



## MINISTRY OF WATER AND ENVIRONMENT

### VACANCY ANNOUNCEMENT

The Government of Uganda, through the Climate Change Department in the Ministry of Water and Environment has obtained a grant from the Green Climate Fund (GCF) for a three-year project to build capacity to advance National Adaptation Plan (NAP) process in Uganda. The UN Environment is the Delivery Partner for the Project, with the role of supporting and overseeing the project implementation.

#### **Background**

The Government of Uganda, through the Climate Change Department in the Ministry of Water and Environment has obtained a grant from the Green Climate Fund (GCF) for a three-year project to build capacity to advance National Adaptation Plan (NAP) process in Uganda. The UN Environment is the Delivery Partner for the Project, with the role of supporting and overseeing the project implementation.

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 **15<sup>th</sup> December 2022**. For further details, please refer to the website: [www.mwe.go.ug](http://www.mwe.go.ug)

**Position: National Coordinator, NAP Uganda Project- One (One Vacancy)**

**Reports to:** Permanent Secretary

**Duty Station:** Kampala Head Office

**Duration:** 2 years' contract

#### **Qualifications:**

A postgraduate degree in climate change, environment and natural resource management; project management, public administration or development studies.

- At least fifteen (10/15) years of proven professional postgraduate experience working with Government in climate change adaptation and Environment and Natural Management.

- Experience in any of the following areas will be an added advantage: national and sector policy development and analysis and public sector planning and budgeting; integration of ENR and Climate change into sub-national and national development planning and budgeting process; institutional assessment and capacity building in relation to environment and natural resources and sustainable development;
- Excellent communication skills in written and oral English.
- Proven experience in Public Sector Management with particular focus on ENR and Climate Change;
- Experience in program development, implementation, monitoring and evaluation, and reporting;
- Excellent skills and experience in stakeholder engagement and facilitation;
- Professional experience in the United Nations system.

### **Duties and Responsibilities:**

- Manage the day-to-day implementation of the program at national level and across sectors, including coordinating the delivery of activities and outputs (such as workshops, studies and publications);
- Ensure that project activities and results are delivered in accordance with the required quality standards and specified time and cost constraints;
- Coordinate the development of ToRs and the identification, selection and recruitment / procurement of consultants or other service providers;
- Supervise and manage the work and deliverables of national and international consultants, as well as other service providers and partners;
- Supervise the Administrative and Finance Officer to ensure that financial, procurement and human resource processes are managed in line with Funding Proposal and Project Cooperation Agreement provisions, and that records of project documents and assets/equipment lists, including financial and procurement documents, are maintained in accordance with audit requirements;
- Ensure the timely preparation of annual and semi-annual work plans, procurement plans and budgets for approval by the Project National Director and National Steering Committee on Climate Change, with prior endorsement of the GCF Focal Point and the UN Environment Task Manager;
- Regularly monitor and report on project performance and delivery to the Project National Director, GCF Focal Point and the UN Environment Task Manager, including progress, achievements, challenges encountered and proposed corrective actions;
- Prepare bi-annual project Interim Progress Reports for the GCF;
- Ensure timely preparation and submission of budget revisions, financial reports (including quarterly expense reports), and cash advance requests;
- Serve as Secretary to all NAP related committee meetings
- Organize NAP related meetings
- Prepare all meeting documentations including progress reports and meeting minutes;

- Identify and resolve logistical and organizational issues under the guidance of the Project National Director, the GCF Focal Point and the UN Environment Task Manager; and

Undertake other tasks assigned by the National Project Director and/or the GCF Focal Point as part of the GCF NAP Project.

**Position: Finance Officer- 1 (One Vacancy)**

**Reports to:** National Coordinator

**Duty Station:** Kampala Head Office

**Duration:** 2 years contract

**Qualifications:**

- Possess a degree in accounting plus full professional qualification in CPA, ACCA etc.
- Have at least five years of professional experience in accounting within a program, project or reference structure,
- Professional experience with the United Nations system will be an added advantage;
- Knowledge and experience in applying procurement processes of Government of Uganda and UN;
- Excellent communication skills in written and oral English;
- Ability to work under pressure, with short lead times;
- Have good computer skills and a good knowledge of Microsoft Office applications and finance software (especially Word, Excel, Outlook, and PowerPoint).

**Duties and Responsibilities:**

1. Prepare, in consultation with the National Project Coordinator and the National Designated Authority (NDA) the semi-annual, annual and any other required project budgets and budget revisions in accordance with UN Environment's financial rules, format and accounting requirements;
2. Regularly monitor the financial implementation of the project within the approved budget and in accordance with the provisions of UN Environment and the provisions of the financing agreements;
3. Ensure the smooth implementation of project accounting activities, including (but not limited to): timely and accurate bank reconciliations, invoicing, monitoring of expenditure levels against budget and funding obligations, financial projections and submission of financial reports;
4. Prepare financial reports, analysis, and recommendations concerning relevant financial issues for the project;
5. Maintain accounting records of the project;
6. Arrange and archive accounting records in an appropriate manner in accordance with UN International Accounting Standards and Procedures Manual and the provisions of the Financing Agreements;
7. Carry out the year-end inventory (fixed assets, inventories, depreciation);

8. Prepare and facilitate the conduct of annual project audits, and improve internal control procedures by taking into account audit recommendations;

Perform any other tasks assigned by the National NAP Coordinator and the National Director of the Project.

**Position: Administrative Assistant - 1 (One Vacancy)**

**Reports to:** National Coordinator

**Duty Station:** Kampala Head Office

**Duration:** 2 years contract

**Qualifications:**

- Possess a degree in Business Administration or Business Management;
- Have at least five years of professional experience in Administration within a program, project or reference structure, experience with the United Nations system will be preferable;
- Experience working with the Government of Uganda is an asset;
- Excellent written and oral communication skills;
- Be proactive
- Good Organizational skills
- Ability to work under pressure, with short lead times;
- Have good computer skills and a good knowledge of Microsoft Office applications (especially Word, Excel, Outlook, and PowerPoint).

**Duties and Responsibilities:**

- 1) Handling office tasks, such as filing, generating reports and presentations, setting up for meetings.
- 2) Maintain accurate records of all information related to project for documentation, clarification, and presentation to management;
- 3) Prepare invitations for workshops and trainings, and contribute to writing minutes, reports and proceedings of these workshops and trainings;
- 4) Preparing documents for meetings and business trips
- 5) Assist the coordinator in writing project progress reports following the outline of the funding agreement
- 6) Assist the National Coordinator in providing secretariat services for the Project Steering Committee by organizing meetings, drafting reports and monitoring actions;
- 7) Regularly review the main activities and the condition of equipment, ordering and taking stock of office supplies;

Perform any other tasks assigned by the National NAP Coordinator