



THE REPUBLIC OF UGANDA

PUBLIC SERVICE COMMISSION

Applications are invited from suitably qualified serving Public Officers in Ministries/Departments/Agencies and Local Governments dully appointed and confirmed by the Appointing National and Local Service Commissions to fill vacant posts. Applications should be filled **ON-LINE and submitted not later than 10th May, 2024**. The link to the e- recruitment system can be accessed and viewed at <https://vacancies.psc.go.ug/ors>

Mandatory Instructions to Applicants: -

- a) Apply **ON-LINE**.
- b) Scan and submit relevant documents ('O' and A' Level Result Slips and Certificates, Bachelor's Degree and Post Graduate Transcripts and Certificates, Professional Documents, copies of letters of appointment, confirmation and promotion) on-line.
- c) Each attachment must not exceed a limit of 1MB and only portable documents format (PDF) is allowed.
- d) Print an Extract of PS Form 3 (2008) and obtain recommendation from the Responsible Officers. Scan the recommendation together with the rest of the documents and submit online.

Application Process

- i) Visit the website <https://vacancies.psc.go.ug/ors>
- ii) Click on 'register as a new user' to create your account and complete your profile starting with the Bio data moving downwards
- iii) If you already have an account, simply click on your right and update your profile
- iv) Click a Job from the list of advertised jobs in the menu.
- v) View the Job Details and Click '**Apply now**'
- vi) Review your application and **SUBMIT**.

NB. Applicants are allowed to apply for only one post.

Please Note: -

- a) Only applications **on-line** will be considered.
- b) Only shortlisted candidates will be contacted.
- c) Shortlisted candidates shall be required to bring along with them, their original certificates of 'O' and 'A' Level, Transcripts and Certificates, letters of employment, National Identity Cards during the Oral Interviews.
- d) Short listed Applicants should ensure that their Staff Performance Appraisals for the last three (3) Financial Years 2019/2020, 2020/2021, 2021/2022 are submitted to the Commission before the date of Oral Interviews.

- e) In case of any inquiry, contact **Tel. No. 0414254271** or **0414342279** or **e-mail vacancies@psc.go.ug**

Applicants should have the following Core Competencies:

- Public Sector Management, Results Orientation, Ethics and Integrity, Interpersonal, Communication and Computer Skills, Ability to Adapt to Multi Cultural Settings, Innovation, Concern for Quality, Standards and Technical Competence, Ability to Coach Subordinates and Report Writing Skills.
- Strategic Thinking, Negotiation Skills, Team Building, Conflict Management, Policy Development, Change Management, Research and Project Management Skills.

OFFICE OF THE PRESIDENT

POST: ASSISTANT COMMISSIONER, POLICY ANALYST (01 VACANCY)

REF: HRM 62/70/01

SALARY: UGANDA GOVERNMENT SCALE U1E

AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honours Bachelor's Degree in Public Policy; or an Honours Bachelor's Degree in Social Sciences majoring in the following subjects: Sociology, Social Administration, Economics, Political Science and Public Administration; with a paper in Policy Analysis and Planning; or an Honours Bachelor of Science Degree in Economics; or Quantitative Economics; or Economics and Statistics; or an Honours Bachelor's Degree in Statistics from a recognized University /Institution.
- Applicants should possess Masters Degree in Public Policy; or Economic Policy and Planning; or Economic Policy Management from a recognized University / Institution.

Applicants should have a minimum of nine (9) years relevant working experience, three (3) of which should have been served at the level of Principal Policy Analyst in Government.

DUTIES: -

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

- Developing frameworks for coordinating and harmonizing policies originating from line Ministries/Departments for purposes of ensuring conformity with the National Policy Framework;
- Providing technical guidance on policy development and management;
- Coordinating the development of standards, procedures and guidelines for policy formulation process in Government Institutions;

- Identifying knowledge, skills and manpower gaps and advising the relevant authorities for appropriate action;
- Identifying and supervising potential areas of public policy research;
- Providing technical support on studies initiated by MDAs that have policy implications;
- Developing and updating an inventory of Government policies;
- Supervising the activities of Principal Policy Analysts;
- Developing sensitization and educational programmes on the public policy making process in Government;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL POLICY ANALYST (03 VACANCIES)

REF: HRM 62/70/01

SALARY: UGANDA GOVERNMENT SCALE U2

AGE: 28 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honours Bachelor's Degree in Public Policy; or an Honours Bachelor's Degree in Social Sciences with the following subjects: Sociology, Social Administration, Economics, Political Science and Public Administration; with a paper in Policy Analysis and Planning; or an Honours Bachelor of Science Degree in Economics; or Quantitative Economics; or Economics and Statistics; or an Honours Bachelor's Degree in Statistics from a recognized University /Institution.
- Applicants should possess a Post Graduate Diploma in Public Policy from a recognized University / Institution.

Applicants should have a minimum of six (6) years relevant working experience, three (3) of which should have been served at the level of Senior Policy Analyst in Government.

DUTIES: -

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

- Providing Policy options and Policy advice to Senior and Top Management;
- Providing guidance on the harmonization of Sector Policies with a National Policy framework;
- Providing technical support on Policy development and management;
- Supervising collection of data, compilation and analysis of potential areas of public policy;
- Monitoring and evaluating the performance of Sector Policies;
- Providing technical guidelines and standards in the development of Sector Policies;
- Producing the Sector Budget Framework Papers, Ministerial Policy Statement and related reports;
- Producing inventory of Sector Policies, programmes and projects;
- Any other duties as may be assigned from time to time.

POST: SENIOR POLICY ANALYST (05 VACANCIES)
REF: HRM 62/70/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honours Bachelor’s Degree in Public Policy; or an Honours Bachelor’s Degree in Social Sciences with the following subjects: Sociology, Social Administration, Economics, Political Science and Public Administration; with a paper in Policy Analysis and Planning; or an Honours Bachelor of Science Degree in Economics; or Quantitative Economics; or Economics and Statistics; or an Honours Bachelor’s Degree in Statistics plus a Post Graduate Diploma in Public Policy from a recognized University / Institution.

Applicants should have a minimum of three (3) years relevant working experience which should have been served at the level of Policy Analyst in Government.

DUTIES: -

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

- Reviewing Policies and programmes from the Sector and Line Ministries;
- Providing evidence-based policy options to Senior and Top Management;
- Monitoring and evaluating sector Policies to assess their effectiveness;
- Drafting sector policies and policy briefs for consideration by Senior and Top Management;
- Updating and maintaining the inventory of Sector Policies;
- Any other duties as may be assigned from time to time.

POST: SENIOR ASSISTANT SECRETARY (10 VACANCIES)
REF: HRM 111/169/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATION AND WORKING EXPERIENCE

- An Honours Bachelor’s degree in any of the following: Arts, Social Science, Development Studies, Social Work and Social Administration, Management Science, Law or Commerce (Management option), Business Administration (Management option) or a related field from a recognized awarding Institution plus a Certificate in Administrative Officers Law Course.
- A post graduate Diploma in Public Administration, Management, Development Administration or a related field from a recognized awarding Institution.

At least three (3) years working experience at a level of Assistant Secretary or equivalent level of experience in Administration gained in Government.

DUTIES: -

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

- Taking Minutes of the Senior Management meetings.
- Assisting the Principal Assistant Secretary in managing Protocol affairs.
- Providing administrative support to the Ministry or Department.
- Acting as the link between Ministry or Department and Parliament.
- Ensuring the maintenance of assets and facilities.
- Ensuring the availability, proper use and maintenance of utilities.
- Participating in the organization of the national functions
- Appraising and supervising subordinate staff.
- Any other duties as may be assigned from time to time.

MINISTRY: INTERNAL AFFAIRS (DIRECTORATE OF GOVERNMENT ANALYTICAL LABORATORY)

POST: SENIOR LABORATORY TECHNICIAN (07 VACANCIES)

REF: HRM 53/70/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding a Diploma in Laboratory Science Technology; or equivalent qualification from a recognized University / Institution.

Applicants should have a minimum of three (3) years relevant working experience as Laboratory Technician in Government.

DUTIES:

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

- Checking and monitoring the functioning of the Laboratory equipment routinely;
- Ensuring adherence to Laboratory safety standards and good working environment;
- Conducting sample preparation and preliminary analysis;
- Monitoring the recording of samples or exhibits in the register book and Laboratory Information Management Systems;
- Monitoring proper storage of samples or exhibits, chemicals, reagents and consumables;

- Monitoring stock usage/levels for laboratory chemicals, reagents and other consumables needed by the division;
- Supervising and appraising the Laboratory Technician;
- Any other duties as may be assigned from time to time.

POST: LABORATORY TECHNICIAN (06 VACANCIES)
REF: HRM 53/70/01
SALARY: UGANDA GOVERNMENT SCALE U5
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding a Diploma in Laboratory Science Technology; or equivalent qualification from a recognized University / Institution.

DUTIES:

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

- Receiving and recording samples or exhibits in the register book and Laboratory Information Management System (LIMS);
- Storing samples at appropriate storage conditions;
- Carrying out sample preparation;
- Carrying out preliminary tests;
- Implementing good laboratory practices;
- Supervising and appraising the Laboratory Assistant;
- Maintaining records of equipment, chemicals, reagents and daily logs;
- Any other duties as may be assigned from time to time.

MINISTRY: PUBLIC SERVICE

**POST: ASSISTANT COMMISSIONER HUMAN RESOURCE MANAGEMENT
(03 VACANCIES)**
REF: HRM 242/252/01
SALARY: UGANDA GOVERNMENT SCALE U1E
AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

- Applicants should be Ugandans holding an Honours Bachelor's Degree in Human Resource Management; or Social Sciences; or Arts; or Commerce; or Business Administration with a bias in Human Resource field such as Human Resource Development or Human Resource Management; or Organizational Development Studies plus a Post Graduate Diploma in Human Resource Management; or Master's Degree in Human Resource Studies; or Business Administration; or Public Administration; or any related field from a recognized University/Institution.

Applicants should have a minimum of nine (9) years relevant working experience in the field of Human Resource Management, three (03) of which should have been served at the level of Principal Human Resource Officer in Government.

DUTIES:

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

- Assisting in the collection, collation and analysis of Human Resource Management data from Ministries/ Departments and Local Governments and making appropriate recommendations thereof;
- Analysing Human Resource Management issues emanating from Ministries/ Departments and initiating appropriate action;
- Implementing and monitoring the effectiveness of Human Resource Management policies, guidelines and procedures issued by the Ministry of Public Service from time to time and recommending appropriate action where necessary;
- Analysing staffing levels and making proposals for succession planning;
- Analysing utilization of Human Resources in a Ministry/Department and advising on proper deployment;
- Analysing staff progression and making proposals for career development;
- Ensuring the correct interpretation and implementation of HR policies, strategies, guidelines, rules, regulations and procedures in the Ministry/Department/Local Government;
- Interpreting and advising clients (management, staff and the public) on HR policies, strategies, rules, regulations and procedures;
- Participating in the formulation and / or review of HR policies in the Public Service
- Supervising and appraising direct reports;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL HUMAN RESOURCE OFFICER (05 VACANCIES)
REF: HRM 242/252/01
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

- Applicants should be Ugandans holding an Honours Bachelor's Degree in Human Resource Management; or Social Sciences; or Arts; or Commerce; or Business Administration with a bias in Human Resource field such as Human Resource Development or Human Resource Management; or Organizational Development Studies plus a Post Graduate Diploma in Human Resource Management; or Master's Degree in Human Resource Studies; or Business Administration; or Public Administration; or any related field from a recognized University/Institution.

Applicants should have a minimum of six (6) years relevant working experience in the field of Human Resource Management, three (03) of which should have been served at the level of Senior Human Resource Officer in Government.

DUTIES:

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

- Ensuring the implementation of existing HR policies, regulations and practices and monitoring their implications in their Public Service Agency;
- Coordinating the recruitment and selection process in the Ministry/Department/Local Government;
- Coordinating the performance Management function in the Ministry/Department/Local Government;
- Coordinating Staff Training and Development (Human Resource Development) programmes;
- Coordinating salary and payroll management process;
- Coordinating the implementation of Staff Welfare and terminal benefits programmes;
- Coordinating the formulation and implementation of Human Resource Planning programmes;
- Interpreting, implementing and proposing the review of Human Resource policies, regulations and practices;
- Receiving and attending to matters pertaining to employee relations, grievances and complaints;
- Approving and making submissions on pensions, gratuity and other terminal benefits;
- Providing guidance and counseling to staff on Human Resource Management issues;
- Gathering information on HR policies; rules, regulations for dissemination to management and staff;
- Identifying areas for policy review and intervention, and making appropriate recommendations;
- Conducting research on contemporary HR best practices and making appropriate recommendations;
- Supervising and appraising junior staff within the HRM Division/Section/Unit;
- Any other duties as may be assigned from time to time.

POST: SENIOR HUMAN RESOURCE OFFICER (04 VACANCIES)

REF: HRM 242/252/01

SALARY: UGANDA GOVERNMENT SCALE U3

AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

- Applicants should be Ugandans holding an Honours Bachelor's Degree in Human Resource Management; or Social Sciences; or Arts; or Commerce; or Business Administration with a recognized bias in Human Resource field such as Human Resource Development or Human Resource Management; or Organizational Development Studies from a recognized University/Institution.
- Possession of a Post Graduate Diploma in Human Resource Management; or Public Administration and Management from a recognized University/Institution will be an added advantage.

Applicants should have a minimum of three (3) years relevant working experience in the field of Human Resource Management which should have been served at the level of Human Resource Officer in Government.

DUTIES:

The Incumbent will be responsible to the Principal Human Resource Officer for performing the following duties:

- Managing performance and development of staff;
- Preparing draft submissions to Service Commissions for appointments, confirmation, discipline and study leave for staff;
- Verifying payroll before payment of salaries;
- Organizing and conducting training in Human Resource functions;
- Implementing decisions of Service Commissions;
- Advising staff on matters relating to their terms and conditions of service;
- Maintaining up to date personnel data in the form of staff list and other personnel tools such as leave roster, probationers' register and schedule of staff on training;
- Managing the payroll of the entity and ensuring that it is in harmony with the staff list and wage bill;
- Supervising and appraising direct reports;
- Any other duties as may be assigned from time to time.

POST: SENIOR PERSONAL SECRETARY (03 VACANCIES)
REF: HRM 77/266/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honours Bachelor's Degree in Secretarial Studies (B.SES) or its equivalent from a recognized University.

Applicants should have a minimum of three (3) years relevant working experience which should have been served at the level of Personal Secretary in Government.

DUTIES:

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

- In conjunction with relevant officers, drawing up and monitoring appointments and programmes;
- Taking dictation, transcribing and presenting accurate and error free work;
- Attending to callers, either in person or on telephone;
- Ensuring timely responses to inquiries and correspondences to and from the Office;
- Receiving incoming mail and supervising the dispatch of outgoing mail;

- Organizing meetings, taking minutes and conveying decisions of such meetings to the relevant Officers/Offices;
- Ensuring that relevant documents for meetings and speeches are produced on time and properly organized;
- Drafting letters of routine nature
- Ensuring cleanliness and orderliness of the office;
- Managing records in accordance with established security and records management procedures;
- Requisitioning and Managing office stationery and equipment;
- Supervising the Secretarial and support personnel for the office;
- Any other duties as may be assigned from time to time.

POST: PERSONAL SECRETARY (05 VACANCIES)

REF: HRM 77/266/01

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honours Bachelor's Degree in Secretarial Studies (B.SES) or its equivalent from a recognized University/Institution.

Applicants should have a minimum of three (3) years relevant working experience which should have been served at the level of Stenographer Secretary **OR** should be serving Officers duly confirmed who have attained higher qualifications in Secretarial field in Government.

DUTIES:

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

- In conjunction with relevant officers, drawing up and monitoring appointments and programmes;
- Taking dictation, transcribing and presenting accurate and error free work.
- Attending to callers, either in person or on telephone;
- Ensuring timely responses to inquiries and correspondences to and from the Office;
- Receiving incoming mail and supervising the dispatch of outgoing mail;
- Organizing meetings, taking minutes and conveying decisions of such meetings to the relevant Officers/Offices;
- Ensuring that relevant documents for meetings and speeches are produced on time and properly organized;
- Drafting letters of routine nature;
- Ensuring cleanliness and orderliness of the office;
- Managing records in accordance with established security and records management procedures;

- Requisitioning and Managing office stationery and equipment;
- Supervising the Secretarial and support personnel for the office;
- Any other duties as may be assigned from time to time.

POST: SENIOR OFFICE SUPERVISOR (02 VACANCIES)
REF: HRM 56/77/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding a Bachelor’s Degree in Social Sciences; or Humanities obtained from a recognized University/Institution.
- Possession of a Certificate in Office Management will be an added advantage.

Applicants should have a minimum of three (3) years relevant working experience which should have been served at the level of Office Supervisor in Government.

DUTIES: -

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

- Maintaining security of office premises and equipment;
- Ensuring prompt payment of utility bills;
- Liaising with the user departments to identify and determine their requirements;
- Ensuring health and safety measures are in place;
- Supervising and appraising subordinate staff;
- Inspecting incoming assets and equipment;
- Any other duties as may be assigned from time to time

POST: OFFICE SUPERVISOR (03 VACANCIES)
REF: HRM 56/77/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding a Bachelor’s Degree in Social Sciences; or Humanities obtained from a recognized University/Institution.

Applicants should have a minimum of three (3) years relevant working experience which should have been served at the level of Assistant Office Supervisor or should be serving Officers duly confirmed who have attained higher qualifications in a Management field in Government.

DUTIES: -

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

- Maintaining office premises, furniture and equipment in good condition;
- Ensuring proper distribution and use of office equipment, furniture and stationery;
- Conducting board of survey in conjunction with Ministry of Finance, Planning and Economic Development;
- Preparing plans, budgets and managing resources;
- Ensuring general office management of the Ministry/Department;
- Maintaining an inventory of the Ministry/Department's assets/properties;
- Liaising with the user departments to identify and determine their requirements;
- Ensuring security of office premises, equipment and vehicles;
- Ensuring proper office layout;
- Any other duties as may be assigned from time to time.

POST: ASSISTANT OFFICE SUPERVISOR (01 VACANCY)
REF: HRM 56/77/01
SALARY: UGANDA GOVERNMENT SCALE U5
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding a Diploma in either Office Management; or Public Administration; or Humanities obtained from a recognized University/Institution.

DUTIES: -

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

- Maintaining office premises, furniture and equipment;
- Maintaining security of office premises, furniture and equipment;
- Following up on payment of utility bills;
- Distributing office equipment, furniture and stationery;
- Preparing inventory of the items issued to the respective users;
- Maintaining a conducive working environment;
- Any other duties as may be assigned from time to time.

JUDICIAL SERVICE COMMISSION

POST: DEPUTY REGISTRAR – DISCIPLINARY AFFAIRS (01 VACANCY)
REF: HRM 70/221/01
SALARY: UGANDA GOVERNMENT SCALE U1SE
AGE: 35 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.
- A Post Graduate Diploma in Human Resource Management; or Business Administration from a recognized University / Institution will be an added advantage.

Applicants should have a minimum of nine (9) years relevant working experience in the field of Legal Practice, three (3) of which should have been served at the level of Principal Legal Officer or three (3) as an Assistant Commissioner / Assistant Registrar in Government.

DUTIES:

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

- Sanctioning complaints to be prosecuted before the Disciplinary Committee;
- Supervising prosecution of complaints before the Disciplinary Committee;
- Attending Disciplinary Committee meetings and proceedings;
- Initiating, developing and proposing to the Commission Policies and Prosecution of Complaints Standards and best practice;
- Managing, following up and resolution of Court cases filed for and against the Commission;
- Communicating in a timely manner to all concerned the decisions of the Commission regarding any disciplinary action taken against any Judicial Officer or Staff of the Judiciary;
- Recommending on the basis of final investigation reports matters of prosecution to the Disciplinary Committee;
- Monitoring the complainants management process at the Department;
- Managing all complaints prosecuted before the Disciplinary Committee;
- Keeping a Register of all complaints lodged at the Department;
- Rendering monthly returns on status and progress of complaints for consideration by or already before the Disciplinary Committee;
- Managing the processing of complaints before the Disciplinary Committee;
- Any other duties as may be assigned from time to time.

**POST: DEPUTY REGISTRAR – ANTI-CORRUPTION AND INSPECTIONS
(01 VACANCY)**
REF: HRM 70/221/01
SALARY: UGANDA GOVERNMENT SCALE U1SE
AGE: 35 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 Kampala or from a recognized Institution.
- A Post Graduate qualification in Law; or Human Resource Management; or Communications; or Business Administration from a recognized University / Institution will be an added advantage.

Applicants should have a minimum of nine (9) years relevant working experience in the field of Legal Practice, three (3) of which should have been served at the level of Principal Legal Officer in Government.

DUTIES:

The Incumbent will be responsible to the Registrar, Complaints, Investigations and Disciplinary Affairs for performing the following duties:

- Leading and managing the anticorruption team to undertake proactive and reactive anticorruption mechanisms;
- Tracking the processes of the Anti-Corruption Court in the adjudication of corruption related cases and advising the Anti-Corruption Committee;
- Developing anti-corruption initiatives;
- Developing and implementing anti-corruption indicators and tools for the conduct of corruption risk assessment in the Judiciary;
- Overseeing the monitoring of judicial performance;
- Mainstreaming anti-corruption mechanisms in Courts of Judicature;
- In-charging monthly returns on corruption related complaints before the Commission;
- Chairing monthly department meetings;
- Representing the directorate in internal and external meetings;
- Supervising the implementation of the inspections functions of the Commission;
- Acting as a link between the Commission and the Inspectorate of Courts on matters pertaining to court inspection;
- Any other duties as may be assigned from time to time.

**POST: PRINCIPAL LEGAL OFFICER, COMPLAINTS & INVESTIGATION
(01 VACANCY)**
REF: HRM 70/221/01
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 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.
- A Post Graduate Diploma in Law; or Management from a recognized University / Institution will be an added advantage.

Applicants should have a minimum of six (6) years relevant working experience in the field of Legal Practice, three (3) of which should have been served at the level of Senior Legal Officer in Government.

DUTIES:

The Incumbent will be responsible to the Deputy Registrar, Complaints and Investigation for performing the following duties:

- Undertaking thorough and expeditious investigations that are time bound;
- Rendering an investigations report on the basis of which an assessment of the probative value of the evidence can be determined;
- Undertaking such further and necessary investigations that may be required after the first assessment;
- Supervising and overseeing the conduct of investigations;
- Supervising the receipt and management of complaints;
- Offering guidance and advice on the operations of the Judiciary and the administration of justice with or through call centre response team.
- Providing investigative support and guidance to staff in the Investigations Department;
- Seeking and pursuing continuous improvement in all areas of responsibility;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL LEGAL OFFICER, ANTI - CORRUPTION (01 VACANCY)
REF: HRM 70/221/01
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 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.

- A Post Graduate Diploma in Law; or Management from a recognized University / Institution will be an added advantage.

Applicants should have a minimum of six (6) years relevant working experience in the field of Legal Practice, three (03) of which should have been served at the level of Senior Legal Officer in Government.

DUTIES:

The Incumbent will be responsible to the Deputy Registrar, Anti-Corruption and Inspections for performing the following duties:

- Assisting Anti-Corruption team in the implementation of Anticorruption mechanisms;
- Assisting with the development and implementation of Anticorruption strategies;
- Implementing initiatives aimed at preventing and combatting corruption;
- Overseeing implementation of Anti-Corruption risk assessment tools;
- Tracking the Commission's performance in the implementation of Anti-Corruption strategies;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL LEGAL OFFICER, LEGAL EDUCATION AND PUBLIC AFFAIRS AND RESEARCH (LEPAR) (02 VACANCIES)

REF: HRM 70/221/01

SALARY: UGANDA GOVERNMENT SCALE U2

AGE: 28 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.
- A Post Graduate Diploma in Law; or Management from a recognized University / Institution will be an added advantage.

Applicants should have a minimum of six (6) years relevant working experience in the field of Legal Practice, three (3) of which should have been served at the level of Senior Legal Officer in Government.

DUTIES:

The Incumbent will be responsible to the Deputy Registrar, Legal Education and Public Affairs for performing the following duties:

- Assisting in the preparation and implementation of programmes for the education of the public about law and administration of justice;
- Making recommendations on the content of the educational syllabus for schools (primary and post-primary schools and colleges) on the law and the administration of justice;

- Compiling materials for production of IEC materials;
- Compiling data for production of radio and television programmes;
- Assisting in compiling data for publication of educational materials on the electronic platforms;
- Assisting in conducting public sensitization programs on radio, TV, workshops and seminars;
- Handling the public relations functions for the Commission in liaison with the Secretary;
- Coordinating the regional offices with the head office in respect to the Directorate's activities;
- Supervising Senior Legal Officers in the division;
- Any other duties as may be assigned from time to time.

UGANDA LAND COMMISSION

POST: SENIOR LAND OFFICER (01 VACANCY)
REF: HRM 58/70/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

- Applicants should be Ugandans holding an Honours Bachelor's Degree in Law; or Land Economics; or Surveying; or Land Management; or any other relevant qualification from a recognized University/Institution
- A Post Graduate Diploma in a related field from a recognized University / Institution will be an added advantage.

Applicants should have a minimum of three (3) years relevant working which should have been served at the level of Land Officer in Government.

DUTIES:

The Incumbent will be responsible to the Principal Land Officer for performing the following duties:

- Carrying out land inspections, supervision, surveys and valuations on Government land;
- Undertaking inventory on Government land;
- Preparing agenda and taking Minutes of Uganda Land Commission meetings;
- Implementing Commission resolutions through lease offers and preparation of titles;
- Supervising the management and implementation of the Land Fund activities;
- Monitoring the performance of the lease contracts regarding payment of premiums and rent;
- Preparing and tendering legal advice to the Commission on matters related to litigation, arbitration and mediation;
- Preparing an inventory of all Court cases for and against the Commission;

- Preparing any correspondences between the Commission and the Attorney General's Chambers;
- Ensuring timely preparation and filing of pleadings, witness statements, exhibits and any Court related documents;
- Preparing and facilitating witness and Officers from the Attorney Generals Chambers to attend Courts of Law, tribunals and commissions;
- Preparing Contracts, Legal Opinions and papers as required from time to time
- Maintaining litigation files, reviewing and preparing material for storage or disposal once a case is closed;
- Any other duties as may be assigned from time to time.

MINISTRY: KAMPALA CAPITAL CITY AND METROPOLITAN AFFAIRS

POST: PRINCIPAL PHYSICAL PLANNER (01 VACANCY)

REF: DSC 15/70/01

SALARY: UGANDA GOVERNMENT SCALE U2

AGE: 28 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 Geography; or Town and Regional Planning; or any related field from a recognized University/Institution.
- Applicants should possess a Post Graduate Diploma in Physical Planning; or Land Use Planning; or Urban and Regional Planning; or Urban Planning; or Urban Design; or Urban Geo Informatics; 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.

Applicants should have a minimum of six (06) years relevant working experience, three (03) of which should have been served at the level of Senior Physical Planner in Government.

DUTIES:

The Incumbent will be responsible to the Under Secretary, Ministry of Kampala Capital City for performing the following duties:

- Updating the Ministry on plans for metropolitan physical development;
- Guiding the Ministry in enhancing compliance to proper building plans;
- Monitoring adherence to the Town and County Planning Act, 1964 and other relevant laws;
- Providing technical advice on the drawing of the structural land use lay out;
- Making reports to the Ministry on major building and infrastructure developments on the metropolitan area;

- Preparing and submitting briefs on demarcation of plots in Municipal Wards;
- Inspecting structures/buildings in the metropolitan area as directed by the Minister and producing reports on compliance with the land use plan, physical planning standards, guidelines and policies;
- Producing periodic reports on the state of open spaces, road reserves, green belts recreational areas, river banks, lake shores and all land gazette for public use;
- Any other duties as may be assigned from time to time.

MINISTRY: GENDER, LABOUR AND SOCIAL DEVELOPMENT

**POST: ASSISTANT COMMISSIONER, OCCUPATIONAL HEALTH (Medical)
(01 VACANCY)**
REF: HRM 52/70/01
SALARY: UGANDA GOVERNMENT SCALE U1E
AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honours Bachelor's Degree in Surgery and Bachelor of Medicine plus a Master's Degree in either Physical Sciences; or Occupational Safety and Health; or Environment and Natural Resources; or Chemical Process/Engineering; or related disciplines from a recognized University/Institution.
- Applicants should possess a Post Graduate Diploma in Occupational Safety and Health at workplaces from a recognized Institution.
- Possession of a Master's in Business Administration; or Post Graduate Diploma in Public Administration and Management will be an added advantage.

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

DUTIES:

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

- Investigating the prevalence and incidence of occupational diseases in the workplaces;
- Inspecting and examining the availability and use of First Aid facilities at the work places;
- Developing standards and guidelines for pre-employment and routine medical examination of workers;
- Investigating disease outbreak and epidemics in the workplaces;
- Compiling epidemiological patterns of occupational diseases in Uganda, in the Region and Internationally;
- Liaising with National, International Health agencies concerned with occupational health and diseases;
- Coordinating research on Occupational Health;

- Providing advice on workers accommodation building plans;
- Analyzing and advising on industrial building plans according to Occupational Safety and Health Act, No. 9 of 2006 and other legislations;
- Any other duties as may be assigned from time to time.

MINISTRY: LOCAL GOVERNMENT

POST: COMMISSIONER DISTRICT INSPECTION (01 VACANCY)

REF: HRM 55/70/01

SALARY: UGANDA GOVERNMENT SCALE U1SE

AGE: 35 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honours Bachelor's Degree in commerce or business administration or social science or management from a recognized university or institution;
- Certificate in administrative officers' law course;
- Post graduate qualification in public administration or financial management or local government or development studies or any other relevant discipline from a recognized university or institution;
- Masters' degree in commerce or business administration or social science or public administration or public sector management or development studies or management studies or finance and accounting from a recognized university or institution

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

DUTIES: -

The incumbent will be responsible to the Director Local Government Districts and Inspection for performing the following duties: -

- Monitoring financial management standards in District Local Governments;
- Preparing inspection and monitoring programmes;
- Monitoring Local Governments' adherence to set guidelines during implementation of sectoral policies of line ministries;
- Evaluating special projects in local governments to determine their progress and assess the attainment of value for money;
- Producing timely inspection and monitoring reports;
- Managing departmental staff;
- Any other duties as may be assigned from time to time.

POST: DEPUTY CHIEF ADMINISTRATIVE OFFICER (40 VACANCIES)
REF: HRM 77/184/01
SALARY: UGANDA GOVERNMENT SCALE U1SE
AGE: 35 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences; or Development Studies; or Social Work and Social Administration; or Arts; or Management; or Law; or Commerce (Management option); or Business Administration (Management option) from a recognized University/Institution plus a Master's Degree in either Public Administration and Management; or Public Sector Management; or Business Administration; or Human Resource Management; or Management Studies; or any other related field from a recognized University/Institution.
- Applicants should possess a Post Graduate Diploma in Public Administration and Management; or Development Administration; or any other related discipline from a recognized University / Institution.
- Applicants should possess a Certificate in Administrative Officers' Law Course from a recognized Institution.

Applicants should have a minimum of nine (9) years relevant working experience, three (3) of which should have been served at the level of Principal Township Officer Scale U2 and Principal Assistant Clerk Scale U2 in Government

DUTIES: -

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

- Providing administrative support services to the District Council and the technical Departments;
- Initiating and formulating District Policies, Plans, Strategies and Ordinances in liaison with Heads of Department and Council Standing Committees;
- Supervising and coordinating proper management of the human resources in the District;
- Managing and providing efficient utilization, proper and timely accountability of all resources of the Administration and other Departments;
- Carrying out the role of deputizing the Chief Administrative Officer;
- Providing technical support and guidance to the technical Departments on matters relating to administration;
- Coordinating and supervising the safe custody of Council properties and assets;
- Coordinating production of District Development Plans, work plans, budgets and annual and quarterly reports;
- Supervising the upkeep and providing the safe custody of Council properties and assets;
- Any other duties as may be assigned from time to time.

POST: DEPUTY TOWN CLERK (CITY COUNCIL) (08 VACANCIES)
REF: HRM 77/184/01
SALARY: UGANDA GOVERNMENT SCALE U1SE
AGE: 35 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honours Bachelor’s Degree in Social Sciences; or Arts; or Development Studies; or Social Work and Social Administration; or Law; or Commerce (Management option); or Business Studies (Management option); or Management Science; or Urban Planning and Management plus a Masters Degree in Public Administration; or Public Sector Management; or Management Studies; or Development Studies; or Urban Planning and Management; or Business Administration from a recognized University/Institution.
- Applicants should possess a Certificate in Administrative Officers’ Law Course from a recognized Institution.

Applicants should have a minimum of nine (9) years relevant working experience, three (3) of which should have been served at the level of Principal Township Officer Scale U2 or Principal Assistant Town Clerk Scale U2 in Government.

DUTIES:

The Incumbent will be responsible to the Town Clerk (City Council) for performing the following duties:

- Supervising administration within the City Council;
- Advising, monitoring and evaluating the effective implementation of Council resolutions, development projects and programmes in the City Council;
- Interpreting Local Governments legislation pertaining to the administration of City Council;
- Coordinating the provision of ICT administrative support services to City Council;
- Coordinating the provision of records management services in the City Council;
- Supervising the effective implementation of council resolutions, social services and service delivery within the division;
- Managing the utilization and safe custody of City Council assets and records;
- Supervising and appraising staff of Administration Department;
- Preparing plans, budgets and reports for the Administration Department;
- Facilitating the implementation of City Council policies, by laws and regulations within the department;
- Any other duties as may be assigned from time to time.

POST: TOWN CLERK (CITY DIVISION) (16 VACANCIES)
REF: HRM 77/184/03
SALARY: UGANDA GOVERNMENT SCALE U1SE
AGE: 35 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences; or Arts; or Development Studies; or Social Work and Social Administration; or Law; or Commerce (Management option); or Business Administration (Management option); or Management Science; or Urban Planning and Management plus a Masters Degree in Public Administration; or Public Sector Management; or Management Studies; or Development Studies; or Urban Planning and Management; or Business Administration from a recognized University/Institution.
- Applicants should possess a Certificate in Administrative Officers' Law Course from a recognized Institution.

Applicants should have a minimum of nine (9) years relevant working experience, three (3) of which should have been served at the level of Principal Township Officer Scale U2 or Principal Assistant Town Clerk Scale U2 in Government.

DUTIES:

The Incumbent will be responsible to the Mayor City Division for performing the following duties:

- Managing, coordinating, monitoring and evaluating the implementation of national policies, programmes, Council decisions and projects in the City Division Council;
- Advising Council on technical, administrative and legal matters pertaining to the management of the City Division Council;
- Developing and Coordinating plans and budgets for City Division Council activities;
- Managing the acquisition, utilisation, maintenance and accountability for the human, financial and physical resources of the City Division Council;
- Supervising and evaluating performance of staff in the City Division Council;
- Enhancing the collaboration linkages with other Local Councils and organization both within and outside City Division Council on matters pertaining to development;
- Managing and facilitating collection of revenue within the City Division Council;
- Mobilizing urban community for development purposes;
- Supporting proper physical planning for the City Division Council and approval of structural plans;
- Developing and maintaining infrastructure in the City Division Council including roads and buildings;
- Any other duties as may be assigned from time to time.

MINISTRY: KAMPALA CAPITAL CITY AUTHORITY

POST: SUPERVISOR PROSECUTION (01 VACANCY)

REF: DSC 15/70/01

SALARY: KCCA 6

AGE: 30 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.
- A minimum of a Post graduate qualification in the relevant course
- Applicants should be enrolled as an advocate
- Applicants should have Membership to relevant professional associations.

Applicants should have a minimum of five (5) years relevant working experience, three (3) of which should have been served at Senior or supervisory level in Government.

DUTIES:

The Incumbent will be responsible to the Manager Litigation for performing the following duties:

- Representing Kampala Capital Authority in Courts of Law and prosecute criminal cases;
- Providing guidance to law enforcements team and monitor compliance to procedures of implementing enforcement actions and arresting offenders in compliance with the law;
- Conducting research of all criminal cases to adduce evidence by law enforcement officers and experts, review police files and video or photos and look at evidence collected from the crime scene and review the laws, statutes and past cases to ensure the case is following the law;
- Proffering charges against offenders in the courts of Law in line with the directorate guidelines;
- Directing the enforcement of criminal decisions made by the court for the enforcement of state penalty, efficiency and justice of law;
- Coordinating and monitoring the preparation of progress reports on all case filled by KCCA in line with Directorate guidelines;
- Serving as a Quality Assurance Officer to ensure that all operational standards relating to case management are followed in criminal prosecutions;
- Conducting legal audits for all directorates to ensure that all legal aspects of any decisions fully considered;
- Carrying out research and preparing fact files on any legally complex issues to ensure that the Authority has full information about the legal implications of any decisions;
- Managing the performance and development of staff in accordance with the HRMM;
- Any other duties as may be assigned from time to time.

POST: SUPERVISOR LAW ENFORCEMENT (01 VACANCY)
REF: DSC 15/70/01
SALARY: KCCA 6
AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

- Applicants should be Ugandans holding an Honours Bachelor's Degree in either Social Sciences; or Commerce; or Business Administration; or Law; or any other relevant course from a recognized University/Institution.
- Applicants should possess a minimum of a Post graduate qualification in either Social Sciences; or Commerce; or Business Administration; or Law; or any other relevant qualification from a recognized University/Institution.
- Police or Military training is a **must**.

Applicants should have a minimum of five (5) years relevant working experience, three (3) of which should have been gained at Senior or supervisory level in Government.

DUTIES:

The Incumbent will be responsible to the Manager Law Enforcement and Security for performing the following duties:

- Developing and implementing action plan for the law enforcement section in line with the Directorate guidelines;
- Developing and monitoring the implementation of Law Enforcement Officer schedule in line with the directorate guidelines;
- Coordinating training functions of all Law Enforcement Officers for skill acquisition, ethics and core values in line with Human Resources Management policy and procedure;
- Supervising the activity of Division Enforcement Offices and sectional supervisors in line with the Directorate guidelines;
- Conducting Risk assessment for all law enforcement and security activities and developing mitigation measure for all identified risks before activity is implemented;
- Preparing and submitting activity and regular reports to the Manager law enforcement and Security as per the directorate guidelines;
- Managing the performance and development of staff in line with Authority's performance management system;
- Any other duties as may be assigned from time to time.

MINISTRY: OFFICE OF THE PRIME MINISTER

**POST: COMMISSIONER DISASTER PREPAREDNESS AND MANAGEMENT
(01 VACANCY)**
REF: HRM 63/70/01
SALARY: UGANDA GOVERNMENT SCALE U1SE
AGE: 35 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Agriculture; or Environmental Meteorology; or Social Works and Social Administration; or Social Sciences; or Arts; or Development Studies plus a Masters Degree in Social Sciences; or Humanitarian and Disaster Resilience and Disaster Risk Management obtained from a recognized University or Institution.

Applicants should have a minimum of twelve (12) years relevant working experience in the practice of Disaster Preparedness, three of which should have been at the level of Assistant Commissioner in Government.

DUTIES: -

The incumbent will be responsible to the Director, Special Programs and Disaster Management Coordination for performing the following duties:

- Leading the development of policies and plans for preparedness and management;
- Heading the Department of Disaster Preparedness and Management;
- Managing Disaster affairs in the whole country;
- Advising the Permanent Secretary and Government on disaster matters;
- Identifying and initiating relevant projects at national level;
- Preparing departmental budgets and controlling departmental funds;
- Monitoring and evaluating implementation of projects and programs;
- Coordinating the delivery of humanitarian assistance to victims of disaster in the country;
- Any other duties as may be assigned from time to time.

**POST: ASSISTANT COMMISSIONER DISASTER PREPAREDNESS
(01 VACANCY)**
REF: HRM 63/70/01
SALARY: UGANDA GOVERNMENT SCALE U1E
AGE: 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Natural Sciences; or Geography; or Agriculture; or Economics; or Environmental Studies; or any other related discipline plus a Masters Degree in Social Sciences; or Humanitarian and

Disaster Resilience and Disaster Risk Management obtained from a recognized University or Institution.

Applicants should have a minimum of nine (9) years relevant working experience in the practice of Disaster Preparedness, three of which should have been at the level of Principal Disaster Preparedness Officer in Government.

DUTIES: -

The incumbent will be responsible to the Commissioner, Disaster Preparedness and Management for performing the following duties:

- Coordinating and updating development of vulnerability and risk maps and various collaborations with other sectors of Government;
- Coordinating preparation and updating of the annual national and district level disaster risk profiles, emergence preparedness and response plan;
- Initiating preparation of programmes/projects to address disaster risks;
- Offering technical advice to the Commissioner and the platform on hazards, risks, vulnerabilities and early warning issues;
- Maintaining a repository of information relating to disaster risk, a data bank of contacts of relevant officials of Government, Consultants and key partners;
- Supervising and appraising all staff under his/her supervision;
- Any other duties as may be assigned from time to time.

**POST: ASSISTANT COMMISSIONER STRATEGIC COORDINATION,
GOVERNANCE, JUSTICE AND SECURITY (01 VACANCY)**

REF: HRM 63/70/01

SALARY: UGANDA GOVERNMENT SCALE U1E

AGE: 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Commerce; or Public Administration; or Management; or Law; or Mass Communication; or any relevant degree in a related field plus a Masters Degree in Business Administration; or Management; or Human Resource Management; or Peace and Conflict Resolution; or Development Studies; or any other relevant discipline from a recognized University or Institution.

Applicants should have a minimum of nine (09) years relevant working experience, three (03) of which should have been served at a principal level in Government.

DUTIES: -

The incumbent will be responsible to the Commissioner, Strategic Coordination, Governance, Justice and Security for performing the following duties:

- Drawing work plans and budgets for the Department;
- Inspecting Ministries, Departments, Agencies and Local Governments;
- Organizing Coordination meetings;
- Conducting performance management for NDP 111;
- Inspecting projects to determine their progress and assess their value for money;
- Conducting training programmes;
- Providing technical support to Central Government and Donor funded programs being implemented;
- Consolidating inspection reports on monthly, quarterly and annual basis;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL SETTLEMENT COMMANDANT (01 VACANCY)

REF: HRM 63/70/01

SALARY: UGANDA GOVERNMENT SCALE U1E

AGE: 28 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Work and Social Administration; or Social Sciences; or Humanities plus a Post Graduate Diploma in a related field and a Certificate in forced migration studies or Emergency Management obtained from a recognized University or Institution.

Applicants should have a minimum of six (6) years relevant working experience in managing refugees and or refugees related matters, three (3) of which should have been at the level of Senior Settlement Commandant in Government.

DUTIES: -

The incumbent will be responsible to the Assistant Commissioner, Refugee Protection and Management for performing the following duties:

- Coordinating and monitoring NGOs working in the Refugee Settlements;
- Liaising with the center and local authorities on matters concerning resettlement of refugees at the regional level;
- Creating and supervising management of transit centers;
- Supervising, receiving and settling of refugees in the settlements;
- Receiving and managing relief for disaster affected persons;
- Identifying and securing land for settling refugees and other persons of concern;
- Managing Government inventory in the settlements;
- Any other duties as may be assigned from time to time.

MINISTRY: WATER AND ENVIRONMENT

POST: COMMISSIONER (INTERNATIONAL AND TRANSBOUNDARY WATER AFFAIRS) (01 VACANCY)

REF: HRM 73/70/01

SALARY: UGANDA GOVERNMENT SCALE U1SE

AGE: 35 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honours Bachelor's Degree in Civil Engineering; or Environmental or any other Water related Sciences plus a Masters Degree in Water Engineering; or water related discipline from a recognized University/ Institution.
- Applicants should be registered with the Uganda Engineers Registration Board.
- Possession of a Post Graduate Diploma in Management; or Administration will be an added advantage.

Applicants should have a minimum of twelve (12) years relevant working experience, three (3) of which should have been served at Assistant Commissioner Level in Government.

DUTIES:

The Incumbent will be responsible to the Director Water Resources for performing the following duties: -

- Coordinating, developing and reviewing of a national policy focusing on the transboundary water that aims to maximise Uganda's benefits from the transboundary waters;
- Coordinating the reviewing and updating of national strategic plans for development, conservation and management of the transboundary waters to ensure harmony with the national policy on the transboundary water;
- Taking custody and safeguarding transboundary water protocols and agreements to which Uganda is party;
- Overseeing the implementation of transboundary policies and agreements in Uganda;
- Coordinating the harmonization between transboundary and national water policies and plans;
- Coordinating the participation of Uganda in the sourcing of funds for and in implementation of cooperative development of transboundary water projects;
- Overseeing the implementation, monitoring and evaluating the progress of transboundary water resources projects;
- Coordinating Uganda's participation in conflict resolution and negotiations over the sharing of benefits and use of the transboundary water resources;
- Directing the development, operation and maintenance of decision support tools and information databases on the transboundary water systems;

- Facilitating the acquisition and exchange of water resources data and information with other riparian countries;
- Leading national assessments on the potential impacts of proposed developments on the transboundary water on riparian states;
- Stimulating interest and raising national level awareness on matters of the Nile and other transboundary water systems;
- Leading the participation of other departments, sectors and Ministries in Nile and other transboundary water matters;
- Providing technical advice, support, supervision and training to stakeholders engaged in use and management of water resources;
- Overall management, administration and networking for the department;
- Any other duties as may be assigned from time to time.

MINISTRY: LANDS, HOUSING AND URBAN DEVELOPMENT

POST: COMMISSIONER, SURVEYS AND MAPPING (01 VACANCY)
REF: HRM 58/272/01
SALARY: UGANDA GOVERNMENT SCALE U1SE
AGE: 35 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's of Science Degree in Geodesy; or Land Surveying and Geomatics Engineering; or Eng. Surveying and Photogrammetry plus a Masters Degree in Geodesy; or Geoinformatics; or Photogrammetry from a recognized University/Institution.

Applicants should be registered with the Surveyors Registration Board (SRB).

Applicants should have a minimum of twelve (12) years relevant working experience, three (3) of which should have been served at Assistant Commissioner level in Government or an equivalent level in a reputable organization.

DUTIES:

The Incumbent will be responsible to the Assistant Commissioner, Surveys and Geodesy; and Assistant Commissioner Mapping for performing the following duties: -

- Coordinating the formulation, review, development and implementation of Sector plans, strategies, policies and regulations for the conduct of surveys and mapping in Uganda;
- Providing technical and administrative leadership for the efficient and effective conduct of national survey and mapping programs, projects and activities;
- Initiating and supervising the conduct of national studies and research on surveys, mapping and incidental activities;

- Supervising Survey projects and programmes for the maintenance of national territorial boundaries;
- Supervising the provision of technical support, supervision and training to local governments and relevant Stakeholders in matters of land surveys and mapping;
- Advising Government on matters regarding or incidental to surveys and mapping, and equipment relating to their functions;
- Coordinating the collection, custody and update of national surveys and mapping records;
- Monitoring the programmes and activities of private surveyors;
- Planning, budgeting and accounting for the resources and performance of Department;
- Supervising, mentoring and appraising the performance of the staff of the Department;
- Any other duties as may be assigned from time to time.

POST: COMMISSIONER, LAND REGISTRATION (01 VACANCY)
REF: HRM 58/272/01
SALARY: UGANDA GOVERNMENT SCALE U15E
AGE: 35 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Law; or Land Management; or Land Economics; or Urban Planning; or Physical Planning and Business Administration plus a Masters Degree in any of the above fields from a recognized University/Institution.

Applicants should have a Post Graduate Diploma in Legal Practice.

Applicants should be an enrolled Advocate of the High Court.

Applicants should have a minimum of twelve (12) years' relevant working experience in the field of land registration and conveyancing with at least 3 years' exposure to management at a level of Assistant Commissioner in Government.

DUTIES:

The Incumbent will be responsible to the Assistant Commissioner, Land Registration for performing the following duties: -

- Providing technical leadership and guidance in the review and development of policies, legislation, standards, regulations and guidelines for land registration and conveyancing in the country;
- Providing technical and administrative leadership for the efficient and effective conduct of land registration and titling programs, projects and activities as planned;
- Initiating and supervising the conduct of national studies and research on land registration, conveyancing and incidental activities;
- Planning, budgeting and accounting for the resources and performance of the Department;

- Supervising the implementation of policies, legislation, standards and regulations on land registration and conveyancing;
- Planning and supervising the provision of technical support, support supervision and training to local governments and other relevant stakeholders in the fields of land registration and conveyancing;
- Providing legal and technical guidance to Government on matters incidental to land registration and conveyancing;
- Supervising and ensuring the proper custody and update of the national land register and certificates of titles;
- Supervising, mentoring and appraising the performance of the staff of the Land Registration Department;
- Any other duties as may be assigned from time to time.

**POST: COMMISSIONER, LAND INSPECTORATE AND REFORM
(01 VACANCY)**
REF: HRM 58/272/01
SALARY: UGANDA GOVERNMENT SCALE U1SE
AGE: 35 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Law; a Post Graduate Diploma in Legal Practice; plus a Masters Degree in Law; or Land Management; or Business Administration; or Public Administration; or other relevant professional qualification in a related field from a recognized University/Institution.

Applicants should have a Post Graduate Diploma in Legal Practice from a recognized training Institution.

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

DUTIES:

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

- Coordinating the formulation, review, development and implementation of sector plans, strategies, laws, policies, regulations and guidelines for land administration and management;
- Coordinating the inspection of land management institutions and land transactions in the country;
- Supervising, monitoring and evaluating the performance of land management institutions in the country;
- Coordinating the vetting of District Land Board Members for the Minister's approval;

- Supervising the induction and training of district land boards, area land committees, recorders and District Land Office personnel;
- Providing strategic and technical leadership for efficient and effective implementation of land management regulation and compliance functions in the country;
- Coordinating and monitoring the performance of Ministry Zonal offices;
- Coordinating the management of land disputes and conflict resolution mechanisms in liaison with relevant stakeholder institutions;
- Providing legal and technical guidance to Government on matters regarding or incidental to land management regulation and compliance;
- Supervising the provision of technical support, supervising and training to Local Governments and relevant stakeholders in matters of land management regulation and compliance;
- Monitoring the input of land administration on the National Land Information System;
- Coordinating and supervising planning, budgeting and accounting for resources and performance of the Department;
- Supervising, mentoring and appraising performance of staff in the Department;
- Any other duties as may be assigned from time to time.

**POST: COMMISSIONER, LAND USE REGULATION AND COMPLIANCE
(01 VACANCY)**

REF: HRM 58/272/01

SALARY: UGANDA GOVERNMENT SCALE U1SE

AGE: 35 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Physical Planning; or Urban and Regional Planning; or City/Urban Planning; or Geography; or Urban Design; or Urban Governance; or Urban Management; or Town and Country/Regional Planning; or Law from a recognized University/Institution plus a Post Graduate Diploma in Physical Planning; or Land Use Planning; or Urban and Regional Planning; or City/Urban Planning ; or Urban Design; or Urban Governance; or Urban Management; or Land Use Management; or Regional Development from a recognized University/Institution

Applicants should possess a Masters Degree in either Physical Planning; or Urban Planning; or Land Use Planning; or Urban and Regional Planning; or Spatial Planning; or Urban Design and development; or Urban Management from a recognized University/Institution

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

DUTIES:

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

- Providing technical leadership and guidance in the review and development of policies, legislation, standards, regulations and guidelines for efficient and effective service delivery of the land use regulation and compliance function in the Country;
- Providing technical and administrative leadership for efficient and effective implementation of physical development plans, planning policies, laws, standards and guidelines;
- Initiating and supervising national studies research and developments on land use regulation and compliance and incidental activities thereto;
- Planning, budgeting and accounting for resources and performance of the Department;
- Supervising the provision of technical supporting, supporting supervision and guidance to Government MDAs, Local Governments and other stakeholders in the field of land use regulation and compliance;
- Overseeing the provision of organising and implementation of training and capacity building programs to local governments and other relevant institutions;
- Supervising, mentoring and appraising the performance of the staff of the Land Use Regulation and Compliance Department;
- Any other duties as may be assigned from time to time.

POST: COMMISSIONER, HOUSING DEVELOPMENT AND ESTATES MANAGEMENT (01 VACANCY)

REF: HRM 58/272/01

SALARY: UGANDA GOVERNMENT SCALE U1SE

AGE: 35 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in either Architecture; or Civil/Structural Engineering; or Electrical Engineering; or Quantity Surveying; or Estates Management; or Land Economics; or Building Economics plus Masters Degree in from a recognized University/Institution

Applicants should possess a Post Graduate Diploma in either Housing Studies; or Estates Management; or Management; or Public Administration from a recognized University/Institution

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

DUTIES:

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

- Providing technical leadership and guidance in the review, formulation and development of policies, legislation, standards, regulations and guidelines for housing development and estates management in the Country;
- Initiating and supervising the conduct of national studies and research for enhanced housing development and estates management in Uganda;
- Providing technical and administrative leadership for the efficient and effective conduct of housing development and estates management programmes, projects and activities in line with sector strategic objectives;
- Coordinating the provision of technical supporting, guidance and training to MDAs and Local Governments in areas of quantity surveying and architectural designs;
- Overseeing the regulation and monitoring of the programmes and activities of private housing developers and estates agents;
- Planning, budgeting and accounting for the resources and performance of the Department;
- Supervising the provision of technical supporting, supporting supervision and training to local governments and various stakeholders in the field of housing development and estates management;
- Representing the Ministry at various forums;
- Coordinating the collection, custody and updating of a national inventory of housing stock, Government estates and building materials for data bank;
- Monitoring and evaluating implementation of policies, legislation, standards and regulations governing housing development and estates management;
- Supervising and appraising Department Staff;
- Any other duties as may be assigned from time to time.

POST: COMMISSIONER, HUMAN SETTLEMENT (01 VACANCY)
REF: HRM 58/272/01
SALARY: UGANDA GOVERNMENT SCALE U1SE
AGE: 35 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honours Bachelor's Degree in either Social Sciences; or Economics; or Statistics; or Development Studies; or Physical Planning; or Urban and Regional Planning Studies plus a Masters Degree in any of the above fields obtained from a recognized University/Institution

- Applicants should possess a Post Graduate Diploma in Management from a recognized University/Institution

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

DUTIES:

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

- Supervising the review, formulation and development of policies, legislation, standards, regulations and guidelines for human settlements in the Country;
- Providing technical guidance and coordination of Housing projects and programmes in the sector;
- Monitoring and evaluating implementation of policies, legislation, standards and regulations for sustainable human settlement in the Country;
- Planning, budgeting and accounting for the resources and performance of the Department;
- Supervising and accounting for the performance of the staff of the Department;
- Supervising studies and research for sustainable human settlements in the Country;
- Supervising, mentoring and appraising the performance of the staff of the Human Settlements Department;
- Any other duties as may be assigned from time to time.

POST: ASSISTANT COMMISSIONER, NATIONAL LAND INFORMATION CENTRE (01 VACANCY)

REF: HRM 58/272/01

SALARY: UGANDA GOVERNMENT SCALE U1E

AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in either Computer Science; or Software Engineering; or Information Technology; or Information System and Technology; or Computer Engineering; or Geographical Information Systems; or Business Computing plus a Masters Degree in Geomatics; or Geo-Information Science; or Spatial data Management; or Geo-Information Systems; or any of the above fields obtained from a recognized University/Institution

Applicants should possess a Post Graduate Diploma in Management; or a Project Management field from a recognized University/Institution

Applicants should have a minimum of nine (09) years relevant working experience, three (3) of which should have been served at the level of Principal Information Technology Officer in Government.

DUTIES:

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

- Responsible for overall management, performance and completion of the main functions of the centre, its financial and economic activity and performance;
- Providing technical advice and support in the area of spatial and non-spatial management services;
- Spearheading continued (step-by-step) support to the development of computerised land registration, cadastral surveying, land use planning, valuation and land administration systems;
- Contributing to the setting of standards for the accurate management of the National Land Information System, analysis and dissemination of land, property and natural resource information for the benefit of the people of Uganda;
- Ensuring maintenance, technical design of improvements and continuing development of the NLIS towards the establishment of a centralised land information data base;
- Ensuring the Land Information System administration and other information systems, high level system and data security and reliability of the services;
- Devising strategies in educating and sensitizing all stakeholders about the NLIS, how it works and its benefits to all users and the country's social and economic transformation;
- Establishing close links and co-operation with other LIS/GIS initiatives, including the GIS Center at Makerere University, SDI initiatives under the NPA and similar Geo-Information Interest Groups;
- Providing technical advice on the spatial system integration trends;
- Reviewing existing systems with a view of preparing specifications for application systems to meet business requirements;
- Controlling Data Management for information systems in the Ministry of Lands, Housing and Urban Development;
- Formulating and reviewing information management services/integration;
- Establishing a mechanism to promote collaboration between various stakeholders;
- Any other duties as may be assigned from time to time.

**POST: ASSISTANT COMMISSIONER, PHYSICAL PLANNING
(01 VACANCY)**
REF: HRM 58/272/01
SALARY: UGANDA GOVERNMENT SCALE U1E
AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in either Geography; or Spatial Planning or Urban Planning; or Urban and Regional Planning; or Land use Planning; or Land Economics; or Town and Country Planning; Plus, a Masters Degree in any of the above fields from a recognized University/Institution

Applicants should have a minimum of nine (09) years relevant working experience, three (3) of which should have been served at the level of Principal Physical Planner in Government.

DUTIES:

The Incumbent will be responsible to the Commissioner, Physical Planning for performing the following duties: -

- Providing technical and administrative leadership in the review and development of physical planning policies, legislation, standards, regulations and guidelines in the Sector;
- Supervising technical teams implementing physical planning programmes and activities in the Local Governments;
- Providing technical support, support supervision and training to Local Governments and other stakeholders on matters regarding spatial planning;
- Supervising and reporting on the functionality of physical planning committees at the different physical planning levels;
- Monitoring and evaluating implementation of physical planning projects and programmes at different hierarchies;
- Monitoring and evaluating adherence to National physical planning policies, practices, standards and by local governments and other stakeholders and report to the Commissioner;
- Planning, budgeting accounting for resources and performance of the Division;
- Undertaking analytical research to investigate key physical planning challenges and report to the Commissioner to inform policy development and review;
- Supervising, mentoring and appraising the performance of the junior staff of the urban development Department;
- Any other duties as may be assigned from time to time.

**POST: ASSISTANT COMMISSIONER, URBAN DEVELOPMENT
(01 VACANCY)**
REF: HRM 58/272/01
SALARY: UGANDA GOVERNMENT SCALE U1E
AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in either Urban Planning; or Physical Planning Spatial Planning; or Urban and Regional Planning; or Land Use planning; or Town and Country planning; or Urban Planning and Design plus a Post Graduate Diploma in either Urban Planning; or Spatial planning; or Urban and Regional Planning; or Urban Development and Management; or Urban Governance and Management; or Environmental Management; or Urban Environment Conservation and Management; or Urban Climate Change Mitigation and Resilience.

Possession of a Masters Degree in the above fields will be added advantage

Applicants should have a minimum of nine (09) years relevant working experience, three (3) of which should have been served at the level of Principal Officer in the field of Physical Planning; or Urban Development in Government.

DUTIES:

The Incumbent will be responsible to the Commissioner, Urban Development for performing the following duties: -

- Providing technical and administrative leadership in the review and development of urban policies, legislation, standards, regulations and guidelines in the Sector;
- Supervising technical teams implementing urban development programmes and activities in the Centre and Local Governments;
- Coordinating provision of technical support, support supervision, guidance and training to urban development/ management institutions, stakeholders and the general public on urban development in the Country;
- Monitoring and evaluating adherence to National urban development Policies, Practices and Standards by local governments and other stakeholders and report to the Commissioner;
- Planning, budgeting accounting for resources and performance of the Division;
- Monitoring and evaluating developments and service levels in the urban sector and compiling reports to the Commissioner from time to time;
- Undertaking analytical research to investigate key urban challenges and report to the Commissioner to inform policy development and review;
- Supervising, mentoring and appraising the performance of the junior staff of the urban development Department.
- Any other duties as may be assigned from time to time.

POST: ASSISTANT COMMISSIONER, LAND USE REGULATION AND COMPLIANCE (URBAN INSPECTION) (01 VACANCY)
REF: HRM 58/272/01
SALARY: UGANDA GOVERNMENT SCALE U1E
AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

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 Geography; or Urban Design; or Urban Governance; or Urban Management; or Town and Country/Regional Planning; or Law; or any other related discipline plus a Master's Degree in either Physical Planning; or Urban planning; or Land use planning; or Urban and Regional Planning; or Spatial planning; or Urban Design and Development; or Urban Management from a recognised University/Institution.

Applicants should possess a Post Graduate Diploma in Physical Planning; or Land Use Planning; or Urban and Regional Planning; or City/Urban Planning; or Urban Design; or Urban Governance; or Urban Management; or Urban Management; or Land Use Management; or Regional Development; or any other discipline from a recognized University/Institution.

Applicants should have a minimum of nine (09) years relevant working experience, three (3) of which should have been served at the level of Principal Physical Planner in Government.

DUTIES:

The Incumbent will be responsible to the Commissioner, Land Use Regulation and Compliance for performing the following duties: -

- Providing technical and administrative leadership in the review and development of policies, legislation, standards, regulations and guidelines for efficient and effective implementation of the land use regulatory and compliance framework;
- Supervising implementation of urban and local physical development planning policies, plans, programmes and projects;
- Organizing and supervising technical teams implementing research and developments programmes on land use regulation and compliance in urban areas;
- Coordinating provision of technical support, support supervision, guidance and training to urban authorities and other relevant stakeholders on land use regulation and compliance in the Country;
- Monitoring and evaluating adherence to land use regulation and compliance policies, standards and guidelines by management of urban authorities;
- Planning, budgeting accounting for resources and performance of the Division;
- Undertaking analytical research to investigate key urban challenges and report to the Commissioner to inform policy development and review;

- Supervising, mentoring and appraising the performance of the junior staff of the Urban Development Department;
- Any other duties as may be assigned from time to time.

POST: ASSISTANT COMMISSIONER – MAPPING (01 VACANCY)

REF: HRM 58/272/01

SALARY: UGANDA GOVERNMENT SCALE U1E

AGE: 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Bachelors' of Science Degree in Land surveying, cartography, Engineering surveying, Geoinformatics, Remote sensing or photogrammetry or any other relevant field of study from a recognized education and training institution.
- MSc. Degree in Engineering surveying, Geoinformatics, Remote sensing or photogrammetry
- Post Graduate Diploma in Geoinformatics is a must.

Applicants should have a minimum of nine (9) years working experience, three (3) of which should have been served at Principal Staff Cartographer in Government.

DUTIES: -

The Incumbent will be responsible to the Commissioner, Surveys and Mapping and Compliance for performing the following duties: -

- Providing technical and administrative leadership for the efficient and effective implementation of mapping programs, projects and activities in the Country;
- Providing technical supporting and guidance in implementing programmes for the review, development and implementation of policies, legislation, standards, regulations and guidelines for mapping services;
- Supervising the conduct research, reporting and utilization of research in mapping services and practices in the Country;
- Supervising the provision of technical supporting, supporting supervision and training to local Governments and various stakeholders in the field of mapping;
- implementing programmes and activities for the collection, updating and secure custody of the mapping records in the Country;
- providing technical supporting and guidance on matters regarding or incidental to mapping services and equipment;
- planning, budgeting and accounting for the performance of the Division;
- supervising and appraising the staff of the Division;

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

POST: ASSISTANT COMMISSIONER – PHOTOGRAMMETRY (01 VACANCY)

REF: HRM 58/272/01

SALARY: UGANDA GOVERNMENT SCALE U1E

AGE: 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding a Bachelors' of Science Degree in land surveying, cartography, engineering surveying, Geoinformatics, Remote sensing or Photogrammetry or any other relevant field of study from a recognized education and training institution.
- MSc. Degree in Engineering Photogrammetry and remote Sensing.
- Registration with Surveyors Registration Board (SRB) is a must.

Applicants should have a minimum of nine (9) years working experience, three (3) of which should have been served at Principal Staff Photogrammetric in Government.

DUTIES: -

- Providing technical and administrative leadership for the efficient and effective implementation of photogrammetry programs, projects and activities in the Country;
- Supervising the collection of and analysis of source data for the preparation of mosaic prints, orthophotos, contour maps, profile sheets, and related cartographic materials in the Country.
- Supervising programmes and projects for the producing and maintaining of aeronautical and nautical charts;
- Supervising the implementation of capacity building programmes and activities for the staff of the Division;
- Providing technical supporting and guidance to the Ministry on matters regarding or incidental to photogrammetry activities and equipment;
- Monitoring, evaluating and reporting on the quality of the national photogrammetry aerial surveys;
- Planning, budgeting and accounting for the performance of the Division
- Supervising and appraising the staff of the Division;
- Any other duties as may be assigned from time to time.
- Supervising the provision of technical supporting, supporting supervision and training to local governments and various stakeholders in the field of housing development and estates management;
- Representing the Ministry at various forums;

- Coordinating the collection, custody and updating of a national inventory of housing stock, Government estates and building materials for data bank;
- Monitoring and evaluating implementation of policies, legislation, standards and regulations governing housing development and estates management;
- Supervising and appraising Department Staff;
- Any other duties as may be assigned from time to time.

POST: ASSISTANT COMMISSIONER – LAND SECTOR REFORM AND DEVELOPMENT (01 VACANCY)

REF: HRM 58/272/01

SALARY: UGANDA GOVERNMENT SCALE U1E

AGE: 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an an Honours' Bachelor's Degree in either Geography, Urban Planning, Physical Planning, Law (LLB), Land Economics, Urban and Regional planning, Town and Country Planning or Land Management.
- A Masters' Degree in any of the above fields.
- Post Graduate Diploma in Management from a recognized institution.

Applicants should have a minimum of nine (9) years working experience, three (3) of which should have been served at Principal Land Officer level in Government.

DUTIES: -

The incumbent will be responsible to the Commissioner, Lands sector Reform for performing the following duties: -

- Coordinating the planning, budgeting and accounting for plans, programmes and initiatives for reviewing of national policies, regulations legislation and strategies for efficient and effective implementation of Land Sector Reforms;
- Coordinating Monitoring and Evaluation of impact of LSSP initiatives and activities on poverty reduction and developments in the Land Sector;
- Reviewing technical capacity building and enhancement programmes and initiatives for relevant Land Sector institutions in supporting of land tenure reform;
- Coordinating the provision of technical supporting to Land Sector in the development and implementation of Land Tenure Reforms;
- Coordinating the researching and setting benchmarks and targets for the currently obtaining LSSP;
- Planning, budgeting and accounting for resources and performance of the LSSP Coordination Unit;

- Providing technical leadership and supporting in the review and management of land disputes and conflict resolution mechanism framework in the Sector;
- Organizing the provision of public information on Land Sector Reform initiatives and framework;
- Supervising and appraising the staff of the Division;
- Any other duties as may be assigned from time to time.

POST: ASSISTANT COMMISSIONER – VALUATION (01 VACANCY)

REF: HRM 58/272/01

SALARY: UGANDA GOVERNMENT SCALE U1E

AGE: 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an An Honours Bachelor's Degree in either Land Economics or Land Management and Valuation from a recognized institution.
- A relevant master's degree
- Registered with the Surveyors Registration Board of Uganda.

Applicants should have a minimum of Nine (9) years working experience, (3) of which should have been served at the level of Principal Government Valuer or an equivalent level in Government

DUTIES: -

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

- Providing technical and administrative leadership in the review and development of valuation policies, legislation, standards, regulations and guidelines.
- Supervising technical teams implementing valuation programmes and activities
- Coordinating provision of technical supporting, supporting supervision, guidance and training to land holding/management institutions, stakeholders and the general public on property valuation in the Country.
- Monitoring and evaluating adherence to National Valuation Policies, Practices and Standards by land management institutions.
- Providing technical supporting in planning, budgeting and accounting for the resources and performance of the Department.
- Providing technical guidance in developing and maintaining an updated National Valuation Register.
- Supervising, mentoring and appraising the performance of staff of the Valuation Department.
- Any other duties as may be assigned from time to time.

POST: SENIOR REGISTRAR OF TITLES (01 VACANCY)
REF: HRM 58/70/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in either Law; or Land Management; or Land Surveying and Geomatics from a recognized University / Institution.

Possession of a post graduate qualification in any of the above fields from a recognized Institution will be an added advantage.

Applicants should have a minimum of three (3) years relevant working experience at the level of Registrar of Titles in Government.

DUTIES:

The Incumbent will be responsible to the Principal Registrar of Titles for performing the following duties: -

- Implementing programmes and activities for Registration of Land and issuance of Land Titles;
- Enforcing National Land Titling Standards and Quality;
- Monitoring and evaluating the impact of land registration on the operations of the Land Markets and control of the activities of Estates Agents and Administrators of estates of deceased persons;
- Preparing and disseminating informative materials on Land Rights and obligations;
- Providing Technical Support in land management to Registered Trustees;
- Building capacities of District Land Board in preparation of model common land management schemes and register of rights and interests in forests;
- Sensitizing the public on land rights and duties;
- Managing Contested Land Titles, Caveats, Court Orders, Queried cases, Statutory notices;
- Investigating into and managing complaints and grievances;
- Preparing Court Papers and Court Appearance;
- Any other duties as may be assigned from time to time.

MINISTRY: WORKS AND TRANSPORT

POST: SENIOR ENGINEER (01 VACANCY)

REF: HRM 59/70/01

SALARY: UGANDA GOVERNMENT SCALE U3

AGE: 25 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

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

Possession of a post graduate qualification in Civil Engineering; or Management from a recognized Institution will be an added advantage.

Applicants should have a minimum of three (3) years relevant working experience at the level of Engineer in Government.

DUTIES:

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

- Preparing standard tender, contract documents, designing standards and specifications for roads, bridges and aerodromes;
- Preparing and participating in the review of the project implementation guidelines;
- Assisting the Principal Engineer to prepare engineering designs and supervise civil construction works;
- Assisting the Principal Engineer in implementation of project concepts, project profiles, pre-feasibility studies and feasibility studies;
- Conducting reconnaissance surveys and field assessments;
- Liaising with consultants, contractors and other professionals regarding Civil Works and the appropriateness of the Ministry's standards and specifications;
- Monitoring performance of development projects at National, Urban and District level;
- Handling designs, documentation, tender procurement, construction and maintenance of roads, bridges, buildings and civil structures;
- Evaluating the performance of contractors, consultancies and coordinating projects;
- Any other duties as may be assigned from time to time.

MINISTRY: TRADE, INDUSTRY AND CO-OPERATIVES

POST: COMMISSIONER INTERNAL TRADE (01 VACANCY)

REF: HRM 70/281/01

SALARY: UGANDA GOVERNMENT SCALE U1SE

AGE: 35 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honors Bachelor's degree in Commerce or Law, Business Administration or Economics or Development Studies from a recognized awarding Institution.
- A Master's degree in either Commerce or Economics or International Business/Commerce or Trade Policy and Law or Business Administration or Development Studies from a recognized awarding Institution.
- Specialized Training in trade negotiation, regional trade, WTO, Trade Policy will be added advantage.

Applicants should have a minimum of twelve (12) years working experience, three (3) of which must have been served at the level of an Assistant Commissioner Multilateral Trade/Regional and Bilateral Trade/ Trade and Inspectorate/Private Sector Development in Government.

DUTIES: -

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

- Plan, coordinate and supervise the formulation and implementation of policies, strategies and programme that promote the development of trade;
- Initiate and coordinate the development and implementation of the regulatory framework to support a competitive trade sector;
- Provide guidance and supervise to ensure district programmes, activities and policies that support development and comply with the National Trade Policy;
- Supervise the country's private sector participation in the negotiations at the Bilateral, Regional and Multilateral levels;
- Initiate and coordinate the formulation of policies and legal framework on Bilateral, regional and multilateral commitments;
- Liaise with other MDAs in the formulation and implementation of export policies, strategies and programmes;
- Promote and capacity develop private sector competitiveness to participate in trade and market opportunity exploitation;
- Advise Government on appropriate policy interventions and strategies that promote trade mainstreaming and competitiveness;

- Collaborate with MDAs, Local and Urban Authorities, Private Sector and Development partners in the formulation and implementation of domestic trade policies, strategies and programmes.
- Coordinate the inter Institutional Trade Committee (ITC) and the National Trade Negotiation Team
- Prepare budget estimates, manage, account the budget and human resources of the Trade Department.
- Any other duties as may be assigned from time to time.

POST: COMMISSIONER INDUSTRY AND TECHNOLOGY (01 VACANCY)

REF: HRM 70/281/01

SALARY: UGANDA GOVERNMENT SCALE U1SE

AGE: 35 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honors Bachelor's Honor's Bachelor's Degree in Electrical or Mechanical Engineering, Civil engineering, Industrial Chemistry, Industrial Engineering, Chemical Engineering, Textile Engineering, Food and Science Technology or Telecommunication Engineering from a recognized Institution.
- A master's Degree in any of the above fields from a recognized institution.
- Post Graduate Diploma in either Management Business or Public Administration from a recognized institution.
- Must be Member of a relevant Professional body.

Applicants should have a minimum of twelve (12) years working experience, three (3) of which must have been served at the level of an Assistant Commissioner Industry and Technology in Government.

DUTIES: -

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

- To lead the formulation of laws, policies, strategies and plans that foster accelerated industrial and technological growth in the Country;
- To lead the Monitoring and implementation of Policies, Laws and Strategies for sustainable industrial and technological growth in the Country;
- To lead the collection, analysis and dissemination of information on industry sector for policy guidance and decision making;
- To support the development and transformation of the informal sector (Jua-kali) and indigenous technologies;
- To lead the development of Micro Small and Medium Enterprises (MSMEs and industries with a major focus on backward and forward linkages.
- To lead the development and promotion of standardization, quality assurance, laboratory testing, metrology and accreditation to enhance competitiveness of local

industries, ensure consumer protection, and enforce compliance with technical regulations;

- To lead development of specialized skills to support industrial and technological development;
- To support and facilitate the establishment of backward and forward linkage industries with special emphasis to agro-processing and other aspects of the Country's competitive advantage;
- To lead coordination promotion and establishment of linkages and partnership with other Ministries, Departments and Agencies (MDAs) and Private Sector to enhance values and benefits from the sector;
- Support and facilitate capacity of Public Institutions and the Private Sector (including MSMEs) for industrial and technological growth;
- Promote value addition for industrial and technological growth;
- Provide and facilitate supporting infrastructure for industrial and technological growth
- Any other duties as may be assigned from time to time.

**POST: ASSISTANT COMMISSIONER POLICY AND STATUTORY SERVICES
(01 VACANCY)**
REF: HRM 70/281/01
SALARY: UGANDA GOVERNMENT SCALE U1SE
AGE: 35 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honors Bachelor's degree in Economics and Rural Economy Economics, Arts with Education (Economics) Adult and Community Education, Commerce and Business Administration from a recognized awarding institution.
- A master's degree in Cooperatives Management, Commerce or Economics or International Business/Commerce or Trade Policy Business Administration and Finance and Accounting from a recognized awarding institution.
- Post Graduate qualification in Management or Public Administration

Applicants should have a minimum of nine (9) years working experience, three (3) of which must have been served at the level of Principal Cooperative Officer in Government.

DUTIES: -

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

- To provide technical support in the development, implementation and review of policies, programs regulations and guide lines in the cooperatives sector.
- To coordinate activities of SACCOS and Finance Services Cooperatives.

- Supervise, monitor, evaluate, report and disseminate information on the implementation and achievements of the SACCOS and financial cooperatives promotion programs and projects in the Country.
- To regulate SACCOS and financial Cooperatives
- To carry out on-site and off-site supervision of SACCOS and other financial cooperatives
- To prepare capacity building programs for the departmental and other financial cooperatives.
- To prepare capacity building programs for the departmental and the cooperative movement staff.
- To advice cooperatives on investment policies
- To monitor and supervise the performance of financial cooperatives generally and SACCOS in particular.
- Any other duties as may be assigned from time to time.

**POST: ASSISTANT COMMISSIONER TRADE AND INSPECTORATE
(01 VACANCY)**

REF: HRM 70/281/01

SALARY: UGANDA GOVERNMENT SCALE U1SE

AGE: 35 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

- Applicants should be Ugandans holding an Honors Bachelor's degree Commerce or Law, Business Administration or Economics or Development Studies from a recognized awarding institution.
- A master's degree in Commerce or Economics, International Business/Commerce or Trade Policy and Law, Business Administration or Development Studies from a recognized awarding institution.

Applicants should have a minimum of nine (9) years working experience, three (3) of which must have been served at the level of Principal Commercial Officer in Government.

DUTIES: -

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

- Plan and coordinate the implementation of laws, regulations, strategies and activities that promotes the development of trade.
- Coordinate the Country's participation in Bilateral, regional and multilateral negotiations.
- Facilitate the implementation of the bilateral, regional and multilateral treaty provisions.
- Collaborate with Districts and Urban Authorities to implement the National Trade Policy, Strategies and other activities.

- Supervise and facilitate the private sector to develop capacity to compete in domestic, regional and international trade.
- Mainstream trade development into sectorial policies and keep track of all programmes such as NDA, PMA, MAPS, PFA CICS, NAADS.
- Promote of Micro, Small and Medium Enterprises (MSMEs).
- Liaise with other Departments, Ministries, Statutory bodies, private sector Associations and Development partners on matters of trade, investment and related technical assistance.
- Implement policies and legal framework arising from Bilateral, regional and multilateral commitments.
- Prepare the Department quarterly, semi-annual and annual work plans, reports and budgets.
- Head of ITC Secretarial and a Member of the National Trade Negotiating Team.
- Manage research in Trade Policy, oversee management and dissemination of Trade information.
- Coordinate the inter institutional trade sub-committees (Agriculture, Services, Trips, Trade Facilitation, Non- Agriculture Market Access, Trade related issues) and the National Negotiation Team.
- Supervising and appraise of staff performance in the Department.
- Any other duties as may be assigned from time to time.