



## VACANCY (EXTERNAL ADVERT)

### PROJECT ON INSTITUTIONAL CAPACITY STRENGTHENING FOR IMPLEMENTATION OF THE NAGOYA PROTOCOL ON ACCESS TO GENETIC RESOURCES AND BENEFIT SHARING IN UGANDA

#### 1. Brief background

National Environment Management Authority (NEMA) on behalf of the Government of Uganda is executing a 4-year Global Environment Facility/United Nations Environment Programme supported Project on “ Institutional Capacity Strengthening for Implementation of the Nagoya Protocol on Access to Genetic Resources and Benefit Sharing in Uganda”. The development goal of the project is to conserve Uganda’s genetic resources and associated traditional knowledge and access and share the benefits arising out of their utilization in an equitable and sustainable way while the project objective is to strengthen institutional capacity for effective implementation of the Nagoya Protocol and conduct effective awareness campaigns on Access to Genetic Resources and Benefit Sharing (ABS) in Uganda.

The project will have two site offices; one in Karamoja in north eastern Uganda targeting indigenous peoples and Local communities in the Karamoja region while the other will be in South Western Uganda targeting the Batwa community living around Bwindi Impenetrable Forest and Mgahinga Gorilla National Parks. The Karamoja field be hosted by Karamoja Women Cultural Group (KWCG) while the United Organization for Batwa Development in Uganda (UOBDU) will host the field office for South Western Uganda.

To ensure effective and efficient delivery of project outputs and outcomes, NEMA is seeking to recruit competent staff stated below for the Project Management Unit (PMU).

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

**Job Ref** : NEMA/ADV/EXT/11/2021  
**Title** : Project Manager  
**Reports to** : Project Coordinator  
**Scale** : E3  
**Vacancies** : 01 (One)

**Job purpose:** To plan, manage and deliver project outputs

**Responsibility:** The Project Manager (PM) is responsible for the day-to-day management of the project. He/she will be responsible for the overall planning, coordination of project

activities, and monitoring of project results. Specifically, the PC will carry out the tasks outlined below:

#### Tasks

- Prepare and supervise the implementation of Annual Work Plans and Budget (AWP/B);
- Make recommendations for modifications to the project budget and, where relevant, submit proposals for budget revisions to the Project Steering Committee (PSC), and UNEP;
- In accordance with the approved AWP/B, develop detailed TORs for short-term consultants and contracts, assist with their selection and recruitment, then monitor and supervise their work to ensure timely delivery of outputs to an acceptable standard;
- Provide technical guidance and oversight for all project activities;
- Select the community-based micro-projects with support from the Project Steering Committee;
- Monitor and maintain records of actual project expenditures; ensuring that the project utilizes the available financial resources in an efficient and transparent manner;
- Assist in the set-up and implementation of the project M&E system;
- Closely monitor project implementation and results and prepare project progress reports;
- Oversee the progress of implementation of the different components of the project conducted by local and international experts, consultants, and cooperating partners
- Coordinate and oversee the preparation of all outputs of the project;
- With support of the Finance assist, Prepare and submit quarterly progress and financial reports as required, following all UNEP/GEF quality management system and NEMA administrative processes;
- With support of the Finance assist, collect other co-financing partners' data and consolidate data into the overall project co-financing reports;
- Convene regular meetings in order to coordinate project activities with the co-financing projects, exchange lessons learned and harmonize approaches;
- Ensure regular communication and promote close collaboration with development partners, collaborating institutions and other stakeholders;
- Make all necessary arrangements and preparations for the missions of any international consultants and UNEP backstopping officers, including domestic logistic support, mission schedule, availability of relevant documents, and meetings with relevant officials as needed;
- Coordinate and participate in M&E exercises to appraise project success and make recommendations for modifications to the project;
- Facilitate the different workshops to be organized during the project period and assume full responsibility in preparing workshop reports/proceedings as applicable;
- Provide technical advice to ensure that the appropriate approaches are followed during project implementation (participatory and integrated approaches, multi-stakeholder participation, etc.).
- Ensure that all project activities are carried out on schedule and within budget to achieve the project outputs;
- Perform other duties as may be required in order to ensure that project operations proceed according to schedule and foreseen project results are achieved.
- Perform other duties related to the project in order to achieve its strategic objectives



- In consultation with the Project Coordinator (PC) and Project Assistant (Finance and Administration), prepare annual and quarterly work plans and supervise their implementation
- Manage the project budget in accordance with the agreed work plan and ensure that the financial resources are used efficiently and economically to deliver project outputs
- In consultation with the Project Coordinator (PC) and Project Assistant (Finance and Administration), prepare annual budget revisions according to UNEP/GEF requirements.
- Monitor utilization of financial resources to ensure accuracy and reliability of financial reports
- Supervise the Project Finance and Administrative Assistant to ensure timely delivery financial reports as required
- Monitor and update the status of project risks initially identified in the project document and submit any new risks identified to the project board for consideration and decision on possible actions to address the risks
- Document lessons learnt during project implementation as part of knowledge management
- Supervise project field officers and ensure field activities are implemented as planned
- In consultation with the PC liaise with UNEP/GEF task manager during the implementation of the project to ensure effective project management according to GEF and UNEP requirements
- Ensure that all project activities are carried out on schedule to achieve timely realization of project outputs
- Prepare and submit half yearly technical progress reports and project implementation review reports as per the UNEP/GEF requirements.
- At the end of the project, prepare and submit terminal project reports including terminal technical reports and financial reports
- Draft Terms of Reference (TORs) for consultants and participate in the selection and recruitment and supervision of consultant
- Monitor and supervise work of consultants to ensure timely delivery of quality outputs as per approved TORs
- With support from the PC and the project technical steering committee guide on selection of the community-based projects
- Prepare sub-contracting agreements with partners and ensure their effective implementation.
- Monitor and supervise implementation of community-based projects supported by project
- Prepare and submit quarterly and annual financial reports and half yearly and annual technical progress reports as required
- In consultation with the PC convene meetings of the technical and steering committees



- Make all necessary arrangements and preparations for the missions of any consultants and UNEP backstopping officers and PSC members
- Organize Project Steering committee (PSC) meetings and act as a secretary to the PSC meetings and produce their minutes on time.
- Promote public relations of the project in the country and globally
- Maintain good communication with project partners and stakeholders
- In collaboration with PC provide training and capacity building in relevant technical areas where appropriate
- Observing agreed project management procedures in order to facilitate project implementation and ensure delivery of high quality outcomes
- Coordinate and participate in M&E activities of the project to appraise project success and make recommendations for consideration by the project technical committee and approval by project steering committee
- Support UNEP and the consultants in conducting midterm evaluation and terminal evaluation exercises.
- In collaboration with PC, organize and facilitate project workshops and prepare workshop reports/proceedings as applicable
- Perform other duties as may be required to enhance implementation of the project.

### **Person specification**

#### **(a) Qualifications**

- Bachelor's degree in any of the following: Forestry, Wildlife Management, Environmental Science or Natural Sciences
- **Master's degree** in forestry, wildlife management, environmental science **is a must**
- Any other additional relevant qualifications/training are desirable

#### **(b) Working experience**

- minimum of ten (10) years working experience in wildlife / forestry / biodiversity conservation and management in Uganda, of which five (5) years should be in project management
- Minimum of 5 years' experience in administration/management of GEF projects; GEF policies and procedures
- Experience in working with indigenous peoples and local communities on natural resources management
- Experience in selection and management of community-based projects
- Experience in facilitating meetings or discussions;
- Experience working with international partners;
- Experience in managing multi-stakeholder projects

#### **(c) Key competencies/ skills required**

- Working knowledge and experience with Government of Uganda Agencies
- Ability to prepare project workplans, administer budgets, staff supervision
- Skills in drafting, writing and editing project reports



- Good communication skills
- Proficiency in use of computer applications and packages (Excel and word among others);
- Acts as a team player and facilitates team work;
- Facilitates and encourages open communication in the team, communicates effectively;
- Shares knowledge and encourages the learning of others.
- Ability to work effectively with senior government officials, research institutes, non-governmental organizations (NGOs), and local communities
- Good inter-personal skills, including fluency in written and spoken English.
- Working knowledge and experience with Government programmes
- Proficiency in use of computer applications and packages (Excel and word among others)
- Good writing and communication skills
- Demonstrates / Safeguards Ethics and Integrity

**Duration of the employment**

Four years (the project period)

**Duty Station**

The Project Manager will be based at NEMA Offices in Kampala with frequent travel to the field.

**Remuneration** is attractive.

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**Job Ref** : NEMA/ADV/EXT/12/2021  
**Title** : Finance and Administrative Assistant  
**Reports to** : Project Manager  
**Scale** : E4  
**Vacancies** : 01 (One)

**Job Purpose:** To prepare activity budgets, budget revisions, financial reports and provide administrative support to the project

**Responsibility:** The Finance and Administrative Assistant is responsible for the financial and administrative management of the project activities and assists in the preparation of quarterly and annual work plans and progress reports for review and monitoring by UNEP. The Finance and Administrative Assistant is responsible for day to day financial management and administrative support to the project. Specifically, the Finance and Administrative Assistant will carry out the tasks outlined below

**Key Duties**

- Responsible for providing general financial and administrative support to the project;
- Take own initiative and perform daily work in compliance with annual work schedules;
- Assist project management in performing budget cycle: planning, preparation, revisions, and budget execution;



- Provide assistance to partner agencies involved in project activities, performing and monitoring financial aspects to ensure compliance with budgeted costs in line with UNEP policies and procedures;
- Monitor project expenditures, ensuring that no expenditure is incurred before it has been authorized;
- Assist project team in drafting quarterly and yearly financial project progress reports;
- Ensure that NEMA procurement rules are followed during procurement activities that are carried out by the project and maintain responsibility for the inventory of the project assets;
- Perform preparatory work for mandatory and general budget revisions, annual physical inventory and auditing, and assist external evaluators in fulfilling their mission;
- Prepare all outputs in accordance with NEMA's administrative and financial office guidance;
- Ensure the project utilizes the available financial resources in an efficient and transparent manner;
- Ensure that all project financial activities are carried out on schedule and within budget to achieve the project outputs;
- Perform all other financial related duties, upon request
- Assist the project manager in Preparation of sub-contracting agreements with partners and ensure their effective implementation and monitoring with regard to finances
- Assist the Project Manager in preparation of the project implementation review by providing financial data
- Train field staff in bookkeeping, and financial reporting
- Secure co-finance reports from partners and Prepare overall annual project co-finance reports
- Support UNEP and the consultants in conducting midterm evaluation and terminal evaluation exercises by providing financial data, required reports and organizing travel arrangements and consultation meetings.
- Maintain day-to-day management of financial operations of the project in accordance with established rules, regulations and relevant manuals
- Management and monitoring of the project budgets, maintaining all relevant records;
- Effect payments according to NEMA and UNEP/GEF guidelines and procedures
- Maintain project's disbursement ledger and journal
- Prepare accurate financial reports, including monthly, quarterly and annual financial reports
- Presentation of information on the status of financial resources as required
- Maintain the project equipment inventory and submit equipment inventory reports to UNEP as per the UNEP/GEF template.
- Ensure project annual audit exercise are conducted and the support the auditing team with all the necessary information and data. Draft TORs of the audit exercise for the Project Manager. Review each annual audit reports to ensure it is in conformity with project finance expenditures before it is signed off. Submit approved annual audit reports to UNEP as per the UNEP/GEF requirements.
- Provide full support to project evaluation, reviews and audit missions



- Maintain project correspondence and lines of communication in accordance with established procedures
- Support the preparation of costed quarterly and annual work plans
- Provide logistical organization for field visits, workshops and meetings
- Maintain a proper filing system and office administration
- Provide assistance to project partner involved in project activities, performing and monitoring financial aspects to ensure compliance with UNEP policies and procedures;
- Monitor project expenditures, ensuring that no expenditure is incurred before it has been authorized
- Assist project team in drafting quarterly and yearly financial project progress reports
- Conduct procurement activities and Ensure that procurement rules are followed for procurement carried out by the project and maintain responsibility for the inventory of the project assets and according to NEMA procedures and UNEP/GEF requirements
- Perform all other financial related duties, upon request

### **Person specifications**

#### **(a) Qualifications**

- Bachelor's degree in finance, commerce, business administration
- Finance and/or Accounting Certifications like CPA, ACCA is essential.
- Post graduate training in Finance and Accounting is desirable

#### **(b) Experience**

- At least a minimum of five (05) years working experience in Finance and Administration of which at least 03 (three) years in management of project finances
- Working experience with donor supported projects
- Experience in accounting processes and procedures, and financial reporting;
- Experience in GEF and UNEP finance and administrative procedures

#### **(c) Key competences and skills**

- Skills in maintenance of project's disbursement ledger and journal;
- Skills in preparation of information on the status of financial resources as required;
- Ability to handle a large volume of work under time constraints;
- Ability to anticipates client needs and addresses them promptly;
- Proficient in software applications (Excel, Ms Word among others).
- Ability to communicate effectively
- Demonstrates / Safeguards Ethics and Integrity
- Acts as a team player and facilitates team work
- Ability to work under the pressure with minimum supervision;
- Good interpersonal skills
- Excellent verbal and writing communication skills;



**Duration of employment:** Full-time (4 years, subject to project life)

**Duty Station:**

The Project Assistant (Finance and Administration) will be based at NEMA Offices in Kampala with travels to the field as and when necessary.

**Remuneration** is attractive.

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**Job Ref** : NEMA/ADV/EXT/13/202021  
**Title** : Project Field Officers  
**Reports to** : Project Manager through head field project partner  
**Scale** : E5  
**Vacancies** : 02 (Two)

**Job Purpose:** To implement project activities at site level

**Responsibility:** Under the general supervision of the Project Manager and PSC, and in close collaboration with the project executing partners, the Project Field Officer will undertake the operational responsibility for timely delivery of the project outcomes and outputs in his/her area of jurisdiction. He/she is responsible for day-to-day management of project activities at field level and in particular, will perform the following main tasks:

**Tasks**

- Ensure the timely and effective implementation of the approved project activities at field level
- Participate in the preparation of quarterly and annual workplans and budgets;
- manage the activity budgets and ensure the accurate recording of all data relevant for operational, financial and results based monitoring
- Prepare accurate and timely quarterly and annual technical and financial reports for activities undertaken as required
- Provide technical assistance to Community Based Organizations (CBOs) on implementation of project activities to ensure proper use of resources by CBOs and other partners in the implementation of project activities
- Maintain linkages with district local government departments for liaison, rapport and any other assistance as required
- Ensure proper use of project equipment
- Assist in the preparation of meetings, workshops and seminars
- Support the PMU in the organization of the mid-term and final evaluations, and provide inputs as required
- Provide assistance in the field implementation of the ABS project according to the project document;





- Ensure smooth and timely implementation of project activities in support of the outcome based work plan, through operational and administrative procedures according to UNEP-GEF rules and standards;
- Coordinate the project operational arrangements through contractual agreements with key project partners;
- Arrange the operations needed for signing and executing ABS contracts, community agreements and MoUs;
- Maintain linkages with district local government departments for liaison, rapport and any other assistance required;
- On a daily basis, manage the project budget, including the monitoring of cash availability, budget preparation and budget revisions to be reviewed by the National Project Steering Committee;
- Ensure the accurate recording of all data relevant for operational, financial and results based monitoring;
- Ensure that relevant reports on expenditures, forecasts, progress against work plans, project closure, are prepared and submitted in accordance with UNEP and GEF defined procedures and reporting formats, schedules and communications channels, as required;
- Prepare quarterly advance requests to get advance funds from UNEP in the format applicable.
- Execute accurate and timely actions on all operational requirements for personnel related matters, equipment and material procurement, and field disbursements;
- Participate and represent the project in collaborative meetings with project partners and as required;
- Assist in the preparation of meetings, workshop and seminars, book meeting rooms and assure that all necessary arrangements are made;
- Be responsible for results achieved within her/his area of work and ensure issues affecting project delivery and success are brought to the attention of higher level authorities a timely manner,
- Together with the CBD/ABS focal point, National Project Manager and in consultation with the Project Steering Committee, support the organization of the mid-term and final evaluations, and provide inputs regarding project budgetary matters.
- Organise and prepare for Project steering Committee meetings to take place at filed levels
- Other tasks as requested by the PMU and carry out any other duties that may be assigned from time to time.

### **Person specifications**

#### **(a)Qualifications**

A bachelor's degree in Forestry, environment or Natural Resources, Social Sciences



**(b) Experience**

- Minimum of five (5) years of progressive experience in environment and natural resources and/or community development and social work
- Experience in working with district local governments and local communities in the project area is an advantage
- At least 3 years' experience in project management
- Experience of working with NGOs and CBOs at local community level
- Experience in public health for local communities is an added advantage

**(c) Competencies and skills**

- Ability to coordinate and work with multi-sectoral staff at all levels and interact with local, district and Government officials
- Strong drafting, editing, reporting and presentation skills
- Proficiency in use of computer applications and packages (Excel and word among others)
- Excellent report writing and communication skills;
- Ability to use of computer software such as MS Word, MS Excel and MS PowerPoint

**(d) Language and knowledge of landscape**

The successful candidate will be working mainly with indigenous and local communities in Kisoro/Kabale and Karamoja. **Ability to speak the local languages**, Runyakitara for Kisoro/Kabale and Ngakarimojong for Karamoja is a requirement. The candidate is further expected to have a good knowledge and understanding of Kisoro/Kabale and Karamoja landscapes.

**Duty Station:** Kisoro and Moroto, with extensive field work in the project sites

**Duration:** Full-time (4 years, subject to project life)

**Remuneration** is attractive.

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**Job Ref** : NEMA/ADV/EXT/14/2021  
**Title** : **Project Support Officer**  
**Reports to** : **ABS NCA at Uganda National Council for Science and Technology**  
**Scale** : **E5**  
**Vacancies** : **1 (One)**

**Job Purpose:** To implement project activities at Uganda National Council for Science and Technology (UNCST)

**Responsibility:** Under the general supervision of the Access and Benefit Sharing (ABS) National Competent (NCA) at UNCST, the Project Support Officer will undertake the operational responsibility for timely delivery of the project outcomes and outputs being implemented by UNCST. He/she is responsible for day-to-day management of project activities at UNCST and will perform the following main tasks:



## Tasks

- Ensure the timely and effective implementation of the approved project activities at field level
- Participate in the preparation of quarterly and annual workplans and budgets;
- manage the activity budgets and ensure the accurate recording of all data relevant for operational, financial and results based monitoring
- Prepare accurate and timely quarterly and annual technical and financial reports for activities undertaken as required
- Maintain linkages with district local government departments for liaison, rapport and any other assistance as required
- Ensure proper use of project equipment
- Assist in the preparation of meetings, workshops and seminars
- Support the PMU in the organization of the mid-term and final evaluations, and provide inputs as required
- Provide assistance in the field implementation of the ABS project according to the project document;
- Ensure smooth and timely implementation of project activities in support of the outcome based work plan, through operational and administrative procedures according to UNEP-GEF rules and standards;
- Coordinate the project operational arrangements through contractual agreements with key project partners;
- Arrange the operations needed for signing and executing ABS contracts, community agreements and MoUs;
- Maintain linkages with district local government departments for liaison, rapport and any other assistance required;
- On a daily basis, manage the project budget, including the monitoring of cash availability, budget preparation and budget revisions to be reviewed by the National Project Steering Committee;
- Ensure the accurate recording of all data relevant for operational, financial and results based monitoring;
- Ensure that relevant reports on expenditures, forecasts, progress against work plans, project closure, are prepared and submitted in accordance with UNEP and GEF defined procedures and reporting formats, schedules and communications channels, as required;
- Prepare quarterly advance requests to get advance funds from UNEP in the format applicable.
- Execute accurate and timely actions on all operational requirements for personnel related matters, equipment and material procurement, and field disbursements;
- Participate and represent the project in collaborative meetings with project partners and as required;
- Assist in the preparation of meetings, workshop and seminars, book meeting rooms and assure that all necessary arrangements are made;

- Be responsible for results achieved within her/his area of work and ensure issues affecting project delivery and success are brought to the attention of higher level authorities a timely manner,
- Together with the ABS NCA focal point, and in consultation with the PMU, support the organization of the mid-term and final evaluations, and provide inputs regarding project budgetary matters.
- Other tasks as requested by the PMU and carry out any other duties that may be assigned from time to time.

### **Person specifications**

#### **(a) Qualifications**

A bachelor's degree in Forestry, environment or Natural Resources

#### **(b) Experience**

- Minimum of five (5) years of progressive experience in environment and natural resources
- At least 3 years' experience in project management

#### **(c) Competencies and skills**

- Strong drafting, editing, reporting and presentation skills
- Proficiency in use of computer applications and packages (Excel and word among others)
- Excellent report writing and communication skills;
- Ability to use of computer software such as MS Word, MS Excel and MS PowerPoint

**Duty Station:** Kampala at UNCST Offices, but will be required to the project field sites

**Duration:** Full-time (4 years, subject to project life)

**Remuneration** is attractive

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**Job Ref** : **NEMA/ADV/EXT/15/2021**

**Title** : **Driver**

**Reports to** : **Project Manager**

**Scale** : **E7**

**Vacancies** : **01 (One)**

**Job purpose:** To transport staff and documents to partners as required

**Responsibility:** The driver is responsible for timely and safe transportation of project team, delivery of documents and any other item(s) as may be required.

#### **Duties**

- Provide safe driving services to staff to various locations including travel to field areas
- Logging official trips, daily mileage, gas/fuel consumption among others
- Ensuring that the vehicle is serviced on time

- Ensuring that the vehicle is properly maintained and kept clean at all times
- Follow the rules and procedures on the management of the vehicle as required
- Ensuring that his/her driving license is valid at all times
- Adhering to and following traffic regulations at all times
- Promptly report cases of damage to the vehicle or accident for purposes of enabling the supervisor to intervene in a timely manner
- Regularly inspect the validity of the vehicle's license, insurance, and inform the immediate supervisor when the renewal is due
- Delivering documents and related materials while safe carrying of documents, parcels or other materials entrusted to him for transporting as assigned by the supervisor;
- Assists in logistical preparations as and when necessary
- Perform official errands as required
- Performs any other tasks as assigned

### **Person specification**

#### **(a) Qualifications**

- Minimum of 'O' level Certificate
- Must have a valid driving permit
- Any other qualifications are desirable

#### **(b) Experience**

- At least 5 years driving experience with safe driving record
- Experience working with government ministries or agencies
- Experience of working with donor funded projects
- Experience in driving in challenging up country roads
- Experience in defensive driving

#### **(c) Competencies and skills**

- Have good communication skills
- Knowledge of road safety rules
- Ability and experience in driving on bad roads
- Honesty and transparency
- Ability to drive long distances
- Fluency in English (written and spoken)
- Good communication, writing and reporting skills
- Versatile and good at team work
- Basic elementary knowledge of motor vehicles mechanics including being able to undertake minor repairs

**Duty station:** Kampala, with extensive field visits to project sites

**Duration:** Full-time (4 years, subject to project life)

**Remuneration** is attractive

**Submission of application**

Potential Candidates should submit applications in their own handwriting and deliver them by hand 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*

*KAMPALA.*

To reach the above address by 5.00 pm on **6<sup>th</sup> December 2021**. Applicants who do not meet the above minimum requirements need not apply.