

# 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/01/2019**  
**Title : Senior Environment Education Officer**  
**Reports to : Principal Environment Education Coordinator**  
**Salary Scale : E4**  
**Vacancies : One (01)**

### **Purpose of the Job**

Support environment education for sustainable development.

### **Key duties and responsibilities**

Support the Principal Environment Education Coordinator to:

- a) plan and execute environment education / education for sustainable development programmes programs in 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 innovative ways of integrating environmental issues in their teaching and learning practices;
- e) organize school environment education competitions and awareness campaigns;
- f) inspect and mentor educators for good environment management practices and compliance;
- g) coordinate and monitor the environment and education for sustainable development activities in schools;
- h) liaise and develop partnerships with and coordinate Community Based Organizations and Non-Governmental Organizations engaged in education to facilitate environment education in schools;
- i) develop, monitor and implement national strategies for formal environment education;
- j) conduct environment compliance inspections in schools, monitor and advise education institutions on environment education practices;
- k) undertake environment and audit reviews; and
- l) perform any other duties as may be assigned.

## Person specifications

### a) **Qualifications:**

- i. A Bachelor's Degree in any of the following fields: Education, Adult and Community Education.
- ii. Master's degree in any of the above;
- iii. Other relevant fields like Environmental Science, Public Health and Development Studies are added advantage.

### b) **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.

### c) **Tenure of appointment:** The appointment shall be for a period of 5 years with effect from the date of assumption of duty and may be renewed subject to performance and/ or any other consideration.

### 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. Skills in innovative approaches to teaching and learning
- ii. Leadership and mentoring skills;
- iii. Strong organizational and planning skills;
- iv. Good team building and management skills;
- v. Proven capacity to work with minimum supervision;
- vi. Ability to work independently;
- vii. Good communication and interpersonal skills;
- viii. Good reporting skills;
- ix. Proven knowledge of tertiary education systems;
- x. Good partnership and networking skills;
- xi. Good negotiation skills; and
- xii. Good research skills.

**2. Job Ref : NEMA/ADV/EXT/02/2019**

**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 for sustainable development.

### **Key duties and responsibilities**

Support the Principal Environment Education Coordinator to:

- m) coordinate and produce printed materials;
- n) carry out graphic illustrations required by NEMA;
- o) Produce presentations and training materials required by NEMA including posters, overhead transparencies, slides, photograph etc;
- p) Set the audio-visual equipment for presentation;
- q) Distribute and keep a record of all environmental materials produced;

- r) Ensure safe custody of all training materials such as overhead projector, slides, posters and educational films;
- s) Design training materials, newsletters, and other educational materials;
- t) Develop and produce various environmental materials;
- u) Develop training of trainers materials;
- v) Carry out baseline survey for material development and distribution;
- w) Produce training materials and maintaining audio-visual facilities for education, training and awareness program; and
- x) Perform any other duties as may be assigned.

**Person specifications**

- a) **Qualifications:**
  - A Bachelor’s Degree in any of the following fields: Education, Public Health, Adult and Community Education; Industrial and Fine Art (graphic design).
  - Masters in any of the above is a must.
- b) **Experience :**
  - At least five (5) years’ work experience in the production of environmental education materials.
  - Experience in art and design; and materials production is an added advantage.
- 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**

- xiii. Leadership and mentoring skills;
- xiv. Strong organizational and planning skills;
- xv. Good team building and management skills;
- xvi. Proven capacity to work with minimum supervision;
- xvii. Ability to work independently;
- xviii. Good communication and interpersonal skills;
- xix. Good reporting skills;
- xx. Good research skills.

**3. Job Ref : NEMA/ADV/EXT/03/2019**  
**Title : Environment Education Officer**  
**Reports to : Senior Environment Education Officer**  
**Salary Scale : E5**  
**Vacancies : One (1)**

**Purpose of the job**

Support environment education for sustainable development.

**Key duties and responsibilities**

Support the Senior Environment Education Officer to:

- a) support building the capacity of teachers to establish and implement education for sustainable development and environment education programmes in primary schools;
- b) design and undertake environment education programmes in primary schools;

- c) carry out information needs assessment to inform education and awareness programmes;
- d) organize school environment education competitions and awareness campaigns;
- e) establish strong linkages and working strategies with education sector managers at the local level including centre coordinating tutors, District Education Officers and Inspectors of Schools to ensure effective environment education and education for sustainable development implementation in the sector;
- f) conduct environment compliance inspections in schools, monitor and advise education institutions on environment education practices; and
- g) perform any other duties as may be assigned.

**Person specifications**

- e) **Qualifications:**
  - A Bachelor’s Degree in any of the following fields: Education, Adult and Community Education, Science Education from a recognized institution.
- f) **Experience :**
  - At least three (3) years’ work experience in environmental education activities.
  - Experience in community training is an added advantage.
  - Back ground in primary school teaching and management is an added advantage.
- g) **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.
- h) **Duty station:** Successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

**Key competences**

- i. Capacity to work with minimum supervision.
- ii. Good communication and interpersonal skills.
- iii. Good reporting skills
- iv. Ability to work under pressure and to make accurate and informed decisions.

**4. Job Ref : NEMA/ADV/EXT/04/2019**  
**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.
  - Valid practicing certificate.
- b) **Experience:** Should have at least a minimum of three (3) years' 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 rep
- v. orting 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  
KAMPALA.**

To reach the above address by 5.00 pm on March 11, 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.