

INTERNAL ADVERT

URBAN WATER SUPPLY AND SEWERAGE DEPARTMENT

INTEGRATED WATER MANAGEMENT AND DEVELOPMENT PROJECT -1530

1. Post: Social Safeguard Officer - 01 (One) vacancy

Qualifications

Applicants should be Ugandans holding an Honours Bachelor of Arts Degree in Social Sciences, SWASA, and Development Studies with Sociology as one of the subjects from a recognized University or its equivalent.

He/she should have well developed communication and interpersonal skills, analytical, and computer skills.

Duties and Responsibilities

- Mobilization of communities to actively participate in watsan activities
- Promotion of hygiene and sanitation education
- Select and develop various appropriate channels for dissemination of messages, for user participation on O&M, sanitation and hygiene awareness.
- Monitor and supervise the performance of consultants/contractors and collaborating non-governmental organizations (NGOs) and community-based organizations (CBOs).
- Liaise with the local authorities in monitoring operation and maintenance (O&M) of the schemes to ensure sustainability.
- Manage, mentor and support unit staff trainees in sociological aspects and in the application of national policies, guidelines and strategies.
- DWD management administration and networking.

2. Post: Environmental Safeguard Officer - 01 (One) vacancy

Salary Scale: U4

Qualifications

A Bachelor's Honour's Degree in Public Health, Environmental Health Science or related field from a recognized Institution.

Job Purpose

Promote Improved Sanitation and Hygiene Education (ISHE) in RGCs and Institutions

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Duties and Responsibilities

- Evaluate the environment and sanitation situation in the target RGCs at the time of application identify the necessary interventions to improve the situation and carry out follow up surveys.
- Participate in preparation of ToRs and RFPs to guide designers and implementers on Environment and I sanitation activities required.
- Review the ESIA and EMP developed by the Design Engineer and make recommendations on mitigation measures for the facilities during construction and operation of the facilities.
- Together with key stakeholders, develop sanitation-related M&E tools
- Review achievement of sanitation goals
- Develop and coordinate all Sanitation supervision schedules for the WSDF regional Branch
- Support the ST/RGC in designing, implementing and safeguarding catchment protection measures, waste water disposal measures and mitigation plans during implementation.
- Prepare evaluation reports highlighting progress in the implementation of Sanitation activities and recommending areas requiring redress.
- Carry out any activity assigned by the supervisor

100% SERVICE COVERAGE ACCELERATION PROJECT (SCAP 100-UMBRELLAS)

3. Post: Driver – 04 (Vacancies)

Qualifications

- O' Level Certificate with a credit in English
- Possession of a valid Driving permit class B and CM

Duties and Responsibilities

- Drive the vehicle to different points as directed by the supervisor
- Ensure vehicle is maintained and minor repairs carried out
- Ensure major mechanical faults are reported
- Maintain basic vehicle records
- Ensure the vehicle is kept clean

- Carry out other duties as may be assigned from time to time by the supervisor

KARAMOJA SMALL TOWNS AND RGCs WATER AND SANITATION

4. Administrator -01 (One) vacancy

Qualifications

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Bachelor's Degree in Business Administration (Management), Public Administration, Social Sciences, Development Studies or any other related field.

Duties and Responsibilities:

- Supervise Administration department staff members, consultants and contractors, review their activity plans, requisitions for funds, reports, accountability and advise management accordingly.
- Handle all Human resource matters, including but not limited to identifying human resource gaps, identifying staff training needs in relation to their jobs, task, organizing timely and continuous staff performance evaluations, keeping personnel management files, attending to personnel needs and entitlements like annual and sick leave, working on weekends, medical issues etc.
- Produce quarterly, annually and ad hoc work plans summarizing the physical and financial performance targets of the administration department.
- Produce quarterly, annual ad ad-hoc reports summarizing the performance of the administration department of the facility.
- Collect and summarise quarterly, annually and ad hoc work plans and reports from all departments and units so that you come up with overall Umbrella work plans and reports required by the different stakeholders (Prime Minister's office, finance, Joint Partnership Fund etc.), ensuring adherence to the issued guideline and deadlines.
- Prepare, continuously update and keep the asset register of the Umbrella. Ensure that the facility assets are operated and maintained in accordance to the manufacture's recommendations and the government of Uganda laws. Maintain records of all projects vehicle operation and maintenance history. Ensure the assets are used for their intended purposes for the achievements of the facility objectives.
- Liaise with other department heads to identify goods, services and works to procure, the assets to acquire or dispose of, prepare the necessary bid documents such as terms of references and material specification for procurements and agreements with suppliers, contractors and consultants for the administration department. Liaise with the respective district or ministry procurement and disposal structure to ensure procurement and disposal of any assets is done with in the Government of Uganda laws, regulations and guidelines.
- Develop and implement short and long term monitoring plans towards archiving project implementation.
- Plan for recruitment of staff, graduate and industrial training trainees. Provide logistical support, orientation and any other assistance to newly recruited staff members graduate and industrial training trainees.
- Ensure that the Umbrella complies with all Government Statutory regulations.
- Constant adviser to the Manager on issues related to public relations.
- Ensure that the Umbrella Newsletter is published and circulated quarterly, covering all the Umbrella accomplishments in the quarters.
- Maintain and update asset registers and asset maintenance in accordance with GoU laws and regulations
- Administration of vehicles, preparation of vehicle reports and asset use
- Collaborate with the Head Human Resources in the Ministry to handle personnel matters including identifying capacity needs and recommending relevant training.

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- Organising staff meetings
- Maintaining office equipment, making travel arrangements, monitoring stationery.
- Any other duties as may be assigned by the Branch manager

5. Post: Environment and Sanitation Officer - 01 (One) vacancy

Qualifications

Applicants should be Ugandans holding an Honours Bachelor's degree in Environmental Health Sciences/Management or related field.

Duties and Responsibilities

- Evaluate the environment and sanitation situation in the target RGCs at the time of application identify the necessary interventions to improve the situation and carry out follow up surveys.
- Participate in preparation of ToRs and RFPs to guide designers and implementers on Environment and I sanitation activities required.
- Review the ESIA and EMP developed by the Design Engineer and make recommendations on mitigation measures for the facilities during construction and operation of the facilities.
- Together with key stakeholders, develop sanitation-related M&E tools
- Review achievement of sanitation goals
- Develop and coordinate all Sanitation supervision schedules for the WSDF regional Branch
- Support the ST/RGC in designing, implementing and safeguarding catchment protection measures, waste water disposal measures and mitigation plans during implementation.
- Prepare evaluation reports highlighting progress in the implementation of Sanitation activities and recommending areas requiring redress.

WATER AND SANITATION DEVELOPMENT FACILITY –NORTH PHASE 11

6. Senior Engineer 01(One) vacancy

Reports to: WSDF Regional Branch Manager

Qualifications and Experience:

- A Bachelor's Degree in Civil/Water Engineering.
- A Post Graduate qualification in a relevant field is an added advantage.
- At least three (03) years' experience in design and implementation of water supply and sanitation systems.

Duties and Responsibilities

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- Heads and Supervise the Project Engineers and Engineering Assistants, consultants and contractors. Review activity plans, requisitions for funds, reports, accountabilities and advise management accordingly
- Produce quarterly, annual and ad-hoc work plans summarising the physical and financial performance targets of the technical services department of the WSDF
- Produce quarterly, annual and ad-hoc reports summarising the performance of the technical services department of the WSDF
- Advise and make appropriate recommendations to management team on identified project implementation strategies and project targets and operational problems through reports, review meetings and site visits
- Monitor the progress of project components within the technical services department to ensure adherence to set standards and specifications and agreed implementation time schedules
- Prepare terms of reference and material specifications for procurement and agreement with suppliers, contractors and consultants
- Analyse data and reports prepared by consultants and make recommendations to the WSDF branch based on the analysis
- Liaise with other department heads to execute the facility activities in a streamlined approach
- In corroboration with other departments/sections develop operation and maintenance manuals for each water supply scheme implemented. Ensure that the intended users are trained and advised accordingly
- Develop and implement short and long term monitoring plans towards achieving project implementation
- Generate specific outputs (deliverables) as determined from time to time in the respective projected work plans for each quarter
- Assist and train graduate and industrial training trainees deployed under your department to realise the training objectives
- Keep a register of all assets allocated to their section and ensure that are operated, maintained and used for their intended purposes and for the achievement of the facility objectives
- Maintain urban water resources data and developments within the WSDF region
- Head the team of engineers
- Any other duties as may be assigned by the WSDF Branch manager

7. Environment Health Officer - 02(Two) vacancies

Job Purpose: Mobilize communities, coordinate the sanitation and hygiene promotion activities and monitor the performance of private operators, NGOs/CBOs, local authorities and other players regarding sanitation

Qualifications:

An Honors Bachelors' Degree in Environmental Health, or related courses majoring in

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hygiene education.

Registration and membership with Allied Health Professionals Council is an added advantage

Duties and Responsibilities

- Inspecting Urban Water and sewerage system/sites for hygiene and environmental sanitation
- Inspecting water collection and sewerage disposal sites
- Sensitizing the public on environment (Health Act, Regulations and By-laws)
- Supporting community based initiatives on the renewal and sustainability of the natural environment
- Participating in disease surveillance and management of Environmental Health activities
- Identifying, protecting and sustaining water supply sources and resources
- Enforcing the adherence to Public Health practices
- Providing technical support to local water committees and water authorities on the implementation of environmental policies and programs
- Participating in research activities on water and sewerage services

8. Post: Sociologist/ Social Scientist - 04 (Four) vacancies

Job Purpose:

To participate in the, coordination and monitoring of all water and environmental cross cutting issues policies and programmes

Qualifications:

Applicants should be Ugandans holding an Honours Bachelor's Degree in Social Sciences with Sociology as a subject, Social Work and Social Administration or its equivalent from a recognized University or its equivalent.

He/she should have well developed communication and interpersonal skills, analytical, and computer skills.

Duties and Responsibilities

- Carry out advocacies, sensitisations, trainings and other community mobilisation aspects
- Supervise social services department staff members, consultants and contractors.

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- Review activity plans, requisitions for funds, reports, accountabilities and advise management accordingly
- Produce quarterly, annual and ad-hoc work plans summarising the physical and financial performance targets of the social services department of the Facility
- Produce quarterly, annual and ad-hoc reports summarising the performance of the social services department of the Facility
- Advise and make appropriate recommendations to management team on identified project implementation strategies and project targets and operational problems through reports, review meetings and site visits
- Monitor the progress of project components within the social services department to ensure adherence to set standards and specifications and agreed implementation time schedules
- Prepare Terms of reference and material specifications for procurements and agreements with suppliers, contractor and consultants
- Liaise with other departments Heads to execute the facility activities in a streamlined approach
- In corroboration with other departments develop O&M manuals for each water supply and sanitation scheme implemented and ensure that O&M structures are established and advised accordingly
- Develop and implement short and long term monitoring plans towards achieving project implementation
- Generate specific outputs (deliverables) as determined from time to time in the respective projected work plans for each quarter
- Assist and train graduate and industrial trainees deployed under your department to realise the training objectives
- Keep a register of all assets allocated to your department and ensure they are operated, maintained and used for their intended purposes and for the achievement of the facility objectives
- Coordinate the preparation for community inception meetings.
- Prepare and carrying out sensitisation programmes to stakeholders at District level on utilisation and maintenance of water schemes and sanitation issues.
- Participate in mobilisation of communities with a view of ensuring their involvement in and ownership of water schemes being developed.
- Participate in preparation of monthly and quarterly work plans and performance reports thereof for the management's consideration.
- Ensure the integration of gender issues during the project implementation and management.
- Collaborate with NGOs and other actors in the region to ensure efficiency and effectiveness in allocation of resources during the project implementation.
- Perform any other duty as may be assigned by the Supervisor

9. Post: Engineering Assistant- 04 (Four) vacancies

Qualifications:

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Applicants should be Ugandans holding a Diploma in Water or Civil Engineering from a recognized Institution.

One-year experience in water installations pumps and motors, design and operation and maintenance of piped water supply and sanitation systems.

Duties and Responsibilities

- Assist the Engineers in the technical activities.
- Supervise project constructions and follow up on sanitation improvement programmes in the RGCs.
- Participate in the upload and validation of data on the Utility Performance Monitoring and Information System (UPMIS) and also participate in the billing and revenue collections using an appropriate electronic system.
- In charge of technical matters in project towns for transmission to the Engineers.
- Makes Reports to the Manager through the Department Head Technical Services.
- Train scheme care takers and communities for participation in water and sanitation activities.
- Any other duties that may be given from time to time.
- Make piped water designs and extensions, monitor implementation and reporting to the technical officer.
- Any other duty that is assigned from time to time.

WATER AND SANITATION DEVELOPMENT FACILITY –SOUTH WEST PHASE 11

10. Post: Environment and Sanitation Officer - 01 (One) vacancy

Qualifications, Duties and Responsibilities (Refer to No. 4)

WATER AND SANITATION DEVELOPMENT FACILITY –EAST PHASE 11

11. Civil Engineer -01(One) vacancy

Qualifications

Applicants should be in possession of a Bachelors' Degree in Civil/Water Engineering from a recognized Training Institution

Job Purpose

To provide technical back up to the design and implementation of Rural water supply and Sanitation programmes and projects

Duties and Responsibilities

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- Providing technical advice and technical assistance to stakeholders on the development of water supply systems
- Working directly with water supply and sanitation systems developers to offer technical backup
- Assisting the senior engineer in the capacity building of communities and District Local Government staff and units
- Data collection and analysis, design and supervision of works for works for water supply and sanitation system
- Monitoring of performance of water and sanitation facilities in District Local Governments, and advising the Senior Engineer on relevant support actions
- Perform any other duties as may be assigned by the Supervisor.

Technical Competencies

- Knowledge generation and management skills
- Strategic thinking
- Presentation and Report Writing
- Accountability

Behavioral Competencies

- Ethics and integrity
 - Good oral and communication skills
 - Customer Care and public relations skills
 - Team leader and player
 - Innovation and self-initiative
 - Time Management
 - Innovation and self –initiative

RURAL WATER SUPPLY AND SANITATION DEPARTMENT

SOLAR POWERED MINI-PIPED WATER SCHEMES IN RURAL AREAS (1347)

12. Post: Senior Engineer - 02 (Two) vacancies

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Qualifications, Duties and Responsibilities (Refer to No. 6)

13. Post: Civil Engineer – 4 (Four) vacancies

Qualifications, Duties and Responsibilities (Refer to No. 11)

14. Post: Electro Mechanical Engineer – 2 (Two) vacancies

Qualifications

Applicants should be in possession of a Bachelors' Degree Electrical Engineering or Mechanical Engineering from a recognized Institution

Duties and Responsibilities

- Carrying out preventive maintenance on solar energy packages on completed schemes
- Diagnosis and repair of electrical faults in the installed solar energy packages
- Performance monitoring of completed solar water schemes
- Training of solar water schemes operators and committees in best O&M practices
- Supporting district local governments to undertake designs in solar water pumping
- Ensuring proper workmanship of solar energy packages under installation
- In-house design of solar water systems

15. Post: Senior Sociologist- 1(One) Vacancy

Qualifications

Possession of an Honors Bachelor's Degree in Social Sciences or related field from a recognized University.

A Post graduate qualification in social Sciences is an added advantage

At least three (3) years working experience, which should have been served at officer level in Government or a reputable organization.

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16. Post: Sociologist/ Social Scientist - 04 (Four) vacancies

Qualifications, Duties and Responsibilities (Refer to No. 7)

17. Post: Hydrogeologist/Water Officer – 02 (Two) vacancies

Qualifications

A Bachelor's Honours degree in Geo Chemistry or Geology from a recognized Institution.

Job Purpose

Groundwater development, management and maintaining a Management Information System (MIS) for the water sector including operation and maintenance of groundwater sources

Duties and Responsibilities

- Supporting the formation, formulation and reviewing of groundwater development programmes for the department.
- Liaising with other divisions and sections on matters relating to groundwater development, permit processing and evaluation of environment impacts.
- Supporting the District Local Governments, Non-Governmental Organisations and other sector players in the groundwater planning, development and monitoring
- Developing guidelines and standards for operation and maintenance of point water sources fitted with hand pumps in the country
- Providing technical advice, support, supervision and training of Local Government Personnel and Private Sector actors engaged in management of water resources.
- Providing guidance to local governments and other players on water issues,
- Any other duties as may be assigned from time to time.

18. Post: Senior Environment Health Officer- 02(Two) vacancies

Job Purpose

Mobilize communities, coordinate the sanitation and hygiene promotion activities and monitor the performance of private operators, NGOs/CBOs, local authorities and other players regarding sanitation

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Duties and Responsibilities

- Mobilization of communities to actively participate in sanitation and hygiene promotion activities,
- Promotion of improved sanitation around water facilities and hygiene education,
- Select and develop various appropriate channels for dissemination of messages for hygiene awareness,
- Monitoring and supervising the implementation of hygiene promotion software issues,
- Liaising with local authorities and other sub-sector stakeholders on monitoring, mobilization and evaluation activities.

Qualification:

An Honors Bachelors' Degree in Environmental Health, related courses majoring in hygiene education.

Experience:

At least three (3) years working experience, which should have been served at officer level in Government or a reputable organization.

Registration and membership with Allied Health Professionals Council is an added advantage

Competencies:

Technical Competencies

- Good knowledge of the water sector issues and operation of Local Government
- Community Mobilization
- Leadership, managerial and planning skills
- Counselling and guidance skills
- Presentation and Report Writing
-

Behavioral Competencies

- Ethics and integrity
- Good oral and communication skills
- Customer care and public relations skills
- Team leader and player

19. Post:

Environment Health Officer-02(Two) vacancies

Qualifications, Duties and Responsibilities (Refer to No. 7)

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PIPEWATER IN RURAL AREAS (1359)

20. Post: Driver – 02 (Vacancies)

Qualifications, Duties and Responsibilities (Refer to No. 3)

21. Post: Economist – 01 (one) vacancy

Qualifications

Applicants should be in possession of a Bachelor of Arts in Economics or any other related qualifications from a recognized Institution.

Duties and Responsibilities

- Responsible for preparation of RWS&SD annual and quarterly work plans and budgets for funds received under Government of Uganda (GoU) and under the Joint Partnership Fund (JPF)
- Responsible for RWS&SD quarterly and annual budget performance in a format approved by Ministry of Finance Planning and Economic Development through the Policy and Planning Department of Ministry of Water and Environment.
- Responsible for Rural Water Supply & Sanitation GoU and JPF quarterly Performance Progress Reports.
- Responsible for monitoring of RWS&SD activities on a quarterly and annual basis
- Assist in coordination of RWS&SD activities, financial and economic data analysis and update
- Assist in preparation of proposals for development funding
- Assist in coordination of Local Governments with RWS&SD /MWE

WATER FOR PRODUCTION DEPARTMENT

22. Post: Civil Engineers – 04 (Four) Vacancies

Qualifications, Duties and Responsibilities (Refer to No. 11)

23. Post: Sociologist/ Social Scientist - 04 (Four) vacancies

Qualifications, Duties and Responsibilities (Refer to No. 08)

24. Post: Economist – 01 (one) vacancy

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Qualifications, Duties and Responsibilities (Refer to No. 21)

WATER RESOURCES PLANNING AND MANAGEMENT

ENHANCING RESILIENCE OF COMMUNITIES TO CLIMATE CHANGE THROUGH CATCHMENT BASED INTEGRATED MANAGEMENT OF WATER AND RELATED RESOURCES IN UGANDA- (EURECCCA)-1487

25. Post: – Accountant 01 (One) vacancy

Reports to: Zone Leader, Upper Nile Water Management Zone (WMZ),

Duty Station: Lira

Qualifications

Applicants should be in possession of a Bachelors' Degree in Commerce, Finance, Business Administration or its equivalent with a bias in Accounting from a recognized University

A Master's degree in the relevant field will be an added advantage

Experience

Two (2) years' experience in the financial management of both donor projects and Government of Uganda systems.

Duties and Responsibilities

- Participate in /facilitate the development of the assumptions that drive the budgetary process and compile the overall plan and generate projected financial requirements
- Present the draft budget, assumptions, activities to stakeholders for buy in and approval
- Support the implementation and monitor implementation verses budget and flag variances for action whilst enforcing compliance with the budgeting process and execution
- Assist Project Coordination Unit in provision of funds and facilitate in efforts for timely provision of funds for program activities
- Maintain record of financial transaction in accordance with the approved financial manual

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- Ensure proper management of financial records including accuracy, reliability, completeness and storage and retrieval process
- Ensure compliance with Financial Management Manual (FMM) in the ministry as provided for by the Government's Treasury/Accounting Instructions 2003 issued under the Public Finance and Accountability Act 2003 and Financial Management Manual approved by the Donor
- Prepare specific reports for the various projects stakeholders
- Carry out other duties as may be undersigned by the supervisor

26. Post: Information Technology Officer – 01 (One) vacancy

Duty station: - Water Resources Institute –Entebbe

Qualifications

Applicants should hold an Honours Bachelor's in Computer Science, or Information Technology any other related field from a recognised Institution.

Duties and Responsibilities

- The incumbent will be responsible to the Senior IT Officer
- Ensure smooth operations of the IT systems and the quality assurance of the service provided.
- Wide Area and Local Area Network configuration and support.
- Takes care of the maintenance of the IT systems in the Department.
- Assist with preparation of operating budgets based on estimated and actual expenditures for ICT systems and support needs.
- Monitor network to ensure network functionality and availability to all system users.
- Install, maintain, troubleshoot, and repair cabled, wireless and other network infrastructure.
- Ensure computer is set up prior to new hire start date and any related moves. Handle the relocation of computer equipment as a result of office or personnel changes.
- Request and setup new user accounts and email accounts.
- Setup and support audio/visual equipment (such as projectors) for presentations and trainings on and off site.
- Maintain and update the Ministry website and other network resources like databases.

Technical Competencies

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- Information Communication Technology
- Management of organizational environment
- Planning, Organising and coordinating

Behavioral Competencies

- Ethics and integrity
- Good oral and communication skills
- Team leader and player
- Innovativeness
- Concern for quality standards

27. Post: Driver – 01 (Vacancy)

Duty station: - Water Resources Institute –Entebbe

Qualifications, Duties and Responsibilities (Refer to No. 3)

28. Post: Sociologist/ Social Scientist - 01 (Two) vacancy

Qualifications, Duties and Responsibilities (Refer to No. 8)

29. Post: Administrator/ Training Officer – 01 (One) vacancy

Duty station: - Water Resources Institute -Entebbe

Qualifications

Should have a Bachelor's Degree (Hons) in Social Sciences, Development Studies or its equivalent, from a recognized university.

Duties:

- Training and capacity development database developed and regularly updated
- Training and capacity development reports prepared
- Support Ministry Departments to manage training interventions effectively
- Training and capacity development programs conducted
- Any other activities that may be assigned by the supervisor from time to time.

Competences

Technical Competencies

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- Management of organizational environment
- Planning, organizing and coordinating

Behavioral competencies

- Innovativeness
- Teamwork, leadership and Networking
- Concern for quality standards
- Accountability
- Knowledge management
- Communicating effectively

INTERNATIONAL AND TRANSBOUNDARY WATER AFFAIRS

MULTINATIONAL LAKES EDWARD AND ALBERT INTEGRATED FISHERIES AND WATER RESOURCES MANAGEMENT (LEAF II)

30. Post: Civil Engineers – 01 (One) Vacancy

Qualifications, Duties and Responsibilities (Refer to No. 11)

31. Post: Accounts Assistant – 01 (Vacancy)

Duty station: - LEAF II -Fort portal

REPORTS TO: Project Accountant

MINIMUM QUALIFICATIONS

Honours Bachelors' Degree in Business Administration, Finance, Accounting, Commerce or its equivalent

Competence

- Excellent communication skills
- Interpersonal skills
- Computer skills
- Analytical skills
- Report writing skills

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Duties and Responsibilities

- Assist the Project Accountant in the implementation of financial management implementation arrangement for the project.
- Payroll management
- Play coordination role between all stakeholders
- Report on the project's financial performance

DIRECTORATE OF ENVIRONMENT AFFAIRS

BUILDING RESILIENT COMMUNITIES, WETLAND AND ECOSYSTEMS AND ASSOCIATED CATCHMENTS IN UGANDA

DEPARTMENT: WETLANDS MANAGEMENT DEPARTMENT

32. Post: Wetlands Officer (Monitoring and Enforcement)- 02(two) vacancies

Reports to: Senior Wetlands Officer (Monitoring and Enforcement)

Purpose:

Assist the Senior Wetlands Officer (Monitoring and Enforcement) to undertake and monitor compliance and enforcement of the National Wetlands Policy and related legislations. Provide technical support to Local Governments in their monitoring and enforcement activities.

Qualifications:

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.

Experience: One year working experience in related environment management institutions.

Key deliverables/outputs:

- ✓ Compliance assistance reports
- ✓ Wetland inspection reports and restoration briefs
- ✓ Improvement notices
- ✓ EIA reviewed and reports complied

Duties and Responsibilities

- Undertake wetland surveillance and monitoring compliance with the National Wetlands Policy and regulations
- Undertake the review of EIA and Project Briefs
- Undertake provision of compliance assistance to regulated communities

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- Prepare wetland improvement notices for approval
- Monitor implementation of and compliance to conditions stipulated in the improvement notices, restoration orders and EIAs
- Prepare wetland degradation evidence and present during court sessions
- Prepare individual weekly, monthly and quarterly reports and work plans
- Carry out any other duty assigned to him/her by the Senior Wetlands Officer (Monitoring and Enforcement).

33. Post: Wetland Officers- Planning and Ecological Monitoring -2 (Two) Vacancies

Reports to: Regional Wetlands Officer

Purpose:

Assist the Regional Wetlands Officer in the protection, development, implementation of wetland management activities in the respective region of Uganda in collaboration with relevant stakeholders.

Qualifications:

An honors Bachelors of Science Degree in Environmental Science, Botany, Chemistry, Zoology, Geography, Environmental Engineering and Technology, Limnology or any other Natural Sciences. Post Graduate degree in the relevant fields and Knowledge of Environment Policy, Laws, Conservation Planning, Standards, Guidelines and GIS application is an added advantage.

One year working experience in related environment management institutions.

Key outputs:

- ✓ Wetlands in the region protected and management plans in place and implemented,
- ✓ Reports on the implementation of Wetlands related Projects in the region Uganda,
- ✓ Wetlands management interventions integrated into other conservation project in region,
- ✓ Reports on the Status of the implementation of the wetlands in the region,
- ✓ Lists and profiles of hotspot wetlands for restoration and management planning,
- ✓ Wetland ecological monitoring reports,
- ✓ Wetlands compliance monitoring and enforcement reports
- ✓ Wetland management plans

Duties and Responsibilities

- Liaise with the Local Governments and the relevant regional institutions in the regions in the protection, development and implementation of wetland management plans;
- Prepare a database of wetland management plans, and the status of their implementation;

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- Document Lessons learnt and Best Practices in Wetland Management;
- Prepare a list and profiles of hotspot wetlands in the Districts in need of planning in liaison with Local Governments;
- Liaise with the Monitoring and Enforcement unit in the enforcement of compliance to the policy;
- Assist in the planning, implementation and reporting on the Wetlands Management Project in region
- Assist in the integration of wetland interventions into Water Catchments plans, Farm Income and Forest Conservation and Forest and Land Scape Restoration projects in the region Undertake wetland ecological monitoring of the wetland health;
- Develop guidelines for monitoring wetland health indicator;
- Prepare individual monthly and quarterly reports and work plans, and individual appraisal forms;
- Performing any other duties as assigned by the Regional Wetlands Officer.

Competencies:

(i) Technical Competencies

- 1). Monitoring, Evaluation and Conservation Planning skills
- 2). Presentation and Report Writing
- 3). Excellent Research and Analytical skills.

(ii) Behavioral Competencies

- Ethics and integrity
- Good oral and communication skills.
- Customer Care and public relations skills.
- Demonstrate high levels of Professionalism;
- Team leader and player
- Innovation and self-initiative
- Time Management

34. POST: Wetlands Officer–RAMSAR SITES -01 (one)-vacancy

Reports to: Senior Wetlands Officer – Planning and Management

Purpose:

Assist the Senior Wetlands Officer – Planning and Management in the listing of the new RAMSAR sites, development, implementation and periodic reviews of existing RAMSAR sites Wetland Management Plans and ensure the wise use in collaboration with wetland resource users and other relevant stakeholders.

Qualifications:

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An honors Bachelors of Science Degree in Environmental Sciences, Botany, Chemistry, Zoology, Geography, Environment Engineering and Technology, Limnology or any other Natural Sciences. Post Graduate degree in the relevant fields and Knowledge of Environment Policy, Laws, Conservation Planning, Standards, Guidelines and GIS application is an added advantage

One year working experience in related environment management institutions.

Key outputs:

- ✓ RAMSAR site wetland management plans in place and operational,
- ✓ RAMSAR sites wetlands Information Sheets in place,
- ✓ Wetland Resource User Guidelines,
- ✓ Monitoring and Evaluation Indicators for wetland community interventions,
- ✓ Monitoring and Compliance reports for RAMSAR site,
- ✓ Ecological Monitoring of RAMSAR site wetlands ecosystem reports.

Duties and Responsibilities

- Update Ramsar Information sheets;
- Prepare Wetland Resource User Guidelines;
- Develop indicators for monitoring wetland management interventions on community livelihoods and wetland conservation;
- Assist in the development and implementation of management plans for RAMSAR sites,
- Assist in the identification, development and implementation of Community-based Initiatives;
- Undertake take ecological monitoring of RAMSAR sites wetlands
- Liaise with the Monitoring and Enforcement unit in the enforcement of compliance to the RAMSAR site management standards;
- Assist in the processes of listing new Ramsar Sites;
- Prepare individual monthly and quarterly reports and work plans, and individual appraisal forms;
- Performing any other duties as assigned by the SWO-Planning and Management.

Competencies:

(i) Technical Competencies

- Monitoring, Evaluation and Conservation Planning skills
- Presentation and Report Writing Skills
- Excellent Research and Analytical skills

(ii) Behavioral Competencies

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- Ethics and integrity
- Good oral and communication skills.
- Customer Care and public relations skills.
- Demonstrate high levels of Professionalism;
- Team leader and player
- Innovation and self-initiative
- Time Management

35. POST: ENVIRONMENT OFFICER -2(Two) Vacancies

Job Purpose To support environmental monitoring and compliance to ensure adherence to environmental policies, legislations and standards.

Qualifications

- Honours Bachelors' Degree in Environmental Management, Environmental Engineering or Natural Resources Management from a recognized University or its equivalent.

Key Outputs

- To advise the Project Coordinator on matters relating to the environment
- Enforcement and implementation of Policies, guidelines, standards and regulations on ENR Management
- Proper and effective management of national projects on environment management
- To make such reports to the authority as may be prescribed
- To promote environmental awareness through public educational campaigns
- To assist local environment committees in the performance of their functions
- To gather and manage information on the environment and the utilisation of natural resources
- Any other function as may be prescribed by the supervisor

Competence

- Effective report writing and communication.
- Knowledge in environmental inspections and compliance
- Background in chemistry

REDD+PROGRAMME -1301

36. Post: Communication Officer - 02 (Two) vacancies

INTERNAL ADVERT

Qualifications

Applicants Should hold a Bachelor's Degree (Hons) in in Mass Communications, Public Relations, Journalism and Marketing from a recognized institute.

Duties and Responsibilities

- To participate in the disseminating of information about the functions, achievements and activities of the Urban Water Department to social media, print and electronic media for visibility to all relevant stakeholders.
- To participate in writing timely and positive articles in the media about the achievements, activities and developments of Urban Water Department projects as well as contributing to documentaries in the same light after seeking guidance from the relevant hierarchy.
- To participate in developing timely yet relevant weekly, monthly and quarterly reports about urban water department and up load them to the **Ministry's website**.
- To participate in the research, developing, assembling and analyzing information for the department to be used in the media center briefing on urban water and sewage department's activities and achievements.
- Initiate and develop Term of Reference to procure communication service providers/ consultants to develop communications strategies, documentaries and other related works of the department.
- To represent the department/ Ministry in the Government communications officer forum (GCOF) under the office of the Prime Minister.
- To liaise with the Senior Commercial Officer to develop branded material for the UWSD based on project activities for example: T-shirts, diaries, cups, pens, calendars, etc.
- To represent the UWSD in the communications committee meeting of the Ministry.
- To participate in booking space and air time in the media for UWSD adverts, press releases, Supplements etc.
- Any other duties as may be assigned to you by your immediate supervisor.

37. **Post: Forest Officer– 01(One) vacancy**

INTERNAL ADVERT

Qualifications

A Bachelor's Honours degree in Forestry from a recognized Institution.

Job Purpose

To assist on all matters relating to forestry management in the country

Duties and Responsibilities

- Supporting the formation, formulation, review and oversight of national policies, legislations, strategies and plans for effective management of forestry resources
- Supporting the setting of guidelines and national standards on forestry management
- Supporting the coordination and supervision of technical support and training to local government
- Overseeing the NFA's performance contract in forest sector development
- Supporting the inspection, monitoring and evaluation of Local Government Forestry services for effective implementation of national policies, plans and strategies on forestry development
- Supporting the coordination, Inspection, monitoring and evaluation of the performance of the various actors in forestry management including Uganda Wildlife Authority (UWA)
- Supporting the promotion of public information and advocacy for the forest sector
- Liaising and participating in regional and international programmes on forestry development
- Any other duties as may be assigned from time to time.

FARM INCOME ENHACEMENT AND FORESTRY CONSERVATION (FIEFOC)- PROJECT 2

38. Post: Data Analyst– 02(Two) vacancy

Qualifications

An honors bachelor's Degree in information Technology, Management Information Systems, Computer Science or Statistics or Business computing from a recognized University/Institution

Job Purpose

To assist in providing technical guidance in all matters of Data/Information Management Services

Duties and Responsibilities

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- Reviewing existing systems with a view of preparing specifications for application systems to meet business requirements
- Controlling Data Management services
- Formulating and reviewing information management standards and policies
- Providing technical advice and support in the area of information management services
- Facilitating the development of strategic interventions necessary for information management services
- Establishing a mechanism to promote collaboration between various stakeholders
- Preparing for database expansion by studying plans and requirements
- Maintaining database performance by troubleshooting problems

39. Post: Sociologist/ Social Scientist - 01 (Two) vacancy

Qualifications, Duties and Responsibilities (Refer to No. 8)

40. Post: Economist – 01 (one) vacancy

Qualifications, Duties and Responsibilities (Refer to No. 21)

WATER UTILITY REGULATION DEPARTMENT

41. Post: Economist – 02 (Two) vacancies

Qualifications, Duties and Responsibilities (Refer to No. 21)

42. Post: Civil Engineers – 01 (One) Vacancy

Qualifications, Duties and Responsibilities (Refer to No. 11)

43. Post: Senior Engineer - 01 (One) vacancy

Qualifications, Duties and Responsibilities (Refer to No. 6)

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WATER QUALITY MANAGEMENT DEPARTMENT

44. Post: Water Analyst – 01 (One) vacancy

Qualifications

Applicants should be Ugandans holding an Honours Bachelor's degree in Technology-Chemistry, Biotechnology, Chemical Engineering and Industrial Chemistry. A postgraduate qualification in Water and Environmental Resources Management, Water Quality Management, Limnology, Chemistry, Biology or Zoology is an added advantage.

Main purpose

To ensure that samples are collected from the field and timely analyzed in the laboratory.

Duties and Responsibilities

- Analysis of water and wastewater samples
- Implements the laboratory quality system
- Takes part in field sampling
- Supervision, management and administration
- Any other duties as may be assigned by the Senior Analysts (Chemistry Laboratory)

45. Post: Driver – 02(Two) Vacancies

Qualifications, Duties and Responsibilities (Refer to No. 3)

46. Cleaner

47. Office Attendant

CLIMATE CHANGE DEPARTMENT

48. JOB TITLE: Climate Change Officer – Outreach -3(Three) vacancies

Report to: Senior Climate Change Officer- Outreach

Job Purpose To coordinate awareness raising, education and outreach activities, sets national communication goals, develops programs for communication of climate change information and tools for effective outreach, training and capacity building on climate change, pursues partnerships with appropriate information and education agencies of government, NGOs and the private sector to ensure sustained and targeted education and awareness.

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Key Outputs

- Help in the regular upgrade of CCD's communications strategy
- Ensure CCD branding, visibility and other guidelines are followed
- Edit and synthesize documents, ensuring correct language use and final output is logical and easy to read;
- Produce high quality communications products in a range of formats including reports, publications, brochures, policy briefs, web stories, press releases, e-news, short films, podcasts, etc.;
- Manage web and digital resources for project communications (CCD website)
- Manage Information Management system
- Build and maintain a mailing list of relevant target audiences for project communications;
- Provide communications support for events;
- Monitor and evaluate communications activities and produce regular reports and updates
- Managing the secretariat's web cast program for regular and ad hoc events:
- Ensures the integration of the social media tools into the webcast application.
- Set up CCD's exhibitions in international, regional and national programmes/conferences
- Ensure external and internal awareness and distribution of reports/findings from the adaptation and mitigation sections
- Oversee and organize capacity building workshops for both CCD staff and other stakeholders
- Carry out any other duties any other duties assigned by the principle outreach officer

49. **Qualification:** An Honors Bachelor's Degree in any of the following natural Sciences: Forestry, Environment, Environmental Science, Agriculture, Botany/Zoology

Competencies:

- Proven Planning, organizing and coordinating skills
- Human resource management skills;
- Ability to quality assure
- Accountable
- Excellent Communication skills
- Excellent Time management

INTERNAL ADVERT

- Result oriented

50. JOB TITLE: Climate Change Officer – Adaptation-3 (Three) vacancies

Report to: Senior Climate Change Officer- Adaptation

Job Purpose To assist in the management and implementation of all Climate Change matters (Mitigation & Adaptation)

Key Outputs

- Assisting in the management of national climate change actions (Mitigation& Adaptation) in the country
- Assisting in monitoring the implementation of mitigation and adaptation activities and upgrading the relevant stakeholders
- Assisting in providing technical support on climate change issues
- Assisting in the initiation development and review of appropriate policies, laws and programs necessary to ensure effective implementation of adaptation and mitigation activities
- Participate in guiding implementation of adapted policies as well as decisions made by the relevant bodies of government
- Acting as the National Focal Point for the United Nations Framework Convention on Climate Change and its Kyoto Protocol(KP), and other national regional and international collaborations
- Assisting in the establishment and maintenance of the relationship with national, regional and international organizations, institutions and agencies
- Assisting in development and maintenance of a register of clean Development Mechanism projects
- Assisting in the promotion and cooperation in the development, application and diffusion, including transfer of technologies, practices and processes that control, or affect climate change in all the relevant sectors

Qualification: An Honors Bachelor’s Degree in any of the following natural Sciences: Forestry, Environment, Environmental Science, Agriculture, Botany/Zoology

INTERNAL ADVERT

Competencies:

- Proven Planning, organizing and coordinating skills
- Human resource management skills;
- Ability to quality assure
- Accountable
- Excellent Communication skills
- Excellent Time management
- Result oriented

51. Post: Driver – 02 (Two) Vacancies

Qualifications, Duties and Responsibilities (Refer to No. 3)

FINANCE AND ADMINISTRATION

52. Post: Procurement Officer – 04 (Four) vacancies

Qualifications

Should hold a Bachelor's Degree (Hons) in Procurement and Supply Chain Management, Procurement and Logistics Management or related fields.

Job purpose

To support procurement and Disposal of good and services under the various projects/Departments in the Ministry

Duties and Responsibilities

- Assist in developing appropriate procurement systems, procedures and guidelines for the unit and Contracts Committee
- Advertising tenders
- Ensuring that Procurement records and information on supplies is stored
- Managing inquiries from bidders and suppliers effectively
- Preparing Bidding documents and notices to bidders
- Preparing and evaluating bids documents
- Timely notified on the outcome of bidding process
- Managing Bidding process facilitated and managed

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- Managing contracts including preparing contracts documents and issuing approved contracts
- Working closely with suppliers/Stakeholder to ensure timely delivery of goods and services
- Monitoring implantation of procurement laws, regulations and guidelines

Competences

- Procurement, Disposal and contract Management

53. Post: – Accountant 02 (One) vacancies

Qualifications, Duties and Responsibilities (Refer to No. 25)

54. Post: Records Officer- 01 (One) vacancy

Qualifications:

Applicants should be Ugandans holding a Bachelor's Degree in Records and Information Management, Library and Information Science or its equivalent from a recognized Institution.

Duties and Responsibilities

- To organise and describe records
- To implement records retention and disposal schedules
- To provide electronic records management service
- To maintain registries and records Centres according to established standards
- To facilitate access to records
- To coordinate the transfer of semi-current records to Records Centre

Technical Competencies

- Records and Information Management
- Information communication Technology
- Coaching and Mentoring

Behavioral Competencies

- Effective communication
- Ethic and Integrity
- Concern for Quality and Standards

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- Public Relations and Customer care

55. Post: Engineering Assistant/Plumber- 01 (One) vacancy

Qualifications:

Applicants should be Ugandans holding a Diploma in Water or Civil Engineering from a recognized Institution.

One-year experience in water installations pumps and motors, design and operation and maintenance of piped water supply and sanitation systems.

Purpose of the Job

Maintain and regularly service water flow installations in the Ministry

Duties and Responsibilities

- Monitor and regulating water flow in all area of the Ministry and ensure availability of water
- Inspect all water and sanitary appliances to ensure efficiency in performance
- Handle new installations and ensure compliance with the relevant statutes in force
- Inspect periodically all water disposals on the line and sewer line and advise the Senior Office Supervisor on regular servicing
- Handle all relevant preventive and curative maintenance
- Perform any other official duties as may be assigned by the Senior Office Supervisor
- Any other duty that is assigned from time to time.

56. Post: Electrician- 01 (One) vacancy

Qualifications:

Applicants should be Ugandans holding a Diploma in Electrical Engineering from a recognized Institution.

Purpose of the Job

To put in place safety measures for all electrical installations

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Duties and Responsibilities

- Monitor the electricity supply and distribution and ensure the availability and balanced load at all times
- Carry out electrical installations, repairs and rectifications
- Report any electrical faults that could have developed and correct them accordingly
- Keep records of the electricity consumptions at a given interval for the Ministry account.
- Inspect and test electrical installations and equipment
- Guide the electrical wiring of the Ministry building
- Perform any other official duties as may be assigned by the Senior Office Supervisor

57. Post: Driver – 03 (Three) Vacancies

Qualifications, Duties and Responsibilities (Refer to No. 3)