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ALL CORRESPONDENCES SHOULD BE
ADDRESSED TO THE SECRETARY

HRM 70/179/02 Vol

IN ANY CORRESPONDENCE ON
THIS SUBJECT PLEASE QUOTE NO.

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

18th December, 2020

The Solicitor General
All Permanent Secretaries
Executive Director, KCCA
All Chief Administrative Officers
All Town Clerks (Municipalities)

ADDENDUM TO PUBLIC SERVICE COMMISSION INTERNAL ADVERT NO. 2 / 2020

I refer to my letter Ref. No. HRM 70/179/02 Vol. 2 dated 7th December, 2020 communicating the release of Internal Advert No. 2 / 2020.

The Public Service Commission received additional positions declared from Ministries and these positions have been added to the Advert. The closing date for receiving applications for the **additional positions will be Thursday 14th January, 2021.**

The procedure for application is contained in the main Advert on the Public Service Commission Website <https://vacancies.psc.go.ug/ors>. The Addendum should be circulated as widely as possible to enable all eligible Officers to apply.

Dr. John Geoffrey Mbabazi

**SECRETARY
PUBLIC SERVICE COMMISSION**

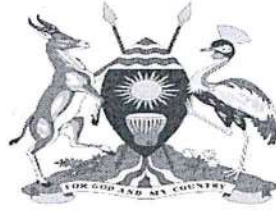
Copy to: The Head of Public Service and Secretary to Cabinet
Office of the President
KAMPALA

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

The Auditor General
Office of the Auditor General
KAMPALA

Mission

"To provide Government with competent human resources for effective and efficient public service delivery"



THE REPUBLIC OF UGANDA
PUBLIC SERVICE COMMISSION

ADDENDUM TO PSC INTERNAL ADVERT NO.2 OF 2020

The Secretary, Public Service Commission would like to inform all eligible Serving Officers in Public Service that some additional Posts have been added to **PSC Internal Advert No. 2 of 2020** as indicated below;

MINISTRY: PUBLIC SERVICE

POST: COMMISSIONER MANAGEMENT SERVICES (02 VACANCIES)
REF: HRM 56/70/02
SALARY: UGANDA GOVERNMENT SCALE UISE
AGE: 35 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Organizational Psychology; or Social Sciences; or Business Administration; or Public Administration; or Management plus a Masters Degree in Management; or Business Administration; or Public Administration; or Institutional Review and Organizational Psychology as well as a minimum of a Post Graduate Professional training in Management obtained from a recognized awarding University / Institution.

Registration as a Management practitioner with a recognized Management Services Institution is desirable but not a requirement.

Applicants should have a minimum of twelve (12) years relevant working experience in the practice of Management Services, 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 Management Services for performing the following duties: -

- Initiating and coordinating formulation of policies, guidelines and standards to facilitate efficiency and effectiveness in the delivery of Public Services;

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- Planning, directing and evaluating progress of consultancies studies/assignments related to structures and operational systems;
- Providing technical advice to Ministries, Departments, Agencies and District Local Governments in the area of structures and operational systems;
- Providing professional advice and specialist services or support in the methodology, analytical and diagnostic tools in management strategies for assessing the effectiveness of Public Service performance;
- Analysing Government legislations, policies, plans and programmes to establish their impact on the existing Institutional arrangements and making recommendations for mitigation;
- Inculcating professional ethics by upholding and encouraging the highest standards of conduct amongst management service practitioners;
- Directing the preparation and monitoring of budgets and workplans for the Department;
- Monitoring and assessing the growth and expansion of the size of the Public Service in relation to effective and efficient service delivery;
- Any other duties as may be assigned from time to time.

**POST: ASSISTANT COMMISSIONER MANAGEMENT SERVICES
(01 VACANCY)**

REF: HRM 56/70/02

SALARY: UGANDA GOVERNMENT SCALE UIE

AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Organizational Psychology; or Social Sciences; or Business Administration; or Public Administration; or Management plus a Masters Degree in Management; or Business Administration; or Public Administration; or Institutional Review; or Organizational Psychology from a recognized University/ Institution.

A Post-Graduate Professional training in Management obtained from a recognized awarding Institution will be an added advantage.

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

DUTIES: -

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

- Developing, designing, reviewing and providing appropriate organizational structures and systems for Government Institutions to support improved service delivery;
- Providing technical support in the implementation of strategies to facilitate efficiency and effectiveness of Public Service performance;

- Analysing Government legislations, policies, plans and programmes to establish their impact on the existing Institutional arrangements;
- Conducting value analysis on existing Government operations and re-engineering mechanisms for value addition in the service delivery chain;
- Assessing the effectiveness of Public Service structures for better service delivery and making appropriate recommendations for improvement;
- Monitoring compliance and adherence to implementation of approved institutional structures, guidelines and standards for the Public Service;
- Coordinating and supervising the development of career plans (Schemes of Service) in the Public Service;
- Conducting corporate reviews on organizational mandates, missions, visions, objectives and access adequacy of the functions for the attainment of their objectives;
- Identifying and eliminating areas of duplications, overlaps, performance gaps, resource wastage in Government Institutions and making recommendations for improvement;
- Undertaking job evaluation, analysis and grading, design salary structure and develop Job Descriptions and Specifications;
- Directing the preparation and monitoring of budgets and workplans for the Division;
- Fostering scientific evidence -based research on better ways and practices of service delivery in Public Service;
- Developing, reviewing and disseminating Public Service Systems and Procedure Manual for reference and training purposes;
- Developing guidelines and setting standards on office space and layout, accommodation and working tools;
- Any other duties as may be assigned from time to time.

**POST: ASSISTANT COMMISSIONER ARCHIVAL SERVICES
(01 VACANCY)**
REF: HRM 56/70/02
SALARY: UGANDA GOVERNMENT SCALE UIE
AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Records and Archives Management; or Library and Information Science; from a recognized University/ Institution; **OR** an Honours Bachelor's Degree in Social Sciences majoring in History; or Political Science; or Public Administration plus a Post-Graduate Diploma in Records Management and Archives Administration or its equivalent from a recognized awarding University / Institution.

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

DUTIES: -

The incumbent will be responsible to the Commissioner Records and Archival Services for performing the following duties: -

- Providing guidelines on the establishment and administration of archives;
- Monitoring implementation of Policies, standards and procedures pertaining to Archives Administration;
- Monitoring and promoting the professional performance of Archivists and staffing of the Archives;
- Making special arrangement for archives that is to be closed and accessed after the period of 30 years;
- Implementing Archival Projects and Programmes;
- Coordinating the establishment and management of non – current records and archives;
- Developing manuals for Archives Administration;
- Sensitizing Records Staff, Records Users and the Public on Archives;
- Managing the performance of Archive Staff;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL RECORDS OFFICER (01 VACANCY)

REF: HRM 525/257/01

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 either Records and Archives Management; or Library and Information Science plus a Masters Degree in any of the above fields from a recognized University/ Institution.

Applicants should have six (6) years relevant working experience, three (3) of which should have been served at Senior Records Officer level in Government.

DUTIES: -

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

- Conducting inspections and advising Ministries, Departments and Local Governments on Records and Information Management issues;
- Providing protection and preservation solutions;
- Implementing regulations, standards, systems and procedures for records management;
- Creating and coordinating the implementation of records retention and disposal schedules;
- Providing electronic records documents management services;
- Carrying out research in records management;
- Managing performance and development of staff;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL MANAGEMENT ANALYST (03 VACANCIES)
REF: HRM 56/70/02
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 Organizational Psychology; or Social Sciences; or Business Administration; or Public Administration; or Management plus a Masters Degree in any of the above fields from a recognized University/ Institution.

Registration as a Management Practitioner with a recognized Management Services Institution is desirable but not a requirement.

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

DUTIES: -

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

- Designing, developing and reviewing Institutional structures and systems for efficient and effective Public service delivery;
- Undertaking job evaluation, job analysis and designing appropriate salary structures;
- Studying and analysing Government Policies, Laws, plans and programmes to determine their impact on existing institutional arrangements;
- Conducting cooperative reviews on mandates, missions and objectives of Public Service Institutions;
- Developing Job Descriptions for jobs in the Public Service and formulating schemes of services for Public Service Cadres;
- Supporting Public Service Delivery Sectors in developing staffing patterns/norms and defining job standards across the service;
- Undertaking method studies for continuous improved institutional performance and re-engineering Public Service Delivery Systems to make them less cumbersome;
- Conducting office lay-out studies to advise and improve on optimal utilization of office space and minimize time wastage;
- Conducting research on productivity enhancement practices and recommending cost reduction procedure/practices in the Public Service;
- Carrying out productivity audit on inefficient methods of work and re-designing business processes to achieve significant improvements in cost cutting, time saving and quality service delivery;
- Any other duties as may be assigned from time to time.

POST: SENIOR MANAGEMENT ANALYST (08 VACANCIES)
REF: HRM 56/70/02
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 Organizational Psychology; or Social Sciences; or Business Administration; or Public Administration; or Management plus a minimum of a Post Graduate Diploma in any of the above fields from a recognized University/ Institution.

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

DUTIES: -

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

- Monitoring and evaluating implementation of approved structures in Government Institutions;
- Collecting, analysing and presenting job information for purposes of job analysis and design;
- Providing technical support and guidance to Ministries, Departments, Agencies and District Local Governments on implementation of approved structures;
- Conducting operational systems reviews to identify unnecessary work centres and combine homogeneous functions to ease work processes and reduce costs;
- Identifying duplications and overlaps, and formulating recommendations for their removal;
- Maintaining and updating information systems related to overall establishment in Public Service;
- Rationalizing roles, functions and responsibilities for Public Service Institutions;
- Preparing Job Descriptions and Person Specifications for Public Service Jobs;
- Undertaking research/investigating existing service delivery systems and formulating recommendations for improvements;
- Studying and scrutinizing all Public Service delivery forms and making recommendations for improvements;
- Carrying out procedural audits with a view to assessing the impact of re-engineered systems;
- Conducting cost-benefit analysis in the Public Service and providing advice on cost centres where saving can be realized;
- Any other duties as may be assigned from time to time.

POST: ASSISTANT ARCHIVIST (02 VACANCIES)
REF: HRM 56/70/02
SALARY: UGANDA GOVERNMENT SCALE U5
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding a Diploma in Records and Archives Management; or Library and Information Science; or Social Sciences majoring in History, Political Science, or Public Administration from a recognized University/ Institution.

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

DUTIES: -

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

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

POST: ASSISTANT LIBRARIAN (01 VACANCY)
REF: HRM 56/70/02
SALARY: UGANDA GOVERNMENT SCALE U5
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding a Diploma in Records and Archives Management; or Library and Information Studies from a recognized University/ Institution.

DUTIES: -

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

- Checking-in, checking-out and circulation of library materials;
- Processing new books, maintaining circulation records and making reserves on requested books;
- Managing library data and reports utilizing library software systems;
- Maintaining library materials including bibliographic and other library files;
- Conducting library promotional activities and preparing press releases and newsletters to attract more readers;
- Editing bibliographic to add or remove items according to current library stock;

- Managing library inventory, making stock checks, and preparing item lists for removal, relocation and binding;
- Training and supervising Library Clerks and Assistants in their job duties;
- Any other duties as may be assigned from time to time.

POST: FRONT DESK OFFICER (01 VACANCY)
REF: HRM 56/70/02
SALARY: UGANDA GOVERNMENT SCALE US
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding a Diploma in Leisure and Hospitality; or Management; or Public Relations; or Office Management; or ICT; or Communication Studies from a recognized University/ Institution.

DUTIES: -

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

- Receiving and directing visitors appropriately and notifying the relevant officer of the presence of the visitor;
- Receiving and routing phone calls, faxes messages and enquiries to specific people and operating the Ministry's switch board;
- Performing desired clerical duties in order to maintain the Ministry's activities;
- Managing and organizing the reception area;
- Receiving, opening and date stamping all general correspondence and coordinating mail flow in and out of office;
- Maintaining front office desk register;
- Participating in organizing the Ministry's ceremonies and events;
- Any other duties as may be assigned from time to time.

MINISTRY: OFFICE OF THE PRESIDENT

POST: SENIOR ASSISTANT SECRETARY (02 VACANCIES)
REF: HRM 56/70/01
SALARY: UGANDA GOVERNMENT SCALE UISE
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Arts; or Social Sciences; or Development Studies; or Social Work and Social Administration; or Management Science; or Law; or Commerce (Management option); or Business Administration (Management option); or a related field plus a minimum of a Post Graduate Diploma in Public Administration; or Management; or Development Administration; or a related field from a recognized University/ Institution as well as a Certificate in Administrative Officers' Law Course from the Law Development Centre or a recognized Institution.

Applicants should have a minimum of three (3) years relevant working experience, at Assistant Secretary Level in Government

DUTIES: -

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

- Taking minutes of 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 National functions
- Appraising and supervising subordinate staff;
- Any other duties as may be assigned from time to time.



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