

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/29/2017
Title : Principal Officer, Lead Agency Coordination
Reports to : Director Policy Planning and Information
Salary Scale : E3
Vacancies : 01 (One)

Purpose of the Job

Coordinate Authority's functional relations with Ministries, Departments and Agencies (MDAs), Civil Society Organizations (CSOs), private sector and support resource mobilization.

Key duties and responsibilities

- a) Liaise with lead agencies in regard to their environment management function;
- b) Establish and operationalize standard operating procedures (SOPs) in regard to environment function;
- c) Monitor implementation of lead agency partnership undertakings and work plans.
- d) Strengthen the capacity of lead agencies to undertake and report on the agreed activities ;
- e) Coordinate with the relevant departments in NEMA in the functioning of the lead agencies;
- f) Coordinate the review of Budget Framework papers of lead agencies to ensure integration of environment and sustainability issues;
- g) Develop ,review and implement the lead agency coordination strategy;
- h) Publicize the work outputs of lead agencies in the NEMA website, newsletter and other platforms;
- i) Participate in the development of fundraising strategy, proposals and programmes for resource mobilization; and
- j) Perform any other duties as may be assigned.

Person specifications

i. Qualifications:

- A Bachelor's degree in any of the following; Economics, Business Administration, Social Sciences.
- A Master's degree in any of the above

ii. **Experience:** Should have at least a minimum of 8 (eight) years' work experience in management of environmental related programmes; 4 years should have been at a senior level.

iii. **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.

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

Skills required for performing the job

- i. Supervisory Skills;
- ii. Strategic planning skills;
- iii. Team building skills;
- iv. Computer literacy;
- v. Excellent Interpersonal, communication and reporting skills;

2. Job Ref : NEMA/ADV/EXT/30/2017

Title : Principal Environment Inspector

Reports to : Director Environment Monitoring and Compliance

Salary Scale : E3

Vacancies : 01 (One)

Purpose of the Job

Provide supervision, guideline and direction of audits and inspections of the authority.

Key duties and responsibilities

- a) Develop mechanisms/strategies on environmental inspections and audits (environmental monitoring)
- b) Monitoring the effects of the environment of any activities carried out on land, water and air.
- c) Continuous assessment of production and engineering processes of enterprises and their strategies for minimization of waste generation at source.
- d) Implementing training programs for environmental auditors and inspectors.
- e) Coordinating inspections and monitoring activities of inspectors and auditors from sectoral inspections.
- f) Ensuring restoration and compensation of damage of liabilities caused.
- g) Provide technical advice to the authority on compliance with environmental laws and regulations.
- h) Preparing periodic status reports.
- i) Perform any other duties as may be assigned.

Person specifications

i) Qualifications:

- Bachelor's degree in any of the following: Physical or Natural Science, Mechanical Engineering, Petroleum Engineering or Chemical Engineering.
- A Master's degree in any of the above

ii) Experience: Relevant work experience of at least 8 years in management of environmental related programme 4 years of which should have been at senior level.

iii) 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.

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

Skills required for performing the job

- vi. Supervisory Skills;
- vii. Strategic planning skills;
- viii. Team building skills;
- ix. Computer literacy;
- x. Excellent Interpersonal, communication and reporting skills;

3. Job Ref : NEMA/ADV/EXT/31/2017
Title : Senior GIS/ Remote Sensing Officer
Reports to : Environment Information Systems Manager
Salary Scale : E4
Vacancies : 01 (One)

Purpose of the Job

Provide GIS and Remote Sensing techniques to support environment management function of the Authority.

Key duties and responsibilities

- j) Generate, organize and manage GIS database of Environment Information
- k) Carry out GIS analyses as required by a program, project or activity;
- l) Undertake data acquisition and satellite image processing;
- m) Undertake GIS map production and geodata base design tasks of different projects with a special focus on spatial analysis and mapping;
- n) Develop methodologies for spatial data analysis and modeling to support decision making particularly for natural resource management;
- o) Undertake presentation and thematic map development and design, based on the needs of the Authority;
- p) Support the preparation of the national and district state of the environment reports; and

- q) Perform any other duties as may be assigned.

Person specifications

i. **Qualifications:**

- A Bachelor's degree in any of the following: Natural Sciences, Physical Science, Forestry.
- Master's degree in GIS and Remote Sensing or MSc in any of the above with a specialty in GIS/Remote Sensing.

ii. **Experience :**

Should have at least a minimum of five (5) years' work experience with the use of GIS software preferably ArcGIS, ERDAS Imagine; and Geo databases and data base applications;

iii. **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.

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

Key competences

- Capacity to work with minimum supervision;
- Good communication and interpersonal skills;
- Good reporting skills;
- Ability to work independently and with strong organizational and planning skills.

4. Job Ref : NEMA/ADV/EXT/32/2017
Title : Senior Research Coordinator
Reports to : Principal Environment Economist
Salary Scale : E4
Vacancies : 01 (One)

Purpose of the Job

Promote the research function of the Authority.

Key duties and responsibilities

- a) Develop , review and implement the research strategy for the Authority;
- b) Identify critical areas that require research interventions in the Authority, propose strategies for addressing them;
- c) Plan and coordinate the initiation of relevant research activities and establish operating guidelines and procedures;
- d) Review the existing data and information within the Authority to identify publishable material reports in form of policy briefs , professional working papers and journal articles;
- e) Coordinate research interest of the Authority with relevant external partners;
- f) Coordinate and identify research needs and methodologies within the Authority;
- g) Mobilize resources to support the research function;
- h) Monitor the progress of research activities;

- r) Establish a repository of generated research data for ease of access and retrieval; and
- s) Perform any other duties as may be assigned.

Person specifications

i. **Qualifications:**

- A Bachelor's degree in any of the following: Statistics, Natural Science, Social Sciences , Natural Resource Economics , Business Administration from a recognized institution.
- Master's degree in any of the above

Requirements

- Demonstrable ability in multi-disciplinary research;
- ii. **Experience :**
Should have at least 5years of work experience in a research 2 of which should have been in active multi-disciplinary research.
- iii. **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.
- iv. **Duty station:** Successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

Key competences and skills

- Capacity to work with minimum supervision;
- Good communication and interpersonal skills;
- Good reporting skills;
- Ability to work independently and with strong organizational and planning skills.

5. Job Ref : NEMA/ADV/EXT/33/2017
Title : Senior Environment Inspector (Audits & Monitoring)
Reports to : Principal Environment Inspector
Salary Scale : E4
Vacancies : 01 (One)

Purpose of the Job

Support the environmental audits and monitoring function of the Authority.

Key duties and responsibilities

- a) Carry out post ESIA inspections to ensure implementation of mitigation measures;
- b) Quality assure the integrity of environmental monitoring equipment;
- c) Ensure compliance with environmental legislation and verify the accuracy of environmental impact predictions;
- d) Provide compliance assistance to the regulated communities where required;
- e) Initiate the development of environmental standards in priority areas of concern including coordination with lead agencies and institutions in development of environmental standards;
- f) Develop environmental audit protocols, guidelines and regulations in consultations with the legal Department;

- g) Verify or confirm compliance with environment regulations;
- h) Liaise with the Legal Department in developing environmental audit guidelines and regulations;
- i) Carry out inspection of sites threatened by degradation;
- j) Maintain a register (database) on audit practitioners and audits done;
- k) Review audit and ESIA reports;
- l) Develop training programmes and coordinate training in environmental standards and audits for MDAs and private sector;
- m) Perform any other duties assigned.

Person specifications

- i. **Qualifications:**
 - A Bachelor's degree in any of the following: Environmental and/or Natural Resource Management, Natural Science, Environmental Engineering, Mechanical/Civil Engineering, Industrial Chemistry or Chemical Engineering.
 - Master's degree in any of the above.
- ii. **Experience :**
Should have at least a minimum of five (5) years work experience; 2 of which should be in audits and monitoring.
- iii. **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.
- iv. **Duty station:** Successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

Key competences and skills

- Demonstrable through understanding of Environmental Laws of Uganda;
- Good communication and interpersonal skills;
- Good morals and high level of integrity;
- High level of confidentiality;

6. Job Ref : NEMA/ADV/EXT/34/2017
Title : Senior Environment Education Officer
Reports to : Principal Environment Education Coordinator
Salary Scale : E4
Vacancies : 01 (One)

Purpose of the Job

Support environment education for sustainable development.

Key duties and responsibilities

Support the Principal Environment Education Coordinator to:

- a) establish environmental Education programs in primary and secondary schools,
- b) plan and develop environment management training programs for in- service teachers;
- c) liaise with relevant local government staff in environment education programming;

- d) train teachers and other people (Trainer of Trainers) in the use of resources and in delivering educational sessions;
- e) organize school environment education competitions and awareness campaigns;
- f) inspect and mentor schools for good environment management practices and compliance.
- g) coordinate and monitor the environmental activities in schools;
- h) liaise and develop partnerships with and coordinate CBOs and NGOs to facilitate environment Education in Schools;
- i) develop, monitor and implement national strategies for formal environment education; and
- j) Perform any other duties as may be assigned.

Person specifications

i. Qualifications:

- A Bachelor's Degree in any of the following fields: Education, Adult and Community Education from a recognized Institution.
- Master's degree in any of the above.

ii. Experience :

At least (5) five years of professional experience in teaching including: Programme/ Curriculum Development, education management, community based education program delivery, 2 of which must have been school environment education programme activities.

iii. 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.

iv. Duty station: Successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

Key competences and skills

- Capacity to work with minimum supervision;
- Good communication and interpersonal skills;
- Good reporting skills;
- Ability to work independently and with strong organizational and planning skills.

7. Job Ref : NEMA/ADV/EXT/35/2017
Title : Senior Environment Assessment Officer
Reports to : Environment Assessment Manager
Salary Scale : E4
Vacancies : 01 (One)

Purpose of the Job

To support the environmental assessments and compliance function of the Authority.

Key duties and responsibilities

- a) Screen/evaluate proposed project developments to determine whether or not a project will have any adverse impact on the environment;
- b) Providing technical guidance on decision making on environmental assessment;
- c) Carry out baseline verification (inspections) of proposed projects;
- d) Collate comments from Lead Agencies and make recommendations on the decisions on ESAs;
- e) Carry out quality assurance and quality control on ESA reports submitted;

- f) Providing compliance assistance to regulated communities on best environmental practices and mitigation measures;
- g) Keeping records and data base on environmental impact assessments;
- h) Undertake environmental monitoring of projects and other activities;
- i) Support the development of ESA sector specific guidelines in consultation with relevant stakeholders;
- j) Perform any other duties as may be assigned.

Person specifications

- i. **Qualifications:**
 - Bachelor's degree in any of the following: Environmental and/or Natural Resource Management, Natural or Physical Science, Environmental Engineering, Civil Engineering, Industrial Chemistry or Chemical Engineering.
 - Master's degree in any of the above.
- ii. **Experience :**
Should have at least a minimum of five (5) years' work experience; 2 of which must have been in environmental assessments.
- iii. **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.
- iv. **Duty station:** Successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

Key competences and skills

- Capacity to work with minimum supervision;
- Good communication and interpersonal skills;
- Good reporting skills;
- Ability to work independently and with strong organizational and planning skills.

8. Job Ref : NEMA/ADV/EXT/36/2017
Title : Senior Human Resource Officer
Reports to : Human Resource Manager
Salary Scale : E4
Vacancies : 01 (One)

Purpose of the Job

Support the human resource function of the Authority.

Key duties and responsibilities

Support the Human Resource Manager to:

- a) implement and operationalize the human resource manual and the code of conduct;
- b) implement job design, organizational structures and work load distribution decisions;
- c) implement improvements to HR programs and systems particularly in relation to wage management and legislative changes;
- d) ensure remuneration information and knowledge is current and appropriate to the business needs of the Authority;

- e) Implement the staff welfare schemes;
- f) ensure the proper maintenance and update of human resource records;
- g) ensure harmonious relations among staff by prompt handling of staff grievances ;
- h) implement staff recognition programs geared towards staff motivation and team building;
- i) advise staff on human resource policies and legislation which concern them; such as conditions of service, Government legislation, code of conduct and policies and procedures;
- j) counsel staff where necessary;
- k) conduct staff exit interviews;
- l) coordinate training programmes for staff and evaluation thereof;
- m) perform any other duties as may be assigned by Management.

Person specifications

i. Qualifications:

- Bachelor’s degree in any of the following: Social Sciences, Human Resource Management, Public Administration.
- Master’s degree in any of the above.

Professional Requirement

Membership with Human Resource professional body

ii. Experience:

Minimum of 5 years relevant working experience; 2 of which must have been at an officer level in a reputable organization.

iii. 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.

iv. Duty station: Successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

Key competences and skills

- Capacity to work with minimum supervision;
- Good communication and interpersonal skills;
- Good reporting skills;
- Ability to work independently and with strong organizational and planning skills.

9. Job Ref : NEMA/ADV/EXT/37/2017
Title : Senior Public Relations Officer
Reports to : Corporate Communications Manager
Salary Scale : E4
Vacancies : 01 (one)

Purpose of the Job

Support the public relation function of the Authority.

Key duties and responsibilities

Support the Corporate Communications Manager to:

- a) Develop and implement NEMA's public relations and communications strategy;
- b) Assist Management to realize strong Authority related public relations activities e.g. launches and external Programme support;
- c) Arrange and coordinate NEMA involvement in supporting activities that promote NEMA public relations;
- d) Organize and manage Authority in – house activities such as sports, exhibitions and shows, stakeholder gatherings and other open days;
- e) Carry out research on effectiveness of NEMA public relations campaigns and programmes and design appropriate advertising material for publication in the media;
- f) Liaise with the media in preparing Press Releases, arranging Press Conferences, supplements and Press Briefs of NEMA programs and activities as and when they arise ;
- g) Respond to all media queries about NEMA;
- h) Participate in development of promotional material for publication in liaison with the Department of Environmental Education;
- i) Prepare and host interactive talk shows ;
- j) Arrange NEMA external functions such as parties and exhibitions.
- k) Participate in preparing relevant information and updating NEMA website.

Person specifications

a) Qualifications:

- Bachelor's degree in any of the following: Public Relations, Journalism, Mass Communication, Education or any other related field.
- Master's degree in any of the above.

b) Experience:

Should have at least a minimum of five (5) years' work experience; 2 of which must have been in public relations in journalism, corporate communication, education or public relations.

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

- Capacity to work with minimum supervision;
- Good communication and interpersonal skills;
- Good reporting skills;
- Ability to work independently and with strong organizational and planning skills.

10. Job Ref : NEMA/ADV/EXT/38/2017
Title : District Support Officer
Reports to : Senior District Support Officer
Salary Scale : E5
Vacancies : 02 (two)

Purpose of the job

Support the environment management function in Local Government Staff, private sector and civil society organizations.

Key duties and responsibilities

Support the Senior District Support Officer to:

- a) Coordinate environmental programs in local governments, private sector and civil societies;
- b) Guide in the preparation and implementation of District Environment Action Plans and other environment management programs;
- c) Develop environment management capacity building programmes for local governments;
- d) Review local government environment management reports;
- e) Review ESAs and undertake inspection and audit functions; and
- f) Perform any other duties as may be assigned.

Person specifications

i. Qualifications

A Bachelor's Degree in any of the following fields: Environment or Natural Science, Development Studies or Science Education from a recognized Degree awarding Institution.

ii. Experience

At least 3 years relevant work experience in environment management

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

Key competences and skills

- Analytical skills;
- Reporting skills;
- Communication skills;
- Good morals and high level of integrity;
- High levels of confidentiality.

11. Job Ref : NEMA/ADV/EXT/39/2017
Title : Environment Inspector (Community Affairs)
Reports to : Senior Environment Inspector
Salary Scale : E5
Vacancies : 01 (One)

Purpose of the Job

Support community outreach environmental and social safeguard activities of the Authority.

Key duties and responsibilities

To support the Senior Environment Inspector to:

- a) follow up on the implementation of the environment and social assessments (ESAs) as well the preparation and execution of the mitigation plans;
- b) prepare guidelines for monitoring and reporting on compliance with environmental and social safeguards;
- c) review reports on environmental compliance and social safeguards in accordance with national laws, environmental standards and relevant international policies and practices;
- d) monitor the implementation of environmental and social management and monitoring plans;
- e) Work with other relevant lead agencies to include grievance redress mechanisms in project design and implementation to manage social risks;
- f) carry out community advocacy programs on environmental and social management and monitoring plans ;
- g) coordinate community and social environmental aspects, including oil and gas , with the stakeholders of the Authority; and
- h) perform any other duties as may be assigned.

Person specification

i. Qualifications:

A Bachelor's Degree in any of the following: Social Sciences, Development Studies, Adult and Community Education, Sociology;

ii. Experience: Should have at least a minimum of 3 (three) years' work experience in community related environment management programs;

Proven knowledge on management of environmental aspects of oil and gas, and community psychology and counseling is desirable.

iii. 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.

iv. Duty station: Successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

Key competences and skills

- Capacity to work with minimum supervision;
- Good communication
- Interpersonal skills;
- Good reporting skills;
- Ability to work independently and with strong organizational and planning skills.

12. Job Ref : NEMA/ADV/EXT/40/2017
Title : Network Administrator
Reports to : Senior IT Officer
Salary Scale : E5
Vacancies : 01 (One)

Purpose of the job

Provide effective and efficient IT and computer network services for the Authority.

Key duties and responsibilities

Support the Senior IT Officer to:

- a) establish network specifications for IT hard and software;
- b) establish and monitor network performance and procedures;
- c) ensure regular updates of the internet configuration and connectivity;
- d) offer network support to users including in trouble shooting, network connectivity and passwords; and
- e) perform any other duties as may be assigned.

Person specifications**i. Qualifications:**

- Bachelor's Degree in any of the following: Information Technology, Computer Engineering, Computer Science and Information Systems.
- Recognized professional ICT qualifications in networking such as CCNA and CCNP.
- A certification in MCITP or MSCE will be an added advantage

ii. Experience:

- CISCO Certified Network Associate or equivalent 3 year work experience in a reputable organization;

iii. Working knowledge of IP Telephony and QOS service implementation for network based phone systems.**iv. 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.

v. Duty station:

Successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

Key competences and skills

- responsiveness;
- team work;
- Multi-tasking;
- Coordination;

13. Job Ref : NEMA/ADV/EXT/41/2017
Title : Environment Education Officer
Reports to : Senior Environment Education Officer
Salary Scale : E5
Vacancies : 01 (One)

Purpose of the job

Support environment education for sustainable development.

Key duties and responsibilities

Support the Senior Environment Education Officer to:

- a) establish environmental education programmes in primary and secondary schools;
- b) obtain and collate data for environment education materials development and production;
- c) carry out information needs assessments and develop education and awareness materials for different audiences;
- d) develop feedback instruments and mechanisms;
- e) organize NEMA exhibition stalls for National World Environment Day Celebrations and other National and International Environment related events;
- f) produce tailored materials and publications for NEMA activities and programs;
- g) undertake environmental education and awareness; and
- h) perform any other duties as may be assigned.

Person specifications

v. **Qualifications:**

A Bachelor's Degree in any of the following fields: Education, Adult and Community Education; Industrial and Fine Art, Science Education from a recognized institution.

vi. **Experience :**

- At least 3 (three) years' work experience in environmental education activities.
- Experience in community training and materials production is an added advantage.

vii. **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.

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

Key competences

- Capacity to work with minimum supervision.
- Good communication and interpersonal skills.
- Good reporting skills

- Ability to work under pressure and to make accurate and informed decisions.

14. Job Ref : NEMA/ADV/EXT/42/2017
Title : Transport and Logistics Officer
Reports to : Human Resource Manager
Salary Scale : E5
Vacancies : 01 (One)

Purpose of the job

Coordinate transport and logistical operations of the Authority.

Key duties and responsibilities

Support the Human Resource Manager to:

- a) supervise drivers and ensure proper use of vehicle logbooks;
- b) maintain the Authority fleet to ensure each vehicle is appropriately routed, scheduled and maintained;
- c) ensure individual drivers routinely check their vehicle and compile service reports.
- d) coordinate and ensure routine maintenance and repairs with prequalified service centres;
- e) Allocate vehicles to directorates and ensure authorized usage;
- f) renew vehicle licenses and insurance, issue fuel vouchers when the need arises; and
- g) perform any other duties as may be assigned.

Person specifications

i. Qualification

Bachelor's degree in any of the following: Mechanical Engineering, Fleet Management, Transport and Logistics Management, Public Administration from a recognized Institution.

ii. Experience

Minimum of 3 years relevant work experience in fleet management in a reputable organization

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

Key competences and skills

- i. Strong communication, leadership and interpersonal skills;
- ii. Computer literacy;
- iii. Attention to detail.

15. Job Ref : NEMA/ADV/EXT/43/2017
Title : Security Officer
Reports to : Human Resource Manager
Salary Scale : E5
Vacancies : 01 (One)

Purpose of the job

Provide overall supervision of security of the Authority staff and property.

Key duties and responsibilities

- a) Monitoring and supervising the security function;
- b) Advise management on security issues;
- c) In-charge of security alertness and consciousness and liaise with security institutions;
- d) Handle security threats and report to the supervisor for immediate action;
- e) Monitor the surveillance equipment and make routine reports; and
- f) Perform any other duties as may be assigned.

Person specifications

i. Qualifications

- A Bachelor's degree.
- Professional training in security matters.

ii. Experience

- 3 years' work experience in a related position.

iii. **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.

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

Key competences and skills

- i. ability to quickly detect security threats;
- ii. physical fitness;
- iii. Ability to communicate effectively;
- iv. Ability to multi-task and work cooperatively with others.

16. Job Ref : NEMA/ADV/EXT/44/2017
Title : Accountant
Reports to : Senior Accountant
Salary Scale : E5
Vacancies : 01 (One)

Purpose of the job

To support the accounting and financial management function of the Authority.

Key duties and responsibilities

Support the Senior Accountant to:

- a) Enter invoices and payment vouchers into the computerized accounts system
- b) Undertake bank reconciliations on a monthly basis;
- c) Check vouchers submitted for payment by the accounts assistants;
- d) Submit periodical expenditure reports to the Senior Accountant;
- e) Prepare and submit monthly tax returns to URA, and NSSF respectively;
- f) Ensure correct stock records are kept by the Stores Assistant;
- g) Supervise preparations of financial transactions by the Accounts Assistants;
- h) Maintain the debtors and creditors' ledgers;
- i) Contribute to the production of the trial balance through entering information to the system and carrying out all necessary reconciliations;
- j) Reconcile staff accounts;
- k) Prepare and record financial transactions in the books of account manually or electronically;
- l) Produce monthly trial balance and submit to Senior Accountant;
- m) Maintain staff advances, suppliers' ledger, advances ledger;
- n) Prepare reconciliation statements on all bank accounts;
- o) Maintain vote book as required by Government;
- p) Responsible for safe custody of books of accounts and financial documents;
- q) Supervise the Accounts Assistants and ensure that financial transactions are accurately and timely recorded, reconciled and maintained in order to provide support to financial and management reporting;
- r) Any other tasks assigned.

Person specifications

i. **Qualifications:**

- Bachelor's degree in any of the following: Business Administration (Accounting option), Commerce (Accounting option) from a recognized institution.
- Partial Professional Qualification in Accountancy.

ii. **Experience:**

- At least 4 years work experience in Finance and Accounting;
- Hands on experience with accounting packages such as Sun systems, Navision, Tally, Pastel.

iii. **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.

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

Skills required for performing the job

- i. Ability to work as a team.
- ii. Interpersonal skills and communication skills with the ability demonstrate, analyze and reporting skills.
- iii. High degree of precision
- iv. Proven ability to meet timelines and handle multiple tasks simultaneously.
- v. Computer literacy.

16. Job Ref : NEMA/ADV/EXT/45/2017

Title : Accounts Assistant

Reports to : Accountant

Salary Scale : E6

Vacancies : 01 (One)

Purpose of the job:

To provide support to the accounting function of the directorate of finance and administration.

Key duties and responsibilities

Support the Accountant to:

- a) Prepare payment vouchers for further processing;
- b) Issue receipts for payments, and or refunds made to the Authority;
- c) File financial documents in a logical and easy to retrieve manner;
- d) capture relevant available financial information for subsequent review and posting into the general ledger;
- e) Match all transaction supporting documentation prior to filing any financial record;
- f) Support the general ledger reconciliations including bank accounts, suppliers' and debtors' ledgers;
- g) Support the timely preparation and or reconciliation of statutory deductions;
- h) To undertake bank errands as may be assigned from time to time; and
- i) Perform any other duties as may be assigned.

Person specifications

v. **Qualifications:**

- At least a Diploma in any of the following: Accounting, Finance, Business Administration (Accounting option);
- Hands on experience with accounting package such as sun systems, Navision financials, or paste;

vi. **Experience:**

A minimum of 3 years' relevant work experience in accounting in a reputable organization.

vii. **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.

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

Key competences and skills

- Ability to work as a team.
- Interpersonal skills and communication skills with the ability demonstrate, analyze and reporting skills.
- High degree of precision
- Proven ability to meet timelines and handle multiple tasks simultaneously.
- Computer literacy.

17. Job Ref : NEMA/ADV/EXT/46/2017
Title : Front Desk Assistant
Reports to : Senior Human Resource Officer
Salary Scale : E6
Vacancies : 01 (One)

Purpose of the job:

Support the front desk functions of the Authority.

Key duties and responsibilities

Support the Authority to:

- a) Answer calls from NEMA visitors;
- b) Make official calls;
- c) Scrutinize incoming and outgoing mails;
- d) Direct visitors to the people and offices they desire to see or go to;
- e) Handle the switchboard and ensure usage print outs are generated and circulated;
- f) Handling suggestions from NEMA visitors and forwarding them to Management; and
- g) Perform any other duties as they may be assigned;

Person specifications

a) **Qualifications:**

- At least a Diploma in any of the following: Office Management and Secretarial Studies or Social Studies.
- A degree in any of the above is an added advantage.

b) **Experience:**

A minimum of 3 years' relevant work experience in Secretarial and front desk management.

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

- Ability to work as a team.
- Interpersonal and communication skills.
- Computer literacy.

Remuneration is attractive. Potential Candidates should submit applications in their own handwriting and deliver them 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 : info@nemaug.org
KAMPALA.**

To reach the above address by 5.00 pm on or before
September 18, 2017. Applicants who do not meet the above minimum requirements need not apply.

Note:

- 1) **The job title applied for should be printed at the top left hand side of the envelope.**
- 2) **Applicants, who will not have heard from us by October 30, 2017 should consider their applications unsuccessful.**
- 3) **Applicants who do not meet the above minimum requirements need to apply.**
- 4) **NEMA is an equal opportunity employer.**