

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/12/2019
Title : Senior Research Coordinator
Reports to : Principal Environment Economist
Salary Scale : E4
Vacancies : One (1)

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;
- a) Establish a repository of generated research data for ease of access and retrieval; and
- b) 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.
- 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.

2. **Job Ref : NEMA/ADV/EXT/13/2019**
Title : Senior Information, Education and Communications Officer
Reports to : Principal Environment Education Coordinator
Salary Scale : E4
Vacancies : 01 (One)

Job purpose: Develop and implement environmental awareness programs.

Key Duties and Responsibilities:-

Support the Principal Environment Education Coordinator to:

- a) Develop and implement multimedia environment awareness strategies and activities at national, local governments and community levels;
- b) Liaise with other Departments of NEMA to prepare including audio-visual materials and exhibitions among others;
- c) Liaise with relevant Officers in NEMA to identify and clarify on any topical environmental issues to the public through different media;
- d) Establish a network of users to enable information exchange among the users and NEMA;
- e) Initiate translation of Environmental Information into local languages and determining the mode of transmission;
- f) Assist local governments to develop and implement environment awareness programs and activities;
- g) Develop and distribute the NEMA newsletter;
- h) Review and update NEMA website;
- i) Take lead in organizing World Environment day and other related days;
- j) Compile and handle photographic information of key environmental related events and physical sites of critical importance;
- k) Take lead in editing environmental education and awareness including newsletters , posters, fact sheets, flyers, banners, television and radio messages;
- l) Perform any other duties assigned.

Person specifications

- i. **Qualifications:**
 - A Bachelor's Degree in any of the following fields: Mass Communication, Journalism.
 - Masters in any of the above is a must.
 - Post Graduate training in Environmental Journalism is an added advantage

- ii. **Experience :**
 - At least five (5) years' work experience in the information and communication processes and systems.
 - Practical experience in Public Education.
- 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

- 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;
- Good research skills.

- 3. Job Ref : NEMA/ADV/EXT/14/2019**
Title : Senior Environment Education Materials Production Officer
Reports to : Principal Environment Education Coordinator
Salary Scale : E4
Vacancies : 01 (One)

Purpose of the Job

Support NEMA in the promoting Environmental Literacy through developing learning materials to enhance environment education and Education for sustainable development.

Key duties and responsibilities

Support the Principal Environment Education Coordinator to:

- a) coordinate and produce printed materials;
- b) carry out graphic illustrations required by NEMA;
- c) Produce presentations and training materials required by NEMA including posters, overhead transparencies, slides, photograph etc;
- d) Set the audio-visual equipment for presentation;
- e) Distribute and keep a record of all environmental materials produced;
- f) Ensure safe custody of all training materials such as overhead projectors, slides, posters and educational films;
- g) Design training materials, newsletters, and other educational materials;
- h) Develop and produce various environmental materials;
- i) Develop training of trainers materials;
- j) Carry out baseline survey for material development and distribution;
- k) Produce training materials and maintaining audio-visual facilities for education, training and awareness program;
- l) Take lead in organizing exhibitions on World Environment Days and other national days; and
- m) Perform any other duties as may be assigned.

Person specifications

- i. **Qualifications:**
 - A Bachelor's Degree in Education with specialization in Fine Art or A Bachelor's Degree in Fine Art with a post graduate diploma in Education.

- Masters in any of the following; Education, Adult and Community Education, Public health/environmental science.
 - A post graduate training in educational material design is an added advantage.
- ii. **Experience :**
- At least five (5) years' work experience in the production of environmental education materials; and
 - Experience in graphic design with capacity to use the specific programs; Adobe photo shop, Adobe in design, adobe illustrator, after effects and Corel draw.
- 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

- 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;
- Good research skills.

4. Job Ref	: NEMA/ADV/EXT/15/2019
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) Monitor and supervise 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 service forces;
- Discharge certificate for those who have served in armed forces.

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.

National Environment Management Authority (NEMA) in collaboration with UN Environment World Conservation Monitoring Centre (UNEP-WCMC), National Planning Authority (NPA), Uganda Bureau of Statistics (UBOS), the Institute for the Development of Environment- Economic Accounting (IDEEA) is implementing a project on Integrating Natural Capital into Sustainable Development Decision Making in Uganda. The project is funded by the Darwin Initiative through UNEP-WCMC. The Project aims at supporting:

- a) The delivery of the Uganda National Development Plan, Green Growth development Strategy and the National Biodiversity Strategy and Action Plan (NBSAP);
- b) Integration of value of biodiversity into national reporting, poverty reduction and planning processes;
- c) Organizing biodiversity related natural capital data using internationally endorsed accounting framework;
- d) Enabling decision- makers to implement integrated environmental economic planning for green growth, poverty alleviation and attaining SDGs and Aichi Targets;
- e) Developing capacity of account compilers and users to institutionalize the accounting approach.

The project will be focusing on three biodiversity –related natural capital accounts (NCAs) namely, tourism and biodiversity accounts, fisheries accounts, land (soils) and land (soils) degradation accounts.

The project is focusing on three biodiversity-related natural capital accounts (NCAs) namely;

- (i) Tourism and biodiversity accounts, to provide information on major tourism sites, their species and the flows of economic benefits associated with the wildlife watching tourism they support
- (ii) Fisheries account to provide information on policy making for sustainable management of fish stocks and supporting the small-scale fisheries sector to provide livelihoods, fish for consumption and export products
- (iii) Land and land degradation accounts to provide information on land and soils which is the driver for agriculture and this account will also provide for an understanding of evolution of soil fertility to draw policies for better soil management practices in order to ensure agriculture and hence poverty reduction.

NEMA invites applications from suitably qualified candidate to fill the vacant position.

5. Job Ref : NEMA/ADV/EXT/16/2019
Title : Project Officer
Reports to : Project Coordinator
Salary Scale : E4
Vacancies : One (1)

Purpose of the Job

Management and implementation of project activities to ensure overall delivery of project outputs within the project results framework.

Key duties and responsibilities

- a) In consultation with Project Coordinator (PC) prepare annual and quarterly work plans and annual updates including national budget allocations;
- b) In consultation with PC prepare bi-annually project reports (technical and financial reports) for submission to the Darwin Initiative by UNEP-WCMC;
- c) Engage with relevant data holders to collate and organize data relevant to the three accounting themes;
- d) In consultation with the Project Coordinator work with project partners to ensure their effective participation in implementation of project activities;

- e) Work with the communication professionals with NEMA, National Planning Authority (NPA), Uganda Bureau of Statistics (UBOS) and International Institute for Environment and Development (IIED) to deliver on the communication strategy for the project;
- f) Coordinate activities of the national project partners (NEMA, NPA, UBOS);
- g) Identify other relevant projects in Uganda and work with the project team to help ensure no overlap with other projects and opportunities for collaboration are taken advantage of;
- h) Facilitate communications and linkages at local, national and regional levels, as well as with the global project partners;
- i) Organize national meetings, staff agendas in consultation with Project Coordinator (PC) and work package 2 , and record decisions of national meetings;
- j) Develop terms of reference of sub-contractors and support procedures for executing subcontracts;
- k) Provide timely progress technical and financial reports as required;
- l) Promote public relations of the project in the Country and globally; and Maintain good communication with project partners and others in the country;
- m) Coordinate, support and contribute to the preparation and publication of national scientific and technical outputs from the project;
- n) Organize national technical and scientific meetings as appropriate including training workshops for relevant government technical staff;
- o) In consultation with PC, UBOS, NPA, UNEP-WCMC and IDDEA provide technical training and capacity building in relevant areas where appropriate;
- p) Work with the whole project team to identify opportunities to mobilize and secure further resources to support and complement the existing package of Darwin funded work;
- q) Maintain regular communication with local and national project partners and others that may be interested in furthering the project outcomes in the country; and
- r) Perform any other duties as may be assigned

Person specifications

i. Qualifications:

- A Bachelor's science degree in any of the following fields: Natural Sciences (Forestry, Botany, Zoology, Environment), Statistics, Quantitative Economics;
- Masters in any of the above.
- Postgraduate Diploma in Project Planning Management, Monitoring and Evaluation is an added advantage.

ii. Experience :

- At least three (3) years' work experience in Environmental- Economic Accounting (EEA) with proven ability in the compilation of environmental and natural resource accounts;
- Experience and familiarity with capacity assessment and institutional strengthening, public consultation plans, policy dialogue or other related environmental plans and studies;

- Experience and well versed in the ecosystem approach and ecosystem services valuation concepts;
 - A good understanding of environmental aspects and their interactions with the rest of the economy;
 - Demonstrable knowledge on land management and development planning matters;
 - Experience in the collection , compilation , analysis and dissemination of official statistics at the national/ international level is desirable;
- iii. **Tenure of appointment:** The appointment shall be for a period of 1 year and 6 months but may be extended subject to availability of funds and performance.
- iv. **Duty station:** Successful candidate will be based at NEMA Offices in Kampala.

Key competences and skills

- Good inter-personal and communication skills, including fluency in written and spoken English;
- Planning and reporting ;
- Data management;
- Team building;
- Conflict management;
- Stakeholder mapping and management;
- Excellent writing skills;
- Risk management 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 August 05, 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.