

# 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/08/2018  
**Title** : Senior District Support Officer- Team Leader  
**Reports to** : District Support Manager  
**Salary Scale** : E4  
**Vacancies** : 01 (One)

### **Purpose of the Job**

Support the environment management function in local governments, private sector and civil society organizations.

### **Key duties and responsibilities**

- a) Provide technical support for environment management at local governments, private sector and civil society organizations;
- b) Support the preparation of guidelines for decentralized environment management;
- c) Prepare and implement the District Environment Action Plans and other environment management programmes;
- d) Liaise with local governments in capacity building programmes for environment management;
- e) Review District Environment management reports and provide guidance;
- f) Support Environment Assessment and Audit functions;
- g) Monitor environmental compliance of and implementation of environmental mitigation measures of projects in the regions;
- h) Participate in the Ministry of Local Government annual assessment for the performance of local governments;
- i) Actively participate in mobilizing the stakeholders to ensure collective responses to environmental challenges in the regions;
- j) Initiate dialogue with communities and other stakeholders to boost community participation in environment and natural resource management and to promote the concept of community based environment and natural resource management in the region;
- k) Respond to all environment management matters/concerns raised by the public within the region;
- l) Support the implementation of environmental micro-projects at district and community levels; and
- m) Perform any other duties as may be assigned.

## Person specifications

i. **Qualifications:**

- A Bachelor's degree in any of the following: Environmental and/or Natural Resource Management, Natural or Physical Science, Environmental Engineering, Science Education.
- Master's degree in any of the above.

ii. **Experience :**

Should have at least a minimum of five (5) years of work experience, 2 of which should have been at senior officer level.

iii. **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.

iv. **Duty station:**

Successful candidate shall be based in NEMA Regional office Mbarara and may in the interest of NEMA be required to serve in any other part of Uganda.

### Key competences and skills

- Leadership and mentoring skills;
- Strong organizational and planning skills;
- Good team building and management skills;
- Proven capacity to work with minimum supervision;
- Ability to work independently;
- Good communication and interpersonal skills;
- Good reporting skills;
- Proven knowledge of local government systems;
- Good partnership and networking skills;
- Good negotiation skills
- Knowledgeable about the area geographically and socially;
- Good research skills; and
- Good command of English language.

**2. Job Ref : NEMA/ADV/EXT/09/2018**  
**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) Coordinate 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) Work closely with CBOs and NGOs to facilitate environment Education in Schools;
- i) Develop, monitor and implement national strategies for formal environment education;
- j) Conduct environment and audit reviews; and
- k) 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.
- Master's degree in any of the above.

#### **ii. Experience :**

At least five (5) 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 duty and may be renewed subject to performance and/ or any other consideration.

#### **iv. Duty station:**

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

### **Key competences and skills:**

- Leadership and mentoring skills;
- Strong organizational and planning skills;
- Good team building and management skills;
- Proven capacity to work with minimum supervision;
- Ability to work independently;
- Good communication and interpersonal skills;
- Good reporting skills;
- Proven knowledge of tertiary education systems;
- Good partnership and networking skills;
- Good negotiation skills; and
- Good research skills.

**3. Job Ref : NEMA/ADV/EXT/10/2018**  
**Title : Senior Administrative Assistant- Administration**  
**Reports to : Senior Human Resource Officer**  
**Salary Scale : E5**  
**Vacancies : 01 (one)**

**Purpose of the job:**

Support the administrative function of the Authority.

**Key duties and responsibilities**

- a) Serve as the point of contact to ensure that all administrative related actions are carried through to completion;
- b) Provide administrative support and services from initial request until action is completed;
- c) Manage record keeping systems for storage, tracking, internal control and retrieval of information and materials;
- d) Initiate administrative reports for routine review;
- e) Oversee the general cleanliness of all NEMA Offices;
- f) Control the use of equipment and cleaning materials;
- g) Supervise Office Assistants;
- h) Ensure that tea and other refreshments are served during the meetings at NEMA offices; and
- i) Perform any other duties assigned from time to time

**Person specifications**

- i. **Qualifications:**  
Bachelor's Degree in any of the following: Business Administration, Social Sciences, Office Management and Secretarial Studies.
- ii. **Experience:**  
Should have at least a minimum of five (5) years' work experience.
- iii. **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 of duties and/or any other related consideration.
- iv. **Duty station:**  
Successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

**Key competences and skills**

- Strong organizational and planning skills;
- Good team building and management skills;
- Proven capacity to work with minimum supervision;
- Ability to work independently;
- Good communication and interpersonal skills;
- Good reporting skills;
- Good negotiation skills; and
- Ability to work as a team.
- Interpersonal skills and communication skills ;
- reporting skills; and
- Time consciousness.

**4. Job Ref** : NEMA/ADV/EXT/11/2018  
**Title** : Environment Assessment Officer  
**Reports to** : Senior Environment Assessment Officer  
**Scale** : E5  
**Vacancies** : 01 (one)

**Purpose of the Job**

To support environmental assessments and compliance function of the Authority.

**Key duties and responsibilities**

Support the Senior Environment Assessment Officer to:

- a) Prepare and advise on Environmental and Social Impact Assessments (ESIAs) screening and scoping processes;
- b) Advise on and review ESIAs;
- c) Check compliance with environmental legislation and verify the accuracy of the information provided in the project briefs, environmental and social assessment statements;
- d) Make entries into the Environmental Impact Assessment (EIA) data base for projects reviewed;
- e) Carry out ESIA baseline inspections, and other environmental inspections and monitoring activities; and
- f) Perform any other duties assigned.

**Person specification**

**i. Qualifications:**

A Bachelor's degree in any of the following: Environmental and/or Natural Resource Management, Natural Science, Environmental Engineering, Civil Engineering, Industrial Chemistry or Chemical Engineering.

**ii. Experience:**

At least three (3) years relevant work experience in environment management. Experience in ESA is added advantage.

**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. Analytical skills;
- ii. Reporting skills;
- iii. Communication skills;
- iv. Good morals and high level of integrity; and
- v. High levels of confidentiality.

**5. Job Ref : NEMA/ADV/EXT/12/2018**  
**Title : Environment Assessment Officer-1**  
**Reports to : Senior Environment Assessment Officer**  
**Salary scale : E6**  
**Vacancies : 01(one)**

**Purpose of the Job**

To support environmental assessments and compliance function of the Authority.

**Key duties and responsibilities**

Support the Senior Environment Assessment Officer to:

- a) Prepare and advise on Environmental and Social Impact Assessments (ESIAs) screening and scoping processes;
- b) Advise on and review ESIAs;
- c) Check compliance with environmental legislation and verify the accuracy of the information provided in the project briefs, environmental and social assessment statements;
- d) Make entries into the Environmental Impact Assessment (EIA) data base for projects reviewed;
- e) Carry out ESIA baseline inspections, and other environmental inspections and monitoring activities; and
- f) Perform any other duties assigned.

**Person specification**

**i. Qualifications:**

A Bachelor's degree in any of the following: Environmental and/or Natural Resource Management, Natural Science, Environmental Engineering, Civil Engineering, Industrial Chemistry or Chemical Engineering.

**ii. Experience:**

At least three (3) years relevant work experience in environment management. Experience in ESA is added advantage.

**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**

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

**6. Job Ref : NEMA/ADV/EXT/13/2018**  
**Title : Driver**  
**Reports to : Transport and Logistics Officer**  
**Salary Scale : E7**  
**Vacancies : 03 (three)**

**Purpose of the job:**

To ensure timely and safe transportation of staff, documents and any other item(s) as may be provided.

**Key duties and responsibilities:**

Work under the supervision of the Transport and Logistics Officer to:

- a) provide chauffer services to staff and as assigned;
- b) Deliver mail and documents as assigned;
- c) Keep the assigned vehicle clean, polished, and in good operating condition;
- d) Ensure routine checkup of the vehicle;
- e) Maintain the vehicle logbooks and make timely entries;
- f) Account for the vehicle and all accessories (Jerk, spare tyre, wheel spanner, keys, etc.)
- g) Park the vehicle at designated place by close of business;
- h) Ensure adherence to the NEMA Motor vehicle, computers , tools and equipment policy; and
- i) Perform any other related duty assigned by the supervisor.

**Person specifications**

**i. Qualifications:**

A minimum of Uganda Certificate of Education. Any other additional relevant qualifications are an added advantage.

**ii. Experience:**

- Should have at least a minimum of 3 (three) years' work experience, 2 of which must be in similar position in a reputable Institution.
- At least two classes of either CH, DH, DM or E is essential.
- Skills in mechanics and defensive driving are essential;
- Certificate from the Chief Mechanical Engineer.

**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**

- Ability to work as a team.
- Interpersonal and communication skills ;
- Reporting skills.
- Time consciousness.

**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 : [info@nemaug.org](mailto:info@nemaug.org)  
KAMPALA.**

To reach the above address by 5.00 pm on July 17, 2018. Applicants who do not meet the above minimum requirements need not apply.

**Note:** NEMA is an equal opportunity employer any form of canvassing shall lead to automatic disqualification.