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

ALL CORRESPONDENCES SHOULD BE
ADDRESSED TO THE SECRETARY

IN ANY CORRESPONDENCE ON **HRM 70/179/02 Vol. 2** REPUBLIC OF UGANDA
THIS SUBJECT PLEASE QUOTE NO.

4th September, 2020

The Solicitor General

All Permanent Secretaries

The Executive Director
Kampala Capital City Authority

All Chief Administrative Officers

All Town Clerks

PUBLIC SERVICE COMMISSION INTERNAL ADVERT NO. 1 / 2020

Public Service Commission Internal Advert No. 1 /2020 containing various vacant posts in Ministries has been released.

I would like to request you to circulate this information as widely as possible to all eligible Officers in Ministries and Local Governments who should then visit the Public Service Commission website at <https://vacancies.psc.go.ug/ors>.

Officers are advised to go to adverts and view the available positions, then register as new users or log in for old users to create/complete their profile before applying for a desired position. This should be done not later than 30th September, 2020.

Any comments regarding this Advert may be addressed to the Secretary, Public Service Commission within seven (7) working days from the date of this letter for appropriate action.

The online application should be accompanied with a scanned recommendation of each Officer. Hard copies of the up-to-date Performance Reports for the last three Financial Years i.e. 2017/2018, 2018/2019 and 2019/2020 should be submitted to Public Service Commission for **ONLY** shortlisted candidates.

A handwritten signature in black ink, appearing to read 'Mbabazi'.

Dr. John Geoffrey Mbabazi

SECRETARY
PUBLIC SERVICE COMMISSION

Encl.

Mission

1

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

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

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

The Auditor General
KAMPALA



THE REPUBLIC OF UGANDA

PUBLIC SERVICE COMMISSION

Applications are invited from suitably qualified Public Officers serving in Ministries/Departments/Agencies and Local Governments to fill Vacant Posts. Applications should be filled **ON-LINE** not later than **Wednesday 30th September, 2020**. The link to the e- recruitment system can be accessed at <https://vacancies.psc.go.ug/ors>.

Applicants are advised to: -

- a) Apply **ON-LINE**.
- b) Scan and submit relevant documents ('O' Level, 'A' Level, Degree and 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 Officer. 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 sign in 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. You can only apply for one post.

Please Note: -

- a) Only applications on-line will be considered.
- b) Only shortlisted candidates will be contacted. Unsuccessful applicants will be notified through their e-mail addresses.
- c) Shortlisted candidates shall be required to bring along with them their original certificates, transcripts, letters of employment and a National Identity Card during the Oral Interviews.
- d) Short listed Applicants should ensure that their Staff Performance Appraisal forms for the last three (3) Financial Years are submitted to the Commission before the date for Oral Interviews.
- e) In case of any inquiry, contact **Tel. No. 0414254271** or **0414342279** or **e-mail vacancies@psc.go.ug**

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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.

MINISTRY: TRADE, INDUSTRY AND COOPERATIVES

POST: SENIOR COMMERCIAL OFFICER (03 VACANCIES)
REF: HRM 70/28/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in either Commerce; or Law; or Business Administration; or Economics; or Development Studies from a recognized University/Institution.

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

DUTIES:

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

- Participating in implementation of bilateral, regional and multilateral treaty provisions;
- Conducting policy building for strengthening the private sector and providing enabling environment for effective exploitation of market access opportunities;
- Monitoring and evaluating implementation of Domestic Trade Policies in liaison with other Statutory Bodies;
- Identifying the relationship between trade and other trade related issues, such as competitiveness and investment;
- Monitoring market information initiatives;
- Facilitating coordination of the Country's effective participation in negotiating at the bilateral, regional and multilateral levels;
- Conducting capacity building for strengthening the private sector and providing enabling environment for effective exploitation of market access opportunities;
- Any other duties as may be assigned from time to time.



MINISTRY: AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES

POST: ASSISTANT COMMISSIONER, SEED CERTIFICATION AND INSPECTION (01 VACANCY)
REF: HRM 46/70/01
SALARY: UGANDA GOVERNMENT SCALE U1E
AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture; Agricultural Economics 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 nine (9) years relevant working experience in handling issues of pest disease control in plants and crop management, three (3) of which should have been served at the level of Principal Agricultural Officer in Government or from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Commissioner Crop Inspection and Certification for performing the following duties:

- Providing technical guidance in formulation, reviewing and implementation of seed policies, legislation, regulations, standards, plans and strategies;
- Enforcing legislation, regulations and standards on seeds;
- Creating awareness on seeds legislation and regulations;
- Establishing and maintaining seed analytical laboratories;
- Establishing and operationalising collaborative mechanisms with national, regional and international organizations on technology generation, standard setting, regulation and certification of seeds;
- Establishing and maintaining database on regulation and certification of seeds;
- Training and gazetted Agriculture Inspectors;
- Preparing work plans, budgets and performance reports and submitting to relevant authorities for further action;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL AGRICULTURAL INSPECTOR, PHYTOSANITARY AND QUARANTINE (01 VACANCY)
REF: HRM 46/70/02
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture; Agricultural Economics 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 six (6) years working experience in the field of Plant and Crop Management and Development, three (3) of which should have been at Senior Agricultural Inspector level in Government or from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Assistant Commissioner, Phytosanitary and Quarantine for performing the following duties:

- Preparing, implementing and providing technical support on phytosanitary and quarantines and guiding the various units both at the headquarters, entry points and district offices;
- Coordinating phytosanitary and quarantine inspection, certification and issuance of Plant Import Permits and phytosanitary Certificates;
- Coordinating activities of the division and supervising all staff tasked to deliver plant inspectorate activities at all major entry/exit posts;
- Promoting public/private sector awareness on phytosanitary requirements and laws, regulations, policies, procedures and other information related activities;
- Establishing collaboration linkages with the relevant stakeholders in the implementation of phytosanitary and quarantine activities;
- Building capacity and training phytosanitary and quarantine inspectors and relevant stakeholders at all levels;
- Enforcing adherence of exported/imported plants and plant products to SPS and IPPC requirements;
- Establishing functional post, internal and entry quarantine diagnostic laboratory, screen/green houses, treatment and incineration facilities;
- Preparing project proposals in the related field;
- Establishing registration and certification of all exporters of plants and plant products;
- Preparing performance reports, workplans and budgets and submitting them to the Supervisor for further action;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL VETERINARY OFFICER, EPIDEMIOLOGY, DISEASE SURVEILLANCE AND INVESTIGATIONS (01 VACANCY)

REF: HRM 46/70/02

SALARY: UGANDA GOVERNMENT SCALE U2

AGE: 28 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Veterinary Medicine plus a Post Graduate Diploma in the above field from a recognized University /Institution.

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

DUTIES:

The incumbent will be responsible to the Assistant Commissioner Veterinary Diagnostics and Epidemiology for performing the following duties: -

- Initiating formulation of strategies and plans for national active and passive animal disease surveillance systems;
- Developing, reviewing and harmonising animal disease surveillance and reporting formats such as national, the AU-IBAR, FAO and OIE, among others;
- Receiving and documenting animal health surveillance data regularly received from Local Governments, and Ministry of Agriculture, Animal Industry and Fisheries (MAAIF), Personnel, Research, the Private Sector and other Institutions;
- Storing, retrieving, sorting, analysing and disseminating relevant information to stakeholders for action;
- Periodically monitoring and carrying out seasonal disease risk analysis to map occurrence and also modelling and forecasting/ predicting animal diseases;
- Building Capacity and providing technical back stopping to MAAIF, Local Governments and the Private Sector personnel on animal health surveillance and epidemiology;
- Representing the Ministry on the One Health National Platform to prevent and control zoonotic pandemics and other diseases;
- Establishing and maintaining collaboration linkages with Research organizations nationally and Internationally in order to improve animal health surveillance and epidemiology;
- Any other duties as may be assigned from time to time.

**POST: PRINCIPAL FISHERIES INSPECTOR, ENFORCEMENT
(01 VACANCY)**

REF: HRM 46/70/02

SALARY: UGANDA GOVERNMENT SCALE U2

AGE: 28 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Fisheries; or Zoology; or Aquatic Biology; Science plus a Post Graduate Diploma in any of the above fields from a recognized University /Institution.

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

DUTIES: -

The incumbent will be responsible to the Assistant Commissioner, Enforcement, for performing the following duties:

- Coordinating development, implementation and reviewing of fisheries enforcement policies, legislations, regulations, standards, plans and strategies for the fisheries control;
- Regulating and controlling fishing on all water bodies in the country;
- Sanctioning fishing vessels and gears in all public water bodies including entry and exit points;
- Providing technical advice, guidance and support supervision on all fisheries enforcement activities including Monitoring Control and Surveillance;
- Liaising and collaborating with all other Institutions that engage and participate in fisheries enforcement activities;
- Sensitizing and creating awareness on fisheries enforcement legislations, regulations and standards;
- Building capacity of the enforcement officers;
- Establishing and operationalising collaborative mechanisms with National, Regional and International Organisations on fisheries enforcement;
- Any other duties as may be assigned from time to time.

**POST: PRINCIPAL AGRICULTURAL EXTENSION COORDINATOR
(01 VACANCY)**

REF: HRM 46/70/02

SALARY: UGANDA GOVERNMENT SCALE U2

AGE: 28 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture; or Agricultural Extension; or Agricultural Economics; or Agribusiness; or Agricultural and Rural innovations; or Botany; or Zoology; or Fisheries; or Animal Production and Veterinary Medicine plus a Post Graduate Diploma in any of the above fields from a recognized University /Institution.

Applicants should have a minimum of six (6) years relevant working experience in the field of Agriculture or Agricultural Extension services, three (3) of which should have been at Senior Agricultural Extension Coordinator level in Government or from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Assistant Commissioner, Agricultural Extension Coordinator, for performing the following duties:

- Monitoring and evaluating Agricultural Extension Services in Local Governments and Private Sector;
- Providing technical support and backstop field extension agents in Local Governments and the Private Sector;
- Developing collaboration mechanisms and linkages with other actors involved in delivery of Agricultural Extension Services;
- Registering and Certifying Agricultural Extension Service Providers;



- Supporting coordination activities of agricultural extension services in the Local Governments and Private Sector;
- Supporting farmer institutional development in Local Governments;
- Developing ethics and standards for service delivery for all actors in Agricultural Extension Service delivery;
- Setting standards and guidelines for provision of Agricultural Extension Services periodically issued from time to time;
- Any other duties as may be assigned from time to time.

POST: SENIOR VETERINARY OFFICER, VIROLOGY (01 VACANCY)
REF: HRM 46/70/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Veterinary Medicine from a recognized University/Institution plus a minimum of Post Graduate Diploma in Veterinary Medicine from a recognized University/Institution

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

DUTIES:

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

- Initiating national plans and strategies for laboratory investigations and interventions as related to virology;
- Undertaking laboratory capacity building and also undertaking backstopping activities in virology;
- Setting up the required technical competence of the virology laboratory and scaling out to other laboratories in the regions, Districts and quarantine facilities;
- Undertaking quality assurance and biosecurity activities and ensuring that Standard Operating Procedures and practices are in place in the virology laboratory;
- Undertaking hands on the bench virology laboratory investigations;
- Conducting regular virology laboratory calibration, standardization and proficiency testing schemes;
- Maintaining proper inventory and projections for the virology section requirements including preparations of specifications;
- Establishing and maintaining virology laboratory facilities and infrastructure in good order and right use;
- Supervising and receiving diagnostic reports from Technicians;
- Preparing reports on Diagnostics and submitting to relevant authorities;
- Any other duties as may be assigned from time to time.

**POST: SENIOR AGRICULTURAL INSPECTOR, SEED TESTING
(01 VACANCY)**
REF: HRM 46/70/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture; or Crop Science plus a minimum of a Post Graduate Diploma in Agriculture /Crop Science from a recognized University/Institution

Applicants should have three (3) years relevant working experience in the field of agriculture or crop science at the level of Agricultural Inspector in Government or from a reputable organization.

DUTIES:

The incumbent will be responsible to the Principal Agricultural Inspector, Seed Testing and Certification for performing the following duties: -

- Carrying out trials for distinctiveness, uniformity and stability to ascertain genetic purity;
- Establishing Value for Cultivation and Use (VCU);
- Regularly checking on existing varieties to verify their trueness to-type;
- Inspecting seed fields during crop growth to ensure the standards for isolation, rouging (wherever applicable), use of male sterility (wherever applicable);
- Implementing preventive programmes for seed borne diseases to increase seed quality and productivity;
- Training staff and other stakeholders;
- Any other duties as may be assigned from time to time.

**POST: SENIOR AGRICULTURAL INSPECTOR, VEGETATIVE MATERIALS
(01 VACANCY)**
REF: HRM 46/70/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture; or Crop Science plus a minimum of a Post Graduate Diploma in Agriculture; or Crop Science from a recognized University/Institution

Applicants should have three (3) years relevant working experience in the field of Agriculture or Crop Science at the level of Agricultural Inspector in Government or from a reputable organization.

DUTIES:

The incumbent will be responsible to the Principal Agricultural Inspector, Seed Testing and Inspection for performing the following duties: -

- Designing, establishing and enforcing seed standards;
- Inspecting seed crops during crop growth in the fields;
- Executing trials for distinctiveness, uniformity and stability to ascertain genetic purity;
- Establishing Value for Cultivation and Use (VCU);
- Regularly checking on existing varieties to verify their trueness to -type;
- Training staff and other stakeholders;
- Any other duties as may be assigned from time to time.

POST: SENIOR ENTOMOLOGIST (01 VACANCY)
REF: HRM 46/70/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree of Science in Zoology and Botany with an option in Entomology from a recognized University/Institution.

A Post Graduate Diploma in the above fields will be an added advantage.

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

DUTIES:

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

- Planning, coordinating and undertaking national tsetse/tick surveillance, control and eradication activities;
- Assessing levels of success and economic impact of tsetse and tick control measures employed;
- Collecting data on tsetse and tick infestation, population density and species composition on a regular basis and updating the National Animal disease Vector data base;
- Providing technical back-up on control of tsetse flies, ticks and other livestock biting flies;
- Carrying out awareness programs on tsetse flies and Trypanosomiasis, ticks and tick-borne diseases at all levels;
- Preparing work plans, budgets and reports pertaining to tsetse fly and tick control activities
- Any other duties as may be assigned from time to time.

POST: SENIOR VETERINARY OFFICER, ZONES (06 VACANCIES)
REF: HRM 46/70/02
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Veterinary Medicine or any other related discipline from a recognized Institution/University.

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

DUTIES: -

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

- Developing plans and strategies for sensitization, harmonization, coordination, monitoring and control of epidemic, sporadic, endemic, new and upcoming animal and zoonotic diseases in the zones;
- Planning with Local Governments in sensitization, harmonisation, coordination, monitoring and control of epidemic, sporadic, endemic, new and upcoming animal and zoonotic diseases in the zones;
- Promptly responding and carrying out investigations on notified or suspected outbreaks of animal diseases and zoonotic diseases;
- Supervising the Local Governments and the Private Sector in their activities geared towards control of coordination, monitoring and control of epidemic, sporadic, endemic, new and upcoming animal and zoonotic diseases in the zones;
- Collecting samples for disease confirmation by laboratory or for gauging the health status of animal populations as purposive or random sampling procedures;
- Delivering animal disease control inputs such as transport, vaccines, equipment, protective clothing and financial logistics to the local authorities and or during disease control operations and surveys and monitor their effective use and make returns;
- Preparing and compiling zonal animal disease control reports and submitting the reports to the Principals Veterinary Officer-Epidemics
- Any other duties as may be assigned from time to time.

POST: SENIOR VETERINARY INSPECTOR, ZONES (03 VACANCIES)
REF: HRM 46/70/02
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE



Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Veterinary Medicine or any other related discipline from a recognized Institution/University.

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

DUTIES: -

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

- Sensitizing, harmonizing, coordinating, monitoring and enforcing compliance to regulations and standards on animal disease control, animal movement control; veterinary public health; food safety; animal welfare; veterinary professional ethics and veterinary public health; food safety; animal welfare; veterinary professional ethics, and veterinary drugs in the Zone;
- Responding on behalf of the Department on any problems regarding animal disease control; animal movement control; veterinary public health; food safety; animal welfare; veterinary professional ethics and veterinary drugs in the Zone;
- Collaborating with law enforcers, Ministry of Health, Local Governments and the Private Sector in relation to breaches in compliance of regulations and standards; evaluating and warning officially; participating in apprehending, charging and prosecuting of offenders;
- Supervising sampling process and making laboratory follow-ups so as to enable scientific inspection and certification of live animals and their products such as meat, milk, hides and skins, horn products, gallstones in the Zone;
- Monitoring the use of veterinary movement permits/animal health certificates by the Veterinary Inspectors and District Veterinary Officers in the Zone;
- Monitoring and controlling the practice of Veterinary Medicine by the Private Sector so as to adhere to the Veterinary Surgeons Act and other legal frameworks;
- Inspecting suitability of owners/premises/enterprises engaged in operations in livestock farming, slaughter, animal products processing and the distribution/usage of veterinary drugs/medicines;
- Monitoring, evaluating and providing technical backup and training to urban and the private sector personnel on veterinary inspection, certification and regulatory enforcement of compliance;
- Preparing, compiling and submitting emergency and quarterly reports to the Supervisor;
- Any other duties as may be assigned from time to time.

**POST: SENIOR VETERINARY INSPECTOR, INLAND QUARANTINE
(02 VACANCIES)**
REF: HRM 46/70/02
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Veterinary Medicine plus a minimum of a Post Graduate qualification in the above field from a recognized University/ Institution

Applicants should have a minimum of three (3) years relevant working experience in the field of Veterinary at Veterinary Inspector level, in Government or from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Principal Veterinary Inspector-Animal Movement Control for performing the following duties:

- Initiating strategies and plans for installation and use of internal quarantine infrastructure of animal holding grounds; and enforcement of declared animal quarantine restrictions due to various diseases in the country;
- Drafting quarantine restriction orders/declarations, prohibitions for all diseases and dog tie orders and quarantine/tie order lifting instruments for the Commissioner Animal Health/ Chief Veterinary Officer under the Animal Diseases Act and Rabies Acts;
- Planning for production and issuance of District Veterinary Permits/ District Animal Health Certificates to District Veterinary Officers through the Senior Veterinary Inspectors-Zones;
- Managing data from the used local/import/export veterinary permits for analysis and action;
- Sensitizing stakeholders on quarantine restrictions, veterinary permits and consequences of noncompliance;
- Mobilising Veterinary Inspectors and all stakeholders to enforce quarantine restrictions and dog tie orders;
- Preparing and presenting reports to the Supervisor;
- Any other duties as may be assigned from time to time.

POST: SENIOR VETERINARY INSPECTOR, BORDER INSPECTION

(04 VACANCIES)

REF: HRM 46/70/02

SALARY: UGANDA GOVERNMENT SCALE U3

AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Veterinary Medicine from a recognized University/Institution plus a Post Graduate qualification in the above field from a recognized University/Institution.

Applicants should have a minimum of three (3) years relevant working experience in the field of Veterinary at Veterinary Officer Level, in Government or from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Principal Veterinary Inspector-Animal Movement Control for performing the following duties:

- Providing leadership on issues of animal quarantine services (Animal Quarantine Master) at Ports of entry / exit in the Country;
- Collaborating with Civil Aviation Authorities, Customs, Immigration, Police and Clearing Agents to check travellers and their luggage for presence of live animals or their products for immediate declaration and undertaking quarantine measures;
- Inspecting animal travel documents such as veterinary import permits and international veterinary health certificates issued by Central Veterinary Authorities and import-export permits or licences and Convention on International Trade in Endangered Species (CITES) certificates issued by Wildlife Authorities;
- Working in liaison with Customs, Immigration, Security Personnel, Police, General Post Office to ensure animal items on the prohibited or banned or negative list do not enter or leave the country;
- Undertaking physical inspection of live animals and animal products at the border sites and/ or by use of nearby animal quarantine station facilities in order to ensure bio-security and bio-safety;
- Holding suspected and diseased animals or sub-standard animal products formally in quarantine under isolation; daily observation of live animals; laboratory testing; treatment or vaccination as relevantly applicable at the risk and cost of owners;
- Releasing animals or their products formally from quarantine once terms and conditions are met or recommending for re-export or destruction at risks and costs of the owners/ clients in liaison with respective mandatory stakeholders;
- Taking regular biological samples, or as circumstances dictate, from animals or animal products imports/exports/transit and submitting samples for laboratory analysis;
- Developing sanitary measures to quality; assuring safety of animals and the public from infectious organisms/pathogens and contaminants/residues, vermin, vectors or pests at the border sites;
- Sensitizing all stakeholders at border sites, attending meetings related to animal quarantine services;
- Preparing and presenting reports on veterinary inspection activities at Ports/Border Posts to the Supervisor;
- Any other duties as may be assigned from time to time.

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**POST: SENIOR AGRICULTURAL INSPECTOR, INSECT PEST CONTROL
(02 VACANCIES)**
REF: HRM 46/70/02
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture; or Crop Science 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 in the field of Agriculture or Crop Science at Agriculture Inspector level in Government or from a reputable organization.

DUTIES: -

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

- Participating in Private and Public Sector awareness programmes on control of insect pests;
- Guiding Local Governments, Ministry of Agriculture, Animal Industry and Fisheries and other stakeholders on insect pest control strategies;
- Establishing and operationalizing collaboration mechanisms with research and other organizations nationally, regionally and internationally on insect pest control;
- Guiding and monitoring provision, availability and use of major agricultural chemicals;
- Providing support to service providers in the area of insect pest control;
- Preparing workplans and budgets and submitting them to the relevant authorities for action;
- Any other duties as may be assigned from time to time.

POST: SENIOR AGRICULTURAL INSPECTOR, ZONAL (08 VACANCIES)
REF: HRM 46/70/02
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture; or Crop Science 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 in the field of Agriculture or Crop Science at Agriculture Inspector level, in Government or from a reputable organization.



DUTIES: -

The incumbent will be responsible to the Principal Agricultural Inspector, Pests for performing the following duties:

- Participating in Private and Public Sector awareness programmes for controlling pests at the Zonal level;
- Guiding Local Governments, Ministry of Agriculture, Animal Industry and Fisheries and other stakeholders on pest control strategies at zonal level;
- Establishing and operationalizing collaboration mechanisms with research and other organizations nationally, regionally and internationally on pests at zonal level;
- Guiding provision and monitoring availability and use of major agricultural chemicals;
- Providing support to service providers in the area of pests at zonal level;
- Preparing workplans, budgets and performance reports and submitting them to the relevant authorities;
- Any other duties as may be assigned from time to time.

POST: SENIOR FISHERIES INSPECTOR (04 VACANCIES)

REF: HRM 46/70/02

SALARY: UGANDA GOVERNMENT SCALE U3

AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Fisheries; or Zoology; or Aquatic Biology from a recognized University or Institution 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 in the field of Fisheries Management and Development at Fisheries Officer level in Government or from a reputable organization.

DUTIES: -

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

- Sensitising fishing communities on licensing procedures, laws and regulations;
- Receiving, compiling, maintaining and keeping safe custody of lists licensing applicants;
- Studying, reviewing and vetting applicants for licensing;
- Maintaining a register of approved applicants and licensed persons;
- Training Local Government staff on e-licensing procedures;
- Developing, submitting and implementing strategies, guidelines and workplans for the Licensing Division;



- Providing technical advice, guidance and support supervision on inspection of fisheries resources;
- Conducting compliance checks so as to boost adherence to licensing regulations and guidelines; for fisheries resources management;
- Compiling and submitting status reports about licensing to the Supervisor;
- Preparing and submitting licenses to the authorised Licensing Officer for signature and issuance to owners;
- Any other duties as may be assigned from time to time.

POST: SENIOR FISHERIES OFFICER- MICROBIOLOGY (01 VACANCY)
REF: HRM 46/70/02
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

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

A Post Graduate Diploma in any of the above fields 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 Fisheries and Development at Fisheries Officer level in Government or from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Principal Fisheries Inspector- Laboratories for performing the following duties:

- Carrying out daily quality assurance procedures;
- Receiving and appropriately storing samples for testing;
- Preparing media prior to sample analysis and testing;
- Analysing samples and preparing reports;
- Carrying out internal calibrations and following up for external calibration;
- Providing technical support to facilitate prompt procurement of consumables, reagents and media;
- Following up on the laboratory accreditation by SANAS;
- Preparing a quarterly status report and submitting to the supervisor;
- Carrying out incidental work relating to Uganda Fisheries Laboratory;
- Any other duties as may be assigned from time to time.

**POST: SENIOR ENTERPRISE DEVELOPMENT OFFICER
(01 VACANCY)**
REF: HRM 46/70/02
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture (Economics); or Economics; or Business Administration; or Agribusiness; or Agricultural Sciences; or Veterinary; or Fisheries plus a minimum of a Post Graduate Qualification in Agribusiness from a recognized University/ Institution.

Applicants should have a minimum of three (3) years relevant working experience in the field of Fisheries Management and Development at Fisheries Officer level in Government or from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Principal Enterprise Development Officer for performing the following duties:

- Implementing and reviewing policies, regulations, standards, plans, strategies and programs related to agricultural enterprise development, primary processing and value addition;
- Providing technical support and advice on agricultural enterprise development;
- Collecting and analysing data and information on primary processing and value addition and agricultural enterprise development so as to inform the decision-making process;
- Providing technical support and building capacity of the staff in Ministry of Agriculture, Animal Industry and Fisheries (MAAIF), Local Governments (LGs) and other stakeholders in the development of primary processing and value addition;
- Collaborating with national, regional and international institutions and organizations in agricultural enterprise development, value addition and primary processing;
- Implementing plans and strategies for commodity value chain analysis and agricultural enterprise development;
- Participating and supporting commodity stakeholder platforms and frameworks so as to manage implementation of commodity value chain analysis;
- Any other duties as may be assigned from time to time.

**POST: SENIOR AGRICULTURAL INSPECTOR, DIAGNOSTICS
(07 VACANCIES)**
REF: HRM 46/70/02
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture; Crop Science 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 in the field of Agriculture or Crop Science at Agricultural Inspector level in Government or from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Principal Agricultural Inspector, Diagnostics for performing the following duties:

- Identifying diseases and pests brought to plant clinics and looking for the remedy;
- Supervising work in plant clinics and in laboratory;
- Conducting field trials on IPM;
- Collecting data for compendia on pests of crop;
- Preparing bulletins and posters on disease;
- Surveying disease outbreaks and collecting samples for research and study;
- Any other duties as may be assigned from time to time.

POST: SENIOR AGRICULTURAL INSPECTOR, PESTICIDE INSPECTION AND ENFORCEMENT (01 VACANCY)

REF: HRM 46/70/02

SALARY: UGANDA GOVERNMENT SCALE U3

AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture; Crop Science 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 in the field of Agriculture or Crop Science at Agricultural Inspector level in Government or from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Principal Agricultural Officer, Agrochemical Inspection for performing the following duties:

- Inspecting establishments where agricultural service products such as fertilizers, and pesticides are manufactured, sold or used to make sure of conformance to laws regulating product quality labelling;
- Inspecting premises, firms and businesses dealing with pesticides products and ensuring quality of pesticide premises;
- Coordinating and monitoring safe use and disposal of pesticides waste;



- Disseminating information on pesticides to stakeholders and the general public;
- Organizing workshops for dealers on pesticides and pest control operators;
- Developing technical training and disposal guidelines and standards;
- Preparing and disseminating topical pesticide information in the media;
- Inspecting product label information concerning ingredients and claims for conformance to chemical analysis of ingredients documented effects of use;
- Undertaking inspection of premises for suitability;
- Undertaking certification of pesticides through the supply chain from manufacture to user;
- Any other duties as may be assigned from time to time.

**POST: SENIOR AGRICULTURAL OFFICER, FARM LAND PLANNING
(01 VACANCY)**

REF: HRM 46/70/02

SALARY: UGANDA GOVERNMENT SCALE U3

AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture; or Agricultural Economics; or Horticulture; or Agribusiness 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 in the field of Agriculture or Crop Science at Agricultural Officer level in Government or from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Principal Agricultural Officer, Farmland Planning for performing the following duties:

- Carrying out, planning, evaluating and monitoring technical activities in farmland planning management;
- Compiling and up-dating base on farmland planning;
- Promoting farmland planning management systems, guidelines, standards and regulations;
- Guiding on specifications of farmland planning equipment;
- Disseminating proven farmland planning technologies for improved agricultural productivity and production;
- Promoting transfer of appropriate technologies to uptake pathways for adoption and scaling up in collaboration with private sector, other Government Agencies and Local Governments;
- Providing technical training to extension staff in farmland planning through partnerships, private sector, and district local governments;
- Any other duties as may be assigned from time to time.

POST: SENIOR AGRICULTURAL INSPECTOR, ZONES (01 VACANCY)
REF: HRM 46/70/02
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture plus a minimum of a Post Graduate Diploma in the above field from a recognized University/ Institution.

Applicants should have a minimum of three (3) years relevant working experience in the field of Agriculture or Crop Science at Agricultural Inspector level in Government or from a reputable organization.

DUTIES: -

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

- Inspecting seed fields during crop growth to ensure the standards for isolation, rouging and maintaining other factors according to prescribed standards;
- Coordinating seed certification activities and inspection of agro-inputs in liaison with Local Governments and extension staff;
- Compiling quarterly and annual reports on seed certification activities;
- Assessing training needs, training and building capacity of seed personnel and other stakeholders so as to carry out the functions of division effectively and efficiently;
- Supervising programmes for seed inspection in establishments where seed is sold, stored or transplanted;
- Any other duties as may be assigned from time to time.

POST: SENIOR AGRICULTURAL EXTENSION SKILLS MANAGEMENT OFFICER (01 VACANCY)
REF: HRM 46/70/02
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture; or Agricultural Extension; or Botany; or Zoology; or Fisheries; or Veterinary from a recognized University or Institution plus a Post Graduate Qualification in any of the above fields from a recognized University/ Institution.

Applicants should have a minimum of three (3) years relevant working experience in the field of Agricultural Training at Skills Management Officer Level in Government or from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Principal Agricultural Extension Skills Management Officer for performing the following duties:

- Engaging with Universities and Agricultural Training Colleges on regular update of the curriculum for the agricultural training institutions;
- Identifying training needs and opportunities related to agricultural extension services and reporting to the relevant authorities;
- Building capacity of subject matter specialists in District Local Governments (DLGs) through continuous knowledge updates and in-service training for DLGs Production Staff;
- Undertaking analysis of skills required for continuous development of agricultural extension service delivery system;
- Monitoring, evaluating and reporting on the progress and outcome of training programs and projects and providing feedback to various stakeholders in agricultural extension services;
- Supporting development, implementation and monitoring of training programs in Agricultural Extension sub-sector;
- Any other duties as may be assigned from time to time.

**POST: SENIOR AGRICULTURAL OFFICER, FRUITS AND NUTS
(01 VACANCY)**

REF: HRM 46/70/02

SALARY: UGANDA GOVERNMENT SCALE U3

AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Agriculture; or Crop Science 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 in the field of Agriculture or Crop Science at Agricultural Officer level in Government or from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Principal Agricultural Officer, Horticulture for performing the following duties:

- Preparing guidelines in form of booklets/ manual outlining general nursery practice for raising seedlings/planting materials for Fruits and Nuts;
- Providing technical advice and guidance to Local Government staff and other service providers on improved Fruits and Nuts, production technology and management;

- Carrying out promotional activities and organizing training programmes for Nursery operators for specific Fruits and Nuts species/varieties suitable for different zones and developing a national inventory;
- Establishing and maintaining a database of vegetable Fruits and Nuts growing centres and trends of Fruits and Nuts production in the Country;
- Liaising with National Agricultural Research Organisation (NARO) on issues of planting material improvement, resistant varieties, pest/disease control and post-harvest technology;
- Establishing and maintaining collaboration linkages with Agribusiness and other stakeholders on issues of improved production technology and marketing of Fruits and Nuts;
- Carrying out capacity building for Local Government Staff and other service providers and supervising the activities for production of Fruits and Nuts;
- Preparing periodic workplans, budgets and performance reports on production of Fruits and Nuts in the Sub-sector;
- Any other duties as may be assigned from time to time.

POST: SENIOR SYSTEMS ADMINISTRATOR (01 VACANCY)
REF: HRM 46/70/02
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Computer Science; or Information Technology; or Management Information Systems; or Statistics; or Mathematics (Computing option); or Business Computing from a recognized University /Institution

A Post Graduate Qualification in Management field will be an added advantage.

Applicants should have a minimum of three (3) years relevant working experience at Systems Analyst level in Government or from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Principal Systems Analyst, for performing the following duties:

- Ensuring daily functional operation and maintenance of the system's hardware and software, including the Local Area Network (LAN) and Wide Area Network (WAN);
- Reviewing and redefining systems needs in view of the past and future needs according to the Management Information Systems (MIS) status and control of user access to the Management Information Systems, backing up of data according to security regulations at their respective sites;
- Supporting consolidation and operationalization of implemented databases, workplan data bases, the stakeholder databases, data warehouse and top management reporting system;



- Upgrading and updating existing communication infrastructure by advising the purchase of necessary equipment;
- Providing technical support to development of new Management Information Systems database so as to ensure congruity, especially in the water sector activity, monitoring personnel databases, and in computerisation of the Directorate's resources;
- Any other duties as may be assigned from time to time.

POST: SENIOR ENTOMOLOGIST, APICULTURE (01 VACANCY)
REF: HRM 46/70/02
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Botany; or Zoology with an option in Entomology from a recognized University/ Institution.

A Post Graduate qualification in any of the above fields will be an added advantage.

Applicants should have a minimum of three (3) years relevant working experience in the field of Productive Entomology at Officer Level in Government or from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Principal Entomologist, Apiculture for performing the following duties:

- Promoting and supporting production of beehive products as income generating activities for agricultural rural communities;
- Establishing and maintaining a reliable apiculture data base;
- Providing technical guidance on apiculture production to Local Government extension staff;
- Encouraging and supporting formation of bee farmer groups and assisting private associations for apiculture expansion;
- Liaising with National Agricultural Research Organization to undertake development and supportive research in the apiculture industry;
- Preparing workplans, budgets and reports and submitting them to the Supervisor;
- Any other duties as may be assigned from time to time.

POST: CARTOGRAPHER (01 VACANCY)
REF: HRM 46/70/02
SALARY: UGANDA GOVERNMENT SCALE U5
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of a Diploma in Cartography from a recognized University/ Institution.

DUTIES: -

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

- Preparing quality and standard entomological maps;
- Supporting compilation and arrangement of field entomological data;
- Providing technical support and guidance in production and interpretation of maps;
- Providing technical backstopping to relevant stakeholders in areas of entomological spatial data collection;
- Training and building capacity of field staff in the use of GIS and Remote Sensing applications in entomological activities;
- Regularly maintaining equipment/supplies in the Geographical Information System (GIS) unit;
- Any other duties as may be assigned from time to time.

MINISTRY: PUBLIC SERVICE

POST: SENIOR RECORDS OFFICER (06 VACANCIES)
REF: HRM252/257/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

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

Applicants should have three (3) years relevant working experience at the level of Records Officer; or Librarian in Government or from a reputable organization.

DUTIES:

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

- Planning and coordinating the day to day operations of the Registry
- Developing classification of schemes;

- Establishing Registries and Records Centres;
- Coordinating and implementing Retention and Disposal Schedules;
- Providing on job training for subordinate staff;
- Managing performance and development of Staff;
- Any other duties as may be assigned from time to time.

POST: SENIOR HUMAN RESOURCE OFFICER (03 VACANCIES)
REF: HRM242/252/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Human Resource Management; or Social Sciences; or Social Work and Social Administration; or Public Administration and Management; or Business Administration; or Business Studies/ Administration/Commerce (Management/HRM Option); or Arts; or Development Studies; or any other relevant qualification with HRM/Personnel Management as one of the course units from a recognized University/Institution.

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 three (3) years relevant working experience in Human Resource Management at the level of Human Resource Officer in Government or from a reputable organization.

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 roaster;
- Managing the payroll of the entity and ensuring that it is in harmony with the staff list and wage bill;
- Supervising and appraising staff;
- Any other duties as may be assigned from time to time.

MINISTRY: INTERNAL AFFAIRS

POST: SENIOR COMMUNITY SERVICE OFFICER (02 VACANCIES)
REF: HRM 53/70/0
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Law; or Social Work and Social Administration; or Social Sciences; or Development Studies from a recognized University/ Institution.

Applicants should have three (3) years relevant working experience in Government or reputable organization, at the level of Community Service Officer or an equivalent level in Government or from a reputable organization.

DUTIES: -

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

- Identifying possible offenders for Community Service Orders;
- Carrying out pre-sentence inquiries so as to provide Courts of law with the relevant information in order to guide sentencing decisions;
- Inducting offenders about community service orders so as to ensure that they understand their responsibilities and obligations;
- Identifying placement institutions and seeking out opportunities for work projects that can enhance rehabilitation;
- Assessing suitability for institution or project placement and matching offender skills to an appropriate institution or project;
- Following up offenders both at placement institutions and home so as to enhance compliance, and providing psychosocial support during and after sentence to foster the reintegration and rehabilitation process;
- Taking appropriate and timely enforcement action where an offender fails to comply with the requirements of the order;
- Conducting reconciliation between the offender, victim and the community;
- Making appropriate referrals to address offender-specific needs;
- Conducting training for key stakeholders;
- Providing technical support to stakeholders;
- Compiling and updating case management documentation;
- Any other duties as may be assigned from time to time.



MINISTRY: LOCAL GOVERNMENT

POST: SENIOR DISTRICT INSPECTOR (01 VACANCY)
REF: HRM 55/70/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Commerce; or Business Administration; or Economics; or Procurement; or Engineering; or Law; or Social Sciences; or Management plus a minimum of a Post Graduate Diploma in any of the above fields from a recognized University/Institution.

Applicants should have three (3) years relevant working experience at the level of District Inspector in Government or from a reputable organization

DUTIES:

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

- Inspecting and monitoring Financial Management standards in Local Governments;
- Tendering advice to Local Governments as per the laid down Laws and Regulations;
- Following up on Local Governments Contracts;
- Preparing monthly, quarterly and annual inspection and monitoring reports of Local Governments;
- Advising Local Governments and other authorities where corrective action should be taken;
- Assisting in Development investments of Local Governments for Donors and those being handled in the Ministry of Local Governments;
- Assisting in Local Government training programmes;
- Supporting inspection and monitoring of projects to assess their attainment of value for money;
- Any other duties as may be assigned from time to time.

MINISTRY: FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

POST: ASSISTANT COMMISSIONER STATISTICS (01 VACANCY)
REF: HRM 50/70/02
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Statistics; or Quantitative Economics; or any other related field plus a minimum of a

Post Graduate Diploma and Masters in Statistics; or Economics; or any other related field from a recognized University/Institution.

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

DUTIES:

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

- Guiding the preparation of Public Investment Plans, sectoral budgets and budget framework papers;
- Monitoring and analysing statistical developments in various sectors;
- Supporting the preparation and dissemination of government performance standards and indicators;
- Coordinating, monitoring and evaluating performance of Government development plans, programmes and projects;
- Coordinating the development of statistical plans in Government;
- Supervising and appraising staff of the Statistics Division;
- Any other duties as may be assigned from time to time.

MINISTRY: LANDS, HOUSING AND URBAN DEVELOPMENT

POST: SENIOR REGISTRAR OF TITLES (01 VACANCY)
REF: HRM 58/70/02
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Law; or Land Management; or Land Surveying and Geomatics plus a minimum of a Post Graduate Diploma in any of the above fields from a recognized University/Institution.

Applicants should have three (3) years relevant working experience at the level of Registrar of Titles in Government or from a reputable organization

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 interest in forests;
- Sensitizing the public on land rights and duties;
- Managing Contested Land Titles, Caveats, Court Orders, Queries cases, Statutory Notices;
- Investigating into and managing complaints and grievances;
- Preparing Court Papers and Court Appearances;
- Any other duties as may be assigned from time to time.

MINISTRY: OFFICE OF THE PRIME MINISTER

**POST: ASSISTANT COMMISSIONER, MONITORING AND EVALUATION-
GOVERNMENT MINISTRIES (01 VACANCY)**

REF: HRM 63/70/01

SALARY: UGANDA GOVERNMENT SCALE UIE

AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Monitoring and Evaluation; or Social Sciences with a bias in Economics; or Finance; or Commerce; or Business Administration plus a Masters Degree in any of the specified disciplines above from a recognized University/Institution.

An additional qualification in Leadership, Business Administration, Public Administration or Management will be an added advantage.

Applicants should have nine (9) years relevant working experience in handling issues of Monitoring and Evaluation, Coordination and Management, three (3) of which should have been served at the level of Principal Officer in Government or from a reputable organization

DUTIES:

The incumbent will be responsible to the Commissioner, Monitoring and Evaluation for performing the following duties: -

- Assisting in initiating, developing, implementing and disseminating standards, procedures, guidelines/handbooks and codes of conduct/ethics for better public M&E in Government Ministries;
- Assisting in monitoring and evaluating performance of Government policies, projects and programs in Government Ministries;
- Assisting in spearheading and commissioning evaluation studies and impacting assessments studies for Government Policies, Projects and Programmes in Government Ministries;

- Assisting in evaluating the quality of performance indicators and tracking process indicators of service delivery in Government Ministries;
- Assisting in liaising with Uganda Bureau of Statistics, National Planning Authority, Public Procurement and Disposal of Public Assets (PPDA) and other Ministries, Departments, Agencies on measurement and reporting on performance indicators in Government Ministries;
- Assisting in undertaking periodic review of level of service delivery in Government Ministries;
- Assisting in tracking results performance through the national statistical system of indicators for Government Ministries;
- Assisting in conducting, overseeing and taking lead in periodic Sector and Joint Sector Reviews for Government Ministries and organizing annual Government Performance Reviews and conferences for Government Ministries;
- Assisting in conducting mid-term and final implementation reviews of the National Development Plan (NDP) in Government Ministries;
- Assisting in conducting thematic (sector clusters) monitoring and reviews for Government Ministries;
- Assisting in developing a framework for identifying cross-cutting policy issues that affect the achievement of Government performance
- Assisting in developing and maintaining an information management system that appropriately supports the operational processes of strategic monitoring and evaluation for Government Ministries;
- Any other duties as may be assigned from time to time.

**POST: ASSISTANT COMMISSIONER, MONITORING AND EVALUATION-
LOCAL GOVERNMENTS (01 VACANCY)**
REF: HRM 63/70/01
SALARY: UGANDA GOVERNMENT SCALE UIE
AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Monitoring and Evaluation; or Social Sciences with a bias in Economics; or Finance; or Commerce; or Business Administration plus a Masters Degree in any of the specified disciplines above from a recognized University/Institution.

An additional qualification in Leadership, Business Administration, Public Administration or Management will be an added advantage.

Applicants should have nine (9) years relevant working experience in handling issues of Monitoring and Evaluation, Coordination and Management, three (3) of which should have been served at the level of Principal Officer in Government or from a reputable organization

DUTIES:

The incumbent will be responsible to the Commissioner, Monitoring and Evaluation for performing the following duties: -

- Assisting in initiating, developing, implementing and disseminating standards, procedures, guidelines/handbooks and codes of conduct/ethics for better Monitoring and Evaluation in Local Governments;
- Assisting in monitoring and evaluating performance of Government policies, projects and programs in Local Governments;
- Assisting in spearheading commission evaluation studies and impact assessment studies for Government Policies, Projects and Programmes in Local Governments;
- Assisting in evaluating the quality of performance indicators and tracking process indicators of service delivery in Local Governments;
- Assisting in liaising with Uganda Bureau of Statistics, National Planning Authority, Public Procurement and Disposal of Public Assets (PPDA) and other Local Governments on measurement and reporting on performance indicators in Local Governments;
- Assisting in undertaking periodic review of level of service delivery in Local Governments and tracking results performance for Local Governments through the national statistical system;
- Assisting in conducting, overseeing and taking lead in periodic Joint Sector Reviews for Local Governments and organizing annual Performance Reviews and conferences for Local Governments;
- Assisting in conducting mid-term and final implementation reviews of the National Development Plan (NDP) in Local Governments;
- Assisting in developing a framework for identifying crosscutting policy issues that affect performance in Local Governments;
- Assisting in developing and maintaining an information management system that appropriately support the operational processes of strategic monitoring and evaluation in Local Governments;
- Any other duties as may be assigned from time to time.

POST: ASSISTANT COMMISSIONER, ESTABLISHMENT AND PERFORMANCE INSPECTION (01 VACANCY)

REF: HRM 63/70/01

SALARY: UGANDA GOVERNMENT SCALE UIE

AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Monitoring and Evaluation; or Social Sciences with a bias in Economics; or Finance; or Commerce; or Business Administration, plus a Masters Degree in any of the specified disciplines above from a recognized University/Institution.

An additional qualification in Leadership, Business Administration, Public Administration or Management will be an added advantage.

Applicants should have nine (9) years relevant working experience in handling issues of Monitoring and Evaluation, Coordination and Management, three (3) of which should have been served at the level of Principal Officer in Government or from a reputable organization

DUTIES:

The incumbent will be responsible to the Commissioner, Monitoring and Evaluation for performing the following duties: -

- Initiating, developing and implementing plans and programmes geared to increased productivity and performance improvement in Local Governments, Ministries, Departments, Agencies and other Public Institutions;
- Researching, identifying and prompting Public Institutions to conduct regular corporate reviews on organizational missions, objectives, mandates, structures, systems and procedures to enhance efficiency and productivity in the wider Public Service;
- Monitoring, evaluating and Inspecting adherence of Ministries, Departments, Agencies, Local Governments and other Public Institutions to approved structural and systems guidelines;
- Carrying out pre-emptive research into incidences of low levels of productivity and prompting Local Governments, Ministries, Departments, Agencies and other Public Institutions to evolve methods, systems and processes to mitigate potential causes of poor performance;
- Providing independent, objective, accurate, and reliable organizational performance assessments and making informed recommendations to Local Governments, Ministries, Departments, Agencies and other Public Institutions;
- Developing and designing the necessary framework and tools to prompt the management team of Ministries, Departments, Agencies, Local Governments and other Government Institutions improve productivity and reduce costs;
- Promoting and supporting the performance objectives of the Ministries, Departments, Agencies, Local Governments and other Government Institutions to remain in line with basic needs and approved requirements for performance of the Country;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL INSPECTOR, ESTABLISHMENT AND PERFORMANCE INSPECTION (01 VACANCY)

REF: HRM 63/70/02

SALARY: UGANDA GOVERNMENT SCALE U2

AGE: 28 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Monitoring and Evaluation; or Social Sciences with a bias in Economics; or Finance; or Commerce; or Business Administration, plus a Post Graduate Diploma in any of the specified disciplines above from a recognized University/Institution.

An additional qualification in Leadership, Business Administration, Public Administration or Management will be an added advantage.

Applicants should have a minimum of six (6) years relevant working experience in handling issues of Monitoring and Evaluation, Coordination and Management, three (3) of which should have been served at the level of Senior Inspector, Establishment and Performance Inspection in Government or from a reputable organization

DUTIES:

The incumbent will be responsible to the Assistant Commissioner, Establishment and Performance Inspection for performing the following duties: -

- Assisting in the initiation, development and implementation of plans and programmes geared to increasing productivity and performance improvement in Local Governments, Ministries, Departments, Agencies and other Public Institutions;
- Assisting in research, identification and prompting Public Institutions to conduct regular corporate reviews on organizational missions, objectives, mandates, structures, systems and procedures to enhance efficiency and productivity in the wider Public Service;
- Assisting in Monitoring, Evaluation and Inspecting adherence of Ministries, Departments, Agencies, Local Governments and other Public Institutions to approve structural and systems guidelines;
- Assisting in carrying out pre-emptive research into incidences of low levels of productivity and prompting Local Governments, Ministries, Departments, Agencies and other Public Institutions to evolve methods, systems and processes to mitigate potential causes of poor performance;
- Assisting in providing independent, objective, accurate and reliable organizational performance assessments and making informed recommendations to Local Governments, Ministries, Departments, Agencies and other Public Institutions;
- Assisting in development and designing the necessary framework and tools to prompt the management team of Ministries, Departments, Agencies, Local Governments and other Government Institutions to improve productivity and reduce costs;
- Assisting in promotion and supporting of the performance objectives of the Ministries, Departments, Agencies, Local Governments and other Government Institutions;
- Any other duties as may be assigned from time to time.

