

# NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)

## VACANCY ANNOUNCEMENT

The National Environment Management Authority (NEMA) was established under the National Environment Act Cap. 153 to coordinate, monitor, enforce and supervise all activities in the field of environment for purposes of ensuring sustainable development in Uganda

NEMA invites applications from suitably qualified candidates to fill the following vacant positions:

**1. Job Ref : NEMA/ADV/EXT/05/2019**  
**Title : Senior Environment Education Materials Production Officer**  
**Reports to : Principal Environment Education Coordinator**  
**Salary Scale : E4**  
**Vacancies : 01 (One)**

### Purpose of the Job

Support environment education and education for sustainable development.

### Key duties and responsibilities

Support the Principal Environment Education Coordinator to:

- a) coordinate and produce printed materials;
- b) carry out graphic illustrations required by NEMA;
- c) Produce presentations and training materials required by NEMA including posters, overhead transparencies, slides, photograph etc.;
- d) Set the audio-visual equipment for presentation;
- e) Distribute and keep a record of all environmental materials produced;
- f) Ensure safe custody of all training materials such as overhead projector, slides, posters and educational films;
- g) Design training materials, newsletters, and other educational materials;
- h) Develop and produce various environmental materials;
- i) Develop training of trainers materials;
- j) Carry out baseline survey for material development and distribution;
- k) Produce training materials and maintaining audio-visual facilities for education, training and awareness program;
- l) Play a cross cutting role serving all Sections and Directorates of the Authority; and
- m) Perform any other duties as may be assigned.

### Person specifications

- a) **Qualifications:**
  - A Bachelor's Degree in any of the following fields: Education with specialization in fine art, Public Health with bias in materials production, Adult and Community Education with specialization in fine art; Industrial or Fine Art (graphic design) from a recognised institution.
  - Masters in any of the above is a must.
- b) **Experience :**
  - At least five (5) years' work experience in the production of public education and awareness materials.
  - Experience in graphic design, and production of public awareness materials.
- c) **Tenure of appointment:** The appointment shall be for a period of 5 years with effect from the date of assumption of duties and may be renewed subject to evaluation of performance of duties.

- d) **Duty station:** Successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

**Key competences and skills**

- i. Leadership and mentoring skills;
- ii. Strong organizational and planning skills;
- iii. Good team building and management skills;
- iv. Proven capacity to work with minimum supervision;
- v. Ability to work independently;
- vi. Good communication and interpersonal skills;
- vii. Good reporting skills;
- viii. Good research skills.

**2. Job Ref : NEMA/ADV/EXT/06/2019**  
**Title : Legal Officer**  
**Reports to : Senior Legal Officer**  
**Salary Scale : E5**  
**Vacancies : one (1)**

**Job purpose:** To support the Legal function and needs of the Authority.

**Key Duties and responsibilities**

Support the Senior Legal Officer to:

- a) draft court papers, conduct court proceedings and attend court;
- b) provide legal advice to other departments;
- c) prepare, draft and review contracts and other legal documents;
- d) peruse documents and interpret them in line with the National Environment Act and other related legislation;
- e) train and advise stakeholders in environmental laws and related matters;
- f) coordinate and harmonize environmental laws ;
- g) develop ordinances and Bye-laws;
- h) support local governments in the enforcement of the environmental laws;
- i) advise on compliance and enforcement of environmental laws;
- j) advise and participate in the negotiation, drafting and implementation of treaties, agreements and conventions;
- k) Perform any other duties assigned.

**Person specifications**

- a) **Qualifications:**
  - Bachelor of Laws from a recognized University ;
  - Postgraduate Diploma in Legal Practice.

- b) **Experience:** Should have at least a minimum of one (1) year work experience in the law field.
- c) **Tenure of appointment:** The appointment shall be for a period of 1 (one) year with effect from the date of assumption of duties and may be renewed subject to evaluation of performance of duties;
- d) **Duty station:** Successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

**Key competences and skills**

- i. Capacity to work with minimum supervision;
- ii. Excellent communication and interpersonal skills;
- iii. High ethics , integrity and confidentiality;
- iv. Good report writing skills.

**Remuneration is attractive. Potential Candidates should submit applications by hand, electronic mail or through post office enclosing copies of certificates/testimonials and detailed curriculum vitae indicating 3 referees addressed to:-**

**The Executive Director  
National Environment Management Authority (NEMA)  
NEMA House, Plot 17/19/21 Jinja Road  
P.O.Box 22255  
E-mail : [recruitment@nema.go.ug](mailto:recruitment@nema.go.ug)  
KAMPALA.**

To reach the above address by 5.00 pm on April 16, 2019. Applicants who do not meet the above minimum requirements need not apply.

**Note:**

- a) Applicants who do not meet the above minimum requirements need not apply.
- b) NEMA is an equal opportunity employer. Any form of canvassing shall lead to automatic disqualification.