



MINISTRY OF WATER AND ENVIRONMENT

VACANCY ANNOUNCEMENT

INTERNAL ADVERT

Approved

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Background

Ministry of Water and Environment wishes to recruit staff under the Department of Water Resources Planning and Regulation that are needed for various projects that have recently started.

WATER MANAGEMENT ZONES PROJECT

1. Post: **WATER OFFICER (ENGINEERING)- 1 (One) Vacancy**

Duty station: **Albert Water Management Zone**

Duties and Responsibilities:

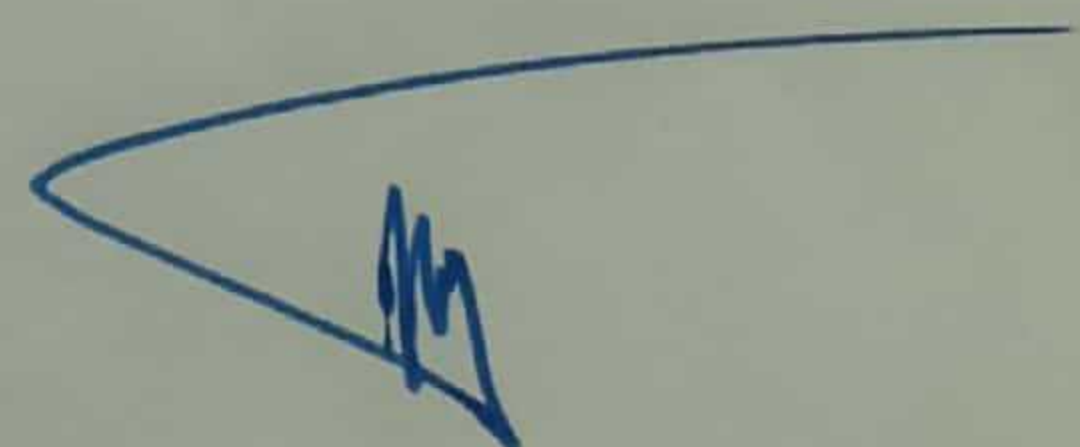
- Participate in the developing and reviewing of a national policies focusing on monitoring and assessment of water resources
- Participate in the reviewing and updating of national strategic plans for water resources monitoring and assessment
- Supporting the operation, development and maintenance of water quantity monitoring networks
- Participating in the development and implementation of water resources and land use guide lines in the sector

- Participating in research and developing area-based water resources management plans
- Participating in the assessment of water resources in the country.
- Participating in the Initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts)
- Participating in the management and dissemination of information on water resources

Qualifications: An honors Bachelor's Degree in Civil Engineering or any other Water Sciences

Competence:

- Strategic Thinking
- Presentation and Report Writing
- Excellent Research and analytical skills
- 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



2. Post: **ECONOMIST - 1 (One) Vacancy**

Duty station: **Kyoga Water Management Zone**

Duties and Responsibilities:

- Plan and budget for water resources management activities in the Water Management Zones
- Prepare monthly, quarterly, and annual progress reports water resources management activities in the Water Management Zones
- Participate in development of catchment management plans in various catchments of the country
- Participate in implementation of catchment management measures with special focus on monitoring and evaluation of impacts of catchment management measures or business enterprises
- Ensure that all members of staff, new and existing, within the department are trained to an appropriate level with respect to planning and budgeting as per the sector requirements

Qualifications: At least honors Bachelor's Degree in Economics, Statistics, or any other related field

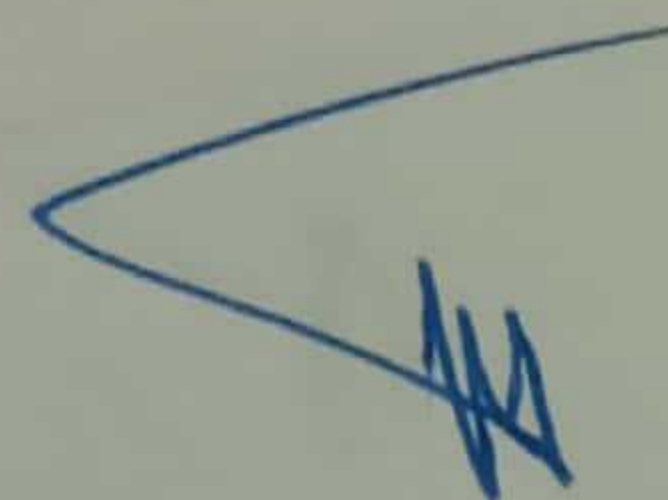
Competence: At least one-year experience in planning and budgeting for water resources management activities. Familiarity with catchment-based water resources management will be an added advantage

3. Post: **SOCIAL SCIENTIST - 2 (Two) Vacancies**

Duty station: **Albert Water Management Zone**

Duties and Responsibilities:

- Participate in implementation of the stakeholder's engagement and participation strategy for water resources management
- Support implementation of national and regional level stakeholder's engagement and participation platforms and processes



- Participate in development and implementation of catchment management plans with special focus on stakeholder's engagement and participation
- Participate in monitoring compliance to water use and water services permits
- Participate in review of environmental impacts related to water resources projects.
- Spearhead awareness raising among stakeholders in the various catchments on issues of catchment based integrated water resources management
- Contribute to implementation of the communication strategy for water resources management and protection
- Provide technical advice and support, supervision and training of stakeholders engaged in use and management of water resources

Qualifications: At least honors Bachelor's Degree in Social Sciences, Sociology or any other related field.

Competence: At least one-year experience in raising awareness and engaging stakeholders in water resources management and implementation of catchment management measures. Familiarity with stakeholder's engagement in catchment-based water resources management will be an added advantage

4. Post: **MENTORSHIP AND INTERNSHIP OFFICERS - 2 (Two) Vacancies**

Duty station: **Water Resources Institute**

Duties and Responsibilities:

- Support development of WRI Mentorship, Outreach and Internship Strategy
- Design and develop mentorship, outreach and Internship program and materials for WRI
- Support implementation of national and regional level



stakeholder engagement and Outreach platforms and processes

- Ensure that all members of staff, new and existing, within the MWE departments and external are trained to an appropriate level with respect to mentorship and outreach capabilities as per the sector requirements.
- Maintain updated database on mentorship, outreach and internship activities
- Liaise with clients as to discuss all mentorship, outreach and internship requirements
- Assess instructional effectiveness and determine the impact of mentorship, outreach and internship on sector policy and development
- Gather feedback from mentees and mentors after each mentorship session
- Gather feedback from interns after each internship session
- Partner with internal stakeholders and liaise with experts regarding design of the mentorship and internship sessions

Qualifications: Honors Bachelor's Degree in Social Sciences, Economics, Business Administration or any other related field.

Competence:

- At least one-year experience in coordinating and implementing mentorship or outreach or internship programs. Familiarity with the mentorship and internship needs and agenda of the water and environment sector will be an added advantage.

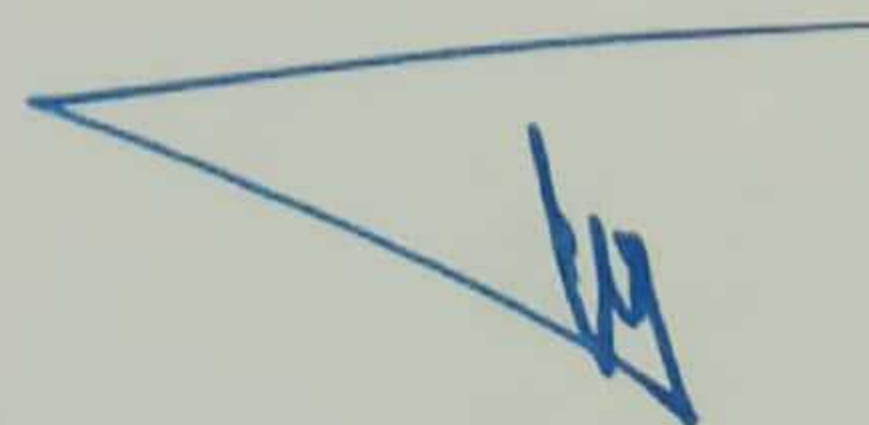
5. Post

DIALOGUES OFFICER - 1 (One) Vacancy

Duty station: **Water Resources institute**

Duties and Responsibilities:

- Organize policy dialogues on access and sustainable use of water and environment resources



- Design and develop annual dialogue program on water and environment issues
- Participate in preparation and holding of the annual Water and Environment Week events at national and regional levels
- Ensure that all members of staff, new and existing, within the MWE departments and external are trained to an appropriate level with respect to dialogue as per the sector requirements.
- Maintain updated database on dialogues activities
- Liaise with clients as to discuss all dialogues requirements.
- Assess instructional effectiveness and determine the impact of dialogue on sector policy and development
- Gather feedback from panelists and participants after each dialogue session
- Partner with internal stakeholders and liaise with experts regarding instructional design of the dialogue

Qualifications: Honors Bachelor's Degree in Social Sciences, Economics, Business Administration or any other related field.

Competence: At least one-year experience in coordinating and implementing dialogue programs. Familiarity with the dialogue needs and agenda of the water and environment sector will be an added advantage.

6. Post: **INFORMATION AND DOCUMENTATION OFFICER - 1 (One) Vacancy**

Duty station: **Water Resources institute**

Duties and Responsibilities:

- Spearhead development of WRI information management and documentation strategy

- Design and develop information management and documentation program and materials for WRI
- Support implementation of national and regional level information management and documentation platforms and processes
- Ensure that all members of staff, new and existing, within the MWE departments and external are trained to an appropriate level with respect to information management and documentation as per the sector requirements.
- Partner with internal and external stakeholders and liaise with experts regarding design and operationalization of the WRI information management and documentation center
- Maintain a physical and online library for the WRI containing all documents relevant to the 4 focus areas of the WRI namely applied training, applied research, dialogues and outreach
- Liaise with clients to discuss all documentation requirements.
- Gather feedback from participants after each training, dialogue and mentorship session and prepare an evaluation report.

Qualifications: Honors Bachelor's Degree in Records Management, Information Science, Information Technology or any other related field.

Competence:

- At least one-year experience in information management and documentation. Familiarity with the information management and documentation needs and agenda of the water and environment sector will be an added advantage

7. Post: **SOCIAL AND FORESTRY ENTERPRENEURSHIP - 1 (One) Vacancy**

Duty station: **Albert Water Management Zone**

Duties and Responsibilities:

- Participate in development of catchment management plans in various catchments of the country
- Participate in implementation of catchment management measures with special focus to catchment and ecosystem based social entrepreneurs or business enterprises.
- Ensure that all members of staff, new and existing, within the MWE departments and external are trained to an appropriate level with respect to social entrepreneurs as per the sector requirements
- Maintain a database of completed and ongoing social entrepreneurs in various catchments
- Liaise with stakeholders to discuss appropriate social entrepreneurs required to be implemented in the various catchments
- Partner with internal and external stakeholders and liaise with experts regarding design of various social entrepreneurs.
- Participate in review of environmental impacts related to water resources projects

Qualifications:

At least honors Bachelor's Degree in Environment, Forestry, Entrepreneurship, Agricultural or any other related field. Post Graduate Qualification will be an advantage.

Competence:

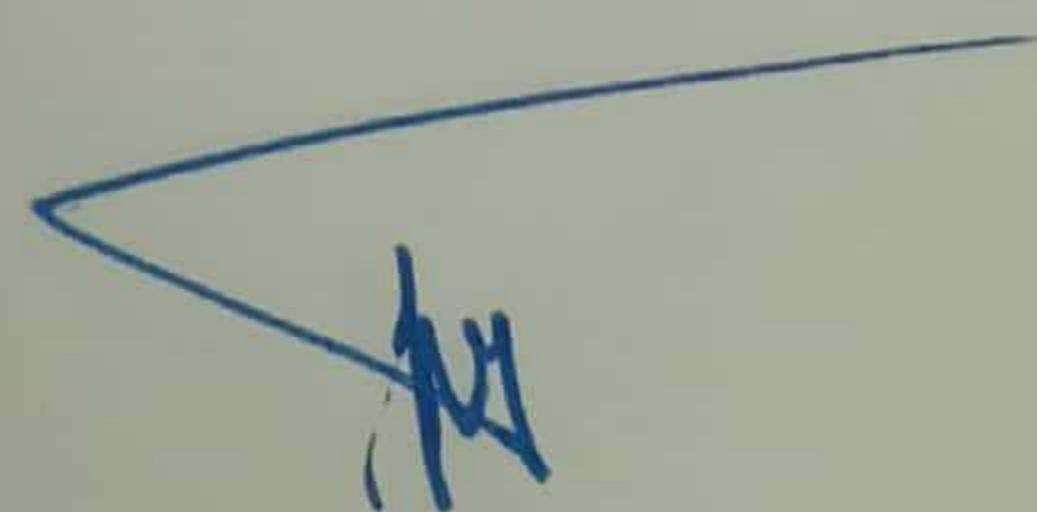
- At least one-year experience in implementation of catchment and ecosystem based social entrepreneurs or business enterprises. Familiarity with catchment-based water resources management and business incubation will be an added advantage.

8. Post: RESEARCH OFFICERS – 2 (Two) Vacancies

Duty station: Water Resources institute

Duties and Responsibilities:

- Support development of WRI Water and Environment Research Strategy



- Design and develop water and environment research program and materials for WRI
- Support implementation of national and regional level water and environment research platforms and processes
- Ensure that all members of staff, new and existing, within the MWE departments and external are trained to an appropriate level with respect to water and environment research capabilities as per the sector requirements
- Maintain a database of completed and ongoing research activities of the water and environment sector
- Liaise with clients to discuss water and environment research requirements
- Assess instructional effectiveness and determine the impact of research on sector policy and development
- Gather feedback from researchers after each research activity
- Partner with internal and external stakeholders and liaise with experts regarding design of the research programs

Qualifications: At least honors Bachelor's Degree in Civil, Agricultural or Environmental Engineering or Physical or Environmental Sciences or any other related field. Post Graduate Qualification will be an advantage.

Experience: At least one-year experience in teaching or research in higher institution of learning or in a water and environment related institution. Familiarity with the water and environment research needs and agenda will be an added advantage

9. Post : **COMMUNICATION OFFICER - 1 (One) Vacancy**

Duty station: Albert Water Management Zone and Water Resources institute

Duties and

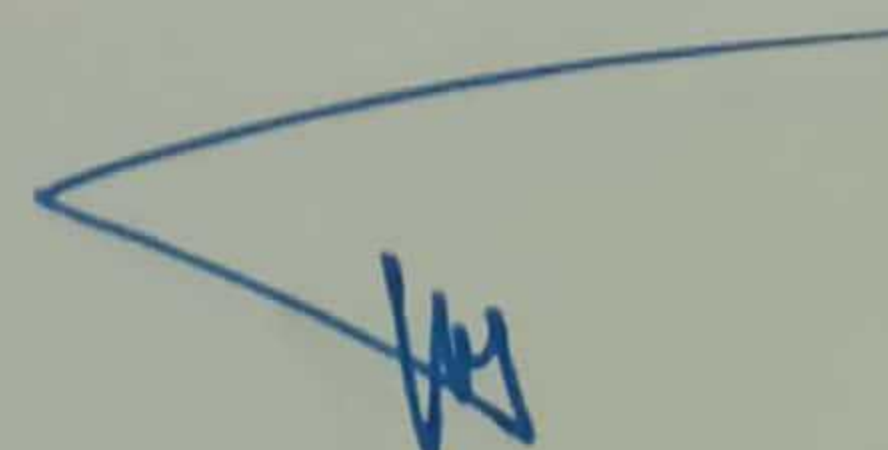
- Responsibilities:**
- Spearhead development of WRI communication and documentation strategy
 - Design and develop communication and documentation program and materials for WRI
 - Support implementation of national and regional level communication and documentation platforms and processes
 - Ensure that all members of staff, new and existing, within the MWE departments and external are trained to an appropriate level with respect to communication and documentation as per the sector requirements.
 - Partner with internal and external stakeholders and liaise with experts regarding design and operationalization of the WRI communication and documentation center
 - Maintain a database of all communication documents and materials relevant to the 4 focus areas of the WRI namely applied training, applied research, dialogues and outreach
 - Liaise with clients to discuss all communication and documentation requirements.
 - Prepare documentation and communication materials before and after each training, dialogue and mentorship session.

Qualifications: Honors Bachelor's Degree in Communication, or Arts in Literature or any other related field

Competence: At least one-year experience in communication and documentation. Familiarity with the communication and documentation needs and agenda of the water and environment sector will be an added advantage

10. Post: **DRIVERS - 8 (Eight) Vacancies**

- 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

Qualifications:


- Uganda Certificate of Education
- Possession of a Valid Driving permit class B and CM

Competence:

- Practical experience as operator of at least three years
- Knowledge of applicable Uganda Traffic Laws and Regulations
- Sound Health
- Self-Driven motivated and ready to work for long hours
- Ability to effectively work with others
- Ability to maintain accurate and confidential records
- Perform any other duties as may be assigned

All applications must be accompanied with recent (3) passport size photographs and CVs detailing work experience, current remuneration, professional and educational qualifications. Applicants must also include contact details (telephone and email) of three (3) referees.

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 Headquarter not later than Monday 8th April, 2024.



Alfred Okot Okidi

PERMANENT SECRETARY

MINISTRY OF WATER AND ENVIRONMENT

NOTE; emails can be sent to this address ***ps.@mwe.go ug.***

