



UGANDA BUREAU OF STATISTICS

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UBOS/50/6/1

In any correspondence on
this subject please quote No:

15 September 2021

VACANCY ANNOUNCEMENT

The Uganda Bureau of Statistics (UBOS) is a semi-autonomous body established by the Uganda Bureau of Statistics Act, 1998, to promote the production of reliable official statistics and ensure the development and maintenance of the National Statistical System (NSS). The mandate of the Bureau is the production, coordination and dissemination of official statistics.

The Bureau intends to conduct **The Uganda Business Inquiry (UBI)**. It is therefore seeking to recruit highly competent, motivated, results oriented, dynamic, team players of good character and high integrity to carry out the survey.

DIRECTORATE : **ECONOMIC STATISTICS**
DEPARTMENT : **ECONOMIC CENSUSES & SURVEYS**
Job Title : **Field Interviewer**
Number of Vacancies : **64**
Job Ref : **UBOS/UBI/FI/21**
Terms of Employment : **Temporary Appointment**
Duration : **Six (6) months**
Reporting : **Field Supervisor**

KEY DUTIES AND RESPONSIBILITY:

1. Identify and interview selected respondents as per the enumeration manuals and survey data collection tools
2. Read and correctly interpret Financial Statements
3. Ensure accuracy and reliability of responses obtained from survey respondents
4. Validate the data collected by checking for errors daily
5. Submit duly completed questionnaires to the Team Leader
6. Ensure confidentiality of all data collected
7. Write field reports highlighting the unique scenarios encountered

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8. Ensure safety, efficient and effective use of all survey material including equipment allocated to you
9. Any other duties that may be assigned by the Supervisor.

MINIMUM ACADEMIC QUALIFICATIONS AND OTHER REQUIREMENTS

- A minimum of a Diploma in Accounting, Business Administration or any other Business related courses from a recognized Institution.
- A credit in Mathematics and English at O-level is a MUST.
- Should have participated in data collection exercises for at least one year with a credible organisation.
- Prior use of computers or other digital devices for data collection is an added advantage.

Skills and other attributes

- Computer literacy
- Knowledge of basics accounting is a MUST
- Strong numerical and analytical skills
- Good inter-personal skills.
- Strong communication skills.
- Leadership and team dynamics skills; and
- Presentation skills
- Should be physically fit and able to walk for long distances

Job Title : Field Supervisor

Number of Vacancies : 16

Job Ref : UBOS/UBI/FS/21

Terms of Employment : Temporary Appointment

Duration : Six (6) months

Reporting : Statistician Business Register & Inquiry

KEY DUTIES AND RESPONSIBILITY:

1. Validate the data collected by checking for errors for each field interviewer daily
2. Submit duly completed questionnaires for the field team to UBOS Headquarters
3. Ensure efficient use of field funds advanced for data collection
4. Identify and interview selected respondents as per the enumeration manuals and survey data collection tools
5. Read and correctly interpret Financial Statements
6. Ensure accuracy and reliability of responses obtained from survey respondents
7. Ensure confidentiality of all data collected
8. Write and consolidate field reports highlighting unique scenarios encountered by the field team during data collection
9. Ensure safety, efficient and effective use of all survey materials including equipment allocated to you
10. Appraise field interviewers as per guidelines provided
11. Any other duties assigned from time to time during the duration of the survey

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MINIMUM ACADEMIC QUALIFICATIONS AND OTHER REQUIREMENTS

- A minimum of an honors Degree in Accounting, Business Administration or any other Business related courses from a recognized Institution.
- A credit in Mathematics and English at O-level is a MUST.
- Should have participated in data collection exercises for at least one year with a credible organisation.
- Prior use of computers or other digital devices for data collection is an added advantage.

Skills and other attributes

- Leadership and team dynamic skills
- Ability to contact respondents, conduct interviews and record data accurately
- Knowledge of basic accounting is a MUST
- Computer literacy with respect to data capture and handling
- Ability to work independently with minimum supervision
- Ability to communicate clearly and concisely, both orally and in writing
- Pays attention to detail
- Sound judgment to identify and report problems to supervisors
- High quality inter-personal skills
- Should be physically fit and able to walk long distances during data collection
- Good presentation skills

Job Title : Office Editor

Job Ref : UBOS/UBI/OE/S/21

Terms of Employment : Temporary Appointment

Duration : Nine (9) months

Reporting : Senior Statistician Business Register & Inquiry

KEY DUTIES AND RESPONSIBILITY:

1. Identify inconsistency in Financial statements
2. Validate and clean all data collected
3. Read and interpret Financial statements
4. Batch, code and manage field returns
5. Run tables and check inconsistencies in the data
6. Write weekly data quality reports of common errors identified in the data collected
7. Update data editing guidelines based on various unique scenarios encountered
8. Closely work with the field supervisors to ensure collection of high quality of the data
9. Submit duly completed editing reports to the Senior Statistician.
10. Any other duties that may be assigned by the supervisor.

MINIMUM ACADEMIC QUALIFICATIONS AND OTHER REQUIREMENTS

- An honours degree in Statistics, Quantitative Economics, Bachelor of Commerce Information Technology or any other Business related courses from a recognized Institution.
- A credit in Mathematics and English at O-level is a MUST
- At least 1 year work experience in managing and analysis of large datasets

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- Practical experience of at least one year with a credible organization in data collection, data management and report writing
- Knowledge and appreciation of statistical techniques including use of statistical software like STATA, R and Excel among others.

MODE OF APPLICATION:

If you believe you fit the required profile, please submit your application through the **online application system available on the UBOS Website: www.ubos.org Not Later than close of business on the, 21st September, 2021 at 5pm. **Hardcopies shall not be accepted.****

All applicants must attach relevant soft copies of academic transcripts, certificates and relevant appointment letters. *(PDF copies maximum 10MB).*

Only shortlisted candidates shall be contacted. All tendered in documents shall be verified with the relevant authorities. Any falsification of documents will lead to prosecution and any form of lobbying and canvassing will lead to automatic disqualification.

UGANDA BUREAU OF STATISTICS IS AN ALL EQUAL EMPLOYMENT OPPORTUNITY ORGANISATION.

NB: Please note that staff with ongoing contracts with UBOS up to and including October 2021 are NOT eligible to apply.

*Steph HODIN
15/09/2021*