



NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)
NEMA House, Plot 17/19/21 Jinja Road P.O. Box 22255 Kampala.
Telephone 256 41 236817, 256 41 251065 /8 Fax 256 41 257521/ 256 41 232680
E-mail: info@nema.go.ug

NEMA INTERNAL ADVERT NO. 1 OF 2023

The National Environment Management Authority (NEMA) was established under the National Environment Act, Cap.153 and continued under the National Environment Act No.5 of 2019 as the Principal Agency for Environment Management in Uganda with mandate to Regulate, Monitor, Supervise and Coordinate all activities relating to the environment in Uganda.

Applications are hereby invited from suitably qualified NEMA staff to fill the following vacant positions on the new NEMA structure.

	Position	Scale	No. of Positions
1	Senior Manager Environment Compliance	E2-1	1
2	Senior Manager Environment Planning and Coordination	E2-1	1
3	Senior Manager Environment Enforcement and Field Operations	E2-1	1
4	Senior Manager Human Resource, Finance and Administration	E2-1	1
5	Regional Manager	E2-2	6
6	Manager Environment Protection Force	E2-2	1
7	Manager Environment Inspections, Monitoring and Audits	E2-2	1
8	Principal Environment Intelligence Officer	E3	1
9	Principal Investigations Officer	E3	1

Details of the Job Descriptions and Person Specifications for the above positions are attached to this call and are also available on the NEMA website www.nema.go.ug

Staff of Uganda Police Force, Uganda People's Defense Forces, Uganda Wildlife Authority and the Uganda Intelligence Services who have requisite requirements for the positions of Senior Manager Environment Enforcement

and Field Operations, Manager Environment Protection Force, Principal Environment Intelligence Officer and Principal Investigations Officer may respond to this Internal Advert for only the said positions subject to their internal clearance processes as appropriate.


Potential candidates should download an application form from the NEMA website, fill the form and attach “O” and “A” level certificates, Bachelor’s and Postgraduate Degree Transcripts and Certificates, Professional certificates where applicable and Employment letters in one pdf file named: “Position-Name of Applicant”.

The one pdf file should be submitted to ed@nema.go.ug not later than 31st January 2023 at 5:00PM.

Applicants are allowed to apply for not more than two posts.

Only shortlisted candidates shall be contacted.

Any form of lobbying to Executive Director, Board or any other authority or individual will lead to automatic disqualification of the Applicant.


2nd Jan 2023



DEPARTMENT OF ENVIRONMENT COMPLIANCE

JOB TITLE	Senior Manager Environment Compliance
DEPARTMENT	Environment Compliance
REPORTS TO	Executive Director
SALARY SCALE	NEMA E2-1
SUPERVISES	Manager Environment Assessment Manager Oil, Gas and Minerals Manager Chemical Safety, Radiation and Pollution Prevention Principal Environment Officer (Compliance Assistance)

MAIN PURPOSE OF THE JOB

To Coordinate Environment Assessments and support developers to comply with Environment Policies, Laws and best practices for Sustainable Development

DUTIES AND RESPONSIBILITIES

- (i). Spearhead the development and implementation of departmental Work Plans, Budgets and prepare timely reports
- (ii). Spearhead the function of Strategic Environment and Social Impact Assessments
- (iii). Supervise and coordinate timely review of environment and social impact assessments for projects submitted to NEMA
- (iv). Coordinate Regulation, Supervision and Compliance of environment practitioners with ethical codes and standards of practice
- (v). Coordinate and supervise management of environment pollution and use of chemicals and other polluting agents including radiations and waste
- (vi). Coordinate and supervise compliance to environment regulations in the oil, gas, minerals and all other sectors of the economy
- (vii). Formulate and implement Environment Policies and Standards
- (viii). Promote Cleaner Production, Green economy, Circularity and other innovative environmentally friendly technologies
- (ix). Monitor and ensure that the department staff comply with Policies, laws and best environment practices.
- (x). Supervise staff and ensure performance management in the department
- (xi). Coordinate with other departments on all matters relevant to environment compliance
- (xii). Support and promote applied research on best environment practices
- (xiii). Perform any other duties as may be assigned by the supervisor

PERSON SPECIFICATIONS

Qualifications:

An Honors Bachelor's Degree in the relevant field of Environment and Natural Resources Management or Natural Sciences

A Master's Degree in the relevant field of Environment and Natural Resources Management or Natural Sciences

Training in Geographical Information Systems (GIS) and Remote Sensing is A MUST

Training in Environment and Social Impact Assessment is an added advantage

Experience:

Must have atleast ten (10) years relevant professional working experience in Environment management three of which should have been at managerial level in a reputable organization.

COMPETENCES AND SKILLS:

- Leadership, team building and supervision skills
- Strong interpersonal, communication and negotiation skills
- Conservation planning skills
- Good understanding of mitigation hierarchy
- Excellent scholarly writing and publication skills
- Excellent analytical and presentation skills
- Financial and human resource management skills
- Excellent report writing skills
- Resource Mobilization skills
- Risk management skills
- Marketing skill
- Command of excellent Information Communication Technology skills

DEPARTMENT OF ENVIRONMENT PLANNING AND COORDINATION

JOB TITLE	Senior Manager Environment Planning and Coordination
DEPARTMENT	Environment Planning and Coordination
REPORTS TO	Executive Director
SALARY SCALE	NEMA E2-1
SUPERVISES	Natural Resources Management Specialists Principal Research and Innovations Officer Manager Environment Planning and Coordination Manager Environment Information Systems Manager Environment Education & Advocacy

MAIN PURPOSE OF THE JOB

To coordinate Environment Planning, Research, Innovations, Information Management and Public Participation for Sustainable Environment Management



DUTIES AND RESPONSIBILITIES

- (1). Spearhead the development and implementation of departmental Work Plans, Budgets and prepare timely reports
- (2). Coordinate development and implementation of Environment and Natural Resources Ecosystems, Species and Genetic Resources Management Plans and Strategies
- (3). Develop and coordinate implementation of Research and Innovations for sustainable environment management
- (4). Support development and implementation of National and District Environment Action Plans
- (5). Prepare and disseminate the National State of Environment Reports
- (6). Establish and maintain robust national Environment Information Management Systems
- (7). Develop and implement NEMA's Environment Education and Public Awareness Strategy
- (8). Develop and implement an effective Lead Agency, Non State Actors and Academia Coordination Strategy
- (9). Monitor and Supervise Research, Innovations and Environment laboratory services
- (10). Mobilize resources for environment planning and coordination
- (11). Supervise and ensure performance management of all staff in the department
- (12). Monitor and ensure that the department staff comply with Policies, laws and best environment practices
- (13). Perform any other duties as may be assigned by the Supervisor

PERSON SPECIFICATIONS

Qualifications

An Honors Bachelor's Degree in the relevant field of Environment and Natural Resources Management or Natural Sciences

A Master's Degree in the field of Environment and Natural Resources Management or Environment Economics or Natural Resource Economics

Post Graduate Training in Applied Geographical Information Systems (GIS) and Remote Sensing is A MUST

Experience

Must have atleast ten (10) years relevant professional working experience in Environment management three of which should have been at managerial level in a reputable organization

COMPETENCES AND SKILLS

- (i). Leadership, team building and supervision skills
- (ii). Strong interpersonal, communication and negotiation skills
- (iii). Excellent scholarly writing and publication skills
- (iv). Excellent analytical and presentation skills
- (v). Financial and human resource management skills
- (vi). Excellent report writing skills
- (vii). Resource Mobilization skills
- (viii). Marketing skills
- (ix). Data management and modeling skills



DEPARTMENT OF ENVIRONMENT ENFORCEMENT AND FIELD OPERATIONS

JOB TITLE	Senior Manager Environment Enforcement and Field Operations
DEPARTMENT	Environment Enforcement and Field Operations
REPORTS TO	Executive Director
SALARY SCALE	NEMA E2-1
SUPERVISES	NEMA Regional Managers (6) Manager Environment Inspections and Audits Manager Environment Protection Force

MAIN PURPOSE OF THE JOB:

To Coordinate Environment Protection Force; Regional Offices; Environment Inspections, Monitoring and Audits.

DUTIES AND RESPONSIBILITIES

1. Spearhead the development and implementation of departmental Work Plans, Budgets and prepare timely reports
2. Develop and implement strategies to prevent environment crime
3. Develop and implement strategies for combating environment crime
4. Coordinate Environment Monitoring, Inspections and Audits to ensure that developers comply with laws, set environmental standards and conditions of approval of developments
5. Coordinate designation and training of Environmental Inspectors
6. Coordinate capacity building and deployment of Environment Protection Force
7. Coordinate with other Law Enforcement Agencies in the fight against environment crime
8. Supervise NEMA Regional Offices and programs
9. Mobilize resources for environment enforcement and field operations
10. Supervise and ensure performance management of all staff in the department
11. Monitor and ensure that the department staff comply with Policies, laws and best environment practices
12. Perform any other duties as may be assigned by the Supervisor

PERSON SPECIFICATIONS

Qualifications

An Honors Bachelor's Degree in the relevant field of Environment and Natural Resources Management or Natural Sciences

A Master's Degree in the relevant field of Environment and Natural Resources or Natural Sciences or Law or Public Administration

Training in Military Science or Law enforcement is A MUST

A Certificate of Good Conduct issued by Interpol is A MUST

Experience

Must have atleast ten (10) years relevant professional working experience in Environment and Natural Resources Management related law enforcement, three of which should have been at managerial level in a reputable organization.

COMPETENCES AND SKILLS

- (i). Leadership, team building and supervision skills
- (ii). Strong interpersonal, communication and negotiation skills
- (iii). Excellent scholarly writing and publication skills
- (iv). Excellent analytical and presentation skills
- (v). Financial and human resource management skills
- (vi). Excellent report writing skills
- (vii). Resource Mobilization skills
- (viii).Risk management skills
- (ix). Marketing and Public Relations skills
- (x). Paramilitary/military skills including Communication, Command and Control
- (xi). Command of excellent Information Communication Technology skills
- (xii). Enforcement and Investigations skills

DEPARTMENT OF HUMAN RESOURCE, FINANCE AND ADMINISTRATION

JOB TITLE	Senior Manager Human Resource, Finance and Administration
DEPARTMENT	Human Resource, Finance and Administration
REPORTS TO	Executive Director
SALARY SCALE	NEMA E2-1
SUPERVISES	Manager Human Resources Manager Finance and Accounts Manager Administration

MAIN PURPOSE OF THE JOB

To coordinate the Human Resource Management, Finance and Administration function to support efficient delivery of the National Environment Management Authority core mandate

DUTIES AND RESPONSIBILITIES

- (i) Spearhead the development and implementation of departmental Work Plans, Budgets and prepare timely reports
- (ii) Develop and implement Human Resource Policies, Plans and Strategies
- (iii) Develop and implement sound Financial and Accounting Management Systems and Procedures in accordance with Public Finance Management and Accounting Policies and International Standards
- (iv) Develop and implement Risk Management Policies and Procedures
- (v) Spearhead preparation of Annual Accounts within the statutory deadline in accordance with international accounting standards
- (vi) Supervise timely disbursement of funds and accountability
- (vii) Supervise review of cash flow needs and advise the Executive Director on potential investment options
- (viii) Develop and implement Administrative Policies, Strategies and Procedures
- (ix) Supervise and ensure performance management of all staff in the department
- (x) Monitor and ensure that the department staff comply with Policies, laws and best environment practices
- (xi) Support Resource Mobilization function
- (xii) Perform any other duties as may be assigned by the Supervisor



QUALIFICATIONS:

An Honors Bachelor's Degree in either Human Resource Management or Commerce (Accounting), Finance and Accounting, Business Administration (Accounting), from a recognized University or Institution

A Master's Degree in Business Administration from a recognised University or Institution

Full professional qualification of CPA or ACCA

Full membership to Institute of Certified Public Accountants of Uganda

EXPERIENCE:

Should have at least ten (10) years working experience in Human Resources Management, Finance and Administration, three (3) of which should have been at Managerial level in a reputable organization.

COMPETENCES AND SKILLS

- (i). Leadership, team building and supervision skills
- (ii). Strong interpersonal, communication and negotiation skills
- (iii). Excellent scholarly writing and publication skills
- (iv). Excellent analytical and presentation skills
- (v). Financial and human resource management skills
- (vi). Excellent report writing skills
- (vii). Resource Mobilization skills
- (viii). Risk Management skills
- (ix). Marketing and Public Relations skills
- (x). Command of excellent Information Communication Technology skills
- (xi). Planning and organization skills

JOB TITLE	Manager Environment Protection Force
DEPARTMENT	Environment Enforcement and Field Operations
REPORTS TO	Senior Manager Environment Enforcement and Field Operations
SALARY SCALE	NEMA E2-2
SUPERVISES	Principal Enforcement and Investigations Officer

MAIN PURPOSE OF THE JOB

To develop and implement Policies, Plans and Mechanisms for effective environment law enforcement

DUTIES AND RESPONSIBILITIES

- (i) Develop and implement law enforcement Operational Plans and Manuals for Environment Protection Force
- (ii) Manage environment crime investigations and operations
- (iii) Provide updates on environment crime management to the supervisor and others on a "need to – know" and "right to know" basis
- (iv) Recommend law enforcement capacity building programmes
- (v) Coordinate with other law enforcement, security agencies and other stakeholders in preventing and combating environment crime
- (vi) Manage EPF's armoury and strong room to ensure safety and security of classified stores and other law enforcement equipments

- (vii) Develop and implement quarterly work plans and timely prepare performance and other reports for the Division
- (viii) Support proactive initiatives to influence positive behavioural change for sustainable environment management
- (ix) Support prosecution of environment offenders
- (x) Supervise and appraise law enforcement staff under the Division
- (xi) Perform any other duty that may be assigned by the Supervisor

PERSONS SPECIFICATIONS

QUALIFICATIONS:

Should possess an Honors Bachelor's Degree in either Environment and Natural Resources Management Law, Criminology, from a recognized Institution

Masters in Law, Criminology, Psychology or Environment and Natural Resources Management

Training in Military Science or Law enforcement of not less (6) months is A MUST

A Certificate of Good Conduct issued by Interpol is A MUST

EXPERIENCE:

Should possess at least eight (8) years of working experience in law enforcement from a reputable organization three (3) years of which should have been at senior officer level in the field of Law enforcement in a reputable organization.

COMPETENCES AND SKILLS

- (xiii).Leadership, team building and supervision skills
- (xiv).Strong interpersonal, communication and negotiation skills
- (xv). Excellent scholarly writing and publication skills
- (xvi).Excellent analytical and presentation skills
- (xvii). Financial and human resource management skills
- (xviii). Excellent report writing skills
- (xix).Resource Mobilization skills
- (xx). Risk management skills
- (xxi).Marketing and Public Relations skills
- (xxii). Paramilitary/military skills including Communication, Command and Control
- (xxiii). Command of excellent Information Communication Technology skills
- (xxiv). Enforcement and Investigations skills

JOB TITLE	Regional Manager
DEPARTMENT	Environment Enforcement and Field Operations
REPORTS TO	Executive Director
SALARY SCALE	NEMA E2-2
SUPERVISES	Senior Environment Officer

MAIN PURPOSE OF THE JOB

To perform deconcentrated National Environment Management Authority functions at the regional level

DUTIES AND RESPONSIBILITIES

- (i). Spearhead the development and implementation of Regional Work Plans, Budgets and prepare timely reports
- (ii). Develop and implement strategies for preventing and combating environment crime at the regional level
- (iii). Supervise environment baseline verifications, inspections and audits in the region to ensure that developers comply with set standards and certificate conditions
- (iv). Coordinate Lead Agencies, Non State Actors and Private Sector stakeholders at the region
- (v). Collaborate with other Law Enforcement Agencies at the region to fight against environment crime
- (vi). Design and implement environment education and awareness programs within the region
- (vii). Support environment planning function in the region
- (viii). Provide technical backstopping to Local Governments, Urban Authorities and other stakeholders within the region
- (ix). Effectively manage NEMA Regional Office and programs
- (x). Mobilize resources for effective environment management at the region
- (xi). Supervise and ensure performance management of all staff at regional level
- (xii). Perform any other duties as may be assigned by the Supervisor

PERSON SPECIFICATIONS

Qualifications

An Honors Bachelor's Degree in the relevant field of Environment and Natural Resources Management or Natural Sciences

A Master's Degree in the relevant field of Environment and Natural Resources or Natural Sciences or Law or Public Administration or Business Administration

Experience

Must have atleast eight (8) years relevant professional working experience in Environment and Natural Resources Management three of which should have been at senior level in a reputable organization.

COMPETENCES AND SKILLS

- (xii). Leadership, team building and supervision skills
- (xiii). Strong interpersonal, communication and negotiation skills
- (xiv). Excellent scholarly writing and publication skills
- (xv). Excellent analytical and presentation skills
- (xvi). Financial and human resource management skills



- (xvii). Excellent report writing skills
- (xviii). Resource Mobilization skills
- (xix). Risk Management skills
- (xx). Marketing and Public Relations skills
- (xxi). Command of excellent Information Communication Technology skills
- (xxii). Planning and organization skills

JOB TITLE	Manager Environment Inspections, Monitoring and Audits
DEPARTMENT	Environment Enforcement and Field Operations
REPORTS TO	Senior Manager Enforcement and Field Operations
SALARY SCALE	NEMA E2-2
SUPERVISES	Senior Environment Inspector (Air Quality, Noxious Smells and Noise) Senior Environment Inspector (Waste management) Senior Environment Auditor

MAIN PURPOSE OF THE JOB:

To spearhead Environment Inspections, Monitoring and Audits

DUTIES AND RESPONSIBILITIES

- (i). Spearhead the development and implementation of division Work Plans, Budgets and prepare timely reports
- (ii). Develop and implement Plans and Strategies for effective environment inspections, monitoring and audits to support enforcement of laws, standards and conditions of approval of developments
- (iii). Coordinate Environment Inspections, Monitoring and Audits and ensure remedial actions are taken
- (iv). Facilitate identification, appointment, gazettement, capacity development and supervision of Environment Inspectors
- (v). Provide technical support to law enforcement operations, compliance and prosecution
- (vi). Supervise and ensure performance management of all staff in the Division
- (vii). Monitor and ensure that the Division staff comply with Policies, laws and best environment practices
- (viii). Mobilise Resources for Environment Inspections, Monitoring and Audits
- (ix). Perform any other duties as may be assigned by the Supervisor

PERSON SPECIFICATIONS

Qualifications

An Honors Bachelor’s Degree in the relevant field of Environment and Natural Resources Management or Chemistry or Engineering

A Master’s Degree in Environment and Natural Resources or Environment Science Technology

Experience

Must have atleast eight (8) years relevant professional working experience in Environment and Natural Resources Management three of which should have been at senior level in a reputable organization



COMPETENCES AND SKILLS

- (i). Leadership, team building and supervision skills
- (ii). Strong interpersonal, communication and negotiation skills
- (iii). Excellent scholarly writing and publication skills
- (iv). Excellent analytical and presentation skills
- (v). Financial and human resource management skills
- (vi). Excellent report writing skills
- (vii). Resource Mobilization skills
- (viii). Risk Management skills
- (ix). Marketing and Public Relations skills
- (x). Command of excellent Information Communication Technology skills
- (xi). Planning and organization skills
- (xii). Research and innovation skills
- (xiii). Knowledge and skills in handling scientific equipment and tools

JOB TITLE	Principal Environment Intelligence Officer
DEPARTMENT	Office of the Executive Director
REPORTS TO	Executive Director
SALARY SCALE	NEMA E3
SUPERVISES	Senior Environment Intelligence Analyst

MAIN PURPOSE OF THE JOB

Ensure the collection, analysis and timely dissemination of all environmental intelligence to inform timely decision-making.

DUTIES AND RESPONSIBILITIES

- (i) Ensure intelligence information is collected, processed and fed to the relevant senior officers of the organization for necessary action based on the “Right to know and need to know principle”.
- (ii) Develop guidelines of handling informants, informers and agents for better information collection and reporting procedures.
- (iii) Supervise the recruitment and maintenance of a network of informers, informants and agents and ensure that they are fairly treated and protected
- (iv) Establish and maintain effective surveillance and intelligence support systems
- (v) Coordinate with and establish a link with the intelligence agencies to detect and pre-empt environment crime
- (vi) Coordinate with investigations and law enforcement personnel to curtail environment crime.
- (vii) Develop and implement quarterly work plans and prepare timely unit performance reports
- (viii) Supervise and ensure performance management of the staff in the Unit
- (ix) Perform any other duties as may be assigned by the Supervisor

PERSON SPECIFICATIONS

QUALIFICATIONS

Honors Bachelor’s Degree in the relevant field of Law, Psychology, Criminology or Environment and Natural Resources or Social Science or Natural Sciences or Business Administration or Development Studies from a recognised University or Institution

A Master's Degree in the relevant field of Law, Psychology, Criminology or Environment and Natural Resources or Social Science or Natural Sciences or Development Studies or Business Administration from a recognised University or Institution

Must have undergone military training and training in intelligence services

Certificate of Good Conduct issued by Interpol

A qualification in Environment and natural resource management shall be an added advantage

Possession of certificates in Counter Intelligence and/or Analytical Intelligence with knowledge of Web Based Intelligence and Human Intelligence shall be an added advantage
Should have working knowledge of at least one web based intelligence software (such as i-base/i-note, Sentinel or any other intelligence software)

EXPERIENCE

At least six (6) years working experience in Crime Intelligence from a reputable organization two (2) of which should have been at Senior Officer level.

COMPETENCES AND SKILLS

- (i). Leadership, team building and supervision skills
- (ii). Knowledge and skills in Information Communication Technology
- (iii). Ability to build relations and networks
- (iv). Strong analytical, operational and managerial skills
- (v). Knowledge and skills in intelligence and investigation
- (vi). Good communication skills
- (vii). Good interpersonal, analytical skills and coordination skills
- (viii). Good Time management
- (ix). Ethical conduct, integrity and confidentiality
- (x). Accountable
- (xi). Good writing and reporting skills
- (xii). Planning, organizing and coordinating various assignments

JOB TITLE	Principal Investigations Officer
DEPARTMENT	Enforcement and Field Operations
REPORTS TO	Manager Environment Protection Force
SALARY SCALE	NEMA E3
SUPERVISES	Senior Investigations Officer Senior Environment Protection Officer

MAIN PURPOSE OF THE JOB

To ensure planning, coordination and efficient investigation of environment crime to support prosecution and deter environment crime

DUTIES AND RESPONSIBILITIES

- (i) Handle all cases under investigations and ensure they are managed well in liaison with the legal division.

- (ii) Develop plans for comprehensive management of environment crime investigations in Uganda
- (iii) Visit scenes of crime as part of tracking down and arrest suspects as appropriate
- (iv) Ensure exhibits are collected in a professional manner and tendered before Courts of Law for smooth prosecution of the offenders
- (v) Coordinate with intelligence and law enforcement personnel to curtail environment crime
- (vi) Support prosecution of environment crimes
- (vii) Develop and implement quarterly work plans and prepare timely unit performance reports
- (viii) Supervise and ensure appraisal of staff under the unit
- (ix) Perform any other official duties as may be assigned by the supervisor.

PERSON SPECIFICATIONS

Qualifications

Honors Bachelor's Degree in the relevant field of Law, Psychology, Criminology or Environment and Natural Resources or Social Science or Natural Sciences or Business Administration or Development Studies from a recognised University or Institution

A Master's Degree in the relevant field of Law, Psychology, Criminology or Environment and Natural Resources or Social Science or Natural Sciences or Development Studies or Business Administration from a recognised University or Institution

Must have undergone military training and training in intelligence services

Certificate of Good Conduct issued by Interpol

A qualification in Environment and natural resource management shall be an added advantage

Experience

At least six (6) years working experience in Crime Intelligence from a reputable organization two (2) of which should have been at Senior Officer level.

Competences and Skills

- (i). Leadership, team building and supervision skills
- (ii). Knowledge and skills in Information Communication Technology
- (iii). Ability to build relations and networks
- (iv). Strong analytical, operational and managerial skills
- (v). Knowledge and skills in intelligence and investigation
- (vi). Good communication skills
- (vii). Good interpersonal, analytical skills and coordination skills
- (viii). Good Time management
- (ix). Ethical conduct, integrity and confidentiality
- (x). Accountable
- (xi). Good writing and reporting skills
- (xii). Planning, organizing and coordinating various assignments