

NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)

VACANCY ANNOUNCEMENT

The National Environment Management Authority was established under the National Environment Act, Cap.153 in May 1995 and continued under the National Environment Act No.5 of 2019 as the principal agency for regulating, supervising, monitoring and coordinating all activities relating to the environment in Uganda.

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

1. Job Ref : NEMA/ADV/EXT/17/2022(Re-advertised)
Title : Senior Procurement Officer/ Head of Procurement and Disposal Unit
Reports to : Executive Director
Salary Scale : E4
Vacancies : One (1)

Purpose of the Job

Support the procurement function of the Authority.

Key Duties and Responsibilities: -

- (a). Provide support to NEMA and assist Management in operations and procurement related functions.
- (b). Assess the compliance to PPDA and development partners' procedures on goods, works and services procured for NEMA.
- (c). Prepare and implement NEMA's procurement plan.
- (d). Prepare tender documents for the procurement of goods, works & services.
- (e). Assist NEMA Management & the Contracts Committee to review procurement requests for completeness, adequacy and clarity of tender documents.
- (f). Implement procurement and contracting transactions to purchase goods, works and services at the best value;
- (g). Take pre-emptive action on operational, administrative and procedural issues of tenders submitted by suppliers and service providers;
- (h). Prepare all necessary procurement management reports;
- (i). Prepare & make available on time the tender documents for bidders;
- (j). Demonstrate professional behavior, personal ethics, integrity and transparency in dealing with clients and service providers;
- (k). Mentor colleagues by sharing knowledge in procurement procedures;
- (l). Ensure that procurement procedures and guidelines are harmonized in the PPDA Procurement Manual.
- (m). Undertake any other task related to the procurement function which could be requested by NEMA management & Contracts Committee and;
- (n). Perform any other duties assigned by the supervisor

Person's specifications

- **Qualifications:** Bachelor's degree in Procurement & Logistics and a Masters' degree in a related discipline.
- Full Professional certification in Procurement and Logistics is a MUST
- a) **Experience:** At least 5 years' experience, 3 of which should be in public procurement and disposal management.
- b) **Membership:** Full Membership of the Institute of Procurement Professionals of Uganda.

Key competences and skills

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

2. Job Ref	: NEMA/ADV/EXT/18/2022
Title	: Senior Executive Officer
Reports to	: Executive Director
Salary Scale	: E4
Vacancies	: One (1)

Purpose of the Job

To provide support to the Executive Director for the effective performance of his/ her Executive function.

Key duties and responsibilities

- (a). Review documents and prepare briefs in regard to meetings, trips, events and other related activities for the Executive Director, follow up action in line with ED's decision and Organizational procedures.
- (b). Coordinate preparation of reports, briefs, speeches, presentations and talking points for the Executive Director.
- (c). Review correspondences to the Executive Director and liaise with Senior Administrative Officer to prepare draft responses for Executive Director's signature.
- (d). Undertake research on assigned matters and summarize documentation for the Executive Director's attention.
- (e). Manage the Executive Director's diary
- (f). Act as a protocol and welfare officer for the Executive Director
- (g). Coordinate travels for the Executive Director
- (h). Coordinate meetings, workshops, seminars and related functions where the Executive Director is required
- (i). Manage expenditure of Executive Director and ensure timely accounting for the Executive Director
- (j). Coordinate with the security detail of the Executive Director to ensure, safe and timely movements of the Executive Director.
- (k). Prepare quarterly work plans and timely performance reports for the Executive Director.
- (l). Perform any other official duties as may be assigned by the supervisor.

Person specifications

Qualifications:

Possession of an Honors Bachelor's Degree in environmental science or Law from a recognized University or Institution of higher learning.

Masters Degree in Environment and Natural Resources Management or Public/Business Administration or Law.

Experience:

Should have at least a minimum of five (5) years of executive support experience in a reputable organization.

Duty station:

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

COMPETENCES:

- i. Planning, Organizing, coordinating
- ii. Records and information management
- iii. Confidentiality
- iv. Excellent multitasking abilities.
- v. Professionalism, integrity and honesty
- vi. Team work abilities and cheerful personality
- vii. Customer care
- viii. Excellent written and verbal communication
- ix. Effective Problem solving and decision making.
- x. Ethics and integrity
- xi. Concern for quality and standards
- xii. Accountability
- xiii. Time management

3. Job Ref : NEMA/ADV/EXT/19/2022
Title : Procurement Officer
Reports to : Senior Procurement Officer
Salary Scale: E5
Vacancies : 01 (One)

Purpose of the job

Support the procurement and disposal function of the Authority.

Key duties and responsibilities

Support the Senior Procurement officer to:

- (a). Provide support to NEMA and assist Management in operations and procurement related functions.
- (b). Assess the compliance to PPDA and development partners' procedures on goods, works and services procured for NEMA.
- (c). Prepare and implement NEMA's procurement plan.

- (d). Prepare tender documents for the procurement of goods, works & services.
- (e). Assist NEMA Management & the Contracts Committee to review procurement requests for completeness, adequacy and clarity of tender documents.
- (f). Implement procurement and contracting transactions to purchase goods, works and services at the best value;
- (g). Take pre-emptive action on operational, administrative and procedural issues of tenders submitted by suppliers and service providers;
- (h). Prepare all necessary procurement management reports;
- (i). Prepare & make available on time the tender documents for bidders;
- (j). Demonstrate professional behavior, personal ethics, integrity and transparency in dealing with clients and service providers;
- (k). Mentor colleagues by sharing knowledge in procurement procedures;
- (l). Ensure that procurement procedures and guidelines are harmonized in the PPDA Procurement Manual.
- (m). Undertake any other task related to the procurement function which could be requested by NEMA management & Contracts Committee and;
- (n). Perform any other duties assigned

Person's specifications

Qualifications: Bachelor's degree in Procurement & Logistics.

Full Professional certification in Procurement and Logistics

Experience: Minimum of 3 years' relevant work experience in public procurement and disposal management.

Membership: Membership of the Institute of Procurement Professionals of Uganda.

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

Key competences and skills

- vi. Analytical skills;
- vii. Reporting skills;
- viii. Communication skills;
- ix. Good morals and high level of integrity;
- x. High levels of confidentiality.

4. Job Ref : NEMA/ADV/EXT/20/2022
Title : Environment Inspector (Mining)
Reports to : Principal Environment Inspector
Salary Scale : E5
Vacancies : One (01)

Key duties and responsibilities

Support the Senior Environment Inspector to:

- (a). Advise on policies, regulations, standards, strategies, guidelines and plans regarding environmental issues in mining and mineral sector related development projects.

- (b). Work closely with the relevant MDAs to ensure that mining projects adhere to policies, regulations, standards and guidelines relating to environmental protection throughout the project lifecycle.
- (c). Take lead in overseeing implementation of the environment mitigation measures for negative impacts from sectoral projects;
- (d). Take lead in the review of Environmental and Social Assessment reports of projects in the mineral sector and other related projects;
- (e). Promote awareness on sustainable utilization of mineral resources during the lifecycle of projects in minerals sector;
- (f). Work with relevant MDAs to monitor environment quality parameters for soils, air, ground and surface water, noise, waste generated/treated/disposed, flora and fauna) within sector project areas; and
- (g). Perform any other duties as may be assigned.

Person specifications

Qualifications:

A Bachelor's degree in Geology or mining discipline

Experience:

Should have at least a minimum of three (3) years of work experience in geology or mining work

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/21/2022
Title : Office Assistant (Front Desk)
Reports to : Front Desk Assistant
Salary Scale : E8
Vacancies : one (1)

Purpose of the job:

Support the front desk functions of the Authority.

Key duties and responsibilities

Support the Front Desk Assistant to:

- (a). Answer calls from NEMA visitors;
- (b). Make official calls;
- (c). Scrutinize incoming and outgoing mails;

- (d). Direct visitors to the people and offices they desire to see or go to;
- (e). Handle the switchboard and ensure usage print outs are generated and circulated;
- (f). Handling suggestions from NEMA visitors and forwarding them to Management; and
- (g). Perform any other duties as they may be assigned;

Person specifications

a) Qualifications:

A minimum of Uganda Advanced Certificate of Education (UACE).

b) Experience:

A minimum of 3 years' relevant work experience in Secretarial and front desk management.

- c) 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.
- Computer literacy.

Potential candidates should download an application form from the NEMA website, fill the form, attaching requisite academic transcripts and certificates in one pdf file named @Position-Name of Applicant”.

The one pdf file should be submitted to recruitment@nema.go.ug copy to: ed@nema.go.ug not later than Wednesday 1st June 2022 at 5:00PM. Applicants who will not have heard from us by 15th June 2022 should consider their applications unsuccessful.