

## NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)

### INTERNAL VACANCY ANNOUNCEMENT

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

NEMA invites applications from suitably qualified staff to fill the following vacant position:

- 1. Job Ref** : NEMA/ADV/INT/02/2022  
**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**

- i. 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.
- ii. Coordinate preparation of Reports, Briefs, Speeches, Presentations and talking points on various Corporate Issues for the Executive Director.
- iii. Review correspondences to the Executive Director and liaise with Senior Administrative Officer to prepare draft responses for Executive Director's signature.
- iv. Undertake research on assigned matters and summarize documentation for the Executive Director's attention.
- v. Manage the Executive Director's diary and Calendar
- vi. Act as a protocol and welfare officer for the Executive Director
- vii. Coordinate domestic and international travels for the Executive Director
- viii. Coordinate meetings, workshops, seminars and related functions for the Executive Director

- ix. Manage expenditure of Executive Director and ensure timely accounting for the Executive Director
- x. Coordinate with the security detail of the Executive Director to ensure safe and timely movements of the Executive Director.
- xi. Prepare quarterly work plans and timely performance reports for the Executive Director.
- xii. Perform any other official duties as may be assigned by the supervisor.

**Person specifications**

**Qualifications:**

Possession of an Honors Bachelor's Degree in Natural Resources Management field or Law or Public Administration from a recognized University or Institution of higher learning.

Master's Degree in Environment and Natural Resources Management or Public Administration or Law.

**Experience:**

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

**Tenure of appointment:** The appointment shall be for a period specified in the instrument of appointment.

**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

**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](mailto:recruitment@nema.go.ug) not later than 10th May 2022 at 5:00PM. Applicants who will not have heard from us by 30th May 2022 should consider their applications unsuccessful.**