesticide samples from commercial dealers, distributors and farmers for analysis based on developed sampling and quality assurance protocols;
- Collaborating with the local governments Agricultural staff on the safe use and handling of agricultural chemicals and pesticides;
- Inspecting agricultural chemicals and pesticides manufacturing plants, distribution warehouses, sales outlets and farmer communities for compliance to the set standards and practices;
- Collecting, assembling and submitting data to relevant authorities on agricultural chemicals and pesticides;
- Drafting and submitting technical field reports to the Senior Agriculture Inspector/Officer;
- Providing technical guidance and information to applicants for the registration, certification and licensing;
- Providing technical support in implementing compliance promotion and outreach activities with other Government Agencies, industry and farmer community groups regarding agricultural chemicals inspection and certification;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Geo-Information Systems; or Geography; or Surveying; or Engineering; or Computer Science from a recognized University/ Institution

DUTIES:

The Incumbent will be responsible to the Senior Geo-Information Systems Officer for performing the following duties: -

- Designing and establishing a Geo-Information System in line with the departmental targets and standards;
- Managing the acquisition of spatial data from external sources in line with departmental guidelines and targets;
- Carrying out data conversions and carrying out spatial analyses in line with departmental guidelines and targets;
- Conducting quality assurance on data and maps done by external Service Providers in line with departmental standards;
- In charge of responding to audit reports in line with departmental guidelines and standards;
- Developing a matrix and putting in place risk mitigation measures in the Geo-Information System;
- Participating in planning, budgeting and reporting in line with departmental guidelines and targets;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

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

DUTIES:

The Incumbent will be responsible to the Senior Electro/Mechanical for performing the following duties: -

- Promoting appropriate farm power tools and machinery according to technical specifications and conformance with environmental standards;
- Setting standards and procedures for maintenance and repairing of farm power tools;
- Developing broad based statistical and observation model framework for monitoring evaluation service, maintenance and repair;
- Maintaining an inventory for 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 and machinery in compliance with the regulations;
- Testing farm power tools, machinery and related technologies in order to ensure its viability, efficiency and effectiveness;
- Disseminating proven farm power and agricultural mechanization technologies and promoting their transfer to uptake pathways for adoption and scaling up;
- Building capacity for artisans, operators, mechanics and farmers;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Science majoring in Geology and Chemistry; or Physical Sciences (Physics, Chemistry, Geology) from a recognized University/ Institution

DUTIES:

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

- Overseeing and leading activities related to the supervision, data capturing and analysis of all stages of the implementation of Ia solar water pumping systems;
- Working closely with the local contractor to plan and implement all solar water pumping systems;
- Managing on-site work during all stages of the system construction and installation that is geophysical survey, borehole drilling, installation and water distribution points;
- Supervising geophysical survey, drilling, developing of the borehole, yield testing and water quality analysis from initial testing through to final reporting;
- Independently assessing needs for maintenance work (post-installation) in projects where a malfunction exists and providing sustainable solutions;
- Maintaining regular contact with innovation by Africa's Engineers in Israel to successfully implement and monitor new solar technologies and remote monitoring systems;
- Researching and implementing of best survey practices and borehole drilling and development equipment in all iA Projects;
- Conducting community technical trainings and sensitization to all iA water beneficiaries on water management for water and agricultural use;
- Supporting field team and conducting effective sensitization to all iA water beneficiaries, including establishing project steering committees;
- Supporting the Programme Manager to manage relationships with Municipal Officers, local leaders and international stakeholders;
- Sending daily updates and regular progress reports to international management team regarding prospective projects, construction and implementation of current projects and monitoring existing projects;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Hydrology; or Civil Engineering; or Environmental Engineering; or a related field from a recognized University/ Institution

DUTIES:

The Incumbent will be responsible to the Senior Hydrologist for performing the following duties: -

- Conducting detailed hydrological studies in order to assess waterflow, rainfall patterns, flood risks and sediment transport relevant to bridge locations;
- Analyzing historical and real-time hydrological data so as to evaluate river and stream flow characteristics as well as precipitation of events and water catchment areas;
- Providing hydrological data and analysis to support the design of bridges, ensuring that designs account for expected water levels, floods frequency and potential water induced forces;
- Conducting evaluation of water way clearance, foundation depth and other factors that impact bridge stability and safety under various hydrological conditions;
- Reviewing and evaluating designs for adherence to National Standards and International Best Practices for flood resilience, erosion control and environmental sustainability;
- Evaluating flood risk at bridge sites and recommending mitigation measures such as floodplain mapping, levee construction and bridge evaluation adjustments;
- Performing flood modelling and simulations in order to assess the impact of different flood scenarios on bridge structures and surrounding areas;
- Liaising with Civil Engineers, Environmental Specialists and Urban Planners to develop integrated flood management strategies;
- Developing and calibrating hydrological models so as to forecast water behavior during extreme weather events and understanding long-term water trends in the region;
- Conducting site visits to evaluate the existing hydrological conditions of bridge sites such as riverbed erosion, channel morphology and flood plane characteristics;
- Collecting and validating field data on streamflow, rainfall and other hydrological parameters to support ongoing projects;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences; or Psychology; or Human Resource Management; or Sociology; or Social Work and Social Administration; or Human Rights; or Gender and Women Studies; or Development Studies; or Community Based Rehabilitation from a recognized University/ Institution

DUTIES:

The Incumbent will be responsible to the Senior Sociologist for performing the following duties: -

- Conducting social impact studies in line with the established workplan;
- Monitoring works on road construction projects for compliance with Environment and Social safeguards management plan;
- Implementing a system of managing risks in the social management activities and developing risk mitigation measures to identify and address environment and social safeguards;
- Implementing Occupational Health and Safety (OHS) strategies on construction projects in line with the established health and safety guidelines, policies and standards;
- Implementing mainstreaming of gender and HIV/AIDS policies on construction projects in line with the Annual Statutory Performance Agreement;
- Identifying and developing programs to work with key stakeholders (NEMA, NFA, Local Governments, Political Leaders and affected communities) to ensure timely acquisition of Right of Way, that the roads are sustained and preparing reports on feedback provided;
- Monitoring the progress of land acquisition and compensation activities in collaboration with the land acquisition team;
- Implementing Resettlement Action Plans (RAP) in line with the Annual Statutory Performance Agreement;
- Implementing an effective system of responding to and managing grievances from affected persons and communities in line with the grievance handling guidelines, procedures;
- Any other duties as may be assigned from time to time.

POST: AGRICULTURAL OFFICER (03 VACANCIES)

REF: HRM 147/286/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Agriculture/ Crop Science; or any other related field from a recognized University or Institution.

DUTIES:

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

- Supervising coffee nursery development programs, coffee renovation and rehabilitation program, coffee planting, inputs distribution (plantlets/seedlings, crop protection tools/equipment, agrochemicals etc.); and oversee compliance with sourcing and distribution procedures, in line with established standard operating procedures/guidelines;
- Undertaking regular field monitoring and inspections to guide coffee farmers and enforce compliance to quality coffee standards as provided in the Coffee Act;
- Monitoring the quality of Coffee at post-harvest level;
- Promoting new technologies which have been developed by coffee research and disseminating the same to coffee farmers and other value chain actors;
- Conducting regular pests and disease surveillance activities and implementing integrated pests and disease management/control practices;
- Registering coffee value chain actors (coffee farmers and their farms, seed gardens/mother gardens, nursery operators, farmer groups, associations and cooperatives), update and maintain a database of the value chain actors as spelt out in the Coffee Act;
- Providing technical support in the collection of coffee production and marketing data, and administering of questionnaires and surveys on coffee matters in the respective area of operation;
- Liaising with and ensuring effective collaboration with local authorities and other bodies with an interest in matters of coffee development in the respective areas of deployment;
- Compiling and submitting periodic reports (weekly, monthly, quarterly etc.) highlighting progress in the implementation of coffee programme activities;
- Disseminating new technologies to coffee farmers and other value chain actors in liaison with coffee research institutions;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

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

DUTIES:

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

- Maintaining an up to date list of gazette landing sites handling fish for exports on lakes Victoria, Kyoga, Albert Nile, Edward and George;
- Identifying new upcoming potential landing sites for upgrading and informing the responses offices;
- Enforcing adherence to fisheries management policies and standards by gazetted landing sites;
- Following up and receiving monthly submission of returns from local fish inspectors;
- Capturing data on returns from landing sites and recommending strategies for improvements to the relevant Authority;
- Performing incidental work relating to landing sites assigned by the Senior Fisheries Inspector;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Work and Social Administration; or Social Sciences; or Development Studies; or Gender Studies; or any other related field from a recognized University or Institution.

DUTIES:

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

- Supporting the development of action plan for gender and social inclusion and implementation plan for gender and inclusion development;
- Conducting gender mapping, analysis in the value chain and support inclusion of marginalized categories in key participating positions;
- Providing technical leadership and oversight and integration of gender and social inclusion approaches across programme activities;
- Using gender and social inclusion analysis to purposefully engage youth, women and marginalized groups in all activities and result areas;
- Supporting the integration of GSI activities within the workplan; GSI specific tools in work planning to promote gender balance in the project implementation;
- Supporting development of GSI sensitive behavior change communication activities and messages. Write success stories related to the GSI work being done;
- Working closely with the Monitoring and Evaluation team to ensure that GSI considerations are reflected in M&E Plan, frameworks and reports to assess whether the GSI objectives are being met;
- Mapping out potential employment opportunities and linking youth the decent employment;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Land Surveying and Geomatics; or Land surveying and Geo-Spatial Science; or Land Surveying and Information Systems from a recognized University/Institution

DUTIES:

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

- Carrying out cadastral/boundary surveys and preparing strip map/cadastral layout based on the final approved engineering design;
- Collaborating with Engineers and Designers to establish the road alignment and road reserve boundaries based on the project requirements and specifications;
- Undertaking cadastral and boundary surveys, Geodetic Surveys, and alignment surveys to collect crucial data and information that is essential for development of roads and resettlement action planning and land acquisition by the Ministry.
- Assisting teams in verifying the resettlement action plan in determining the proper routes before compensation is made;
- Participating in establishing and maintaining a Geographical Information System (GIS) database on Project affected persons and properties along national road corridors;
- Participating in the payment process for compensation and expropriation of land in line with land compensation policy and procedures and the law;
- Participating in the process of clearing the right of way which involves vacation, demolition, and take-over of compensated properties in line with policy, procedures, and the law;
- Investigating and reporting encroachment on road reserves and related Ministry land;
- Any other duties as assigned from time to time.

POST: ENGINEER (06 VACANCIES)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Agricultural Engineering; or Civil Engineering; or Irrigation Engineering; or Water Resources Engineering; or Electrical Engineering from a recognized University or Institution.

DUTIES:

The incumbent will be responsible to the Senior Engineer for 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 construction methods, materials and quality standards and developing the necessary designs;
- Assessing sites and collecting 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 support and training extension staff in irrigation systems through partnerships with the private sector and District Local Governments;
- Any other duties as assigned from time to time.

POST: AGRICULTURAL ENGINEER (05 VACANCIES)

REF: HRM 91/153/01 VOL.5 - 52

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Agricultural Engineering; or Agricultural Mechanization or Renewable Energy; or any other related field from a recognized University or Institution.

DUTIES:

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

- Providing technical support in the development and dissemination of guidelines, standards and regulations on structures and infrastructure development;
- Inspecting farm structures and infrastructure and energy installations to ensure compliance with occupational safety and environment control systems in compliance with applicable regulations;
- Providing guidance to farmers regarding designing and development of farm structures, infrastructure and post-harvest storage facilities for coffee;
- Providing technical support in the implementation of capacity building programmes and activities for the coffee farming communities on appropriate storage and primary processing technologies;
- Inspecting coffee processing plants and holding structures and infrastructure to ensure adherence to operating standards and guidelines;
- Registering coffee buyers, coffee stores, coffee processors, primary coffee processing factories, wet mills, export grading factories, extractors and exporters;
- Training, advising and sensitizing sector participants on good handling, processing and storage techniques for the maintenance of good coffee quality at post- harvest level;
- Preparing and submitting infrastructure audit field reports to Senior Agricultural Officer;
- Any other duties as may be assigned from time to time.

MINISTRY: WATER AND ENVIRONMEMT

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

ACADEMIC QUALIFICATIONS

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

DUTIES:

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

- Providing technical advice and technical assistance to stakeholders on the development of water supply systems;
- Working directly with water supply and sanitation developers to offer technical back up;
- Assisting the Senior Engineer in the capacity building of communities and District Local Government staff and units;
- Data collection and analysis, design and supervision of works for water supply and sanitation systems;
- Monitoring of performance of water and sanitation facilities in District Local Governments and advising the Senior Engineer on relevant support actions;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Land Surveying from a recognized University/ Institution

DUTIES:

The Incumbent will be responsible to the Senior Data Analyst for performing the following duties: -

- Developing topographic maps to enable Engineers make pertinent decisions in relation to on-going engineering works/designs;
- Carrying out topographic surveys and cadastral/boundary/compensation surveys;
- Setting out engineering drawings on ground in addition to controlling networks and grids for deformation and failure monitoring;
- Undertaking pre-investment studies using Geographical Information Systems (GIS);
- Carrying out materials research survey and computing areas and volumes of materials;
- Processing valuation reports and deed plans from Ministry of Lands, Housing and Urban Development which help the Department make land compensation payments to the affected persons;
- Boundary demarcation of Water for Production facilities;
- Any other duties as may be assigned from time to time.

POST: HYDROLOGIST (WATER RESOURCES MONITORING AND ASSESSMENT) (01 VACANCY)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Civil Engineering; or Geo-Sciences; or any other Water Sciences from a recognized University/ Institution.

DUTIES:

The Incumbent will be responsible to the Senior Hydrologist (Water Resources Monitoring and Assessment) for performing the following duties: -

- Participating in the development and reviewing of national policies focusing on monitoring and assessment of water resources;
- Participating in the reviewing and updating of national strategic plans for water resources monitoring and assessment;
- Supporting the operation, development and maintenance of water quantity monitoring networks;
- Participating in the development and implementation of water resources and land use guidelines in the sector;
- Participating in research and developing area-based water resources management plans;
- Participating in the assessment of water resources in the country;
- Participating in the initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts);
- Participating in the management and dissemination of information on water resources;
- Any other duties as may be assigned from time to time.

POST: HYDROGEOLOGICAL INSPECTOR (WATER RESOURCES MONITORING AND ASSESSMENT) (01 VACANCY)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Civil Engineering; or Geo-Sciences; or any other Water Sciences from a recognized University/ Institution

DUTIES:

The Incumbent will be responsible to the Senior Hydrological Inspector (Water Resources Monitoring and Assessment) for performing the following duties: -

- Participating in the development and reviewing of national policies focusing on monitoring and assessment of water resources;
- Participating in the reviewing and updating of national strategic plans for water resources monitoring and assessment;
- Supporting the operation, development and maintenance of water quantity monitoring networks;
- Participating in the development and implementation of water resources and land use guidelines in the sector;
- Participating in research and developing area-based water resources management plans;
- Participating in the assessment of water resources in the country;
- Participating in the initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts);
- Participating in the management and dissemination of information on water resources;
- Any other duties as may be assigned from time to time.

**POST: WETLANDS OFFICER (WETLAND MANAGEMENT)
(02 VACANCIES)**
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Environmental Sciences; or Environmental Engineering from a recognized University/ Institution

DUTIES:

The Incumbent will be responsible to the Senior Wetlands Officer (Wetland Management) for performing the following duties: -

- Supporting the formulation and review of national policies, legislations and strategies on wetland management;
- Supporting the setting of standards and guidelines for wetlands management;
- Inspection, monitoring and evaluation of activities of Local Governments and other actors to ensure compliance with the national standards, policies and plans;
- Supporting the design, development and maintenance of national wetlands master plan and a National Wetlands Information System;
- Supporting the development, testing and promotion of scientific knowledge base for optimal wetlands management;
- Providing technical advice, support supervision and training within the area of wetlands management sub-sector;
- Any other duties as may be assigned from time to time.

**POST: FOREST OFFICER (FORESTRY SECTOR SUPPORT SERVICES)
(01 VACANCY)**
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in the following Natural Sciences; Forestry; or Environmental Science; or Agriculture; or Botany/Zoology from a recognized University/ Institution

DUTIES:

The Incumbent will be responsible to the Senior Forestry Officer (Forestry Sector Support Services) for performing the following duties: -

- Supporting the formulation and review of oversight of national policies, legislations, strategies and plans for effective management of forestry resources;
- Supporting the setting of guidelines and national standards on forestry management;
- Supporting the coordination and supervision of technical support and training to Local Government;
- Overseeing the National Forestry Authority's (NFA) performance contract in forest sector development;

- Supporting the inspection, monitoring and evaluation of Local Government Forestry Services for effective implementation of national policies, plans and strategies on forestry development;
- Supporting the coordination, inspection, monitoring and evaluation of the performance of the various actors in forestry management including Uganda Wildlife Authority (UWA);
- Coordinating and supervising the National Forestry Plan (NFP) and cross-sectoral linkages (projects, programmes and plans);
- Supporting the promotion of public information and advocacy for the forest sector;
- Liaising and participating in regional and international programmes on forestry development;
- Any other duties as may be assigned from time to time.

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

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in the following Natural Sciences; Forestry; or Botany/Zoology/Physics; or Environment; or Agriculture; from a recognized University/ Institution

DUTIES:

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

- Preparing lectures and delivering them to undergraduate and postgraduate students;
- Setting tests, examinations and course work;
- Administering and invigilating tests and examinations;
- Marking tests, course work and examinations scripts, compiling and grading examination results;
- Guiding and advising students on their academic performance;
- Attending to student's non-academic challenges and referring those that need further counselling and guidance;
- Conducting research and disseminating research findings through conferences, seminars and publications;

- Supervising undergraduate and postgraduate students undertaking research projects;
- Conducting seminars and tutorials;
- Carrying out official administrative duties in the Department as directed by the Head of Department;
- Contributing to the college and wider society through community service;
- Any other duties as may be assigned from time to time.

POST: ASSISTANT ACADEMIC REGISTRAR, NYABYEYA FORESTRY COLLEGE (01 VACANCY)
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences; or Business Administration; or Natural Sciences from a recognized University/ Institution

DUTIES:

The Incumbent will be responsible to the Academic Registrar for performing the following duties: -

- Assisting in providing secretariat services to the Academic Board of the College;
- Participating in management recruitment, admission and registration of students in liaison with relevant stakeholders;
- Assisting in the management, preparation and administration of examinations;
- Participating in the development and supervision of the implementation of the teaching/instruction and examination time table in liaison with Lecturers;
- Assisting in proposing standards for proficiency and qualifications for award to the Examination Board in liaison with relevant stakeholders;
- Preparing evaluation grading structure and academic programs for the College;
- Supervising the provision of library services to the students and staff of the College;
- Developing and maintaining a data bank on academic staff and student's academic records in the college;
- Any other duties as may be assigned from time to time.

**POST: ESTATES MANAGER, NYABYEYA FORESTRY COLLEGE
(01 VACANCY)**
REF: HRM 147/286/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

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

DUTIES:

The Incumbent will be responsible to the Deputy Principal for performing the following duties: -

- Developing and reviewing construction guidelines and technical head books of the college in line with the nationally approved;
- Developing technical plans and specifications for the college's infrastructure development projects inline with the approved National Standards;
- Carrying out technical audits of civil/structural project proposals to ensure adherence to structural design integrity and safety and that any deviations are formally approved;
- Ensuring maintenance of the college's physical infrastructure, machines and equipment through preparation of maintenance plans, programs, schedules and budgets;
- Monitoring and evaluating implementation of the college civil works projects with site teams to ensure adherence to design projects specifications and required standards;
- Providing technical guidance and support during preparation, procurement and execution of contractual agreements for contractors and service providers inline with the Departmental mandate;
- Organizing inspection audits of the colleges' estate and maintaining a safe and secure environment in which to live, work and study in line with the College's health, safety and security policies, procedures and guidelines;
- Certifying payments of contractors upon satisfactory performance;
- Coordinating the development and presenting the Department Workplans and budgets to the relevant authorities;
- Supervising and appraising staff of the Estates Department;
- Any other duties as may be assigned from time to time.

