



# MINISTRY OF WATER AND ENVIRONMENT

## VACANCY ANNOUNCEMENT

### Background

The Ministry of Water and Environment seeks to recruit qualified persons to fill the following vacant positions.

### Application procedure

All applications should be accompanied with recent (3) passport size photographs and CVs detailing work experience, professional and educational qualifications.

Applicants must also include contact details (telephone and email) of three (3) referees and Applications should be addressed to the Permanent Secretary, Ministry of Water and Environment, Old Port bell Road, Luzira P.O Box 20026, Kampala and should be delivered to the Ministry Registry not later than **18<sup>th</sup> February 2022**. For further details please refer to the website: [www.mwe.go.ug](http://www.mwe.go.ug)

<b>1. Job Title:</b>	<b>REGIONAL WETLANDS COORDINATOR- CENTRAL (1 Vacancy)</b>
<b>Reports to:</b>	Principal Wetland Officer-District Support
<b>Duty Station:</b>	Head Office

**Terms of Appointment:** Contract (Renewable subject to satisfactory performance)

### Purpose:

Provide technical backstopping and support supervision to Local Governments and other stake holders in the region of jurisdiction. Institute and streamline the operation of Wetland and site Management Committees in the region.

### Duties

- i. Liaise with the Local Governments, Planning and Development Section and the relevant institutions in the regions in the protection, development and implementation of Wetland management plans.
- ii. Liaise with the Local Governments, Planning and Development Section and the relevant institutions in the regions to prepare District and Cities wetland inventory reports.
- iii. Prepare a database of wetland management plans, and the status of their implementation in the region.
- iv. Prepare a list and profiles of hotspot wetlands in the districts in need of restoration and planning in liaison with Local Governments.
- v. Liaise with the Monitoring and Enforcement unit in the enforcement of compliance to the Policy, laws and standards.
- vi. Assist in the planning, implementation and reporting on the Wetlands Management Project in the region.
- vii. Assist in the integration of wetland interventions into Water Catchment Plans, Farm income and Forest Conservation and Forest and Land Scape Restoration projects in the region.
- viii. Prepare individual monthly and quarterly reports and work plans, and individual appraisal forms.
- ix. Performing any other duties as assigned by the Principal Wetland Officer-District Support.

### Responsibilities

- i. Wetlands in the region protected and management plans in the place and implemented.
- ii. Reports on the implementation of Wetlands related project in the regions of Uganda
- iii. Wetlands management interventions integrated into Water Catchments and Forest Land Scape Restoration plans in the region.
- iv. Reports on the status of the implementation of the wetlands
- v. Lists and profiles of hotspot wetlands for restoration and management planning.
- vi. Wetland ecological monitoring reports.
- vii. Wetlands compliance monitoring and enforcement reports
- viii. Prepare wetland degradation evidence and submit to courts for

- ix. prosecution of culprits
- x. Demarcation and Restoration reports
- x. Individual annual performance plan, work plan and report in place

### Qualification and Experience:

- i. An honors Bachelors of Science Degree in Environmental Science, Botany, Chemistry, Zoology, Environmental Engineering and Technology or any other Natural Sciences. Knowledge of Environmental Laws, standards, Guidelines and GIS application is an added advantage.
- ii. At least three years working experience in related environment management institutions.

### 2. Job Title: DOCUMENTATION OFFICER

<b>Reports to:</b>	Senior Wetlands Officer-Information and Education
<b>Duty Station:</b>	Head Office

**Terms of Appointment:** Contract (Renewable subject to satisfactory performance)

### Purpose:

Improve and Increase access to quality wetland information by the department staff and all stakeholders

### Duties:

- i. Ensure reading materials and other Department publications are properly recorded, catalogued, accessioned, and shelved.
- ii. Ensure that the Documents Database is well maintained and up to date
- iii. Prepare annual inventory of documents in the Documentation center
- iv. Provide library services to the Department's Clientele
- v. Collect and file wetland related information from various media
- vi. Store and maintain all awareness related equipment of the Department
- vii. Participate in exhibitions during various local, national and international conservation days
- viii. Prepare individual monthly and quarterly reports and work plans
- ix. Stock and maintain relevant book/ materials in the Documentation Center
- x. Carry out any other duties assigned by the Senior Wetlands Officer-information and education.

### Responsibilities:

- i. Well maintained and operational Documentation Center
- ii. Documentation center operation status report
- iii. Exhibition materials in place and exhibited
- iv. Database of Documentation materials.

### QUALIFICATION

- i. Bachelor's degree in Library and Information Science or Bachelor's Degree in Library Science

### Competences

- i. Excellent command in both written and spoken English
- ii. Ability to handle sensitive information
- iii. Experience in Library Information Management
- iv. Knowledge of different packages on electronic data management
- v. Knowledge and experience in digitalizing Library information

### Work experience

- i. At least 3 years in Library Information Management
- ii. Knowledge in document data base management
- iii. Knowledge in environmental related issues is an added advantage