



# NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)

## VACANCY ANNOUNCEMENT

The National Environment Management Authority (NEMA) invites applications from suitably qualified candidates to fill the following vacant position:

**1. Job Ref** : NEMA/ADV/EXT/15/2020  
**Title** : Executive Director  
**Reports to** : Board of Directors  
**Responsible for** : All Heads of Directorates  
**Salary Scale** : E1  
**Vacancies** : 1 (one)

**Job purpose:** To work with the Policy Committee on Environment, Minister responsible for Environment, the Board and staff to deliver NEMA's mission communicate it effectively with the Authority, ensure that it serves continuously as an inspiration and guide, are executed in line with the Authority mandate.

### Key Duties and Responsibilities;

#### a) NEMA's Organizational History and Culture

- i. Incorporate NEMA's culture and history in exploring the existing Organizational mission and vision, and how these relate to the current work of NEMA;
- ii. Relate the experience of NEMA and its present-day realities (e.g., changing demographics in regions where NEMA operates) back to the vision/mission and history of NEMA;
- iii. Detect and overcome weaknesses in the alignment of NEMA's vision and mission to its current context and future trends;
- iv. Motivate staff and the Board around the mission of NEMA.

#### b) Board Development

- i. Facilitate the Board's awareness of its development needs and identification of appropriate orientation and training;
- ii. Facilitate the Board's development of Board terms of service and transition policies;
- iii. Developing and recommending to the Board operational plans and ensuring their implementation;
- iv. Preparing papers on Environmental Policies and strategies to be tabled in the Board's technical committees and the Policy Committee on Environment;
- v. Recommending new policies and ensuring implementation of the decisions of the Board and Policy Committee on the Environment.

#### c) Governance Principles

- i. Work with the board to develop effective written by-laws and processes;
- ii. Support and encourage appropriate Board functioning and involvement;
- iii. Encourage and work well within a system of Organizational units (e.g. Committees, Task forces.)
- iv. Work with the Board to create a supportive environment that encourages staff to take appropriate risks in service to NEMA's mission.

#### d) Ethics and Standards Management

- i. Work with the Board to lead a process to develop NEMA's ethical standards;
- ii. Create awareness of ethical issues and encourage a transparent culture in which ethical policies are understood and lived out at all Organizational levels;
- iii. Prevent and manage ethical breaches as they arise;
- iv. Prevent conflict of interest problems;
- v. Welcome and manage public interest in NEMA;
- vi. Relate the experience of NEMA and its present-day realities back to the values of NEMA;
- vii. Employ NEMA values in every day operations, such as staff reviews and orientation of new board and staff members;
- viii. Work with the board to lead a change management process to develop NEMA's values statement and bring to life such values throughout NEMA.

#### e) Identity Management

- i. Work with the Board and staff to ensure proper care and development of NEMA's history, culture, reputation and image.

- i. Institute and manage a communication plan and system for expressing a powerful and clear image of NEMA in all its work that is consistent with its mission, history and culture;
- ii. Lead Organizational change;
- iii. Represent NEMA effectively;
- iv. Develop a work culture and implement processes to ensure that staff represent NEMA effectively;
- v. Manage criticism and controversy effectively;
- vi. Work effectively with the media.

#### f) Staff Management

- i. Create staff assessment or other assessment options;
- ii. Develop programming and an institutional culture that supports personal and professional development, firing, placement, promotion, termination and compensation;
- iii. Direct staff effectively;
- iv. Delegate effectively;
- v. Ensure appropriate and fair written Human Resources Policies, including salary and benefits packages;
- vi. Support staff giving and volunteerism;
- vii. Make decisions about leveraging technology to support staff efficiency;
- viii. Actively encourage diverse candidates to assume NEMA leadership roles;
- ix. Monitoring income and expenditure and demonstrating where savings can be made.

#### g) Financial Management

- i. Work with the Board and staff to develop financial management strategies and systems that are effective and aligned with the NEMA's Vision/mission, and ensure that such strategies and systems are implemented well;
- ii. Ensure that Board and staff know and adhere to all relevant Government financial regulations and comply with them;
- iii. Ensure that the budget complies with legal and fiduciary requirements
- iv. Critically read financial statements;
- v. Establish effective and transparent internal controls and record keeping
- vi. Create and recommend an annual budget that supports NEMA's Vision and/or Mission;
- vii. Assess the NEMA's financial performance relative to the annual budget;
- viii. Ensure and manage periodic external financial reviews and audits;
- ix. Identify and manage accounting "red flags".

#### h) Environmental Management Issues

- i. Design strategies, systems, policies and procedures for environmental management;
- ii. Preparing papers on environmental policies and strategies to be tabled in the Board's Technical Committees and the Policy on Environment;
- iii. Making briefs to the Policy Committee on Environment and the Minister responsible for Environment on emerging environmental challenges and issues requiring policy intervention;
- iv. Contributing to cabinet preparation of cabinet papers relating to Environment management;
- v. Convert NEMA regulations and bylaws into systems, policies and procedures;
- vi. Prevent, identify and manage breaches;
- vii. Developing a sound understanding of the organization and its business environment, determines what information is needed by various stakeholders, seeks feedback from various stakeholders, provides relevant and timely information for decision making;

#### i) Accountability and Evaluation Management

- i. Work with the Board to institute accountability/program monitoring approaches that are most appropriate for NEMA;
- ii. Use feedback from accountability/program monitoring systems to improve operations;
- iii. Institute the performance measurement practices that are best suited to analyze and adjust grant policies to help carry out NEMA's goals and that are best aligned

- iv. Ensure that activities and programs are evaluated;
- v. Use feedback from performance measurement and evaluation systems to improve NEMA operations;
- vi. Ensure that the NEMA actively seeks to monitor change in the environment and adapt and learn from the change, i.e., become a "Learning Organization".

#### j) Visionary Leadership

- i. Contribute to the vision and thought leadership in the field of environmental management and communicate this vision;
- ii. Analyze NEMA's institutional linkages both vertical and horizontal with Government Agencies and other Lead Agencies and work in harmony in managing environmental issues;
- iii. Set and communicate direction;
- iv. Be a role model;
- v. Empower teams;
- vi. Motivate staff through reward and recognition;
- vii. Monitor and evaluate for continuous improvement;
- viii. Institutionalize values and performance culture;

#### k) Partnership Management

- i. Work collaboratively with other Private and/or Public Agencies involved in Environmental management to harmonize the activities for greater environmental management impact;
- ii. Identify the potential win-win benefits of the partnership;
- iii. Assess strengths and weaknesses of potential partners, including organizational, financial and political constraints;
- iv. Reach out to connect with colleagues to explore potential collaborations
- v. Lead a partnership development process;
- vi. Manage relationships;
- vii. Elicit in others the commitment, passion and patience needed to sustain a collaborative relationship;
- viii. Create consensus.

#### l) Public Advocacy and Campaign

- i. Help shape the agenda and campaign programme to educate and sensitize the public on environmental management issues;
- ii. Identify, generate (or find), package and share the data that government and other sectors need on environmental management issues;
- iii. Promote strategic cooperation with governmental and other Lead sectors on managing environmental issues;
- iv. Work with Ministry of education to implement environmental education and sensitization programmes;
- v. Advise on all policy issues related to environmental management.

#### m) External Linkages

- i. In-depth understanding of working in Public sector environments including experience in working under political supervision;
- ii. Demonstrate high level understanding of Government systems, procedures and regulations;
- iii. Handle different political dimensions affecting NEMA business;
- iv. Network and work well with Government and all Government Agencies on all issues to do with environmental matters
- v. Cope and work under strong political pressure;
- vi. Work well under political supervision;
- vii. Advise on all policy issues related to environmental management; and

#### n) Perform any other duties that may be assigned by the Supervisors.

#### Person's specifications

##### a) Qualifications:

##### A Must have:

- i. An Honours Bachelor's degree in any of the following fields: Environmental Sciences, Physical or biological sciences, Civil/environmental engineering, Chemical Engineering, Science Education, economics and Law;

- ii. Master's degree in any of the above related science disciplines or; Master degree in Environmental Law, Master degree in natural resource economics
- iii. PhD in any of the above disciplines but with a bias to environmental issues an added advantage.

##### Others

- (i) Specialized trainings in corporate governance, negotiation, management functionalities and multilateral environment agreements practices

##### b) Experience:

- (i) Should have at least a minimum of fifteen (15) years working experience at Corporate, technical, supervisory level with at least five (5) years' experience at a senior level in environment management arena.
- (ii) A demonstrable working and management experience in a multi-disciplinary and multi-stakeholder demand environment is essential
- (iii) Experience of working relationships with international agencies or bilateral donors is highly desirable.
- (iv) Experience in Government and donors processes including technical and financial management is highly desirable
- (v) Understanding and involvement in the implementation of any of the sustainable development goals is essential.

##### c) Key competencies/skills

- (i) Passionate about environmental issues and having a clear understanding of the issues pertaining to environmental management;
- (ii) Proven leadership and demonstrated ability to make sound decisions;
- (iii) Excellent communication and interpersonal skills;
- (iv) Good morals and high level of integrity;
- (v) Management and supervisory skills;
- (vi) Coordinating/networking and teamwork;
- (vii) Transparency;
- (viii) High level of confidentiality;
- (ix) Ability to guide and lead teams.

##### Tenure of appointment:

- i. The appointment shall be for a period of 05 (five) years with effect from the date of assumption of duties and may be renewed subject to evaluation of performance of duties or any other considerations

##### Duty station: NEMA Head Office

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 CERTIFIED certificates/testimonials and detailed curriculum vitae indicating 3 references addressed to:-

**The Chairman, NEMA Board of Directors**  
**National Environment Management Authority (NEMA)**  
**NEMA House, Plot 17/19/21 Jinja Road**  
**P.O. Box 22255**  
**E-mail : info@nema.go.ug**  
**KAMPALA.**

To reach the above address by **5.00 pm on November 04, 2020**. Applicants who do not meet the above minimum requirements need not apply.

##### Note:

1. The job title should be printed at the top left cover of the envelope
2. Applicants who will not have heard from us **November 30, 2020** should consider their applications unsuccessful.
3. **NEMA is an equal opportunity employer.**