

WATER AND ENVIRONMENT SECTOR

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF WATER AND ENVIRONMENT

DIRECTORATE OF WATER DEVELOPMENT

Job Title: Director/Water Development

Salary Scale: U1SE

Responsible for:

Job purpose

Providing strategic Guidance for the Directorate of Water Development

Key duties and responsibilities:

- i. coordinating the Implementation of government policy on sustainable water Development.
- ii. Guiding and facilitating the development and review of water laws, policies and related issues.
- iii. Submitting work plans, budgets and report for Directorate of Water Resources to the Permanent Secretary regarding water Development
- iv. Advising government on National and international water resources use, development, regulation and management.
- v. coordinating with other Ministries and stakeholders on water resource use, development, regulation and management.
- vi. Representing Government at Local and International conferences, seminars and meetings on water resources issues.
- vii. Liaising with external funding agencies on water resources issues.
- viii. Overseeing day to day management of Directorate of Water Development
- ix.

Personal specifications

Academic Qualifications

An honors Bachelor's Degree in Civil Engineering.

A Master's Degree in Water related sciences, or construction management, or any other related discipline from a recognized University/ Institution is a Must.

Should be registered with the Uganda Engineers Registration Board

A post Graduate qualification in management and or administration will be an added advantage.

(b) Experience

A working experience of at least ten (12) years in the water sector management and development; three (3) of which should have been served at the level of Commissioner LEVEL in Government or a reputable organization

Competencies

(i) Technical

- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Strategic Thinking
- Effective leadership and managerial skills,
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Excellent Report writing skills.
- Accountability

(ii) Behavioral

- Leadership, managerial and planning skills with well-developed public relations skills;
- Ethics and Integrity;
- Demonstrate high levels of Professionalism;
- Team leader and player
- Effective Communication and knowledge management
- Innovation and self-initiative
- Time Management

- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates;

DEPARTMENT OF URBAN AND WATER SEWARAGE

JOB TITLE: Commissioner, Urban Water Supply and Sewerage services

Salary Scale U1SE (SC)

Report to: Director of Water Development

Responsible for Assistant Commissioner, Sewerage services.

Assistant commissioner, Support to Utility management

Assistant commissioner, Planning and Development•

Job Purpose

To provide technical leadership of the department of Urban water supplies and sewerage

Key duties and responsibilities

Overseeing the formulation of national policies and strategies for the development and sustenance of urban water supplies, sewerage and sanitation services.

Identifying and defining major urban water supply and Sewerage development programs requiring support.

Supervising the preparation and management of work plans and budgets,

Certification of plans and resource requirements for the development of water supplies, sewerage and sanitation facilities,

Coordination of urban aspects of the development of water supplies, sewerage facilities and sanitation services,

Identification and definition of major urban water supply, sewerage and sanitation development programs

Directing the implementation of national development, operation & maintenance plans for urban water supplies, sewerage and other sanitation facilities development,

Facilitating and coordinating the provision of technical assistance and support to urban water utilities /authorities,

Build the capacity in Water Authorities for development and operation of urban water facilities

Liaison with and coordination of donor, NGO, CSO and CBO activities in the development of urban water supply, sewerage and sanitation interventions,

Qualification:

An honors Bachelor's Degree in Civil Engineering.

A Master's Degree in Water related sciences, or construction management, or any other related discipline from a recognized University/ Institution.

Should be registered with the Uganda Engineers Registration Board.

A post Graduate qualification in management and or administration will be an added advantage

Experience:

A twelve (12) years working experience three (3) of which should have been served at Assistant Commissioner Urban Water Supply and Sewerage services Level in Government or a reputable organization.

(a) **Competencies**

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations

Ability to mentor, coach and develop subordinates

JOB TITLE: Assistant Commissioner, (Urban Water and Sewerage Services)

Salary Scale UE1 (Sc)

Report to: Commissioner – Urban Water Supply

Responsible for: Principal Engineer, Sewerage services

Principal Environmental Health

Job Purpose

To plan, co-ordinate and monitor the various functions for sewerage services that agreed targets are met.

Key Outputs

Formulation of national policies and strategies for the development of urban sewerage and sanitation services.

Developing and preparing national plans and budgets for implementing the sewerage systems.

Manage a database of capital projects including identifying the scope, costs, milestones, etc.

Providing leadership, coaching and direction to staff in all aspects of their work

Identifying and defining major urban sewerage and sanitation development programs requiring support.

Certification of plans and resource requirements for the development of sewerage and sanitation facilities, including research and innovations for improved sewerage and other sanitation services

Facilitating the provision of technical assistance to urban Authorities in management of sewerage and other sanitation programs

Build capacity of Water Authorities for development and operation of urban sewerage and other sanitation facilities

Provide quality assurance, standards, technical guidelines and monitoring systems for urban sewerage and other sanitation facilities

Liaison with donors, Non-Governmental Organizations, Civil Society Organizations and Community Based Organizations activities in the development of urban sewerage and other sanitation interventions,

Reviewing the performance of the division and taking action to ensure planned targets are achieved.

Qualification:

An honors degree in Civil Engineering or its equivalent from a recognized University.

A Master's degree in water related discipline or construction management or management or any other related discipline is a **Must**.

Should be duly registered with the Uganda Engineers Registration Boards.

A post Graduate qualification in management and or administration will be an added advantage

Experience:

At least 9 years working experience, 3 of which should be at Principal Engineer Sewerage Services in Government or a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE: **Principal Engineer (Urban water and Sewerage Services)**

Salary Scale **U2 (Sc)**

Report to: **Assistant Commissioner, Sewerage Services**

Responsible for **Senior Engineer, Sewerage Services**

Job Purpose

To facilitate the integrated planning, development and operation and Maintenance to ensure sustainable sewerage and sanitation services in urban areas

Key duties and responsibilities

Supporting the formation, formulation and reviewing of national policies for the water sector.

Planning, budgeting, and coordinating with other divisions/sections in controlling and assuring quality output of the division.

Developing guidelines, standards and procedures for designing and development sewerage and urban sanitation facilities

Any other duties as may be assigned from time to time.

Qualification:

An Honors Bachelor of Science Degree in Civil Engineering or its equivalent from a recognized University

A Post graduate qualification in any of the above fields is a Must

Should be registered with the Uganda Engineers' Registration Board (ERB).

A post Graduate qualification in management and or administration will be an added advantage

Experience:

A minimum of 6 years working experience, three of which should have been served at senior Engineer Sewerage Services in Government or a reputable organization.

a) Competencies

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE: Senior Engineer (urban water and Sewerage services)

Salary Scale U3 (Sc)

Report to: Principal Engineer (urban water, Sewerage)

Responsible for Engineer (urban water and Sewerage)

Job Purpose

To support the Implementation of Water supply and sanitation programs in urban centers

Key duties and responsibilities

- i. Participating in the formulation and review of national policies for the water sector,
- ii. Participating in the formulation and review of national plans for urban water supplies and sanitation,
- iii. Conducting Appraisal, feasibility study, design, procurement and construction supervision of water supply, sewerage and sanitation systems under the respective Divisions
- iv. Organizing and participating in coordination and management meetings under the Department
- v. Preparing and maintaining up to date information on Urban Water supplies and sewerage services
- vi. Participating in the formulation and review of Urban Water and Sewerage Services programs

Qualification:

An honors degree in Civil Engineering or its equivalent from a recognized University from a recognized University

A Post graduate qualification in any of the above fields is an added advantage

Experience:

At least three (3) years' experience at Engineer Level in Government or a reputable organization.

a) Competencies

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE: Principal Commercial Officer
Salary Scale U2
Report to: Assistant Commissioner, Support to Utility Management
Responsible for Senior Commercial officer

Job Purpose

To facilitate operation of economic and financially sustainable water supply and sewerage services in the urban areas

Key duties and responsibilities

- i. Supporting the formation, formulation and reviewing of national policies for the water sector.
- ii. Planning, budgeting, and coordinating with other divisions/sections to ensure sustainable operation and maintenance of urban water supplies in the country.
- iii. Offering commercial services and training in strategic management, planning and control to umbrella organization, water authorities and private operators (POs) improves service levels and increase sustainability of piped water systems.
- iv. Using media channels to create attitudinal change of stakeholders to appreciate water as an economic and social good.
- v. Managing Consumers through consumer creation, consumer/ user, maintenance and partnership.
- vi. Conducting Market research and survey about service delivery, consumption patterns, behaviors and attitudes, market trends incomes of consumers in order to provide feedback and mechanisms for service improvement.
- vii. Training stakeholders/ authorities in strategies to prevent conflicts that may rise during operations.
- viii. Analyze the performance of authorities/ operators as regard to water sales target and identify the causes of gap in performance and a propose strategies for improvement.

- ix. Inspecting water authorities, private operators and Umbrella organization, writing and compiling accurate reports on a weekly, monthly and annual basis.
- x. Providing Conflict management support to local water authorities.
- xi. Supporting Authorities and other stakeholders to gain skills in strategic management and customer care.

Qualification:

- i. An Honors Bachelor's Degree in either Economics or Finance, Statistics, Marketing, Business Administration
- ii. A master's degree in any of the above fields from a recognized University/Institution is a must.
- lii. A post Graduate qualification in management and or administration will be an added advantage

Experience:

At least 6 years working experience, three of which should have been served at senior commercial officer level in Government or a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Good knowledge of the water sector and operation of Local Government;
- Leadership, managerial and planning skills
- Strategic Thinking
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills

(ii) **Behavioral Competencies**

- Ethics and integrity
- Good oral and communication skills.

- Customer Care and public relations skills.
- Team leader and player
- Innovation and self-initiative
- Conflict resolution

Job title **Senior Commercial Officer**
Salary Scale **U3**
Reports to **Principal Commercial Officer**

Responsible for -

Job purpose

Facilitate economic and financially sustainable water supply and sewerage services in the urban areas.

Key duties and responsibilities

- i. Guide the urban water utilities in setting and preparation financially sustainable tariff proposals for submission to the regulator.
- ii. Collect information and conduct research to provide input to the Financial Model
- iii. Assist the Commercial Officer in developing the Financial Model and calculation of Tariffs.
- iv. Assist the Principal Commercial Officer in disseminating Tariff Guidelines to the water utilities.

Qualifications

An Honors Bachelor's Degree in either Economics or Finance, Statistics, Marketing, Business Administration from a recognized University/Institution.

A post graduate qualification in any of the above fields from a recognized University/Institution is an added advantage

Experience

Three (3) years working experience at commercial officer Level in Government or a reputable organization.

a) **Competencies**

(i) Technical Competencies

- Good knowledge of the water sector and operation of Local Government;
- Leadership, managerial and planning skills
- Strategic Thinking

- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills

(ii) **Behavioral Competencies**

- Ethics and integrity
- Good oral and communication skills.
- Customer Care and public relations skills.
- Team leader and player
- Innovation and self-initiative
- Conflict resolution

Job Title: Senior Sociologist
Salary scale: U3L
Reports to: Principal Sociologist
Responsible for: None

Job purpose:

Assisting in the coordination and monitoring of sector policy and programme interventions regarding social and gender mainstreaming issues

Key duties and responsibilities

- i. Participate in the development of guidelines and procedures for implementation of community mobilization activities,
- ii. Assist in the development of tools and manuals for community mobilization in water and sanitation,
- iii. Participate in monitoring and evaluation of the implementation of community mobilization and gender mainstreaming activities and strategies,
- iv. Reporting on social and gender mainstreaming activities,
- v. Providing technical advice to stakeholders on social and gender mainstreaming activities,
- vi. Assist in documenting experiences in social and gender mainstreaming in the sector,
- vii. Any other duties that may be assigned in the social and gender mainstreaming areas.

Qualifications:

An Honors Bachelors' Degree in Social Sciences majoring in Sociology as a subject,

A Post graduate qualification in any of the above fields from a recognized university/Institution will be an added advantage,

Experience

Three (3) years' working experience at the officer level in Government or a reputable organization.

Competencies

(i) Technical Competencies

- Good knowledge of the water sector issues and operation of Local Government;

Community Mobilization

- Conflict resolution skills
- 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

JOB TITLE: Engineer (urban water and Sewerage)

Salary Scale U4 (Sc)

Report to: Senior Engineer (urban water and Sewerage)

Job Purpose

To provide technical back up to the design and implementation of rural water supply, sewerage and sanitation programs and projects.

Key duties and responsibilities

- i. Providing technical advice and technical assistance to stakeholders on the development of water supply and sanitation systems,
- ii. Working directly with water supply and sanitation systems developers to offer technical back up.
- iii. Assisting the senior engineer in the capacity building of communities and District Local Government staff and units,
- iv. Data collection and analysis, design and supervision of works for water supply and sanitation systems.
- v. Monitoring of performance of water and sanitation facilities in urban Local Governments, and advising the Senior Engineer on relevant support actions.

Qualification:

An Honors Bachelor's Degree of Science in Civil or Mechanical Engineering

Experience:

a) **Competencies**

(i) Technical Competencies

- Leadership, managerial and planning skills
- Strategic Thinking
- Presentation and Report Writing

Behavioral Competencies

- Ethics and integrity
- Good oral and communication skills.
- Customer Care and public relations skills.

- Team leader and player
- Innovation and self-initiative

Job Title: Environmental Health Officer (urban water and, Sewerage Services)

Salary Scale: U4 (SC)

Reports to: Senior Environmental Officer (urban water Sewerage services)

Responsible for: Environmental health Trainees

Job Purpose:

To Implement and promote water hygiene and environmental sanitation in urban water and sewerage urban centers

Key duties and responsibilities

Inspecting urban water and sewerage systems / sites for hygiene and environmental sanitation;

Inspecting water collection and sewerage disposal sites;

Sensitizing the public on environmental policies, laws and programs on conservation of the 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

Qualifications

An Honors Bachelor of Science Degree in either Botany, Zoology, Forestry, Environmental Management, Environmental Health or any other relevant field from a recognized University or reputable

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

Experience:

None required

Competencies

(i) Technical Competencies

- planning skills
- Community mobilization 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
- Innovation and self-initiative

Job Title: Cartographer/

Salary Scale: U5

Reports to: Senior Engineer planning

Responsible for:

Job Purpose:

To collect, analyze, and interpret geographic information provided by geodetic surveys, aerial photographs, and satellite data for water and sewerage services

Key duties and responsibilities:

Liaise with design department to obtain clear specifications

Support the design department and contract managers with necessary drawings from concept to handover.

Carry out site surveys

Delineate aerial photographic detail, such as control points, hydrography, topography, and features, using precision stereo plotting apparatus or drafting instrument

Revise existing maps and charts, making all necessary corrections and adjustments

Study legal records in order to establish boundaries of local, national, and international properties.

Inspect final compositions in order to ensure completeness and accuracy

Qualifications

I. Diploma in Architecture or any other relevant field from a recognized University or reputable institution.

Experience:

Two 2 yrs. years working experience at in Government or a reputable organization yrs.

Competencies

(i) Technical Competencies

- IT skills
- Ability to work with data, with data in database, data models
- Ability to interpret GIS information
- Light scripting knowledge

Behavioral Competencies

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

Job Title: Draughtsman

Salary Scale: U5

Reports to: Senior Engineer planning

Responsible for:

Job Purpose:

To provide layouts, general arrangements and detailed technical Drawings on AutoCAD & Solid Works in accordance with Trim line quality assurance standards and clients project specifications for water supply and sanitation systems in the UWSD

Key duties and responsibilities:

- i. Liaise with design department to obtain clear specifications
- ii. Support the design department and contract managers with necessary drawings from concept to handover.
- iii. Create detailed CAD drawings for production
- iv. Create detailed CAD drawing for onsite work
- v. Liaise with Joinery Manager to understand needs
- vi. Liaise with external manufactures to understand needs
- vii. Carry out site surveys
- viii. Solve fabrication problems
- ix. Continuously look for and suggest ways to improve the process

Qualifications

- I. Diploma in Architecture or any other relevant field from a recognized University or reputable institution.

Experience:

Two 2 yrs. years working experience at in Government or a reputable organization yrs.

Competencies

(i) **Technical Competencies**

Able to operate the CAD workstation native environment – hardware and operating system software.

Able to create basic geometry using the 2D draw and modify commands.

Easily work with real-time pan and zoom.

Able to determine the scales of various hardcopy output

Understands page layouts, viewports, plot styles, and plotting

Understands orthographic and multi-view projection

Behavioral Competencies

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

DEPARTMENT OF RURAL WATER SUPPLY AND SANITATION

Job Title: Commissioner, Rural Water Supply and Sanitation

Salary Scale: U1SE

Reports to: Director, Water Development

Responsible for: •Assistant Commissioner, Research and Development

•Assistant Commissioner, Technical Support Units

•Assistant Commissioner, Operation and Maintenance

Job purpose:

To provide strategic leadership the of rural water and sanitation Department

Key duties and responsibilities

Overseeing the formulation of overall national policies and strategies for the development and sustenance of Rural water supplies and sanitation, Identifying and defining major rural water supply and sanitation development programs requiring support.

Supervising the preparation and management of work plans and budgets for the rural water supply and sanitation department,

Certification of plans and resource requirements for the development of water supplies and sanitation facilities,

Coordination of the rural aspects of the development of water supplies and sanitation facilities and services,

Identification and definition of major rural water supply and sanitation development programs,

Directing the implementation of national plans for rural water supplies and sanitation development,

Facilitating the provision of technical assistance to local governments,

Liaison with and coordination of donor, NGO, CSO and CBO activities in the development of rural water supply and sanitation interventions,

Qualifications:

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

A master's degree in Water Engineering or any other water related discipline from a recognized University/ Institution is a must

He/she should be registered with the Uganda Engineers Registration Board.

A post Graduate qualification in management and or administration will be an added advantage

Experience:

Twelve (12) years working experience three (3) of which should have been served assistant commissioner level in Government a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

Job Title: Assistant Commissioner, Water Supply and Sanitation
Salary scale: U1E

Reports to: Commissioner, Rural Water Supply

Responsible for: • Principal Engineer, Planning and Development

- Principal Water Officer
- Principal Engineer, Sanitation

Job purpose:

To support the management of the rural water and sanitation department

Key duties and responsibilities

Developing National Plans and Standards for rural water supplies.

Preparing budgets for implementing the National Rural Water Supplies and Development plans.

Manage a database of capital projects including identifying the scope, costs, milestones, etc.

Providing leadership, coaching and direction to staff in all aspects of their work

Identifying and defining major rural water supply and sanitation development programmes requiring support.

Certification of plans and resource requirements for the development of water supplies and sanitation facilities, including research and innovations for improved water supply and sanitation services

Carry out research and dissemination in water and sanitation subsector and customize new technologies and approaches to Local Governments and private sector.

Facilitating the provision of technical assistance to local governments in development of water supply and sanitation programmes

Liaison with donors, Non-Governmental Organizations, Civil Society Organizations and Community Based Organizations activities in the development of rural water supply and sanitation interventions,

Reviewing the performance of the division and taking action to ensure planned targets are achieved.

Any other duties as may be assigned from time to time.

Personal specifications:

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

A master's degree in Water Engineering or any other water related discipline from a recognized University/ Institution **is a must**.

Should be registered with the Uganda Engineers Registration Board.

A post Graduate qualification in management and or administration will be an added advantage

Experience

- Should have at least nine (9) years relevant working experience, three (3) of which should have been served at Principal Officer in water management sector in Government or equivalent level of experience from a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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

Job Title: Principal Engineer Rural Water Supply and Sanitation

Salary scale: U2

Reports to: Assistant Commissioner, Rural Water Supply and Sanitation

Responsible for: Senior Engineer

Senior Data Analyst

Job purpose:

To coordinate support for the different stakeholders in rural water and sanitation services

Key duties and responsibilities:

Formulating and reviewing national policies of the water sector.

Formulating and reviewing national standards of water.

Inspecting, monitoring and evaluating water projects.

Mobilizing finances and technical assistance to the water sector.

Coordinating and facilitating national projects in the departments.

Developing work plans and guiding operations of the units.

Provision of technical advice, support, supervision and training to local governments and private sector operators,

Any other duties as may be assigned from time to time.

Person Specification:

An Honors bachelors Degree of Science in Civil or Mechanical Engineering

A post graduate qualification in any of the above fields from a recognized University/Institution,

Should be registered with the Uganda Engineers' Registration Board (ERB)

A post Graduate qualification in management and or administration will be an added advantage

Experience

At least six (6) years working experience, three (3) of which should have been served at senior level in Government or a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

Job Title: Principal Sociologist
Salary scale: U2
Reports to: Assistant Commissioner, Rural Water Supply
Responsible for: Senior Sociologist

Job purpose:

Leading, coordinating and monitoring all sector policy and programme interventions regarding social and gender mainstreaming issues

Key duties and responsibilities:

Formulating and reviewing policies and guidelines on community mobilization in the water sector.

Supervising and coordinating the software activities in the water sector and ensure that the activities are implemented in accordance with the approved annual work plans and budget.

Providing technical advice and supervising Local Government Personnel and Private Sector actors engaged in community mobilization activities.

Networking with relevant stakeholders (Ministries of Health, Gender, Labour & Social Development, Education & Sports, NGOs, Private and others) in monitoring the use of Information, Education and Communication (IEC) materials and impact tracking.

Monitoring, evaluating and regulating the implementation of community mobilization and integration of gender strategy in water sector activities.

Planning, budgeting and implementing all social and gender mainstreaming activities in the Directorate.

Documenting reform and software experiences learnt in the sector for use in decision making subsequent.

Coordinating and supporting other sociologists in the Directorate and Technical Support Units (TSUs).

Participating in networking and management of the Directorate.

Supervision of sociologists assigned in the Department and the Directorate

Designing of terms of reference for outsourcing social and gender related services at central level,

Ensuring integration of gender issues in all sub-sector component programmes,

Any other duties as may be assigned from time to time.

Person Specification:

An honors Bachelors' Degree in Social Sciences majoring in Sociology as a subject.

A post graduate qualification in any of the above fields from a recognized University/Institution.

A post Graduate qualification in management and or administration will be an added advantage

Experience

At least six (6) years working experience, three (3) of which should have been served at senior sociologist level in Government or a reputable organization.

a) Competencies

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations

- Ability to mentor, coach and develop subordinates
- Time Management
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

Job Title: Senior Engineer
Salary scale: U3
Reports to: Principal Engineer, Rural water Supply
Responsible for: Engineer

Job purpose:

Providing support and technical assistance to local governments and other players in rural water and sanitation, coordinating quality assurance activities and overall contract management of development programmes and projects of rural water and sanitation

Key duties and responsibilities:

Participation in the formulation and review of national policies for the water sector,
Participation in the formulation and review of national plans for rural water supplies and sanitation,
Monitoring of rural water and sanitation services,
Inspection, evaluation and coordination of rural water and supply and sanitation services,
Provision of technical advice, support

Person Specification:

An honors bachelors degree of Science in Civil or Mechanical Engineering, Should be registered with the Uganda Engineers' Registration Board (ERB)

Experience

A three (3) years working experience at Officer Level in Government or a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills

- Presentation and Report Writing
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

Job Title: Senior Data Analyst

Salary scale: U3

Reports to: Principal Engineer

Responsible for: None

Job purpose:

Designing, setting up, managing and maintaining a Management Information System (MIS) for the water sector

Key duties and responsibilities:

Turn data into information, information into insight and insight into decisions

Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality

Acquire data from primary or secondary data sources and maintain databases/data systems

Interpret data, analyze results using statistical techniques and provide on-going reports

Identify, analyze and interpret trends or patterns in complex data sets

Filter and clean data and review computer reports, print outs and performance indicators to locate and correct problems

Person Specification:

An honors bachelor's degree in either statistics or economics from a recognized institution.

Post graduate training in information management from a recognized institution will be an added advantage,

Professional qualification in CISSP, CISA or CISM and certification in ICT security is added advantage

a) **Competencies**

(i) Technical Competencies

- Knowledge of Programming languages, such as SQL, Oracle and Python

- The ability to analyze, model and interpret
- Strategic Thinking
- Presentation and Report Writing
- A methodical and logical approach

(ii) **Behavioral Competencies**

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

Job Title: Engineer
Salary scale: U4
Reports to: Senior Engineer
Responsible for: None

Job purpose:

To provide technical back up to the design and implementation of rural water supply and sanitation programs and projects

Key duties and responsibilities:

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 back up.

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 water supply and sanitation systems.

Monitoring of performance of water and sanitation facilities in District Local Governments, and advising the Senior Engineer on relevant support actions.

Person Specification:

An honors bachelors of Science Degree in Civil or Mechanical Engineering, Registration with the Uganda Engineers Registration Board (ERB) will be an added advantage.

Experience

None required

a) **Competencies**

(i) **Technical Competencies**

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

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

DEPARTMENT OF WATER FOR PRODUCTION

JOB TITLE: Commissioner, Water for Production

Salary Scale U1SE (Sc)

Report to: Director of Water Development

Responsible for: Assistant commissioner/water for production

Job Purpose

To lead the coordination, planning and development of water for production.

Key duties and responsibilities

Improving the functionality of Water for Production facilities through the establishment of a sustainability Operation & Maintenance framework.

Leading the formulation of policies and strategies for the development and sustenance of Water for Production nationally.

Directing the implementation of national plans for Water for agricultural, industries, energy and other uses.

Supporting the Construction of dams and valley tanks to increase livestock production and productivity

Supporting the Construction of irrigation schemes to increase crop production and productivity

Facilitating the

Construction of bulk water systems for multipurpose use

Qualification:

An honors degree in Civil Engineering or water related discipline from a recognized University.

A Master's degree in water related discipline, construction, management or project planning is a must

Should be registered with Uganda Engineers Registration Board.

A post Graduate qualification in management and or administration will be an added advantage

Experience:

At least 12 years working experience, 3 years of which should have been served at Assistant Commissioner Level in government or equivalent from a reputable organization

Competencies

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE: Assistant Commissioner, Water for Production

Salary Scale UE1 (Sc)

Report to: Commissioner – Water for Production

Responsible for:

Job Purpose

To support the coordination planning and development of water for production.

Key duties and responsibilities

Supporting the Improvement and functionality of Water for Production facilities through the establishment of a sustainable Operation & Maintenance framework

Supporting the Construction of dams and valley tanks to increase livestock production and productivity

Facilitating the planning, design, construction and operation and maintenance of water infrastructures and systems for production uses in agricultural, industries, energy and other uses.

Supporting the Construction of irrigation schemes to increase crop production and productivity

Facilitating the Construction of bulk water systems for multipurpose use

Qualification:

An honors degree in Civil Engineering Agricultural Engineering mechanical engineering or its equivalent from a recognized University.

A Master's degree in water related discipline, construction, management or project planning.

Should be duly registered with the Uganda Engineers Registration Boards.

A post Graduate qualification in management and or administration will be an added advantage

Experience:

At least 9 years working experience, 3 of which should have been at Principal level in government or a reputable organization

Competencies

(i) Technical Competencies

- Good knowledge of the water sector and operation of Local Government;

- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE: Principal Engineer, Water for Production
Salary Scale U2 (Sc)
Report to: Assistant Commissioner – Water for Production
Responsible for: senior engineer – Water for Production

Job Purpose

To support the coordination planning and development of water for production.

Key duties and responsibilities

Improving functionality of Water for Production facilities through the establishment of a sustainability Operation & Maintenance framework.

Facilitating the effective planning, design, Construction and operation and maintenance of water infrastructures and systems for production uses in agricultural, industries, energy and other uses.

Supporting the Construction of dams and valley tanks to increase livestock production and productivity

Supporting the Construction of irrigation schemes to increase production and productivity

Supporting Construction of bulk water systems for multipurpose use

Qualification:

An honors bachelor's degree in either Civil, Mechanical or Agricultural Engineering from a recognized institution.

A post graduate qualification in any of the above fields is an added advantage

Should be duly registered with the Uganda Engineers Registration Boards

Experience:

At least six years working experience three of which should have been served at senior level in government or a reputable institution.

Competences:

(i) Technical Competencies

- Good knowledge of the water sector and operation of Local Government;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills

- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE: Senior Engineer, Water for Production

Salary Scale U3 (Sc)

Report to: Principal Engineer – Water for Production

Responsible for:

Job Purpose

To participate in the coordination planning and development of water for production.

Key duties and responsibilities

Improving functionality of Water for Production facilities through the establishment of a sustainable Operation & Maintenance framework.

Participating in the planning, design, water infrastructures and systems for production uses in agricultural, industries, energy and other uses

Facilitating the Construction and operation and maintenance of water infrastructures and systems for production uses in agricultural, industries, energy and other uses.

Supporting the Construction of dams and valley tanks to increase livestock production and productivity

Supporting the Construction of irrigation schemes to increase crop production and productivity

Construction of bulk water systems for multipurpose use

Qualification:

An honors bachelor's degree in either Civil, mechanical engineering or Agricultural Engineering from a recognized institution.

Should be duly registered with the Uganda Engineers Registration Boards

Post graduate qualification water related fields project planning and management is an added advantage.

Experience:

At least three years working experience in at officer level in government.

Competences:

(i) Technical Competencies

- Knowledge of the water sector and operation of Local Government;
- Leadership, managerial and planning skills

- Strategic Thinking
- Presentation and Report Writing
- Good Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE: Engineer, Water for Production

Salary Scale U4 (Sc)

Report to: Senior – Water for Production

Responsible for:

Job Purpose

To participate in the coordination planning and development of water for production.

Key duties and responsibilities.

Assist in the Improvement of functionality of Water for Production facilities through the establishment of a sustainable Operation & Maintenance framework.

Assisting in planning, design, water infrastructures and systems for production uses in agricultural, industries, energy and other uses.

Supporting the Construction and operation and maintenance of water infrastructures and systems for production uses in agricultural, industries, energy and other uses.

Supporting the Construction of dams and valley tanks to increase livestock production and productivity

Supporting the Construction of irrigation schemes to increase crop production and productivity

Facilitating the Construction of bulk water systems for multipurpose use

Qualification:

An honors degree in either Civil, Mechanical or Agricultural Engineering from a recognized institution.

Experience:

None required

Competences:

Competences:

- (i) Technical Competencies
- Strategic Thinking
- Presentation and Report Writing

- 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
- Interpersonal and public relations

Job Title: Senior Data Analyst

Salary scale: U3

Reports to: Principal Engineer

Responsible for: None

Job purpose:

Designing, setting up, managing and maintaining a Management Information System (MIS) for the water sector

Key duties and responsibilities:

- i. Turn data into information, information into insight and insight into decisions
- ii. Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality
- iii. Acquire data from primary or secondary data sources and maintain databases/data systems
- iv. Interpret data, analyze results using statistical techniques and provide on-going reports
- v. Identify, analyze and interpret trends or patterns in complex data sets
- vi. Filter and clean data and review computer reports, print outs and performance indicators to locate and correct problems

Person Specification:

- i. An honors bachelor's degree in either statistics or economics from a recognized institution.
- ii. Post graduate training in information management from a recognized institution will be an added advantage,
- iii. Professional qualification in CISSP, CISA or CISM and certification in ICT security is added advantage

a) **Competencies**

(i) Technical Competencies

- Knowledge of Programming languages, such as SQL, Oracle and Python

- The ability to analyze, model and interpret
- Strategic Thinking
- Presentation and Report Writing
- A methodical and logical approach

(ii) Behavioral Competencies

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

JOB TITLE: Surveyor
Salary Scale U4 (Sc)
Report to: Senior Data Analyst

Responsible for:

-

Job Purpose

Undertake all land survey related matters such as cadastral/boundary surveys (compensation surveys) and topographic surveys

Key duties and responsibilities

Topographic maps to enable Engineers make pertinent decisions in relation to on-going engineering works/designs

Carrying out topographical surveys, and cadastral/boundary/compensation surveys,

Setting out engineering drawings on ground in addition to controlling networks and grids for deformation and failure monitoring

Undertaking pre-investment studies using Geographical Information Systems (GIS)

Carrying out materials research survey and compute areas and volumes of materials

Processing valuation reports and deed plans from Ministry of Lands, Housing and Urban Development which help the department make land compensation payments to the affected persons

Boundary demarcation of Water for Production facilities

Qualification:

An honors Bachelor's degree in Land Surveying from a recognized University/Institution.

Experience

None required

Competences:

(i) Technical Competencies

- Strategic Thinking
- Presentation and Report Writing

- 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
- Interpersonal and public relations

JOB TITLE: Assistant engineering officer

Salary Scale U5 (Sc)

Report to:

Responsible for:

Job Purpose

To assist in supporting in the coordination planning and development of water for production.

Key duties and responsibilities.

- i. Assist in the Improvement of functionality of Water for Production facilities through the establishment of a sustainable Operation & Maintenance framework.
- ii. Assisting in planning, design, water infrastructures and systems for production uses in agricultural, industries, energy and other uses.
- iii. Supporting the Construction and operation and maintenance of water infrastructures and systems for production uses in agricultural, industries, energy and other uses.
- iv. Supporting the Construction of dams and valley tanks to increase livestock production and productivity
- v. Supporting the Construction of irrigation schemes to increase crop production and productivity
- vi. Assist in Facilitating the Construction of bulk water systems for multipurpose use

Qualification:

Should hold a Higher Diploma in Civil Engineering from a recognized institution. Certificate in Water and Sanitation from a recognized institution is added advantage.

Experience

None required

Competences:

(i) Technical Competencies

- Running effective meetings
- Project Management;
Records and information management;
Time management;
Concern for quality and standards

(ii) Behavioral Competencies

Ethics and integrity
Good oral and communication skills.
Customer Care and public relations skills.

Demonstrate high levels of Professionalism;

DEPARTMENT OF WATER UTILITY REGULATION

Job Title : **Commissioner Water Utility Regulation**

Salary Scale: **U1SE**

Reports to : **Permanent Secretary**

Directly Supervises: **Assistant Commissioner Water Utility Regulation**

Job Purpose

To provide Strategic technical leadership of water utility and regulation

Key duties and responsibilities

- 1) Leading the review and development of policies, strategies and tools for regulating water supply and sewage services in urban areas;
- 2) Leading the development and management of work plans and budgets of the water utility department;
- 3) Developing and implementing guidelines for regulating water supply and sewage services in urban areas;
- 4) Developing and implementing incentives and compliance mechanisms for water supply and sewage services;
- 5) Developing and supervising performance contracts between the Ministry of Water and Environment and water utilities;
- 6) Preparing and disseminating reports on performance of water utilities on water supply and sewage services in urban areas;
- 7) Managing data and information on the performance of water utilities
- 8) Providing leadership and mentorship to the subordinate staff in the department
- 9) Developing performance reports on the department for submission to the Directorate of Water Development;
- 10) Managing the daily activities of the department of water utility and regulation

Person Specifications

(a) Qualifications

i.

- i. An Honors Bachelor's Degree in either Economics, Commerce, Business Administration or Engineering,
- ii. A Master's Degree in any of the above disciplines from a recognized Institution is a must.
- iii. A post graduate qualification in management and or administration
- iv. Must be registered with Uganda Engineers Registration Board where applicable

(b) **Experience**

At least 12 years three of which should have been served at Assistant commissioner level in government or equivalent reputable organization

(c) **Competences:**

(i) **Technical**

- Strategic thinking;
- Knowledge of water management and administration
- Knowledge of management and regulation of utilities
- Financial management;
- Planning, organizing and coordinating;
- Management of organizational environment and
- Human resource management.

(ii) **Behavioral**

- Leadership and team work;
- Accountability;
- Communicating effectively;
- Concern for standards;
- Knowledge management, ethics and integrity and
- Strong interpersonal skills.

Job title: Assistant Commissioner, Water Utility Regulation

Salary Scale: U1E

Reports to: Commissioner, Water Utility Regulation Department

Responsible for: Principal Technical Officer
Principal Economist/Commercial Officer

Job purpose

To support to Strategic technical leadership of water utility and regulation

Key Outputs

Leading the review and development of policies, strategies and tools for regulating water supply and sewage services in urban areas;

- 2) Leading the development and management of work plans and budgets of the water utility department;
- 3) Developing and implementing guidelines for regulating water supply and sewage services in urban areas;
- 4) Developing and implementing incentives and compliance mechanisms for water supply and sewage services;
- 5) Developing and supervising performance contracts between the Ministry of Water and Environment and water utilities;
- 6) Preparing and disseminating reports on performance of water utilities on water supply and sewage services in urban areas;
- 7) Managing data and information on the performance of water utilities
- 8) Providing leadership and mentorship to the subordinate staff in the department
- 9) Developing performance reports on the department for submission to the Directorate of Water Development;
- 10) Managing the daily activities of the department of water utility and regulation

Qualifications

An Honors Bachelor's Degree in either Economics, Commerce, Business Administration or Engineering,

A Master's Degree in any of the above disciplines from a recognized Institution. Is a must

A post graduate qualification in management and or administration

Must be registered with Uganda Engineers Registration Board

Experience

A nine (9) years working experience three (3) of which should have been served at principal level in government or a reputable organization.

) Competences:

(i) Technical

- Strategic thinking;
- Knowledge of water management and administration
- Knowledge of management and regulation of utilities
- Financial management;
- Planning, organizing and coordinating;
- Management of organizational environment and
- Human resource management.

(ii) Behavioral

- Leadership and team work;
- Accountability;
- Communicating effectively;
- Concern for standards;
- Knowledge management, ethics and integrity and
- Strong interpersonal skills.

Job title	Principal Technical Officer
Salary Scale	U2
Reports to	Assistant Commissioner, Water Utility Regulation
Responsible for	• Senior Technical Inspector

Job purpose

To support the technical leadership of water utility and regulation

Key duties and responsibilities

- Synthesizing technical performance data (small towns, RGCs and Umbrellas) and develop trends with action points
- Monitoring the implementation of technical targets outlined in approved business plans
- Developing and monitoring the implementation of preventive maintenance schedules in small towns and umbrella organizations
- Supporting other engineers in the department in the implementation of technical backstopping activities
- Providing technical support and supervision to Water Boards, Umbrella Organizations and Private Sector Actors engaged in the management/provision of water supply services
- Supporting small towns in the development and continuous update of Asset Registers including specification of electro-mechanical equipment
- Conducting routine and special technical audits of water supply system operations
- Supporting small towns in accessing key documentation i.e. Operational Manuals, As-built drawings, etc.

Qualifications

- An Honors Bachelor's Degree in either Civil Engineering or any other Water Sciences from a recognized University/Institution.
- A post graduate qualification in any of the above disciplines from a recognized Institution is a must
- iii. A post graduate qualification in management and Or administration is added advantage

iv. Must be registered with Uganda Engineers Registration Board where applicable

Experience

A minimum of six (6) years working experience three (3) of which should have been served at senior level in Government or a reputable organization.

Competences:

(i) Technical

- Strategic thinking;
- Knowledge of water management and administration
- Knowledge of management and regulation of utilities
- Financial management;
- Planning, organizing and coordinating;
- Management of organizational environment and
- Human resource management.

(ii) **Behavioral**

- Leadership and team work;
- Accountability;
- Communicating effectively;
- Concern for standards;
- Knowledge management, ethics and integrity and
- Strong interpersonal skills.

Job title	Principal Economist/Commercial Officer
Salary Scale	U2
Reports to	Assistant Commissioner, Water Utility Regulation
Responsible for	• Senior Economist/Commercial Officer

Job purpose

To direct and coordinate economic regulation of water supply and sewerage services in the urban areas.

Key duties and responsibilities

Analyzing performance data (small towns, RGCs and Umbrellas) and develop trends to bring up salient issues for action.

Initiating and/or developing data collection and analysis tools/ schedules in coordination with water operators and Urban Local Councils.

Formulate Tariff Guidelines.

Keeping track of the implementation of water tariffs and continuously report on implications of tariffs adjustments.

Guiding towns in development of business plans and keep track of the implementation of approved business plans.

Providing technical support and supervision to Water Boards, Umbrella Organizations and Private Sector Actors engaged in the management/ provision of water supply services.

Tracking the Utilization of all subsidies from the Ministry with a view of ensuring that they create an impact on the towns.

Keep up-to-date information systems on functional, non-functional and designed urban water systems.

Carryout Management audits on water supply system operations

Qualifications

An Honors Bachelor's Degree in either Economics, Finance, Statistics, Marketing or Business Administration

A master's degree in any of the above fields from a recognized Institution.

A post graduate qualification in management. and Or administration is added advantage

Experience

Should have a minimum of six (6) years relevant working experience three (3) of which should have been served at the level of Senior Economists in Government or equivalent level of experience gained from a reputable organization.

Competences:

(i) Technical

- Strategic thinking;
- Knowledge of water management and administration
- Knowledge of management and regulation of utilities
- Financial management;
- Planning, organizing and coordinating;
- Management of organizational environment and
- Human resource management.

(ii) **Behavioral**

- Leadership and team work;
- Accountability;
- Communicating effectively;
- Concern for standards;
- Knowledge management, ethics and integrity and
- Strong interpersonal skills.

Job title Senior Technical Inspector

Salary Scale U3

Reports to Principal Technical Officer

Responsible for

Job purpose

To conduct technical site inspections of Water Utilities and Water Service Providers.

Key duties and responsibilities

Conducting Verification of reported technical Key Performance Indicators.

Checking for leaks and condition of water meters to verify Non-Revenue Water.

Taking samples for water quality monitoring.

Verifying hours of operations by talking to some customers in the area.

Gathering information on water production, billing and collection.

Gathering information on customer management and complaint handling.

Qualifications

An Honors Bachelor's Degree in Engineering Field from a recognized University/Institution.

A post graduate qualification in any of the above fields is an added advantage

Experience

At least three (3) years working experience at Officer Level in Government or a reputable organization.

Competences:

(i) **Technical**

- Strategic thinking;
- Knowledge of water management and administration
- Knowledge of management and regulation of utilities
- Financial management;
- Planning, organizing and coordinating;
- Management of organizational environment and
- Human resource management.

(ii) **Behavioral**

- Leadership and team work;
- Accountability;
- Communicating effectively;
- Concern for standards;
- Knowledge management, ethics and integrity and

- Strong interpersonal skills.

Job title Senior Economist/Commercial Officer

Salary Scale U3

Reports to Principal Economists/Commercial Officer

Responsible for

Job purpose

Facilitate economic regulation of water supply and sewerage services in the urban areas.

Key duties and responsibilities

Studying and reviewing tariff proposals.

Analyzing and disseminating results of tariff reviews.

Collecting information and conducting research to provide input to the Financial Model

Assist the Principal Economist/Commercial Officer in developing the Financial Model and calculation of Tariffs.

Assist the Principal Economist/Commercial Officer in developing Tariff Guidelines.

Qualifications

An Honors Bachelor's Degree in Economics, Finance, Statistics, Marketing or Business Administration from a recognized University/Institution.

A post graduate qualification in any of the above fields from a recognized institution is an added advantage

Experience

At least three (3) years working experience at Officer Level in Government or a reputable organization.

Competences:

(i) Technical

- Strategic thinking;
- Knowledge of water management and administration
- Knowledge of management and regulation of utilities
- Financial management;
- Planning, organizing and coordinating;
- Management of organizational environment and

- Human resource management.

(ii) **Behavioral**

- Leadership and team work;
- Accountability;
- Communicating effectively;
- Concern for standards;
- Knowledge management, ethics and integrity and
- Strong interpersonal skills.

Job Title: Senior Data Analyst
Salary scale: U3
Reports to: Principal Engineer
Responsible for: None

Job purpose:

Designing, setting up, managing and maintaining a data Management Information System (MIS) for the water sector

Key duties and responsibilities:

- i. Turn data into information, information into insight and insight into decisions
- ii. Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality
- iii. Acquire data from primary or secondary data sources and maintain databases/data systems
- iv. Interpret data, analyze results using statistical techniques and provide on-going reports
- v. Identify, analyze and interpret trends or patterns in complex data sets
- vi. Filter and clean data and review computer reports, print outs and performance indicators to locate and correct problems

Person Specification:

- i. An honors bachelor's degree in either statistics or economics from a recognized institution.
- ii. Post graduate training in information management from a recognized institution will be an added advantage,
- iii. Professional qualification in CISSP, CISA or CISM and certification in ICT security is desirable,

a) Competencies

(i) **Technical Competencies**

- Knowledge of Programming languages, such as SQL, Oracle and Python
- The ability to analyze, model and interpret
- Strategic Thinking
- Presentation and Report Writing
- A methodical and logical approach

(ii) **Behavioral Competencies**

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

- Time Management
- Interpersonal and public relations
- Team leader and player

DEPARTMENT OF WATER SECTOR LIASON

Job Title : **Commissioner Water Sector Liaison**

Salary Scale: **U1SE**

Reports to : **Director Water Development**

Directly Supervises: **Assistant Commissioner Water Sector Liaison**

Job Purpose

To lead the coordination of functions of cross cutting nature in the Ministry of Water and Environment.

Key duties and responsibilities

Leading the Development , maintenance and updating the Water and Environment sector management information systems through establishment and operation of a data warehouse

Coordinate the regular production of sector reports e.g. the annual sector performance reports, national water supply atlas and other management reports generated

Coordinating the implementation of sector reforms and implementation of the Sector Wide Approach to planning (SWAp)

Coordinating policy guidance to other departments, local governments and other service providers to enable them to carry out their roles in an efficient and cost effective manner

Leading capacity development support to Water Sector NGOs

Leading the Development of community management manuals/guidelines/ and strategies on sustainable management and utilization of water facilities, water resources and environment resources.

Coordinating and monitoring the implementation of community management initiatives at local government level

Leading the Development and the implementation of gender mainstreaming guidelines in the sector

Leading the implementation of HIV/AIDS and environmental mainstreaming initiatives in the sector

Leading the development and implementation of the sector communication strategy to foster positive image for the sector through production of technical publications e.g. newspaper supplements, magazines, newsletters, and other communication channels.

Person Specifications

(a) Qualifications

- i. An Honors Bachelor's Degree in either Economics, Commerce, Business Administration or Engineering,
- ii. A Master's Degree in any of the above disciplines from a recognized Institution.
- iii. A post graduate qualification in management and or administration.
- iv. Must be registered with Uganda Engineers Registration Board where applicable

(b) **Experience**

At least 12 years three of which should have been served at Assistant commissioner level in government or equivalent reputable organization

(c) **Competences:**

(i) Technical

- Strategic thinking;
- Knowledge of water management and administration
- Knowledge of management and regulation of utilities
- Financial management;
- Planning, organizing and coordinating;
- Management of organizational environment and
- Human resource management.

(ii) Behavioral

- Leadership and team work;

- Accountability;
- Communicating effectively;
- Concern for standards;
- Knowledge management, ethics and integrity and
- Strong interpersonal skills.

Job title: Assistant Commissioner, Water Sector Liaison

Salary Scale: U1E

Reports to: Commissioner, Water sector Liaison

Responsible for: Principal MIS Officer

Principal Water Officer

Job purpose

To support the coordination of functions of cross cutting nature in the Ministry of Water and Environment

Key Outputs

1. Leading the Development, maintenance and updating the Water and Environment sector management information systems through establishment and operation of a data warehouse
2. Coordinate the regular production of sector reports e.g. the annual sector performance reports, national water supply atlas and other management reports generated
3. Coordinating the implementation of sector reforms and implementation of the Sector Wide Approach to planning (SWAp)
4. Coordinating policy guidance to other departments, local governments and other service providers to enable them to carry out their roles in an efficient and cost effective manner
5. Leading capacity development support to Water Sector NGOs
6. Leading the Development of community management manuals/guidelines/ and strategies on sustainable management and utilization of water facilities, water resources and environment resources.
7. Coordinating and monitoring the implementation of community management initiatives at local government level
8. Leading the Development and the implementation of gender mainstreaming guidelines in the sector
9. Leading the implementation of HIV/AIDS and environmental mainstreaming initiatives in the sector

10. Leading the development and implementation of the sector communication strategy to foster positive image for the sector through production of technical publications e.g. newspaper supplements, magazines, newsletters, and other communication channels.

Qualifications

- i. An Honors Bachelor's Degree in either Economics, Commerce, Business Administration or Engineering,
- ii. A Master's Degree in any of the above disciplines from a recognized Institution. Is a must
- iii. A post graduate qualification in management and or administration is an added advantage.
- iv. Must be registered with Uganda Engineers Registration Board

Experience

A nine (9) years working experience three (3) of which should have been served at principal level in government or a reputable organization.

) Competences:

(i) Technical

- Strategic thinking;
- Knowledge of water management and administration
- Knowledge of management and regulation of utilities
- Financial management;
- Planning, organizing and coordinating;
- Management of organizational environment and
- Human resource management.

(ii) Behavioral

- Leadership and team work;
- Accountability;
- Communicating effectively;

- Concern for standards;
- Knowledge management, ethics and integrity and
- Strong interpersonal skills.

Job Title : **Principal MIS Officer**

Salary Scale: **U2**

Reports to : **Assistant Commissioner**

Supervises : **Senior ICT Officer/ MIS**

Job purpose.

To maintain and regularly update the accuracy and integrity of the data.

Key duties and responsibilities

1. Providing for efficient database design and database implementation
2. Maintaining central database structures and administering access rights
3. Advising on the use of centralized and distributed databases
4. Maintaining the integrity and protection of Database systems
5. Providing technical guidelines and assistance to staff and other stakeholders on Database matters
6. Testing potential Software and advice on its application

Person Specification

Qualification:

- An Honours Bachelor's Degree in Information Technology or or Library or Bachelor of Science Information Science/System or statistics, Mathematics/Physics/Electrical/Electronic from recognized University/Institution.
- A post Graduate Diploma in Information Technology or Computer Science or related field from recognized University/Institution

Experience

Must have a minimum of (06) years working experience, three (3) of which should have been served at the level of Senior ICT Officer or equivalent level of experience in Government or reputable organization.

Competences

Technical Competences

- Information Communication Technology
- Management of organizational environment
- Planning, Organizing and coordinating
- Good understanding of international protocols and conventions

Behavioral competences

- Innovativeness
- Teamwork leadership and Networking
- Concern for quality standards
- Accountability
- Knowledge management
- Communicating effective
- Flexibility

JOB TITLE 1: Principal Water Officer Liaison

Salary Scale: U2

Reports to: Assistant commissioner Water Sector liaison

Responsible for : Senior Water Officer

Job Purpose

To participate in the coordination of functions of cross cutting nature in the Ministry of Water and Environment

Key duties and responsibilities

1. Leading the Development, maintenance and updating the Water and Environment sector management information systems through establishment and operation of a data warehouse
2. Coordinate the regular production of sector reports e.g. the annual sector performance reports, national water supply atlas and other management reports generated
3. Coordinating the implementation of sector reforms and implementation of the Sector Wide Approach to planning (SWAp)
4. Coordinating policy guidance to other departments, local governments and other service providers to enable them to carry out their roles in an efficient and cost effective manner
5. Leading capacity development support to Water Sector NGOs
6. Leading the Development of community management manuals/guidelines/ and strategies on sustainable management and utilization of water facilities, water resources and environment resources.
7. Coordinating and monitoring the implementation of community management initiatives at local government level
8. Leading the Development and the implementation of gender mainstreaming guidelines in the sector
9. Leading the implementation of HIV/AIDS and environmental mainstreaming initiatives in the sector

10. Leading the development and implementation of the sector communication strategy to foster positive image for the sector through production of technical

Qualifications:

- i. An Honors Bachelor's Degree in either Economics, Commerce, Business Administration or Engineering,
- ii. A Master's Degree in any of the above disciplines from a recognized Institution. Is a must
- iii. A post graduate qualification in management and or administration is an added advantage.
- iv. Must be registered with Uganda Engineers Registration Board

Experience:

I Six (6) years working experience three (3) of which should have been served Senior water Officer Level in Government a reputable organization.

a) **Competencies**

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE: Principal Engineer, (DWD)

Salary Scale U2 (Sc)

Report to: Assistant Commissioner – Water Liaison

Responsible for: Senior engineer – Water Liaison

Job Purpose

To participate in the coordination of functions of cross cutting nature in the Ministry of Water and Environment

- Improving functionality of Water for Production facilities through the establishment of a Sustainable and Environmentally Friendly Operation & Maintenance framework.
- Facilitating the effective planning, design, Construction and operation and maintenance of water infrastructures and systems for production uses in agricultural, industries, energy and other uses.
- Supporting the Construction of dams and valley tanks to increase livestock production and productivity
- Supporting the Construction of irrigation schemes to increase production and productivity
- Supporting Construction of bulk water systems for multipurpose use

Qualification:

- An honors bachelor's degree in either Civil, Mechanical or Agricultural Engineering from a recognized institution.
- A Master's degree in any of the above fields is an added advantage
- Should be duly registered with the Uganda Engineers Registration Boards

Experience:

At least six years working experience three of which should have been served at senior level in government or a reputable institution.

Competences:

(i) Technical Competencies

- Good knowledge of the water sector and operation of Local Government;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

Job Title: Principal Sociologist
Salary scale: U2
Reports to: Assistant Commissioner, water Liaison
Responsible for: Senior Sociologist

Job purpose:

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

Key duties and responsibilities:

- i. Formulating and reviewing policies and guidelines on community mobilization in the water sector.
- ii. Providing technical advice and supervising Local Government Personnel and Private Sector actors engaged in community mobilization activities.
- iv. Networking with relevant stakeholders (Ministries of Health, Gender, Labour & Social Development, Education & Sports, NGOs, Private and others) in monitoring the use of Information, Education and Communication (IEC) materials and impact tracking.
- v. Monitoring, evaluating and regulating the implementation of community mobilization and integration of gender strategy in water sector activities.
- vi. Planning, budgeting and implementing all social and gender mainstreaming activities in the Directorate.
- vii. Documenting reform and software experiences learnt in the sector for use in decision making subsequent.
- viii. Coordinating and supporting other sociologists in the Directorate and Technical Support Units (TSUs).
- ix. Participating in networking and management of the Directorate.
- x. Supervision of sociologists assigned in the Department and the Directorate
- xi. Designing of terms of reference for outsourcing social and gender related services at central level,
- xii. Ensuring integration of gender issues in all sub-sector component programmes,

xiii. Any other duties as may be assigned from time to time.

Person Specification:

- i. An honors Bachelors' Degree in Social Sciences majoring in Sociology as a subject.
- ii. A master's degree with a bias in Sociology from a recognized University/Institution.
- iii. A post Graduate qualification in management and or administration will be an added advantage

Experience

- I. At least six (6) years working experience, three (3) of which should have been served at senior sociologist level in Government or a reputable organization.

a) Competencies

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Ability to mentor, coach and develop subordinates

Job Title: **Principal Officer (DEA)**

Salary scale: **U2**

Reports to: **Assistant Commissioner, water Liaison**

Responsible for: **Senior Sociologist**

Job purpose:

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

Key duties and responsibilities:

- i. Formulating and reviewing policies and guidelines on community mobilization in the water sector.
- ii. Providing technical advice and supervising Local Government Personnel and Private Sector actors engaged in community mobilization activities.
- iv. Networking with relevant stakeholders (Ministries of Health, Gender, Labour & Social Development, Education & Sports, NGOs, Private and others) in monitoring the use of Information, Education and Communication (IEC) materials and impact tracking.
- v. Monitoring, evaluating and regulating the implementation of community mobilization and integration of gender strategy in water sector activities.
- vi. Planning, budgeting and implementing all social and gender mainstreaming activities in the Directorate.
- vii. Documenting reform and software experiences learnt in the sector for use in decision making subsequent.
- viii. Coordinating and supporting other sociologists in the Directorate and Technical Support Units (TSUs).
- ix. Participating in networking and management of the Directorate.
- x. Supervision of sociologists assigned in the Department and the Directorate

- xi. Designing of terms of reference for outsourcing social and gender related services at central level,
- xii. Ensuring integration of gender issues in all sub-sector component programmes,
- xiii. Any other duties as may be assigned from time to time.

Person Specification:

- i. An honors Bachelors' Degree in Social Sciences majoring in Sociology as a subject.
- ii. A master's degree with a bias in Sociology from a recognized University/Institution.
- iii. A post Graduate qualification in management and or administration will be an added advantage

Experience

- I. At least six (6) years working experience, three (3) of which should have been served at senior sociologist level in Government or a reputable organization.

a) Competencies

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Ability to mentor, coach and develop subordinates

Job Title : SENIOR MIS OFFICER

Salary Scale: U3

Reports to : Principal Officer MIS

Supervises : MIS Officer

Job purpose.

To maintain and regularly update the accuracy and integrity of the data.

Key duties and responsibilities

1. Providing for efficient database design and database implementation
2. Maintaining central database structures and administering access rights
3. Advising on the use of centralized and distributed databases
4. Maintaining the integrity and protection of Database systems
5. Providing technical guidelines and assistance to staff and other stakeholders on Database matters
6. Testing potential Software and advice on its application

Person Specification

Qualification:

- An Honors Bachelor's Degree in Information Technology or Library or Bachelor of Science Information Science/System or statistics, mathematics/Physics/Electrical/Electronic from recognized University/Institution.
- A post Graduate Diploma in Information Technology or Computer Science or related field from recognized University/Institution

Experience

Must have a minimum of three (03) years working experience, which should have been served at MIS Officer Level in Government or reputable organization.

Competences

Technical Competences

- Information Communication Technology
- Management of organizational environment
- Planning, Organizing and coordinating
- Good understanding of international protocols and conventions

Behavioral competences

- Innovativeness
- Teamwork leadership and Networking
- Concern for quality standards
- Accountability
- Knowledge management
- Communicating effective
- Flexibility

Job title Senior Commercial Officer (Water Liason)

Salary Scale U3

Reports to Principal Commercial Officer

Responsible for Commercial Officer

Job purpose

Facilitate economic regulation of water supply and sewerage services in the urban areas.

Key duties and responsibilities

- i. Studying and reviewing tariff proposals.
- ii. Analyzing and disseminating results of tariff reviews.
- iii. Collecting information and conducting research to provide input to the Financial Model
- iv. Assist the Principal Economist/Commercial Officer in developing the Financial Model and calculation of Tariffs.
- v. Assist the Principal Economist/Commercial Officer in developing Tariff Guidelines.

Qualifications

An Honors Bachelor's Degree in Economics, Finance, Statistics, Marketing or Business Administration from a recognized University/Institution.

Experience

At least three (3) years working experience at Officer Level in Government or a reputable organization.

Competences:

(i) **Technical**

- Strategic thinking;
- Knowledge of water management and administration
- Knowledge of management and regulation of utilities
- Financial management;

- Planning, organizing and coordinating;
- Management of organizational environment and
- Human resource management.

(ii) **Behavioral**

- Leadership and team work;
- Accountability;
- Communicating effectively;
- Concern for standards;
- Knowledge management, ethics and integrity and
- Strong interpersonal skills.

Job Title : MIS OFFICER

Salary Scale: U4

Reports to : senior MIS Officer MIS

Supervises : NONE

Job purpose.

To maintain and regularly update the accuracy and integrity of the data.

Key duties and responsibilities

1. Providing for efficient database design and database implementation
2. Maintaining central database structures and administering access rights
3. Advising on the use of centralized and distributed databases
4. Maintaining the integrity and protection of Database systems
5. Providing technical guidelines and assistance to staff and other stakeholders on Database matters
6. Testing potential Software and advice on its application

Person Specification

Qualification:

- An Honors Bachelor's Degree in Information Technology or Library or Bachelor of Science Information Science/System or statistics, mathematics/Physics/Electrical/Electronic from recognized University/Institution.

Experience

None required

Competences

Technical Competences

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

- Good understanding of international protocols and conventions

Behavioral competences

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

Job Title: Sociologist
Salary scale: U4
Reports to: Senior sociologist, water Liaison
Responsible for: NONE

Job purpose:

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

Key duties and responsibilities:

- i. Formulating and reviewing policies and guidelines on community mobilization in the water sector.
- ii. Providing technical advice and supervising Local Government Personnel and Private Sector actors engaged in community mobilization activities.
- iv. Networking with relevant stakeholders (Ministries of Health, Gender, Labour & Social Development, Education & Sports, NGOs, Private and others) in monitoring the use of Information, Education and Communication (IEC) materials and impact tracking.
- v. Monitoring, evaluating and regulating the implementation of community mobilization and integration of gender strategy in water sector activities.
- vi. Planning, budgeting and implementing all social and gender mainstreaming activities in the Directorate.
- vii. Documenting reform and software experiences learnt in the sector for use in decision making subsequent.
- viii. Coordinating and supporting other sociologists in the Directorate and Technical Support Units (TSUs).
- ix. Participating in networking and management of the Directorate.
- x. Supervision of sociologists assigned in the Department and the Directorate
- xi. Designing of terms of reference for outsourcing social and gender related services at central level,
- xii. Ensuring integration of gender issues in all sub-sector component programmes,

xiii. Any other duties as may be assigned from time to time.

Person Specification:

- i. An honors Bachelors' Degree in Social Sciences majoring in Sociology as a subject.

Experience

- I. None required

a) **Competencies**

(i) **Technical Competencies**

- Knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Ability to mentor, coach and develop subordinates

DIRECTORATE OF WATER RESOURCES MANAGEMENT

Job Title: Director, Directorate Water Resources Management

Salary scale: U1SE

Reports to: Permanent Secretary

Responsible for: • Commissioner, Water Resources Planning & Management

• Commissioner, Water Resources, Regulation

• Commissioner, Water Quality Management

Commissioner international & Trans-boundary water affairs

Water Resources Monitoring & Assessment

Job purpose:

To provide strategic leadership direction and control in the management of water resources,

Key duties and responsibilities:

Implementing government policy on sustainable water Resource management. Guiding and facilitating the development and review of water laws, policies and related issues.

Submitting work plans, budgets and report for Directorate of Water Resources to the Permanent Secretary regarding water Resources use and management.

Advising government on National and international water resources use, development, regulation and management.

Liaising with other Ministries and stakeholders on water resource use, development, regulation and management.

Representing Government at Local and International conferences, seminars and meetings on water resources issues.

Liaising with external funding agencies on water resources issues.

Overseeing day to day management of Directorate of Water Resources Management.

Any other duties as may be assigned from time to time.

Person Specification:

An honors degree in either Civil Engineering, Agricultural Engineering or any other water sciences.

A Master's Degree in any of the above fields.

A post graduate qualification in management from a recognized University/ Institution Should be registered with the Uganda Engineers Registration Board.

A working experience of at least twelve (12) years in the water sector management and development; three (3) of which should have been served at the level of Commissioner LEVEL in Government or a reputable organization

c) **Competencies**

(i) Technical

- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Strategic Thinking
- Effective leadership and managerial skills,
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Excellent Report writing skills.
- Accountability

(ii) Behavioral

- Leadership, managerial and planning skills with well-developed public relations skills;
- Ethics and Integrity;
- Demonstrate high levels of Professionalism;
- Team leader and player
- Effective Communication and knowledge management
- Innovation and self-initiative
- Time Management
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates;

DEPARTMENT OF INTERNATIONAL AND TRANS-BOUNDARY WATER AFFAIRS

JOB TITLE 1: Commissioner (International and Transboundary Water Affairs)

Salary Scale: U1E

Reports to : Director (Water Resources Management)

Responsible for : Assistant Commissioner (International Water Affairs)

Assistant Commissioner (Regional Water Affairs)

Job Purpose

To lead the coordination and management of trans-boundary water resources

Key duties and responsibilities

Coordinating the developing and reviewing of a national policies focusing on the transboundary water that aims to maximize Uganda's benefits from the transboundary waters.

Coordinating the reviewing and updating of national strategic plans for development, conservation and management of the transboundary waters to ensure harmony with the national policy on the transboundary water.

Taking custody, and safeguarding transboundary water protocols and agreements to which Uganda is party.

Overseeing the implementation of transboundary policies and agreements in Uganda; coordinate the harmonization between transboundary and national water policies and plans.

Coordinating the participation of Uganda in the sourcing of funds for and in implementation of cooperative development of transboundary water projects.

Overseeing the implementation, monitoring and evaluating the progress of transboundary water resources projects.

Coordinating Uganda's participation in conflict resolution and negotiations over the sharing of benefits and use of the transboundary water resources;

Directing the development, operation and maintenance of decision support tools and information databases on the trans-boundary water systems.

Facilitating the acquisition and exchange of water resources data and information with other riparian countries.

Leading national assessments on the potential impacts of proposed developments on the transboundary water on riparian states

Stimulating interest, and raise national level awareness on matters of the Nile and other Transboundary water systems.

Leading the participation of other departments, sectors and Ministries in Nile and other transboundary water matters.

Provision of technical advice, support, supervision and training to stakeholders engaged in use and management of water resources.

Overall Management, administration and networking for the department.

Qualifications:

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

A master's degree in Water Engineering or any other water related discipline from a recognized University/ Institution

He/she should be registered with the Uganda Engineers Registration Board.

A post Graduate qualification in management and or administration will be an added advantage

Experience:

Twelve (12) years working experience three (3) of which should have been served assistant commissioner level in Government or a reputable organization.

a) Competencies

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Assistant Commissioner (International and Transboundary Water Affairs)

Salary Scale: U1E

Reports to : commissioner (International and Transboundary Water Affairs)

Responsible for : Principal Water Officer

Job Purpose

To support the coordination and management of trans-boundary water resources

Key duties and responsibilities

1. Coordinating the developing and reviewing of a national policies focusing on the transboundary water that aims to maximize Uganda's benefits from the transboundary waters.
2. Coordinating the reviewing and updating of national strategic plans for development, conservation and management of the transboundary waters to ensure harmony with the national policy on the transboundary water.
3. Taking custody, and safeguarding transboundary water protocols and agreements to which Uganda is party.
4. Overseeing the implementation of transboundary policies and agreements in Uganda; coordinate the harmonization between transboundary and national water policies and plans.
5. Coordinating the participation of Uganda in the sourcing of funds for and in implementation of cooperative development of transboundary water projects.
6. Overseeing the implementation, monitoring and evaluating the progress of transboundary water resources projects.
7. Coordinating Uganda's participation in conflict resolution and negotiations over the sharing of benefits and use of the transboundary water resources;
8. Directing the development, operation and maintenance of decision support tools and information databases on the trans-boundary water systems.
9. Facilitating the acquisition and exchange of water resources data and information with other riparian countries.

10. Coordinate national assessments on the potential impacts of proposed developments on the transboundary water on riparian states
11. Responsible for stimulating interest, and raise national level awareness on matters of the Nile and other Transboundary water systems.
12. Responsible for coordinating the participation of other departments, sectors and Ministries in Nile and other transboundary water matters.
13. Provision of technical advice, support, supervision and training to stakeholders engaged in use and management of water resources.
14. Overall Management, administration and networking for the department.

Qualifications:

An honors Bachelor's Degree in Civil Engineering or any other Water Sciences
A master's degree in Water Engineering or any other water related discipline from a recognized University/ Institution
He/she should be registered with the Uganda Engineers Registration Board.
A post Graduate qualification in management and or administration will be an added advantage

Experience:

1. Nine (9) years working experience three (3) of which should have been served Principal Water Officer Level in Government a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;

- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Principal Water Officer

Salary Scale: U2

Reports to: Assistant commissioner (International and Transboundary Water Affairs)

Responsible for : Senior Water Officer

Job Purpose

To participate in the coordination and management of trans-boundary water resources

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on the transboundary water that aims to maximize Uganda's benefits from the transboundary waters.
2. Participate in the reviewing and updating of national strategic plans for development, conservation and management of the transboundary waters to ensure harmony with the national policy on the transboundary water.
3. Taking custody, and safeguarding transboundary water protocols and agreements to which Uganda is party.
4. Participate in the implementation of transboundary policies and agreements in Uganda; coordinate the harmonization between transboundary and national water policies and plans.
5. Coordinating the participation of Uganda in the sourcing of funds for and in implementation of cooperative development of transboundary water projects.
6. Overseeing the implementation, monitoring and evaluating the progress of transboundary water resources projects.
7. Coordinating Uganda's participation in conflict resolution and negotiations over the sharing of benefits and use of the transboundary water resources;
8. Directing the development, operation and maintenance of decision support tools and information databases on the trans-boundary water systems.
9. Facilitating the acquisition and exchange of water resources data and information with other riparian countries.

10. Coordinate national assessments on the potential impacts of proposed developments on the transboundary water on riparian states
11. Responsible for stimulating interest, and raise national level awareness on matters of the Nile and other Transboundary water systems.
12. Responsible for coordinating the participation of other departments, sectors and Ministries in Nile and other transboundary water matters.
13. Provision of technical advice, support, supervision and training to stakeholders engaged in use and management of water resources.
14. Overall Management, administration and networking for the department.

Qualifications:

- I. An honors Bachelor's Degree in Civil Engineering or any other Water Sciences
- II. A master's degree in Water Engineering or any other water related discipline from a recognized University/ Institution
- III. He/she should be registered with the Uganda Engineers Registration Board.
- IV. A post Graduate qualification in management and or administration will be an added advantage

Experience:

- I Six (6) years working experience three (3) of which should have been served Senior water Officer Level in Government a reputable organization.

a) **Competencies**

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills

- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

Job Title : Data Base Manager)

Salary Scale : U3

Reports to :

Supervises : ICT OFFICER – Data \ Information Management

Job purpose

To provide the technical guidance/expertise in all matters of Data/Information Management Services in the institution

Key duties and responsibilities:

1. Reviewing existing systems with a view of preparing specifications for application systems to meet business requirements
2. Controlling Data Management services
3. Formulating and reviewing information management standards and policies
4. Providing technical advice and support in the area of information management services
5. Facilitating the development of strategic interventions necessary for information management services
6. Establishing a mechanism to promote collaboration between various stakeholders

Person Specification

Qualifications

- An honors bachelor Degree in Information Technology or Management Information Systems, Computer Science, or Statistics/Mathematics (computer science option) or Business Computing from a recognized University/Institution
- Possession of a master's degree in any of the above or relevant fields from a recognized University/Institution is added advantage

Experience

Must have a minimum of (03) years working experience, three (3) of which should have been served at the level of ICT Officer or equivalent level of experience in Government or reputable organization.

Competences

Technical Competences

- Information Communication Technology
- Management of organizational environment
- Planning, Organizing and coordinating
- Good understanding of international protocols and conventions

Behavioral competences

- Innovativeness
- Teamwork leadership and Networking
- Concern for quality standards
- Accountability

JOB TITLE 1: Senior Water Officer

Salary Scale: U3

Reports to: Principal Water (International and Transboundary Water Affairs)

Responsible for : Water Officer

Job Purpose

To participate in the coordination and management of trans-boundary water resources

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on the transboundary water that aims to maximize Uganda's benefits from the transboundary waters.
2. Participate in the reviewing and updating of national strategic plans for development, conservation and management of the transboundary waters to ensure harmony with the national policy on the transboundary water.
3. Taking custody, and safeguarding transboundary water protocols and agreements to which Uganda is party.
4. Participate in the implementation of transboundary policies and agreements in Uganda; coordinate the harmonization between transboundary and national water policies and plans.
5. Coordinating the participation of Uganda in the sourcing of funds for and in implementation of cooperative development of transboundary water projects.
6. Overseeing the implementation, monitoring and evaluating the progress of transboundary water resources projects.
7. Coordinating Uganda's participation in conflict resolution and negotiations over the sharing of benefits and use of the transboundary water resources;
8. Directing the development, operation and maintenance of decision support tools and information databases on the trans-boundary water systems.
9. Facilitating the acquisition and exchange of water resources data and information with other riparian countries.
10. Coordinate national assessments on the potential impacts of proposed developments on the transboundary water on riparian states

11. Responsible for stimulating interest, and raise national level awareness on matters of the Nile and other Transboundary water systems.
12. Responsible for coordinating the participation of other departments, sectors and Ministries in Nile and other transboundary water matters.
13. Provision of technical advice, support, supervision and training to stakeholders engaged in use and management of water resources.
14. Overall Management, administration and networking for the department.

Qualifications:

- I. An honors Bachelor's Degree in Civil Engineering or any other Water Sciences
- II. A post graduate qualification in Water Engineering or any other water related discipline from a recognized University/ Institution is added advantage

He/she should be registered with the Uganda Engineers Registration Board.

Experience:

- I Three (3) years working experience which should have been served water Officer Level in Government a reputable organization.

a) **Competencies**

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Managerial and planning skills
- Strategic Thinking
- Presentation and Report Writing
- 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

WATER RESOURCES MONITORING AND ASSESMENT DEPARTMENT

JOB TITLE 1: Commissioner (Water resources Monitoring and Assessment)

Salary Scale: U1SE

Reports to : Director Water Resources Management

Responsible for : Assistant Commissioner

Job Purpose

To provide strategic leadership in management of water resources planning and developments

Key duties and responsibilities

Leading the development of policies and plans for water resources and land use monitoring and assessment

Leading the operation, development and maintenance of water quantity monitoring networks.

Leading the development and implementation of water resources and land use guide lines in the sector

Conducting research and developing area-based water resources management plans.

Leading assessment of water resources in the country.

Initiating and managing mitigation plans guidelines and measures against disasters (i.e. floods and droughts).

Leading the management and dissemination of information on water resources.

Qualifications:

- I. An honors Bachelor's Degree in Civil Engineering or any other Water Sciences
- II. A master's degree in Water Engineering or any other water related discipline from a recognized University/ Institution
- III. He/she should be registered with the Uganda Engineers Registration Board.
- IV. A post Graduate qualification in management and or administration will be an added advantage

Experience:

I Twelve (12) years working experience three (3) of which should have been served assistant commissioner Level in Government or a reputable organization.

a) **Competencies**

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

JOB TITLE 1: Assistant Commissioner (Water resources Monitoring and Assessment)

Salary Scale: U1E

Reports to : Commissioner Water Resources Management

Responsible for : Principal water officer

Job Purpose

To provide support in management of water resources planning and developments

Key duties and responsibilities

Supporting the development of policies and plans for water resources and land use monitoring and assessment

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.

Supporting the development and implementation of water resources and land use guide lines in the sector

Supporting research and developing area-based water resources management plans.

Supporting 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).

Leading the management and dissemination of information on water resources.

Qualifications:

- I. An honors Bachelor's Degree in Civil Engineering or any other Water Sciences
- II. A master's degree in Water Engineering or any other water related discipline from a recognized University/ Institution
- III. He/she should be registered with the Uganda Engineers Registration Board.
- IV. A post Graduate qualification in management and or administration will be an added advantage

Experience:

I Nine (9) years working experience three (3) of which should have been served principal water officer Level in Government or a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

JOB TITLE 1: Principal Water Officer (water resources monitoring and assessment)

Salary Scale: U2

Reports to: Assistant commissioner (water resources monitoring and assessment)

Responsible for : Senior Water Officer

Job Purpose

To participate in management of water resources planning and developments

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on monitoring and assessment of water resources
2. Participate in the reviewing and updating of national strategic plans for water resources monitoring and assessment
3. Supporting the operation, development and maintenance of water quantity monitoring networks.
3. Participating in the development and implementation of water resources and land use guide lines in the sector
4. Participating in research and developing area-based water resources management plans.
5. Participating in the assessment of water resources in the country.
6. Participating in the Initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts).
7. Participating in the management and dissemination of information on water resources.

Qualifications:

- I. An honors Bachelor's Degree in Civil Engineering or any other Water Sciences
- II. A master's degree in Water Engineering or any other water related discipline from a recognized University/ Institution
- III. He/she should be registered with the Uganda Engineers Registration Board.

IV. A post Graduate qualification in management and or administration will be an added advantage

Experience:

I Six (6) years working experience three (3) of which should have been served Senior water Officer Level in Government a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Principal hydrologist (water resources monitoring and assessment)

Salary Scale: U2

Reports to: Assistant commissioner (water resources monitoring and assessment)

Responsible for : Senior hydrologist

Job Purpose

To participate in management of water resources monitoring and assessment

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on monitoring and assessment of water resources
2. Participate in the reviewing and updating of national strategic plans for water resources monitoring and assessment
3. Supporting the operation, development and maintenance of water quantity monitoring networks.
3. Participating in the development and implementation of water resources and land use guide lines in the sector
4. Participating in research and developing area-based water resources management plans.
5. Participating in the assessment of water resources in the country.
6. participating in the Initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts).
7. Participating in the management and dissemination of information on water resources.

Qualifications:

- I. An honors Bachelor's Degree in Civil engineering geosciences or any other Water Sciences
- II. A master's degree in Water Engineering, geosciences or any other water related discipline from a recognized University/ Institution

- III. He/she should be registered with the Uganda Engineers Registration Board.
- IV. A post Graduate qualification in management and or administration will be an added advantage

Experience:

- I Six (6) years working experience three (3) of which should have been served Senior water Officer Level in Government a reputable organization.

a) **Competencies**

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Project planning and management
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Principal hydrogeologist (water resources monitoring and assessment)

Salary Scale: U2

Reports to: Assistant commissioner (water resources monitoring and assessment)

Responsible for : Senior hydrogeologist

Job Purpose

To participate in management of water resources monitoring and assessment

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on monitoring and assessment of water resources
2. Participate in the reviewing and updating of national strategic plans for water resources monitoring and assessment
3. Supporting the operation, development and maintenance of water quantity monitoring networks.
3. Participating in the development and implementation of water resources and land use guide lines in the sector
4. Participating in research and developing area-based water resources management plans.
5. Participating in the assessment of water resources in the country.
6. Participating in the Initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts).
7. Participating in the management and dissemination of information on water resources.

Qualifications:

- I. An honors Bachelor's Degree in Civil Engineering or any other Water Sciences
- II. A master's degree in Water Engineering or any other water related discipline from a recognized University/ Institution
- III. He/she should be registered with the Uganda Engineers Registration Board.

IV. A post Graduate qualification in management and or administration will be an added advantage

Experience:

I Six (6) years working experience three (3) of which should have been served Senior water Officer Level in Government a reputable organization.

a) **Competencies**

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Project planning and management
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Senior Water Officer monitoring and assessment

Salary Scale: U3

Reports to: Principal Water (monitoring and assessment)

Responsible for : Water Officer

Job Purpose

To participate in the coordination and management of trans-boundary water resources

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on monitoring and assessment of water resources
2. Participate in the reviewing and updating of national strategic plans for water resources monitoring and assessment
3. Supporting the operation, development and maintenance of water quantity monitoring networks.
3. Participating in the development and implementation of water resources and land use guide lines in the sector
4. Participating in research and developing area-based water resources management plans.
5. Participating in the assessment of water resources in the country.
6. Participating in the Initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts).
7. Participating in the management and dissemination of information on water resources.

Qualifications:

- I. An honors Bachelor's Degree in Civil Engineering or any other Water Sciences
- II. A post graduate qualification in Water Engineering or any other water related discipline from a recognized University/ Institution is added advantage
- II. He/she should be registered with the Uganda Engineers Registration Board.

Experience:

I Three (3) years working experience which should have been served as water Officer Level in Government a reputable organization.

a) **Competencies**

(i) Technical Competencies

- Knowledge of regulatory, inspection and related technology of the water sector;
- Managerial and planning skills
- Strategic Thinking
- Presentation and Report Writing
- 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

JOB TITLE 1: Senior Hydrologist (water resources monitoring and assessment)

Salary Scale: U2

Reports to: Principal Hydrologist (water resources monitoring and assessment)

Responsible for : Hydrologist

Job Purpose

To participate in management of water resources monitoring and assessment

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on monitoring and assessment of water resources
2. Participate in the reviewing and updating of national strategic plans for water resources monitoring and assessment
3. Supporting the operation, development and maintenance of water quantity monitoring networks.
3. Participating in the development and implementation of water resources and land use guide lines in the sector
4. Participating in research and developing area-based water resources management plans.
5. Participating in the assessment of water resources in the country.
6. Participating in the Initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts).
7. Participating in the management and dissemination of information on water resources.

Qualifications:

- I. An honors Bachelor's Degree in Civil engineering geosciences or any other Water Sciences
- II. A post Graduate qualification in management and or administration will be an added advantage

III. He/she should be registered with the Uganda Engineers Registration Board.

Experience:

I Three (3) years working experience which should have been served water Officer Level in Government a reputable organization.

a) **Competencies**

(i) Technical Competencies

- Knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Project planning and management
- Presentation and Report Writing
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Senior Hydrogeologist (water resources monitoring and assessment)

Salary Scale: U3

Reports to: Principal Hydrogeologist (water resources monitoring and assessment)

Responsible for : Hydrogeologist

Job Purpose

To participate in management of water resources monitoring and assessment

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on monitoring and assessment of water resources
2. Participate in the reviewing and updating of national strategic plans for water resources monitoring and assessment
3. Supporting the operation, development and maintenance of water quantity monitoring networks.
3. Participating in the development and implementation of water resources and land use guide lines in the sector
4. Participating in research and developing area-based water resources management plans.
5. Participating in the assessment of water resources in the country.
6. Participating in the Initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts).
7. Participating in the management and dissemination of information on water resources.

Qualifications:

- I. An honors Bachelor's Degree in Civil Engineering or any other Water Sciences
- II. A post Graduate qualification in management and or administration will be an added advantage
- III. He/she should be registered with the Uganda Engineers Registration Board.

Experience:

I Three (3) years working experience three (3) of which should have been served at water Officer Level in Government a reputable organization.

a) Competencies**(i) Technical Competencies**

- Knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Project planning and management
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Hydrologist (water resources monitoring and assessment)

Salary Scale: U4

Reports to: Senior Hydrologist (water resources monitoring and assessment)

Responsible for : none

Job Purpose

To participate in management of water resources monitoring and assessment

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on monitoring and assessment of water resources
2. Participate in the reviewing and updating of national strategic plans for water resources monitoring and assessment
3. Supporting the operation, development and maintenance of water quantity monitoring networks.
3. Participating in the development and implementation of water resources and land use guide lines in the sector
4. Participating in research and developing area-based water resources management plans.
5. Participating in the assessment of water resources in the country.
6. Participating in the Initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts).
7. Participating in the management and dissemination of information on water resources.

Qualifications:

- I. An honors Bachelor's Degree in Civil engineering geosciences or any other Water Sciences

III. **Experience:**

None required

a) **Competencies**

(i) Technical Competencies

- Leadership, managerial and planning skills
- Project planning and management
- Presentation and Report Writing
- Excellent Research and analytical skills
- Accountability

(ii) Behavioral Competencies

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

JOB TITLE 1: Hydrogeologist (water resources monitoring and assessment)

Salary Scale: U4

Reports to: Senior Hydrogeologist (water resources monitoring and assessment)

Responsible for : None

Job Purpose

To participate in management of water resources monitoring and assessment

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on monitoring and assessment of water resources
2. Participate in the reviewing and updating of national strategic plans for water resources monitoring and assessment
3. Supporting the operation, development and maintenance of water quantity monitoring networks.
3. Participating in the development and implementation of water resources and land use guide lines in the sector
4. Participating in research and developing area-based water resources management plans.
5. Participating in the assessment of water resources in the country.
6. Participating in the Initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts).
7. Participating in the management and dissemination of information on water resources.

Qualifications:

1. An honors Bachelor's Degree in Civil Engineering, geological sciences or any other Water Sciences

Experience:

None required

a) **Competencies**

(i) Technical Competencies

- Leadership, managerial and planning skills
- Project planning and management
- Presentation and Report Writing
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations

JOB TITLE 1: Water Officer monitoring and assessment

Salary Scale: U4

Reports to: Senior Water (monitoring and assessment)

Responsible for

Job Purpose

To assist in the management of water monitoring and assessment

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on monitoring and assessment of water resources
2. Participate in the reviewing and updating of national strategic plans for water resources monitoring and assessment
3. Supporting the operation, development and maintenance of water quantity monitoring networks.
3. Participating in the development and implementation of water resources and land use guide lines in the sector
4. Participating in research and developing area-based water resources management plans.
5. Participating in the assessment of water resources in the country.
6. Participating in the Initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts).
7. Participating in the management and dissemination of information on water resources.

Qualifications:

- I. An honors Bachelor's Degree in Civil Engineering or any other Water Sciences
- II. Experience:

None required

a) **Competencies**

(i) Technical Competencies

- Managerial and planning skills
- Strategic Thinking
- Presentation and Report Writing
- 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

Job Title : Data Base Management officer)

Salary Scale : U4

Reports to : Data Base manager

Supervises : none

Job purpose

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

Key duties and responsibilities:

1. Reviewing existing systems with a view of preparing specifications for application systems to meet business requirements
2. Controlling Data Management services
3. Formulating and reviewing information management standards and policies
4. Providing technical advice and support in the area of information management services
5. Facilitating the development of strategic interventions necessary for information management services
6. Establishing a mechanism to promote collaboration between various stakeholders
7. Preparing for database expansion by studying plans and requirements; advising senior technical management; coordinating design and programming
8. Maintaining database performance by troubleshooting problems.

Person Specification

Qualifications

- An honors bachelor Degree in Information Technology or Management Information Systems, Computer Science, or Statistics/Mathematics (computer science option) or Business Computing from a recognized University/Institution

- **Experience**

None required

Competences

Technical Competences

- Information Communication Technology
- Management of organizational environment
- Planning, Organizing and coordinating
- Good understanding of international protocols and conventions

Behavioral competences

- Innovativeness
- Teamwork leadership and Networking
- Concern for quality standards
- Accountability

JOB TITLE 1: Senior Hydrological inspector (water resources monitoring and assessment)

Salary Scale: U4

Reports to: Principal Hydrologist (water resources monitoring and assessment)

Responsible for : Hydrological inspector

Job Purpose

To support environmental investigations for water resources monitoring and assessment

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on monitoring and assessment of water resources
2. Participate in the reviewing and updating of national strategic plans for water resources monitoring and assessment
3. Supporting the operation, development and maintenance of water quantity monitoring networks.
3. Participating in the development and implementation of water resources and land use guide lines in the sector
4. Participating in research and developing area-based water resources management plans.
5. Participating in the assessment of water resources in the country.
6. Participating in the Initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts).
7. Participating in the management and dissemination of information on water resources.

Qualifications:

- I. An honors Bachelor's Degree in Civil engineering geosciences or any other Water Sciences
- II. A post Graduate qualification in management and or administration will be an added advantage

III. He/she should be registered with the Uganda Engineers Registration Board.

Experience:

I Three (3) years working experience which should have been served water Officer Level in Government a reputable organization.

a) Competencies

(i) Technical Competencies

- Knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Project planning and management
- Presentation and Report Writing
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordina

JOB TITLE 1: Senior Hydrogeological inspector (water resources monitoring and assessment)

Salary Scale: U4

Reports to: Principal Hydrogeologist (water resources monitoring and assessment)

Responsible for : None

Job Purpose

To participate in management of water resources monitoring and assessment

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on monitoring and assessment of water resources
2. Participate in the reviewing and updating of national strategic plans for water resources monitoring and assessment
3. Supporting the operation, development and maintenance of water quantity monitoring networks.
3. Participating in the development and implementation of water resources and land use guide lines in the sector
4. Participating in research and developing area-based water resources management plans.
5. Participating in the assessment of water resources in the country.
6. Participating in the Initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts).
7. Participating in the management and dissemination of information on water resources.

Qualifications:

- I. An honors Bachelor's Degree in Civil Engineering, geological sciences or any other Water Sciences

Experience:

None required

a) Competencies

(i) Technical Competencies

- Leadership, managerial and planning skills
- Project planning and management
- Presentation and Report Writing
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations

JOB TITLE 1: Hydrological inspector (water resources monitoring and assessment)

Salary Scale: U6

Reports to: Senior Hydrological inspector (water resources monitoring and assessment)

Responsible for none

Job Purpose

To support environmental investigations for water resources monitoring and assessment

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on monitoring and assessment of water resources
2. Participate in the reviewing and updating of national strategic plans for water resources monitoring and assessment
3. Supporting the operation, development and maintenance of water quantity monitoring networks.
3. Participating in the development and implementation of water resources and land use guide lines in the sector
4. Participating in research and developing area-based water resources management plans.
5. Participating in the assessment of water resources in the country.
6. Participating in the Initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts).
7. Participating in the management and dissemination of information on water resources.

Qualifications:

- I. An honors Bachelor's Degree in Civil engineering geosciences or any other Water Sciences
- II. A post Graduate qualification in management and or administration will be an added advantage

III. He/she should be registered with the Uganda Engineers Registration Board.

Experience:

I Three (3) years working experience which should have been served water Officer Level in Government a reputable organization.

a) Competencies

(i) Technical Competencies

- Knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Project planning and management
- Presentation and Report Writing
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordina

JOB TITLE 1: Hydrogeological inspector (water resources monitoring and assessment)

Salary Scale: U6

Reports to: senior Hydrogeological inspector (water resources monitoring and assessment)

Responsible for : None

Job Purpose

To participate in management of water resources monitoring and assessment

Key duties and responsibilities

1. Participate in the developing and reviewing of a national policies focusing on monitoring and assessment of water resources
2. Participate in the reviewing and updating of national strategic plans for water resources monitoring and assessment
3. Supporting the operation, development and maintenance of water quantity monitoring networks.
3. Participating in the development and implementation of water resources and land use guide lines in the sector
4. Participating in research and developing area-based water resources management plans.
5. Participating in the assessment of water resources in the country.
6. Participating in the Initiation and management of mitigation plans guidelines and measures against disasters (i.e. floods and droughts).
7. Participating in the management and dissemination of information on water resources.

Qualifications:

1. An honors Bachelor's Degree in Civil Engineering, geological sciences or any other Water Sciences

Experience:

None required

a) **Competencies**

(i) Technical Competencies

- Leadership, managerial and planning skills
- Project planning and management
- Presentation and Report Writing
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations

(b) Experience

No Experience Required

(c) **Competencies**

(i) Technical

- Use of spread sheets and other computer packages, experience in transcribing
- Organization,
- Typing, Data Entry Skills
- Attention to Detail,
- Able to Analyze Information,

(ii) Behavioral

- Ability to work on own initiative as a member of a team Application
- Able to maintain Confidentiality,
- Results Driven
- Problem solving.

14. Generate statistical reports based on maintained data on a periodic basis
15. Test new database systems by performing mock data entry tasks

PERSONAL SPECIFICATIONS

(a) Qualifications

- (i) a certificate in computer science or information technology
- (b) Experience

No Experience Required

(c) Competencies

(i) Technical

- Use of spread sheets and other computer packages, experience in transcribing
- Organization,
- Typing, Data Entry Skills
- Attention to Detail,
- Able to Analyze Information,

(ii) Behavioral

- Ability to work on own initiative as a member of a team Application
- Able to maintain Confidentiality,
- Results Driven
- Problem solving.

Job Title : **Geographic Information System (GIS) Technician**

Salary scale **U6**

Reports to

Responsible for

Job purpose:

To support the maintenance and dissemination of data and applications in the Water Monitoring and assessment department

Key duties and responsibilities

Maintaining and disseminating spatial data, end -user support and the generating maps and other GIS reports and information on water resources and assessment

compiling and organizing GIS data from maps, databases and other sources

collecting data in the field using Global Positioning System (G.P.S.) units

collecting and converting mapping resources and data

inputting and editing of water resources monitoring and assessment infrastructure

Conducting programmatic and manual analysis and creating reports and thematic maps on the data within the GIS;

Ensuring that quality assurance on new or revised data conforms to standards laid out in the Geo Database, or any other applicable standard or policy

Participating in conversion, import and export data in and out of the GIS system;

Preparing regular status reports, highlighting GIS issues requiring attention

Creating and documenting procedures and metadata definitions.

PERSONAL SPECIFICATIONS

(a) Qualifications

(i) Diploma in Geographic Information Systems, Computer Sciences, or Equivalent;

(b) Experience

No Experience Required

(c) **Competencies**

(i) Technical

- Knowledge of AutoCAD as related to water infrastructure mapping;
- Knowledge of GIS databases and editing
- Knowledge of developing and maintaining GIS data and other GIS output products including use of ESRI software and Global Positioning System (G.P.S) units for data collection
- Attention to Detail,
- Able to Analyze Information,

(ii) **Behavioral**

- Ability to work on own initiative as a member of a team Application
- Able to maintain Confidentiality,
- Results Driven
- Problem solving.

DEPARTMENT OF WATER QUALITY MANAGEMENT

JOB TITLE 1: Commissioner (Water Quality Management)
Salary Scale: U1SE
Reports to : Director Water Development
Responsible for : Assistant Commissioner Water Quality Management

Job Purpose

To provide strategic leadership in the provision of reliable water and environmental quality analytical information on water resources for the protection of public health, ecosystem integrity, social and economic development

Key duties and responsibilities

To lead the Planning, coordination and facilitation of periodic reviews and improvements to the policy, legal and institutional frameworks for water quality management in Uganda.

To lead the development, review and updating of water quality management plans including interventions for national disasters and emergencies.

To lead the Co-ordination, monitoring and assessment of the quality of the country's water resources and dissemination of information to all users.

To lead the , setting and review of standards/guidelines, inspection, supervision, budgeting and reporting on water quality matters in the country

Supervising the operation and maintenance of the National Reference and Regional laboratories for water quality analysis.

Facilitating Contingency planning for water quality related emergencies

Providing and disseminating, technical advice to government and other stakeholders on water quality management matters in the country.

Co-ordinate all programmes and projects on water quality management in Uganda.

Providing advice to WPC and WSSWG on water quality management.

A technical focal point on Trans-boundary/regional water quality issues, integration and harmonization of protocols, standards.

Leading the implementation of the National Water Quality Management Strategy

Qualification:

- i. An honors degree in Civil Engineering or water related sciences from a recognized University.
- ii. A Master's degree in water related discipline, construction, quality control management or project planning.
- iii. Should be registered with Uganda Engineers Registration Board.
- iv. A post Graduate qualification in management and or administration will be an added advantage

Experience:

At least 12 years working experience, 3 years of which should have been served at Assistant Commissioner Level in government or equivalent from a reputable organization

Competencies

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

Job Title: **Assistant Commissioner, (Water Quality Management)**

Salary scale: **U1E**

Reports to: **Commissioner, Rural Water Supply**

Responsible for: • **Principal Engineer, Planning and Development**

- **Principal Water Officer**
- **Principal Engineer, Sanitation**

Job purpose:

To support the provision of reliable water and environmental quality analytical information on water resources for the protection of public health, ecosystem integrity, social and economic development.

Key duties and responsibilities

- i. To lead the Planning, coordination and facilitation of periodic reviews and improvements to the policy, legal and institutional frameworks for water quality management in Uganda.
2. To lead the development, review and updating of water quality management plans including interventions for national disasters and emergencies.
3. To lead the Co-ordination, monitoring and assessment of the quality of the country's water resources and dissemination of information to all users.
4. To lead the , setting and review of standards/guidelines, inspection, supervision, budgeting and reporting on water quality matters in the country

5. Supervising the operation and maintenance of the National Reference and Regional laboratories for water quality analysis.
6. Facilitating Contingency planning for water quality related emergencies
7. Providing and disseminating, technical advice to government and other stakeholders on water quality management matters in the country.
8. Co-ordinate all programmes and projects on water quality management in Uganda.
9. Providing advice to WPC and WSSWG on water quality management.
10. A technical focal point on Trans-boundary/regional water quality issues, integration and harmonization of protocols, standards.
11. Leading the implementation of the National Water Quality Management Strategy

Personal specifications:

- i. An honors Bachelor's Degree in Civil Engineering or any other Water Sciences.
- ii. A master's degree in Water Engineering or any other water related discipline from a recognized University/ Institution is a must.
- iii. Should be registered with the Uganda Engineers Registration Board.
- iv. A post Graduate qualification in management and or administration will be an added advantage
- v.

Experience

- Should have at least nine (9) years relevant working experience, three (3) of which should have been served at Principal Officer in water management sector in Government or equivalent level of experience from a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;

- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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

JOB TITLE 1: Principal water Analyst (water quality management)

Salary Scale: U2

Reports to: Assistant commissioner (water Quality Management)

Responsible for : Senior water analyst

Job Purpose

To participate in the provision of reliable water and environmental quality analytical information on water resources for the protection of public health, ecosystem integrity, social and economic development

Key duties and responsibilities

Plan, implement, maintain and improve the Quality System of the National Reference and Regional laboratories in conformance with The International organization for standardization (ISO/IEC 17025) and other international standards.

Plan, coordinate preparation and maintenance of controlled management system documents both internal and external origin, and their documents for compliance to ISO/IEC 17025 and other international standards

Participate in formulating and review quality policies, laws, regulations and strategies. Review and update of guidelines and standard operating procedures for all activities in the Reference, regional and satellite Laboratories.

Plan, organize, conduct and control internal quality audits, dealing with non-conformities, monitoring and evaluation of corrective and preventive actions and complaints including regular checks and audit of water/waste treatment facilities, laboratories (National Reference Laboratory, Regional Laboratories and Satellite laboratories, institutional, etc).

Coordinate all laboratory quality assurance programs and participation in competencies/proficiency testing of Laboratories with other institutions, countries, and with International (GEMS water, Aqua check UK, SANAS) trans-boundary water quality focal laboratories

Plan and review resources needs for implementation, maintenance and improvement of the Quality System and water safety plan for risk management
Assess performance of testing laboratories, water and wastewater treatment facilities. Provide periodic and situational reports advising on solutions, risk management and corrective actions.

Responsible for organization of meetings in accordance with ISO 17025 and other international standards, and prepare reports for submission

Liaise with heads of laboratories and field operations to organize for equipment calibrations, standardization, proficiency testing, inter-laboratory testing, external assessments and accreditation, thereafter maintenance of the accreditation status

Carry out education and training in the area of Quality system in testing laboratories, water safety planning and total quality management

Quality-assure and inspect operations of water testing laboratories in the country for health and safety in workplaces, common analytical protocols /standard operating procedures.

Perform any other duties that may be assigned from time to time by the Assistant Commissioner, WQIS

Qualifications:

- I. An honors Bachelor's Degree in chemical sciences or any other Water Sciences
- II. A master's degree in Water Engineering or any other water related discipline from a recognized University/ Institution
- III. He/she should be registered with the Uganda Engineers Registration Board where applicable.
- IV. A post Graduate qualification in management and or administration will be an added advantage

Experience:

I Six (6) years working experience three (3) of which should have been served senior water Analyst in Government a reputable organization.

a) Competences

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Knowledge of Water and wastewater technology
- Chemical technology
- Pollution abatement control
- Strategic Thinking

- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- 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;
- Attention to detail
- Innovation and self-initiative
- Time Management
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Principal laboratory Technologist (water quality management)

Salary Scale: U2

Reports to: Assistant commissioner (water Quality Management)

Responsible for : Senior laboratory technologist

Job Purpose

To participate in the provision of reliable water and environmental quality analytical information on water resources for the protection of public health, ecosystem integrity, social and economic development

Key duties and responsibilities

Participating in developing ,reviewing water quality monitoring policies plans and guidelines

Inspecting sites for evidence of discharge into water courses and for visible contamination near buried tanks, landfill or dumping sites

Collecting , preparing, and analyzing water and wastewater samples before, during, and after treatment using laboratory and field techniques

Selecting appropriate sampling methods that include sampling frequency and location, data capture and analytical equipment, and quality assurance methods

Operating and maintaining sampling and monitoring equipment and analytical instruments

Interpreting water quality data and generating water quality reports

Liaise with heads of laboratories and field operations to organize for equipment calibrations, standardization, proficiency testing, inter-laboratory testing, external assessments and accreditation, thereafter maintenance of the accreditation status

Carrying out education and training in the area of Quality system in testing laboratories, water safety planning and total quality management

Quality-assure and inspect operations of water testing laboratories in the country for health and safety in workplaces, common analytical protocols /standard operating procedures.

Qualifications:

- I. An honors Bachelor's Degree in chemical Engineering laboratory sciences or any other Water Sciences

- II. A master's degree in of the above fields and any other water related discipline from a recognized University/ Institution
- III. He/she should be registered with the Uganda Engineers Registration Board.
- IV. A post Graduate qualification in management and or administration will be an added advantage

Experience:

- I Six (6) years working experience three (3) of which should have been served senior laboratory technologist in Government a reputable organization.

a) **Competences**

(i) **Technical Competencies**

Adequate knowledge of regulatory, inspection and related technology of the water sector;

Knowledge of Water and wastewater technology

Chemical technology

Pollution abatement control

- Strategic Thinking
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- 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;
- Attention to detail
- Innovation and self-initiative
- Time Management
- Interpersonal and public relations

- Ability to mentor, coach and develop subordinates

Job Title: Senior Sociologist (water quality management)

Salary scale: U3

Reports to: Principal sociologist, (water quality management)

Responsible for: Sociologist (water quality management)

Job purpose:

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

Key duties and responsibilities:

Coordinate the development and implementation of water quality guidelines/procedures/ manuals for community mobilization.

Coordinate the formulation and implementation of Information, Education and Communication Materials in the Department.

Collaborate/liaise/network with relevant stakeholders to ensure effective and efficient implementation of water quality improvement activities

Coordinate the mainstreaming of gender issues in water quality management programmes and activities.

Carry out socio economic surveys relevant to water quality management using participatory Rural Appraisals and Knowledge, attitudes and practices package.

Ensure HIV/AIDS mainstreaming in all Departmental activities.

Provision of technical advice and support supervision to local government personnel, NGO's and private sector actors engaged in community mobilization activities.

Document socio- economic experiences learnt in the water quality improvement for use in reform and studies.

Carry out supervisory and training role to sociologists in the Department

Person Specification:

- i. An honors Bachelors' Degree in Social Sciences majoring in Sociology as a subject.
- ii. A Post graduate qualification with a bias in Sociology from a recognized University/Institution is added advantage

Experience

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

a) **Competencies**

(i) **Technical Competencies**

- Knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Senior Water Analyst (water quality management)

Salary Scale: U3

Reports to: water analyst (water Quality Management)

Responsible for water analyst

Job Purpose

To assist in the provision of reliable water and environmental quality analytical information on water resources for the protection of public health, ecosystem integrity, social and economic development

Key duties and responsibilities

1. Assisting in Planning, implementation, maintenance and improvement of the Quality System of the National Reference and Regional laboratories in conformance with The International organization for standardization (ISO/IEC 17025) and other international standards.
2. Assisting in Planning, coordinating preparation and maintenance of controlled management system documents both internal and external origin, and their documents for compliance to ISO/IEC 17025 and other international standards
3. Participate in formulating and review quality policies, laws, regulations and strategies. Review and update of guidelines and standard operating procedures for all activities in the Reference, regional and satellite Laboratories.
4. Assisting in Planning , organizing , conducting and controlling internal quality audits, dealing with non- conformities, monitoring and evaluation of corrective and preventive actions and complaints including regular checks and audit of water/waste treatment facilities, laboratories (National Reference Laboratory, Regional Laboratories and Satellite laboratories, institutional, etc).
5. Participating in all laboratory quality assurance programs and participation in competencies/proficiency testing of Laboratories with other institutions, countries, and with International (GEMS water, Aqua check UK, SANAS) trans-boundary water quality focal laboratories

6. Participating in Planning and reviewing resources needs for implementation, maintenance and improvement of the Quality System and water safety plan for risk management
7. Assisting in assessment of performance of testing laboratories, water and wastewater treatment facilities. Provide periodic and situational reports advising on solutions, risk management and corrective actions.
8. Assisting in organization of meetings in accordance with ISO 17025 and other international standards, and prepare reports for submission
9. Participate in Liaising with heads of laboratories and field operations to organize for equipment calibrations, standardization, proficiency testing, inter-laboratory testing, external assessments and accreditation, thereafter maintenance of the accreditation status
10. Carrying out education and training in the area of Quality system in testing laboratories, water safety planning and total quality management
11. Participate in Quality-assurance and inspection operations of water testing laboratories in the country for health and safety in workplaces, common analytical protocols /standard operating procedures.
12. Perform any other duties that may be assigned from time to time by the Assistant Commissioner, WQIS

Qualifications:

An honors Bachelor's Degree in chemical sciences or any other Water Sciences
A post Graduate qualification in any of the above fields will be an added advantage

Experience:

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

a) **Competences**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Knowledge of Water and wastewater technology

- Chemical technology
- Pollution abatement control
- Strategic Thinking
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- 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;
- Attention to detail
- Innovation and self-initiative
- Time Management
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: **water Analyst (water quality management)**

Salary Scale: **U4**

Reports to: **senior water analyst (water Quality Management)**

Responsible for

Job Purpose

To assist in the provision of reliable water and environmental quality analytical information on water resources for the protection of public health, ecosystem integrity, social and economic development

Key duties and responsibilities

1. Assisting in Planning, implementation, maintenance and improvement of the Quality System of the National Reference and Regional laboratories in conformance with The International organization for standardization (ISO/IEC 17025) and other international standards.
2. Assisting in Planning, coordinating preparation and maintenance of controlled management system documents both internal and external origin, and their documents for compliance to ISO/IEC 17025 and other international standards
3. Participate in formulating and review quality policies, laws, regulations and strategies. Review and update of guidelines and standard operating procedures for all activities in the Reference, regional and satellite Laboratories.
4. Assisting in Planning , organizing , conducting and controlling internal quality audits, dealing with non- conformities, monitoring and evaluation of corrective and preventive actions and complaints including regular checks and audit of water/waste treatment facilities, laboratories (National Reference Laboratory, Regional Laboratories and Satellite laboratories, institutional, etc).
5. Participating in all laboratory quality assurance programs and participation in competencies/proficiency testing of Laboratories with other institutions, countries, and with International (GEMS water, Aqua check UK, SANAS) trans-boundary water quality focal laboratories

6. Participating in Planning and reviewing resources needs for implementation, maintenance and improvement of the Quality System and water safety plan for risk management
7. Assisting in assessment of performance of testing laboratories, water and wastewater treatment facilities. Provide periodic and situational reports advising on solutions, risk management and corrective actions.
8. Assisting in organization of meetings in accordance with ISO 17025 and other international standards, and prepare reports for submission
9. Participate in Liaising with heads of laboratories and field operations to organize for equipment calibrations, standardization, proficiency testing, inter-laboratory testing, external assessments and accreditation, thereafter maintenance of the accreditation status
10. Carrying out education and training in the area of Quality system in testing laboratories, water safety planning and total quality management
11. participate in Quality-assurance and inspection operations of water testing laboratories in the country for health and safety in workplaces, common analytical protocols /standard operating procedures.
12. Perform any other duties that may be assigned from time to time by the Assistant Commissioner, WQIS

Qualifications:

- I. An honors Bachelor's Degree in chemical sciences or any other Water Sciences

Experience:

I none required

a) **Competences**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Knowledge of Water and wastewater technology
- Chemical technology

- Pollution abatement control
- Strategic Thinking
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills

JOB TITLE 1: Senior Technician (water quality management)

Salary Scale: U4

Reports to: senior water analyst (water Quality Management)

Responsible for

Job Purpose

To assist in the provision of reliable water and environmental quality analytical information on water resources for the protection of public health, ecosystem integrity, social and economic development

Key duties and responsibilities

Monitor drinking water parameters using field equipment, for example pH, conductivity, and total dissolved solids meters.

Calibrate equipment and verify data.

Perform distribution-system flushing operations.

Collect and analyze samples.

Organize water-sampling schedules.

Perform water pressure tests for distribution systems using pressure-recording charts.

Conduct bacteriological and chemical testing on samples collected using standard laboratory procedures.

Monitor wells and other water sources.

Enter and update data in testing and results databases.

Qualifications:

- I. An honors Bachelor's Degree in chemical sciences or any other Water Sciences

Experience:

- I none required

a) **Competences**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Knowledge of Water and wastewater technology
- Chemical technology
- Pollution abatement control
- Strategic Thinking
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- 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;
- Attention to detail
- Innovation and self-initiative
- Time Management
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

Job Title:	Sociologist water quality management
Salary scale:	U4
Reports to:	Senior sociologist, water quality management
Responsible for:	NONE

Job purpose:

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

Key duties and responsibilities:

Carrying out mobilization and education programmes on water quality issues in hot spot areas

- Carry out awareness targeting key stakeholders in hot spot catchment areas
- Carrying out socio- economic survey through undertaking Participatory Rural Appraisals and Knowledge Attitudes and Practices Surveys
- Undertake gender mainstreaming activities in line with the sector gender strategy
- Undertake HIV/AIDS mainstreaming activities in line with the sector HIV/AIDS strategy
- Guide and monitor districts in areas of community water quality monitoring and information use, gender and HIV/AIDS mainstreaming

Person Specification:

- i. An honors Bachelors' Degree in Social Sciences majoring in Sociology as a subject.

Experience

- I. None required
 - a) Competencies
 - (i) Technical Competencies
 - Knowledge of regulatory, inspection and related technology of the water sector;
 - Leadership, managerial and planning skills

- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- conflict resolution 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
- Ability to mentor, coach and develop subordinates

Job Title: Laboratory Technician quality management

Salary scale: U6

Reports to: Senior Laboratory Technician, water quality management

Responsible for: NONE

Job purpose:

To ensure timely quality control testing of samples and reporting of results in accordance with approved test procedures, standards and specifications, and in conformance with Good Analytical and Laboratory practices

Key duties and responsibilities:

Receive and verify samples prior to testing

Prepare samples prior to testing and fill records and log books.

Test samples according to SOPS and record the raw data results on analytical worksheets and in the laboratory collection software system

Perform data analysis and prepare test reports.

Prepare and present weekly activity reports and present them to the supervisor.

Perform preventive maintenance of the testing equipment and other equipment available.

Review manufacturers batch testing documentation and make written document review reports.

Participate in writing of SOPs and other QMS activities of the department with reference to ISO 17025.

Test samples for intra-laboratory and international inter-laboratory proficiency testing trials.

Carry out test-method optimization and or/validation of analytical inter-laboratory proficiency testing trials.

Carry out test-method optimized and/or validation of analytical test methods for different medical device products (where needed).

Respond to queries and advise on the appropriate response to particular situations.

Ensure that all the required or necessary equipment, chemicals and reagents, reference materials, books and other appropriate literature are appropriately used and as per SOPs.

Take part in the Water quality Technical Committee meetings whenever called upon

Liaise with other staff members within the department regarding issues related to the testing of samples.

Minimum of an Ordinary Diploma in Science Laboratory Technology (Chemistry or Physics)

Experience

a) **Competencies**

(i) **Technical Competencies**

- Knowledge of regulatory, inspection and related technology of the water sector;
- Presentation and Report Writing
- Pays attention to details
- Excellent Research and analytical skills

(ii) **Behavioral Competencies**

- Ethics and integrity
- Customer Care and public relations skills.
- Demonstrate high levels of Professionalism;
- Team leader and player
- Innovation and self-initiative
- Time Management
- Ability to mentor, coach and develop subordinates

Job Title: Laboratory Attendant management
Salary scale: U8
Reports to: Laboratory Technician, water quality management
Responsible for: NONE

Job purpose:

To ensure timely quality control testing of samples and reporting of results in accordance with approved test procedures, standards and specifications, and in conformance with Good Analytical and Laboratory practices

Key duties and responsibilities:

Receive and verify samples prior to testing

Prepare samples prior to testing and fill records and log books.

Perform preventive maintenance of the testing equipment and other equipment available.

Ensure that all the required or necessary equipment, chemicals and reagents, reference materials, books and other appropriate literature are appropriately used and as per SOPs.

Liaise with other staff members within the department regarding issues related to the testing of samples.

Sets up, calibrates, operates and performs minor maintenance on a variety of laboratory equipment and instruments.

Cleans and maintains laboratory, equipment and instruments; washes, cleans and sterilizes glassware and bacteriological supplies.

Maintains inventory of laboratory supplies.

Prepares chemicals, bacteriological media, stains and standard test solutions.

Collects and preserves varied samples for analysis from specific locations according to a predetermined schedule;

collects special samples as conditions indicate; prepares samples for transport, storage and laboratory testing.

- i. Minimum of an certificate in Science Laboratory Technology (Chemistry or Physics)

Experience

I.

a) Competencies

(i) Technical Competencies

- Pays attention to details
- Excellent Research and analytical skills

(ii) **Behavioral Competencies**

- Ethics and integrity
- Demonstrate high levels of Professionalism;
- Innovation and self-initiative
- Time Management

DEPARTMENT OF WATER RESOURCES PLANNING AND MANAGEMENT

Job Title: Commissioner, Water planning and management

Salary scale U1SE

Reports to: Director, Water Resources Management

Responsible for: Assistant Commissioner, Water Use Planning and Allocation

Assistant Commissioner, Compliance and Enforcement

Job purpose:

The to provide strategic leadership in the implementation of policies and legislations for sound water use, planning and regulation

Key duties and responsibilities:

Leading the formulation and review of water resources policies, laws, regulation and standards related to national and trans-boundary water resources use and protection.

Managing water demands including development and implementation of water use efficiency strategies and plans through preparation of national water resources use and allocation plans

Developing tools for allocation and regulation of water use in line with national priorities and plans

Leading the preparation of strategies and plans for regulation of dams and reservoirs, maintenance of water reservoirs and lakes and implementation of dam safety and management strategies

Managing administration and issuance of water use and water services permits

Leading the coordination of activities in support of the Water Policy Committee, in liaison with other departments, sector and ministries

Leading the development of strategies for monitoring and enforcing compliance to the Water Act, Regulations and Permit conditions.

Leading the coordination, review and advising on environmental impacts related to water resources projects.

Facilitating the regular review of the regulatory framework for water resources management including building legal capacity within the department

Facilitating the development of an awareness raising and communication strategy for water resources regulation

Providing of technical advice, support, supervision and training to stakeholders engaged in use and management of water resources.

Leading the planning, budgeting and control of effective use of human, physical and financial resources of the department

Qualification:

- i. An honors degree in Civil Engineering or water related sciences from a recognized University.
- ii. A Master's degree in water related discipline, construction, quality control management or project planning.
- iii. Should be registered with Uganda Engineers Registration Board.
- iv. A post Graduate qualification in management and or administration will be an added advantage

Experience:

At least 12 years working experience, 3 years of which should have been served at Assistant Commissioner Level in government or equivalent from a reputable organization

Competencies

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations

- Ability to mentor, coach and develop subordinates

Job Title: Assistant Commissioner Water Resources planning & management

Salary scale U1E

Reports to: Commissioner, Water Resources Regulation

Responsible for Principle water officer

Job purpose:

To support the implementation of policies and legislations for sound water use, planning and regulation

Key function s

- Participate in the formulation and review of water resources policies, laws, regulation and standards related to national and trans-boundary water resources use and protection.
- Coordination planning for water use including development of scenarios for various water resources developments at national and basin/Zonal levels
- Responsible for development, review and implementation of national water resources use and allocation plans
- Responsible for development, review and implementation of strategies and plans for regulation of dams and reservoirs for optimum water resources use
- Responsible for development and implementation of strategies for maintenance of water reservoirs and lakes
- Responsible for development and implementation of dam safety and management strategies in collaboration with relevant stakeholders
- Responsible for administration and issuance of national water use and services permits.
- Responsible for maintaining a hard copy and electronic filing system for water permits
- Responsible for maintaining and operating a database for water permits on issues related to permit applicants, permits issuance, payment of permit application fees etc
- Provision of technical advice, support, supervision and training to stakeholders engaged in use and management of water resources.
- Responsible for overall management, planning, budgeting, administration and networking for the division

Qualification:

- i. An honors degree in Civil Engineering or its equivalent from a recognized University.
- ii. A Master's degree in water related discipline or construction management or management or any other related discipline is a Must.
- iii. Should be duly registered with the Uganda Engineers Registration Boards.

iv. A post Graduate qualification in management and or administration will be an added advantage

v.

Experience:

At least 9 years working experience, 3 of which should be at Principal water officer level in Government or a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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

JOB TITLE: Principal Water Officer (water resources planning and management)

Salary Scale: U2

Reports to: Assistant commissioner (water resources planning and management)

Responsible for : Senior Water Officer

Job Purpose

To participate in the implementation of policies and legislations for sound water use, planning regulation and management

Key duties and responsibilities

Participate in the formulation and review of water resources policies, laws, regulation and standards related to national and trans-boundary water resources use and protection.

Coordination planning for water use including development of scenarios for various water resources developments at national and basin/Zonal levels

Responsible for development, review and implementation of national water resources use and allocation plans

Responsible for development, review and implementation of strategies and plans for regulation of dams and reservoirs for optimum water resources use

Responsible for development and implementation of strategies for maintenance of water reservoirs and lakes

Responsible for development and implementation of dam safety and management strategies in collaboration with relevant stakeholders

Responsible for administration and issuance of national water use and services permits.

Responsible for maintaining a hard copy and electronic filing system for water permits

Responsible for maintaining and operating a database for water permits on issues related to permit applicants, permits issuance, payment of permit application fees

Provision of technical advice, support, supervision and training to stakeholders engaged in use and management of water resources.

Responsible for overall management, planning, budgeting, administration and networking for the division

Qualifications:

- I. An honors Bachelor's Degree in Civil Engineering or any other Water Sciences

- II. A master's degree in Water Engineering or any other water related discipline from a recognized University/ Institution
- III. He/she should be registered with the Uganda Engineers Registration Board.
- IV. A post Graduate qualification in management and or administration will be an added advantage

Experience:

I Six (6) years working experience three (3) of which should have been served Senior water Officer Level in Government a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Senior Water Officer (Water resources planning and management)

Salary Scale: U3

Reports to: Principal Water (water resources planning and management)

Responsible for : Water Officer

Job Purpose

To assist in the implementation of policies and legislations for sound water use, planning regulation and management

Key duties and responsibilities

Assisting in the formulation and review of water resources policies, laws, regulation and standards related to national and trans-boundary water resources use and protection.

Assisting in Coordination planning for water use including development of scenarios for various water resources developments at national and basin/Zonal levels

Participating in development, review and implementation of national water resources use and allocation plans

Participating in the development, review and implementation of strategies and plans for regulation of dams and reservoirs for optimum water resources use

Assisting in the development and implementation of dam safety and management strategies in collaboration with relevant stakeholders

Participating in administration and issuance of national water use and services permits.

Assisting in maintaining a hard copy and electronic filing system for water permits

Assisting in maintaining and operating a database for water permits on issues related to permit applicants, permits issuance, payment of permit application fees

Participating in provision of technical advice, support, supervision and training to stakeholders engaged in use and management of water resources. Responsible for development and implementation of strategies for maintenance of water reservoirs and lakes

Qualifications:

- I. An honors Bachelor's Degree in Civil Engineering or any other Water Sciences

II. A post graduate qualification in Water Engineering or any other water related discipline from a recognized University/ Institution is added advantage

II. He/she should be registered with the Uganda Engineers Registration Board.

Experience:

I Three (3) years working experience which should have been served as water Officer Level in Government a reputable organization.

a) **Competencies**

(i) Technical Competencies

- Knowledge of regulatory, inspection and related technology of the water sector;
- Managerial and planning skills
- Strategic Thinking
- Presentation and Report Writing
- 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

JOB TITLE 1: Water Officer Water resources planning and management
Salary Scale: U4
Reports to: Senior Water (Water resources planning and management)

Responsible for
Job Purpose

To assist in the implementation of policies and legislations for sound water use, planning regulation and management

Key duties and responsibilities

1. Assisting in the formulation and review of water resources policies, laws, regulation and standards related to national and trans-boundary water resources use and protection.
2. Assisting in Coordination planning for water use including development of scenarios for various water resources developments at national and basin/Zonal levels
3. Participating in development, review and implementation of national water resources use and allocation plans
4. Participating in the development, review and implementation of strategies and plans for regulation of dams and reservoirs for optimum water resources use
5. Assisting in the development and implementation of dam safety and management strategies in collaboration with relevant stakeholders
6. Participating administration and issuance of national water use and services permits.
7. Assisting in maintaining a hard copy and electronic filing system for water permits
8. Assisting in maintaining and operating a database for water permits on issues related to permit applicants, permits issuance, payment of permit application fees
9. Participating in provision of technical advice, support, supervision and training to stakeholders engaged in use and management of water resources.
10. Responsible for development and implementation of strategies for maintenance of water reservoirs and lakes

Qualifications:

I. An honors Bachelor's Degree in Civil Engineering or any other Water Sciences

II. **Experience:**

None required

a) Competencies

(i) **Technical Competencies**

- Managerial and planning skills
- Strategic Thinking
- Presentation and Report Writing
- 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

Job Title **Data Entry Clerk (Water resources planning and management)**

Salary scale **6**

Reports to

Responsible for

Job purpose:

To maintain the monitoring and assessment database by entering new and updated Information focusing on surface water

Key duties and responsibilities

1. Prepare and sort documents / data sheets for the purpose of data entry
2. Establish entry priorities by maintaining understanding of what data needs to be entered first
3. Check to make sure that accurate data has been entered into the database
4. Follow data program techniques and procedures to maintain data entry requirements
5. Verify entered data by reviewing, correcting, changing or deleting entered information
6. Secure entered information by creating data backups on a periodic basis
7. Check completed work for accuracy and make any required changes immediately
8. Perform document scanning work and link all scans with appropriate entries
9. Create and maintain logbooks of entered and changed data
10. Respond to information access and retrieval requests from authorized members
11. Check source documents against entered data to ensure data integrity at every stage
12. Assist in developing and maintaining improved records within the database system
13. Produce automated data entry and integration reports when requested
14. Generate statistical reports based on maintained data on a periodic basis
15. Test new database systems by performing mock data entry tasks

PERSONAL SPECIFICATIONS

(a) **Qualifications**

(i) A certificate in computer science or information technology

(b) Experience

No Experience Required

(c) **Competencies**

(i) Technical

- Use of spread sheets and other computer packages, experience in transcribing
- Organization,
- Typing, Data Entry Skills
- Attention to Detail,
- Able to Analyze Information,

(ii) **Behavioral**

- Ability to work on own initiative as a member of a team Application
- Able to maintain Confidentiality,
- Results Driven
- Problem solving.

Job Title: Records Assistant
Salary Scale: U7
Reports to: Assistant Records Officer
Job Purpose

To keep files, correspondences and records; and dispatch mails to relevant officers for action.

Key duties and responsibilities

Receiving, registering and routing incoming mails;
Filing and storing correspondences for future reference;
Keeping stock of records for easy tracking and retrieval; and
Retrieving files as and when required;

Person specification

(i) Qualifications

An Ordinary Certificate in Education (UCE); with a Certificate in Records Management from a recognized awarding Institution.

(ii) Competences

Information Communication and Technology;
Records and information management;
Concern for quality and standards;
Communication;
Time Management; and Result Oriented

DIRECTORATE OF ENVIRONMENTAL AFFAIRS

Job Title: Director/ ENVIRONMENTAL AFFAIRS

Salary Scale: U1SE

Responsible for:

Job purpose

Providing strategic Guidance for the Directorate of Environmental Affairs

Key duties and responsibilities:

Coordinating the Implementation of government policy on Environmental Affairs. Guiding and facilitating the development and review of water laws, policies and related issues.

Submitting work plans, budgets and report for Directorate of Environmental Affairs to the Permanent Secretary regarding Environmental Affairs.

Advising government on National and international Environmental Affairs. Management.

Coordinating with other Ministries and stakeholders on Environmental Affairs Development, regulation and management.

Representing Government at Local and International conferences, seminars and meetings on Environmental Affairs.

Liaising with external funding agencies on Environmental Affairs. viii.

Overseeing day to day management of Directorate of Environmental Affairs.

ix. Person specifications

a) Academic Qualifications

- I. An honors Bachelor's Degree in Civil Engineering.
- II. A Master's Degree in Water related sciences, or construction management, or any other related discipline from a recognized University/ Institution is a Must.
- III. Should be registered with the Uganda Engineers Registration Board
- IV. A post Graduate qualification in management and or administration will be an added advantage.

(b) Experience

A working experience of at least ten (12) years in the water sector management and development; three (3) of which should have been served at the level of Commissioner Level in Government or a reputable organization

c) **Competencies**

(i) **Technical**

- demonstrate Knowledge of environmental issues trends policies and regulations;
- Strategic Thinking
- Effective leadership and managerial skills,
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Excellent Report writing skills.
- Accountability

(ii) **Behavioral**

- Leadership, managerial and planning skills with well-developed public relations skills;
- Ethics and Integrity;
- Demonstrate high levels of Professionalism;
- Team leader and player
- Effective Communication and knowledge management
- Innovation and self-initiative
- Time Management
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates;

DEPARTMENT OF ENVIRONMENT SECTOR SUPPORT SERVICES

JOB TITLE:	Commissioner, Environmental Sector Support Services
Salary Scale	U1SE (SC)
Report to:	Director of Environment Affairs
Responsible for	Assistant Commissioner, Environment Sector Support Services.

Job Purpose

To provide technical leadership of all matters relating to environment management in the country.

Key duties and responsibilities

Leading the initiation, formulation and review of national policies, legislations and strategies on the environment.

Leading the development and setting of national standards for the environment sector.

Leading the monitoring and evaluation of the performance of Local Governments Parastatal Organizations (i.e. NEMA and NFA), NGOs and the private sector.

Leading the supervision and mobilization of support and resources for environment management.

Leading the coordination, inspection, monitoring and evaluation of the performance of various actors in environment management for compliance in the implementation of policies, legislations, standards, strategies and plans.

Providing technical advice to Local Governments and other stakeholders.

Coordinating and supervising national projects on environmental management.

Lead the liaison with Regional and International Environmental Agencies.

Qualification:

- a) An honors Bachelor's Degree in Civil Engineering, environmental or water related sciences.
- b) A Master's Degree in environmental sciences, or construction management, or any other related discipline from a recognized University/ Institution.
- c) Should be registered with the Uganda Engineers Registration Board.

- d) A post Graduate qualification in management and or administration will be an added advantage

Experience:

A twelve (12) years working experience three (3) of which should have been served at Assistant Commissioner environmental services Level in Government or a reputable organization.

(a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of environmental issues, trends systems, and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations

- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Assistant Commissioner (Environmental Sector Support Services)

Salary Scale: U1E

Reports to : commissioner (Environmental Sector Support Services)

Responsible for : Principal Water Officer

Job Purpose

To provide technical support on all matters relating to environment management in the country

Key duties and responsibilities

1. Supporting the initiation, formulation and review of national policies, legislations and strategies on the environment.
2. Supporting the development and setting of national standards for the environment sector.
3. Supporting the monitoring and evaluation of the performance of Local Governments Parastatal Organizations (i.e. NEMA and NFA), NGOs and the private sector.
4. Supporting the supervision and mobilization of support and resources for environment management.
5. Supporting the coordination, inspection, monitoring and evaluation of the performance of various actors in environment management for compliance in the implementation of policies, legislations, standards, strategies and plans.
6. Providing technical advice to Local Governments and other stakeholders.
7. Coordinating and supervising national projects on environmental management.
8. Supporting the liaison with Regional and International Environmental Agencies

Qualifications:

- I. An honors Bachelor's Degree in Civil Engineering or any other Water Sciences
- II. A master's degree in Water Engineering or any other water related discipline from a recognized University/ Institution

- III. He/she should be registered with the Uganda Engineers Registration Board.
- IV. A post Graduate qualification in management and or administration will be an added advantage

Experience:

I .Nine (9) years working experience three (3) of which should have been served Principal Water Officer Level in Government a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations

- Ability to mentor, coach and develop subordinates

JOB TITLE: **Principal Environment Officer (Environmental Sector Support Services)**

Salary Scale: **U2**

Reports to: **Assistant commissioner (Environmental Sector Support Services)**
Responsible for : **Senior Environment Officer**

Job Purpose

To participate on all matters relating to environment management in the country

Key duties and responsibilities

1. Supporting the initiation, formulation and review of national policies, legislations and strategies on the environment.
2. Supporting the development and setting of national standards for the environment sector.
3. Supporting the monitoring and evaluation of the performance of Local Governments Parastatal Organizations (i.e. NEMA and NFA), NGOs and the private sector.
4. Supporting the supervision and mobilization of support and resources for environment management.
5. Supporting the coordination, inspection, monitoring and evaluation of the performance of various actors in environment management for compliance in the implementation of policies, legislations, standards, strategies and plans.
6. Providing technical advice to Local Governments and other stakeholders.
7. Coordinating and supervising national projects on environmental management.
8. Supporting the liaison with Regional and International Environmental Agencies

Qualifications:

1. An honors Bachelor's Degree in Environmental sciences, Engineering or any other Water Sciences

- II. A post graduate qualification in any of the above fields from a recognized University/ Institution
- III. He/she should be registered with the Uganda Engineers Registration Board. Applicable
- IV. A post Graduate qualification in management and or administration will be an added advantage

Experience:

- I Six (6) years working experience three (3) of which should have been served senior environment Officer Level in Government a reputable organization.

a) **Competencies**

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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

- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: **Senior Environment Officer (Environmental Sector Support Services)**

Salary Scale: **U3**

Reports to: **Principal Environment (Environmental Sector Support Services)**

Responsible for **: Environment Officer**

Job Purpose

To participate on all matters relating to environment management in the country

Key duties and responsibilities

1. Supporting the initiation, formulation and review of national policies, legislations and strategies on the environment.
2. Supporting the development and setting of national standards for the environment sector.
3. Supporting the monitoring and evaluation of the performance of Local Governments Parastatal Organizations (i.e. NEMA and NFA), NGOs and the private sector.
4. Supporting the supervision and mobilization of support and resources for environment management.
5. Supporting the coordination, inspection, monitoring and evaluation of the performance of various actors in environment management for compliance in the implementation of policies, legislations, standards, strategies and plans.
6. Providing technical advice to Local Governments and other stakeholders.
7. Coordinating and supervising national projects on environmental management.
8. Supporting the liaison with Regional and International Environmental Agencies

Qualifications:

- I. An honors Bachelor's Degree in Environmental Engineering, environmental sciences or any other Water Sciences
- II. A post graduate qualification in any above fields from a recognized University/ Institution is added advantage

II. He/she should be registered with the Uganda Engineers Registration Board where applicable

Experience:

I Three (3) years working experience which should have been served Environmental Officer Level in Government a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Managerial and planning skills
- Strategic Thinking
- Presentation and Report Writing
- 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

JOB TITLE 1: Environment Officer (Environmental Sector Support Services)

Salary Scale: U4

Reports to: Senior Environment Officer ((Environmental Sector Support Services)

Responsible for none

Job Purpose

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

Key duties and responsibilities

1. Supporting the initiation, formulation and review of national policies, legislations and strategies on the environment.
2. Supporting the development and setting of national standards for the environment sector.
3. Supporting the monitoring and evaluation of the performance of Local Governments Parastatal Organizations (i.e. NEMA and NFA), NGOs and the private sector.
4. Supporting the supervision and mobilization of support and resources for environment management.
5. Supporting the coordination, inspection, monitoring and evaluation of the performance of various actors in environment management for compliance in the implementation of policies, legislations, standards, strategies and plans.
6. Providing technical advice to Local Governments and other stakeholders.
7. Coordinating and supervising national projects on environmental management.
8. Supporting the liaison with Regional and International Environmental Agencies

Qualifications:

- I. An honors Bachelor's Degree in environmental Engineering environmental sciences or any other Water Sciences

II. Experience:

None required

a) **Competencies**

(i) Technical Competencies

- Managerial and planning skills
- Strategic Thinking
- Presentation and Report Writing
- 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

DEPARTMENT OF WET LANDS MANAGEMENT

JOB TITLE:	Commissioner, Wetland Management
Salary Scale	U1SE (SC)
Report to:	Director of Environment Affairs
Responsible for	Assistant Commissioner, Wetland Management

Job Purpose

To provide strategic leadership in management of all Uganda's wetlands in order to sustain their ecological and socio-economic functions

Key duties and responsibilities

Leading the formulation and review national policies, legislations and strategies on wetlands management.

Leading the Development of guidelines and standards for wetlands management.

Leading the supervision of national projects on wetlands management.

Coordinating and harmonizing wetland management activities carried out by the various local governments and other actors in the sub-sector.

Leading the inspection, monitoring and evaluation of activities of local governments and other actors to ensure compliance with the national standards, policies and plans.

Leading the design, development and maintenance of a national wetlands master plan and a national wetlands information system.

Leading the development, testing and promotion of a scientific knowledge base for optimal wetlands management.

Leading the provision of technical advice, support supervision and training within the area of wetlands management sub-sector.

Serving as an administrative Authority and a national focal point for the coordination and implementation of the Ramsar Convention on wetlands and other relevant international and Regional Agreements and Protocols.

Providing administrative and technical support to the National Wetlands Advisory Group (NWAG) and the National Ramsar Committee (NRC)

Qualification:

- a) An honors Bachelor's Degree in Civil Engineering, environmental or water related sciences.

- b) A Master's Degree in environmental sciences, or construction management, or any other related discipline from a recognized University/ Institution.
- c) Should be registered with the Uganda Engineers Registration Board.
- d) A post Graduate qualification in management and or administration will be an added advantage

Experience:

A twelve (12) years working experience three (3) of which should have been served at Assistant Commissioner environmental services Level in Government or a reputable organization.

(a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Adequate knowledge of environmental issues, trends systems, and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Assistant Commissioner (Wetland Management)

Salary Scale: U1E

Reports to : commissioner (Wetland Management)

Responsible for : Principal Wetland Officer

Job Purpose

To provide support in management of all Uganda's wetlands in order to sustain their ecological and socio-economic functions

Key duties and responsibilities

1. Supporting the formulation and review national policies, legislations and strategies on wetlands management.
2. Setting standards for wetlands management.
3. Supporting the coordination and supervision of national projects on wetlands management.
5. Supporting the coordination and harmonization of wetland management activities carried out by the various local governments and other actors in the sub-sector.
6. Supporting the inspection, monitoring and evaluation of activities of local governments and other actors to ensure compliance with the national standards, policies and plans.
7. Supporting design, development and maintenance of a national wetlands master plan and a national wetlands information system.
8. Supporting the development, testing and promotion of scientific knowledge base for optimal wetlands management.
9. Providing technical advice, support supervision and training within the area of wetlands management sub-sector.

10. Serving as an administrative Authority and a national focal point for the coordination and implementation of the Ramsar Convention on wetlands and other relevant international and Regional Agreements and Protocols.
11. Providing administrative and technical support to the National Wetlands Advisory Group (NWAG) and the National Ramsar Committee (NRC)

Qualifications:

- I. An honors Bachelor's Degree in environmental Engineering, environmental sciences or any other Water Sciences
- II. A post graduate qualification in any the above from a recognized University/ Institution
- III. He/she should be registered with the Uganda Engineers Registration Board.
- IV. A post Graduate qualification in management and or administration will be an added advantage

Experience:

- I. .Nine (9) years working experience three (3) of which should have been served Principal wet lands Officer Level in Government a reputable organization.
 - a) Competencies
 - (i) Technical Competencies
 - Adequate knowledge of regulatory, inspection and related technology of the water sector;
 - Adequate knowledge of public financial system, procedures and regulations;
 - Leadership, managerial and planning skills
 - Strategic Thinking
 - Knowledge generation and management skills
 - Presentation and Report Writing
 - Policy formulation, Planning, Organizing and coordinating skills;
 - Excellent Research and analytical skills
 - Accountability
 - (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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE: Principal Wetland officer (Wetland Management)

Salary Scale: U2

Reports to: Assistant commissioner (Wetland Management)

Responsible for : Senior Wetland officer (Wetland Management)

Job Purpose

To provide support in management of all Uganda's wetlands in order to sustain their ecological and socio-economic functions

Key duties and responsibilities

1. Supporting the formulation and review national policies, legislations and strategies on wetlands management.
2. Setting standards for wetlands management.
3. Supporting the coordination and supervision of national projects on wetlands management.
5. Supporting the coordination and harmonization of wetland management activities carried out by the various local governments and other actors in the sub-sector.
6. Supporting the inspection, monitoring and evaluation of activities of local governments and other actors to ensure compliance with the national standards, policies and plans.
7. Supporting design, development and maintenance of a national wetlands master plan and a national wetlands information system.
8. Supporting the development, testing and promotion of scientific knowledge base for optimal wetlands management.
9. Providing technical advice, support supervision and training within the area of wetlands management sub-sector.
10. Serving as an administrative Authority and a national focal point for the coordination and implementation of the Ramsar Convention on wetlands and other relevant international and Regional Agreements and Protocols.
11. Providing administrative and technical support to the National Wetlands Advisory Group (NWAG) and the National Ramsar Committee (NRC)

Qualifications:

- I. An honors Bachelor's Degree in Environmental sciences, Engineering or any other Water Sciences
- II. A post graduate qualification in any of the above fields from a recognized University/ Institution
- III. He/she should be registered with the Uganda Engineers Registration Board. Applicable
- IV. A post Graduate qualification in management and or administration will be an added advantage

Experience:

I Six (6) years working experience three (3) of which should have been served senior wet lands Officer Level in Government a reputable organization.

a) Competencies

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(ii) **Behavioral Competencies**

- Ethics and integrity
- Good oral and communication skills.
- Demonstrate high levels of Professionalism;
- Team leader and player
- Innovation and self-initiative

- Time Management
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Senior wet land Officer (Wetland Management)

Salary Scale: U3

Reports to: Principal wet land Officer (Wetland Management)

Responsible for : wet land Officer

Job Purpose

To participate on all matters relating to wet land management in the country

Key duties and responsibilities

1. Supporting the formulation and review national policies, legislations and strategies on wetlands management.
2. Setting standards for wetlands management.
3. Supporting the coordination and supervision of national projects on wetlands management.
5. Supporting the coordination and harmonization of wetland management activities carried out by the various local governments and other actors in the sub-sector.
6. Supporting the inspection, monitoring and evaluation of activities of local governments and other actors to ensure compliance with the national standards, policies and plans.
7. Supporting design, development and maintenance of a national wetlands master plan and a national wetlands information system.
8. Supporting the development, testing and promotion of scientific knowledge base for optimal wetlands management.
9. Providing technical advice, support supervision and training within the area of wetlands management sub-sector.
10. Serving as an administrative Authority and a national focal point for the coordination and implementation of the Ramsar Convention on wetlands and other relevant international and Regional Agreements and Protocols.

11. Providing administrative and technical support to the National Wetlands Advisory Group (NWAG) and the National Ramsar Committee (NRC)

Qualifications:

- I. An honors Bachelor's Degree in Environmental Engineering, environmental sciences or any other Water Sciences
- II. A post graduate qualification in any above fields from a recognized University/ Institution is added advantage
- II. He/she should be registered with the Uganda Engineers Registration Board where applicable

Experience:

I Three (3) years working experience which should have been served wet land Officer Level in Government a reputable organization.

a) **Competencies**

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Managerial and planning skills
- Strategic Thinking
- Presentation and Report Writing
- 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

JOB TITLE 1: wet land Officer (Wetland Management)

(Salary Scale: U4

Reports to: Senior Environment Officer ((Wetland Management)

Responsible for none

Job Purpose

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

Key duties and responsibilities

Supporting the formulation and review national policies, legislations and strategies on wetlands management.

2. Setting standards for wetlands management.
3. Supporting the coordination and supervision of national projects on wetlands management.
5. Supporting the coordination and harmonization of wetland management activities carried out by the various local governments and other actors in the sub-sector.
6. Supporting the inspection, monitoring and evaluation of activities of local governments and other actors to ensure compliance with the national standards, policies and plans.
7. Supporting design, development and maintenance of a national wetlands master plan and a national wetlands information system.
8. Supporting the development, testing and promotion of scientific knowledge base for optimal wetlands management.
9. Providing technical advice, support supervision and training within the area of wetlands management sub-sector.
10. Serving as an administrative Authority and a national focal point for the coordination and implementation of the Ramsar Convention on wetlands and other relevant international and Regional Agreements and Protocols.
11. Providing administrative and technical support to the National Wetlands Advisory Group (NWAG) and the National Ramsar Committee (NRC)

Qualifications:

I. An honors Bachelor's Degree in environmental Engineering environmental sciences or any other Water Sciences

II. **Experience:**

None required

a) Competencies

(i) Technical Competencies

- Managerial and planning skills
- Strategic Thinking
- Presentation and Report Writing
- 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

DEPARTMENT OF FORESTRY SECTOR SUPPORT SERVICES

JOB TITLE:	Commissioner, Forestry Sector Support Services
Salary Scale	U1SE (SC)
Report to:	Director of Environment Affairs
Responsible for	Assistant Commissioner, Forestry Sector Support Services

Job Purpose

To provide strategic leadership in management of the Country's forests in order to support their ecological and socio-economic benefits to the present generation

Key duties and responsibilities

Leading the formulation, review and oversight of national policies, legislations, strategies and plans for effective management of forestry resources.

Leading the setting of guidelines and national standards on forestry management.

Leading the coordination and supervision of technical support and training to local government.

Overseeing the NFA's performance contract in forest sector development.

Leading the inspection, monitoring and evaluation of Local Government Forestry Services for effective implementation of national policies, plans and strategies on forestry development.

Leading the coordination, inspection monitoring and evaluation the performance of the various actors in forestry management including Uganda Wildlife Authority (UWA).

Coordinating and supervising the National Forest Plan (NFP) and cross-sectoral linkages (projects, programmes and plans).

Leading the promotion of public information and advocacy for the forest sector
Liaising and participating in regional and international programmes on forestry development.

Qualification:

- i. An Honors Bachelor's Degree in any of the following natural Sciences: Forestry, Environment, Environmental Science, Agriculture, Botany/ Zoology; from a recognized University/ Institution

- ii. A Master's Degree In any of the above fields from a recognized University/ Institution
- d) A post Graduate qualification in management and or administration will be an added advantage

Experience:

A twelve (12) years working experience three (3) of which should have been served at Assistant Commissioner Forestry support services Level in Government or a reputable organization.

(a) **Competencies**

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the forestry sector;
- Adequate knowledge of environmental issues, trends systems, and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Assistant Commissioner Forestry Sector Support Services

Salary Scale: U1E

Reports to : commissioner Forestry Sector Support Services

Responsible for : Principal Forestry Officer

Job Purpose

To support the management of the Country's forests in order to support their ecological and socio-economic benefits to the present generation

Key duties and responsibilities

1. Supporting the formulation, review and oversight of national policies, legislations, strategies and plans for effective management of forestry resources.
2. Supporting the setting of guidelines and national standards on forestry management.
3. Supporting the coordination and supervision of technical support and training to local government.
4. Overseeing the NFA's performance contract in forest sector development.
5. Supporting the inspection, monitoring and evaluation of Local Government Forestry Services for effective implementation of national policies, plans and strategies on forestry development.
6. Supporting the coordination, inspection monitoring and evaluation the performance of the various actors in forestry management including Uganda Wildlife Authority (UWA).
7. Coordinating and supervising the National Forest Plan (NFP) and cross-sectoral linkages (projects, programmes and plans).
8. Supporting the promotion of public information and advocacy for the forest sector
9. Liaising and participating in regional and international programmes on forestry development.

Qualifications:

An Honors Bachelor's Degree in any of the following natural Sciences: Forestry, Environment, Environmental Science, Agriculture, Botany/ Zoology; from a recognized University/ Institution

ii. A Master's Degree In any of the above fields from a recognized University/ Institution

d) A post Graduate qualification in management and or administration will be an added advantage

I .Nine (9) years working experience three (3) of which should have been served Principal forestry Officer Level in Government a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the forestry sector;
- Adequate knowledge of public financial system, procedures and regulations;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE: Principal forestry officer (Forestry Sector Support Services)

Salary Scale: U2

Reports to: Assistant commissioner (Forestry Sector Support Services)

Responsible for : Senior Forestry officer (Forestry Sector Support Services)

Job Purpose

To support the management of the Country's forests in order to support their ecological and socio-economic benefits to the present generation

Key duties and responsibilities

1. Supporting the formulation, review and oversight of national policies, legislations, strategies and plans for effective management of forestry resources.
2. Supporting the setting of guidelines and national standards on forestry management.
3. Supporting the coordination and supervision of technical support and training to local government.
4. Overseeing the NFA's performance contract in forest sector development.
5. Supporting the inspection, monitoring and evaluation of Local Government Forestry Services for effective implementation of national policies, plans and strategies on forestry development.
6. Supporting the coordination, inspection monitoring and evaluation the performance of the various actors in forestry management including Uganda Wildlife Authority (UWA).
7. Coordinating and supervising the National Forest Plan (NFP) and cross-sectoral linkages (projects, programmes and plans).

8. Supporting the promotion of public information and advocacy for the forest sector
9. Liaising and participating in regional and international programmes on forestry development.

Qualifications:

An Honors Bachelor's Degree in any of the following natural Sciences: Forestry, Environment, Environmental Science, Agriculture, Botany/ Zoology; from a recognized University/ Institution

- ii. A post graduate qualification in any of the above fields from a recognized University/ Institution
- d) A post Graduate qualification in management and or administration will be an added advantage

Experience:

I Six (6) years working experience three (3) of which should have been served senior forestry Officer Level in Government a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

- Adequate knowledge of regulatory, inspection and related technology of the water sector;
- Leadership, managerial and planning skills
- Strategic Thinking
- Knowledge generation and management skills
- Presentation and Report Writing
- Policy formulation, Planning, Organizing and coordinating skills;
- Excellent Research and analytical skills
- Accountability

(ii) **Behavioral Competencies**

- Ethics and integrity

- Good oral and communication skills.
- Demonstrate high levels of Professionalism;
- Team leader and player
- Innovation and self-initiative
- Time Management
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Senior Forestry Officer Forestry Sector Support Services

Salary Scale: U3

Reports to: Principal Forestry Officer (Forestry Sector Support Services

Responsible for : Forestry Officer

Job Purpose

To support the management of the Country's forests in order to support their ecological and socio-economic benefits to the present generation

Key duties and responsibilities

1. Supporting the formulation, review and oversight of national policies, legislations, strategies and plans for effective management of forestry resources.
2. Supporting the setting of guidelines and national standards on forestry management.
3. Supporting the coordination and supervision of technical support and training to local government.
4. Overseeing the NFA's performance contract in forest sector development.
5. Supporting the inspection, monitoring and evaluation of Local Government Forestry Services for effective implementation of national policies, plans and strategies on forestry development.
6. Supporting the coordination, inspection monitoring and evaluation the performance of the various actors in forestry management including Uganda Wildlife Authority (UWA).

7. Coordinating and supervising the National Forest Plan (NFP) and cross-sectoral linkages (projects, programmes and plans).
8. Supporting the promotion of public information and advocacy for the forest sector
9. Liaising and participating in regional and international programmes on forestry development.

Qualifications:

An Honors Bachelor's Degree in any of the following natural Sciences: Forestry, Environment, Environmental Science, Agriculture, Botany/ Zoology; from a recognized University/ Institution

- ii. A post graduate qualification in any of the above fields from a recognized University/ Institution is an added advantage

Experience:

I Three (3) years working experience which should have been served Forestry Officer Level in Government a reputable organization.

a) **Competencies**

(i) Technical Competencies

- Adequate knowledge of regulatory, inspection and related technology of the forestry sector;
- Managerial and planning skills
- Strategic Thinking
- Presentation and Report Writing
- 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

JOB TITLE 1: Forestry Officer (Forestry Sector Support Services)

(Salary Scale: U4

Reports to: Senior Forestry Officer (Forestry Sector Support Services)

Responsible for none

Job Purpose

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

Key duties and responsibilities

1. Supporting the formulation, review and oversight of national policies, legislations, strategies and plans for effective management of forestry resources.
2. Supporting the setting of guidelines and national standards on forestry management.
3. Supporting the coordination and supervision of technical support and training to local government.
4. Overseeing the NFA's performance contract in forest sector development.
5. Supporting the inspection, monitoring and evaluation of Local Government Forestry Services for effective implementation of national policies, plans and strategies on forestry development.
6. Supporting the coordination, inspection monitoring and evaluation the performance of the various actors in forestry management including Uganda Wildlife Authority (UWA).
7. Coordinating and supervising the National Forest Plan (NFP) and cross-sectoral linkages (projects, programmes and plans).
8. Supporting the promotion of public information and advocacy for the forest sector
9. Liaising and participating in regional and international programmes on forestry development.

Qualifications:

An Honors Bachelor's Degree in any of the following natural Sciences: Forestry, Environment, Environmental Science, Agriculture, Botany/ Zoology; from a recognized University/ Institution

II. Experience:

None required

a) **Competencies**

(i) Technical Competencies

- Managerial and planning skills
- Strategic Thinking
- Presentation and Report Writing
- 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

NYABYEYA FORESTRY COLLEGE APPROVED ESTABLISHMENT

1	Principal	U1E	1
2	Deputy Principal	U2	1
3	Principal Lecturer	U2	6
4	Academic Registrar	U2	1
5	Secretary	U2	1
6	Dean	U3	1
7	Bursar	U3	1
8	Senior Lecturer	U3	8
9	Lecturer	U4	8
11	ICT Manager	U4	1
12	Estates Officer	U4	1
13	Assistant Academic Registrar	U4	1
14	College Forest Officer	U4	1
15	Librarian	U4	1
16	Assistant Lecturer	U5	5
17	Matron	U5	1
18	Security officer	U5	1
19	Steno Secretary	U5	1
20	Assistant Inventory Management Officer	U5	1
21	Warden	U6	1
22	Caterer	U6	1
23	Pool Stenographer	U6	1
24	Accounts Assistant	U7	2
25	Electrician	U7	1
26	Library Assistant	U7	1
27	Enrolled Nurse	U7	1
28	Mechanic	U7	1
29	Plumber	U8	1
30	Office Attendant	U8	1
31	Cleaner	U8	6
32	Askari	U8	10
33	Forest Worker	U8	20
34	Cook and Waitress	U8	9

35	Sawmill Worker	U8	2
37	Saw Doctor	U8	1
	Total		101

Job Title: Principal

Salary Scale: UIE (SC)

Reports to: Permanent Secretary, Ministry of Water and Environment

Directly Supervises: Deputy Principal, Academic Registrar, College Secretary and the Bursar

Job Purpose:

Overall management of the Forestry College

Key duties and responsibilities;

1. Coordinating the implementation of Government and Governing Council policies and resolutions.
2. Providing direction and leadership in the management and development of the College.
3. Managing and accounting for the resources, assets facilities, estates, and performance of the College.
4. Developing and maintaining working linkages and collaboration mechanisms with relevant Key stakeholders.
5. Chairing the College Management Committee and the Academic Board;
6. Mobilizes the requisite resources for the College programmers, maintenance and development.
7. Coordinating and monitoring the implementation of Academic and Students development programs.
8. Promoting and directing the public relations function to project positively the College image
9. Attending to and disposing all disciplinary cases in the academic fields for both the Academic Staff and Students under their specialized area

Person Specifications:

A. Academic qualifications

- i. An Honors Bachelor's Degree in any of the following natural Sciences: Forestry, Environment, Environmental Science, Agriculture, Botany/ Zoology;
- ii. A Master's Degree In Forestry Management, or a Master's Degree in Education Administration and Management, or in Human Resource Management, or in any Natural Sciences

B. Experience:

Should have a continuous teaching experience of Ten (10) years in a similar Institution, three of which should have been at the level of a Principal Lecturer

C. Competencies

Technical

- Strategic thinking;
- Financial management;
- Human Resource Management;
- Planning, Organising and Coordinating;
- Management of organisation environment;
- Computer Skills

Behavioral

- Leadership and Team work;
- Public relations and customer care;
- Effective Communications;
- Ethics and Integrity;
- Accountability and concern for standards, and
- Strong interpersonal skills

Job Title: Deputy Principal

Salary Scale: UIE (SC)

Reports to: College Principal

Directly Supervises: Lecturers

Job Purpose:

Overall management of academic programs of the College

Key duties and responsibilities;

1. Coordinating Students recruitment, training, examinations and awarding ceremony
2. Developing plans /programs and schedules for theory and practical teaching and related programs under their specialized area in the College;
3. Coordinating the assessment and evaluation of the Students' performance;
4. Providing secretariat services to the Governing Council of the College
5. Supervising and monitoring management of the College workshops and laboratories and practical sites for effectiveness and efficiency in practical training of students;
6. Coordinating research initiatives and ensures dissemination of the relevant research findings;
7. Coordinating placement and supervision of students on internship under their specialized area;
8. Supervising the preparation of teaching/ instruction materials and other teaching/ instruction requirements under their specialized area;
9. Deputizing the Principal in the day-to-day management of the College under their specialized area;
10. Supervising and evaluating the performance of the Academic Staff under their specialized area;
10. Manages Support staff and is responsible for the provision of welfare services to the all employees of the institution and students.

Person Specifications:

A. Academic Qualifications

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

A Master's Degree in Forestry Management or a Master's Degree in Education Administration and Management, or in Human Resource Management, or any in the Natural Sciences

B. Experience:

Should have a continuous teaching experience of nine (9) years in a similar Institution, three of which should have been at the level of a Principal Lecturer

C. Competencies

Technical

- Strategic thinking;
- Financial management;
- Human Resource Management;
- Planning, Organising and Coordinating;
- Management of organisation environment;
- Computer Skills

Behavioral

- Leadership and Team work;
- Public relations and customer care;
- Effective Communications;
- Ethics and Integrity;
- Accountability and concern for standards,; and
- Strong interpersonal skills

JOB TITLE : **PRINCIPAL LECTURER**
Salary Scale : **U2 (SC)**
Responsible to : **Head of department**
Responsible for : **Lower level Academic Staff in the relevant discipline.**

JOB PURPOSE

To provide academic leadership and knowledge in the relevant discipline and lead the development and implementation of research and publications.

Key duties and responsibilities

Providing academic leadership, guidance and mentorship in the department.

Preparing and delivering lectures to students.

Conducting seminars and tutorials.

Advising students on their academic performance.

Participating in curriculum development and review.

Supervising student projects, field trips and placements where required.

Setting, marking and assessing course work and examinations and providing timely feedback to students.

Preparing and submitting proposals and applications to external bodies for funding and accreditation purposes.

Conducting research and produces scholarly publications

Promoting quality assurance in all spheres of service delivery.

Initiating and participating in outreach services for the development of the community

Giving an inaugural lecture in the relevant discipline.

PERSON SPECIFICATIONS

Person Specifications:

A. Academic Qualifications

(i) Honors Bachelor's Degree in Natural sciences (Forestry, Botany/zoology Physics, Environmental Science and Agriculture

(ii) A Master's Degree in any of the above fields

(iii) A qualification in Education Administration and Management is an added advantage

B. Experience:

Should have at least three (3) years teaching experience in an Academic Institution,

a. **Competencies**

Technical

- Strategic thinking;
- Knowledge management
- Human Resource Management;
- Planning, Organizing and Coordinating;
- Computer Skills

Behavioral

- Networking;
- Public relations and customer care;
- Effective Communications;
- Ethics and Integrity;
- Concern for quality and standards, and
- Strong interpersonal skills

Job Title: Academic Registrar

Salary Scale: U2 (SC)

Reports to: Deputy Principal

Directly Supervises: Assistant Academic Registrar and Librarian

Job Purpose:

Managing students' recruitment, admissions, teaching- learning process and examination management.

Key duties and responsibilities;

- (1) Providing Secretariat services to the Academic Board of the College;
- (2) Managing recruitment, admission and registration of students in liaison with relevant stakeholders;
- (3) Managing the preparation and administration of examinations
- (4) Coordinating the development and supervising the implementation of the teaching/ instruction and examination time table in liaison with Lecturers;
- (5) Proposing standards for proficiency and qualifications for award to the Examination Board in liaison with relevant Stakeholders.
- (6) Preparing evaluation grading structure and academic programs for the College;
- (7) Supervises the provision of library services to the Students and Staff of the College.
- (8) Developing and maintaining a data bank on Academic Staff and Students' academic records in the College

Person Specifications:

A. Academic Qualifications

- i. An Honors Bachelor's Degree in any of the following Natural Sciences: Forestry, Environment, Environmental Science, Agriculture, Botany/ Zoology;
- ii. A Master's Degree in Forestry Management, or a Master's Degree in Education Administration and Management, or in Human Resource

Management, or any in the Natural Sciences with at least a Diploma in a Management field.

B. Experience:

Should have at least six (6) years working experience in an Academic Institution, three of which should have been at the level of Assistant Academic Registrar

C. Competencies

Technical

- Strategic thinking;
- Knowledge management
- Human Resource Management;
- Planning, Organising and Coordinating;
- Computer Skills

Behavioral

- Networking;
- Public relations and customer care;
- Effective Communications;
- Ethics and Integrity;
- Concern for quality and standards, and
- Strong interpersonal skills

Job Title: College Secretary
Salary Scale: U2
Reports To: Principal
Directly Supervises: Support Personnel in the Office

Job Purpose:

Providing efficient and effective Administrative and Office managerial services to the College.

Key duties and responsibilities;

1. Interpreting and providing guidance in the implementation of institutions administrative policies, regulations and procedures.
2. Assisting the Principal in managing protocol affairs of visiting dignitaries or guests to the College.
3. Taking, preparing and circulating minutes of management meetings as assigned.
4. Monitoring and evaluating the performance of service providers for outsourced administrative services to the College
5. Supervising the utilization and maintenance of common user facilities and services.
6. Participating in the organization of College events and ceremonies.
7. Coordinating mail, postage and courier services.
8. Overseeing reception facilities within the administration building.
9. Compiling data and information for administrative decision making or speech preparation.
10. Reporting on status of implementation by both academic and non-academic units of actionable administrative decisions taken by either Management or Council.

PERSON SPECIFICATIONS

- i. An Honors Degree in either Social Sciences, Development Studies, Social Work and Social Administration, Management Science, Law, Commerce

(Management option), Business Administration (Management option) or Business Studies (Management option) or a related field from a recognized institution.

- ii. Master's degree in Public Administration or any Management field

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B Experience.

Should have a minimum of one year working experience administration in a training Institution,

Competencies

Technical

- Planning, Organizing and Coordinating;
- Computer Skills

Behavioral

- Public relations and customer care;
- Effective Communications;
- Ethics and Integrity;
- Concern for quality and standards, and
- Strong interpersonal skills

Job Title: Dean of Students

Salary Scale: U3

Reports To: Principal

Directly Supervises: Warden

Job Purpose:

Providing Welfare facilities and services to the students in accordance with the College rules and regulations.

Key duties and responsibilities

1. Initiating the formulation and development of students' management regulations in collaboration with relevant stake holders;
2. Overseeing all nonacademic programs that are administered to students in the College including student organizations, provision of health care services, social services, guidance and counseling services, security and safety, and food and accommodation;
3. Reviewing reports on student's misconduct/ cases that require disciplinary action to ensure adherence to the College rules and regulations;
4. Supervising units responsible for students' affairs and welfare such as students' guild and other student organizations;
5. Serving as a liaison between students' alumni, parents, College Management and external community;
6. Preparing and presenting/ submitting work plans and budgets for the students' welfare programs and activities to the relevant office.

Person Specifications:

C. Academic Qualifications

An Honors Bachelor's Degree in Social Sciences of Social Work and Social Administration, or in Psychology from a recognized Institution;

A Post Graduate qualification in Counseling will be an added advantage.

D. Experience:

Should have at least three years working experience at managerial position in an Academic Institution,

b. **Competencies**

Technical

- Strategic thinking;
- Knowledge management
- Human Resource Management;
- Planning, Organizing and Coordinating;
- Computer Skills

Behavioral

- Networking;
- Public relations and customer care;
- Effective Communications;
- Ethics and Integrity;
- Concern for quality and standards, and
- Strong interpersonal skills

Job Title: Bursar

Salary Scale: U3

Reports to: Principal

Directly Supervises: Assistant Bursar

Job Purpose:

To be responsible for financial administration, planning and resource mobilisation and maintain accounts of the College.

Key duties and responsibilities;

1. Developing and formulating financial plans and budgets for the College
2. Preparing the College budgets and work plans and monitoring their implementation.
3. Providing technical oversight in the management of income, expenditure and stores of the College;
4. Preparing and submitting monthly, quarterly, annual and final financial reports in accordance with the law
5. Developing and instituting accounting, accountability and risk management systems for resources and assets of the College in accordance with accounting regulations,
6. Supporting the conduct of audits and preparing timely responses to audit queries and mandatory inquiries whenever necessary.
7. Preparing revenue forecasts and initiating investment and resource mobilization strategies.
8. Effecting the timely payment for goods and services.
9. Overseeing the proper management of the Assets Register.
10. Setting performance targets, supervises and appraises staff of the Office.

Person Specifications:

A. Academic Qualifications

- i. A Honors Bachelor's Degree in Accounts, or in Finance and Accounting;

- ii. A Professional accounting qualification such as ACCA, CPA or CIMA, and Membership of a recognised professional accounting body like the Institute of Certified Public Accountants of Uganda (ICPAU) or equivalent. Is an added advantage

B Experience.

Should have a minimum of four (4) years working experience in financial management of a reputable organization, three (3) of which should have been at Assistant Bursar Level or equivalent

C. Competencies

Technical

- Demonstrable knowledge and skills in computerised Financial Management systems and packages;
- Financial management
- Planning, Organizing and Coordinating;
- Computer Skills

Behavioral

- Public relations and customer care;
- Effective Communications;
- Ethics and Integrity;
- Concern for quality and standards, and
- Strong interpersonal skills

JOB TITLE : **SENIOR LECTURER**
Salary Scale : **U3 (SC)**
Responsible to : **Head of department**
Responsible for : **Lower level Academic Staff in the relevant discipline**

JOB PURPOSE:

To provide academic knowledge in the relevant discipline and guide the development and implementation of research and publications

DUTIES AND RESPONSIBILITIES

Providing academic, guidance and mentorship in the department.
Preparing and delivering lectures to students.
Conducting seminars and tutorials.
Advising students on their academic performance.
Participating in curriculum development and review.
Supervising student projects, field trips and placements where required.
Setting, marking and assessing course work and examinations and providing timely feedback to students.
Preparing and submitting proposals and applications to external bodies for funding and accreditation purposes.
Conducting research and produces scholarly publications
Promoting quality assurance in all spheres of service delivery.
Initiating and participating in outreach services for the development of the community

PERSON SPECIFICATIONS

E. Academic Qualifications

- (iv) Honors Bachelor's Degree in Natural sciences (Forestry, Botany/zoology Physics, Environmental Science and Agriculture)
- (v) A Master's Degree in any of the above fields
- (vi) A qualification in Education Administration and Management is an added advantage

F. Experience:

Should have served as lecture for at least three (3) years in a recognized Academic Institution,

c. **Competencies**

Technical

- Strategic thinking;
- Knowledge management
- Human Resource Management;
- Planning, Organizing and Coordinating;
- Computer Skills

Behavioral

- Networking; Strong interpersonal skills
- Public relations and customer care;
- Effective Communications;
- Ethics and Integrity;
- Concern for quality and standards.

JOB TITLE : **LECTURER**
Salary Scale : **U4 (SC)**
Responsible to : **Senior Lecturer**
Responsible for : **Lower level Academic Staff**

JOB PURPOSE

To conduct high quality research and teach undergraduate, postgraduate and research students as appropriate.

KEY DUTIES AND RESPONSIBILITIES

1. Preparing lectures and delivering them to undergraduate and post-graduate students.
2. Setting tests, examinations and course work.
3. Administering and invigilating tests and examinations.
4. Marking tests, course work and examinations scripts, compiling and grading examination results.
5. Guiding and advising students on their academic performance.
6. Attending to student's non-academic challenges and referring those that need further counseling and guidance.
7. Conducting research and disseminating research findings through conferences, seminars and publications.
8. Supervising undergraduate and post graduate students undertaking research projects.
9. Conducting seminars and tutorials.
10. Carrying out official administrative duties in the department as directed by the Head of Department.
11. Contributing to the college and wider society through community service.

Person Specifications:

G. Academic Qualifications

- i. Honors Bachelor's Degree in Natural Sciences (Forestry, Botany/zoology Physics, Environmental Science and Agriculture
- ii. A Master's Degree in any of the above fields
- iii. A qualification in Education Administration and Management is an added advantage

H. Experience:

Should have at least three (3) years teaching experience in an Academic Institution,

d. **Competencies**

Technical

- Strategic thinking;
- Knowledge management
- Human Resource Management;
- Planning, Organizing and Coordinating;
- Computer Skills

Behavioral

- Networking;
- Public relations and customer care;
- Effective Communications;
- Ethics and Integrity;
- Concern for quality and standards, and
- Strong interpersonal skills

Job Title: Information Communications Technology Manager

Salary Scale : U4

Reports to : Deputy Principal

Job Purpose

To support the development, usage and maintenance of ICT in the college

Key duties and responsibilities

1. Establishing long term needs for the information system to promote the increased proliferation and ambitious application of ICT within the Institution, and advises management on the appropriate strategies.
2. Providing technical support and guidance on all matters of procurement, utilization and maintenance of ICT hardware and software to the Institution.
3. Establishing and advising the Institution on technical installation, priorities, standards, procedures, management and telecom equipment and systems.
4. Maintaining confidentiality, security and reliability of the information system.
5. Maintaining of all Institution computer hard ware and software in accordance with the established National Standards.
6. Reviewing, designing, implementing and maintaining sound Local Area Network and Wide Area Network systems for the Institution.

Person/Job Specification

Qualifications

- An Honors Bachelor's Degree in Computer Science, Information Technology or Statistics majoring in Computing from a recognized institution.
- 2 Competences
 - 3 Technical Competences
 - Information Communication Technology
 - Management of organizational environment
 - Planning, Organizing and coordinating

- Good understanding of international protocols and conventions

4 **Behavioural competences**

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

Job Title : **Estates Officer**
Salary Scale : **U4**
Reports To : **deputy principal**
Responsible for :

Job Purpose

To provide professional leadership in the management of the colleges Estates, machines, equipment and transport fleet.

Key duties and responsibilities

1. Developing and reviewing Construction Guidelines and Technical Hand Books of the college in line with the nationally approved standards and Guidelines.
2. Developing technical plans and specifications for the college's infrastructure development projects in line with the approved National Standards.
3. Carrying out technical audits of civil/ structural project proposals to ensure adherence to structural design integrity and safety, and that any deviations are formally approved.
4. Ensuring maintenance of the college's physical infrastructure, machines and equipment through preparation of maintenance plans, programs, schedules and budgets.
5. Monitoring and evaluating implementation of the institutions civil works projects with site teams to ensure adherence to design projects specifications and required standards.
6. Providing technical guidance and support during preparation, procurement and execution of contractual agreements for contractors and service providers in line with the Departmental mandate.
7. Organizing inspection audits of the colleges estate is safe and secure environment in which to live, work and study in line with the institution's health, safety and security policies, procedures and guidelines.
8. Certifying payments of contractors upon satisfactory performance.

9. Coordinating the development and presenting the Departmental work plans and budgets to the relevant authorities.
10. Supervising and apprising staff of the Estates Department.

Person Specifications

(i) Qualifications

- i. An Honors degree in Civil / Structural Engineering with a Post Graduate Diploma in Construction Economics or Management from a recognized University;
- ii. Master of Science degree in any of the above fields is added advantage
- iii. Should be a registered Member of the Engineers Registration Board.

(ii) Experience:

At least 5 years of working experience Three (3) of which must have been at middle management level with an organization dealing in construction works;

(ii) Competences:

Technical

- i. Demonstrated ability in: Management of construction work/ projects; understanding and applying national and international construction standards; applying structural design software.
- ii. Demonstrated experience in reviewing and negotiating construction contracts; providing bills of quantities, technical designs and preparing structural drawings for the bidding process and must be computer literate.
- iii. Should have strong leadership and managerial qualities.

Behavioral

- Networking;
- Public relations and customer care;
- Effective Communications;
- Ethics and Integrity;

- Concern for quality and standards, and
- Strong interpersonal skills

Job Title: Assistant Academic Registrar

Salary Scale: U4

Reports to: Academic Registrar

Directly Supervises: Librarian

Job Purpose:

To provide technical support in Managing students' recruitment, admissions, teaching- learning process and examination management.

Key duties and responsibilities;

- (1) Assist in Providing Secretariat services to the Academic Board of the College;
- (2) Participating in Management recruitment, admission and registration of students in liaison with relevant stakeholders;
- (3) Assisting in the Management, preparation and administration of examinations
- (4) Participate in the development and supervision of the implementation of the teaching/ instruction and examination time table in liaison with Lecturers;
- (5) Assist in proposing standards for proficiency and qualifications for award to the Examination Board in liaison with relevant Stakeholders.
- (6) Preparing evaluation grading structure and academic programs for the College;
- (7) Supervising the provision of library services to the Students and Staff of the College.
- (8) Developing and maintaining a data bank on Academic Staff and Students' academic records in the College

Person Specifications:

D. Academic Qualifications

An Honors Bachelor's Degree in either Social Sciences, Business Administration or Natural Sciences:

A Master's Degree in any of the above fields and Natural Sciences is an added advantage

E. Experience:

Should have at least 3 years working experience in an Academic Institution,

F. Competencies

Technical

- Strategic thinking;
- Knowledge management
- Human Resource Management;
- Planning, Organizing and Coordinating;
- Computer Skills

Behavioral

- Networking;
- Public relations and customer care;
- Effective Communications;
- Ethics and Integrity;
- Concern for quality and standards, and
- Strong interpersonal skills

Job Title : **FORESTRY OFFICER**
Salary Scale : **U4 SC**
Reports to : **Head of Department Forest Management**
Responsible for : **Assistant Forest Officer, Forest Ranger**

Job Purpose :

To support the teaching and implementation of forestry Management and conservation programs for the college.

Key duties and responsibilities

1. Planning and advising on forestry management activities for the college.
2. Managing the forests of the college.
3. Provide technical training to students and other trainees
4. Supervise college workers in the forests
5. Take records of forests activities, inputs and outputs

PERSON SPECIFICATIONS

(i) Qualifications

An Honors Bachelors' of Science Degree in Forestry from a recognized Institution

(ii) Competences

a) Technical

- Planning, organization and coordinating
- Records and information management
- Negotiation and mediation
- Coaching and mentoring

b) Behavioral

- Communicating effectively.
- Results oriented
- Concern for quality and standards

- Public relations and customer care.
- Assertiveness and self-confidence.

Job Title : **Procurement Officer**
Salary Scale : **U4**
Reports to : **The Principal**
Responsible For : **Procurement Assistant**

Job Purpose

To prepare procurement documents, review specifications and advise on procurement process and procedure.

Key duties and responsibilities

1. Compiling schedules of procurement requirements;
2. Guiding and advising suppliers on correct procurement procedures;
3. Referencing, verifying and managing procurement documentation;
4. Liaising with accounts to facilitate timely payment to suppliers;
5. Verifying and organizing documentation relating to procurement for use by interested parties;
6. Preparing draft bid documents and procurement plan;
7. Entering sanctioned transactions in the procurement system for further processing;
8. Advising end users on development of procurement specifications;

Person Specifications

(i) Qualifications

- An Honors Bachelor's Degree in Procurement/Purchasing and Supplies or Business Administration or Commerce with a bias in Procurement and Supplies, plus professional qualification in Supply Chain Management Discipline from a recognized awarding Institution
- Or full Professional qualification in Supply Chain Management (CIPS)

(ii) Competences

(a) Technical

- Procurement, Disposal and Contract Management;
- Planning, organizing and coordinating;
- Information and Communications Technology;

(b) **Behavioral**

- Ethics and Integrity;
- Concern for Quality and Standards;
- Effective Communication;

Job title: LIBRARIAN
Salary scale: U4
Reports to: Academic Registrar
Responsible for: Library Assistant

Job purpose;

To acquire, organize, manage and distribute library resources, and ensure that the library provisions meet the needs of all its users.

Key duties and responsibilities;

1. Selecting, developing, cataloguing and classifying library resources
2. Keeping current on resources, literature, and selecting publications for the library's collection.
3. Answering readers' enquiries
4. Using library systems and specialist computer applications
5. Management of staff, training and/or supervisory duties
6. Furnishing reference, bibliographical, and readers' advisory services.
7. Liaising with departmental staff, external organizations and suppliers
8. Ensuring that library services meet the needs of particular groups of users (e.g. staff, students, people with disabilities)
9. Managing budgets and resources
10. Supporting independent research and learning
11. Assisting readers to use computer equipment, conduct literature searches etc.
12. Promoting the library's resources to users

Person specifications

Qualifications

An honors bachelors' degree in either library information management or information management

Competences

Behavioral competences

- Confident individuals with
- Excellent organizational and interpersonal skills

Technical competences

- Strong IT skills and familiarity with the use of databases and the internet
- Reading Comprehension
- Writing
- Team working and management skills
- Assessment of resources and library users' needs
- Presentation and verbal communication skills
- Subject-specific knowledge or expertise in a particular function, for example ICT resources or resource ordering

JOB TITLE: ASSISTANT LECTURER

Salary Scale: U5 sc

Responsible to: Lecturer

Responsible for: Teaching Assistant

PURPOSE OF THE JOB

Assist the lecturers in teaching undergraduate, postgraduate and research students and conducting high quality research as appropriate.

Key duties and responsibilities

1. Assisting in the Preparation and conducting lectures to undergraduate students.
2. Assisting in the Setting of tests, examinations and coursework according to college's standards.
3. Assisting in the Administering and invigilating of tests, examinations and coursework according to college's standards.
4. Supervising students undertaking research in line with the college's guidelines and regulations.
5. Carrying out administrative duties that may be assigned by the lecturer from time-to-time.

Person Specification

I. Academic Qualifications

- i. Diploma in Natural sciences (Forestry, Botany/zoology Physics, Environmental Science and Agriculture
- ii. A qualification in education administration and management is an added advantage

J. Experience:

None required

e. Competencies

Technical

- Strategic thinking;
- Knowledge management
- Human Resource Management;

- Planning, Organizing and Coordinating;
- Computer Skills

Job Title : MATRON
Salary Scale : U5
Reports to : Dean of Students
Responsible For : Administrative Assistant (Counseling),
Administrative Assistant

Purpose of the Job

To manage the welfare and discipline of students in the students' Halls of residence

Key duties and responsibilities

1. Ensures provision of accommodation and meals to students in the Hall of residence.
2. Enforces compliance to the college rules, regulations and guidelines; and reports on the Students' discipline in the Hall of residence.
3. Process and ensures payment of student's allowances.
4. Attends to students' problems with a view to solving them.
5. Encourages development of sporting activities in the Hall of residence.
6. Ensures general cleanliness in the Hall of residence.
7. Works hand in hand with the students' leadership and other stakeholders in advancing the students welfare.
8. Coordinates the preparation and manages the work plan and budgetary provisions for the Hall of residence.
9. Supervises and accounts for the performance of the college staff deployed in the Hall of residence.

Person Specifications

(i) Qualifications

Minimum of Diploma in psychology and counselling, Education Management, Public Administration and management from a recognized education and training institution.

(ii) **Experience**

Experience of not less than 3(years) which should have been served in a reputable training Institution of higher Education or in an organization specialized in Education management and Development.

(iii) **Competences**

- Demonstrated ability to: Communicate effectively; listen actively; recognize individual problems and recommend solutions; conflicts resolution, advice effectively both at individual and group level; and evaluate information to determine compliance and relevance to policies, procedures, practices and regulations.
- Excellent persuasive and collaborative leadership, and innovative with a concern for ethical behavior.
- Working knowledge of human growth and development psychology, gender and diversity mainstreaming, counseling and guidance principles and practices.

JOB TITLE: SECURITY OFFICER

Salary Scale: (U5)

Responsible to: Estates Officer

Responsible for: Assistant Security Officer

PURPOSE OF THE JOB

Coordinate the investigation of cases in the college and work with the Police to ensure that all the cases are handled and disposed of.

MAIN FUNCTIONS

1. Carry out investigation of criminal cases within the College.
2. Make follow up of cases with Police.
3. Coordinate the operations and investigations with Police.
4. Compile security incidents and periodic reports.
5. Liaise with Police and other legal authorities in instituting and executing legal processes against members of the college community.
6. Attend court on matters of crime arising from the college.
7. Provide feedback on conclusion of investigated cases.

PERSON SPECIFICATION

- i. Should have a Bachelor's Degree
- ii. Must have completed Police Training
- iii. Should have 3 years working experience.

(ii) Competences

(a) Technical

- Good record and information keeping
- Planning, organizing and coordinating;
- Attention to detail

(b) Behavioral

- Ethics and Integrity;

- Effective Communication;

Job Title : **Stenographer Secretary**

Scale : **U5**

Reports To : **college Secretary**

Responsible for : **Pool Stenographer**

Job Purpose

To provide Secretarial and office managerial services;

Key duties and responsibilities

1. Taking and transcribing dictation and producing error free work;
2. Receiving and disseminating correspondences, mails and other information for the office;
3. Organizing meetings and circulating decisions to the relevant action offices;
4. Receiving and guiding clients to relevant offices;
5. Attending to telephone calls on the third ring;
6. Making and following up on appointments;
7. Maintaining office cleanliness and orderliness;
8. Managing and accounting for office equipment, materials and imprest;
9. Supervising activities of the lower secretarial staff;

Person Specifications

(i) Qualifications

Advanced Level Certificate of Education (UACE) plus a Diploma in Secretarial Studies from a recognized institution.

(ii) Competences

(a) Technical

- Records and Information Management
- Information and Communications Technology

(b) Behavioral

- Public Relations and Customer Care;

- Time Management;
- Confidentiality;

Job Title: Pool Stenographer

Salary Scale: U6

Reports to: Stenographer Secretary/ Immediate Supervisor

Responsible for: Office Typist

Job Purpose

To provide Secretarial and Office Managerial Services

Key duties and responsibilities

1. Taking dictation, transcribing and presenting it into accurate and error free work;
2. Receiving and dispatching mails for the office;
3. Receiving and guiding clients to the right offices;
4. Making appointments and following them up;
5. Supervising and maintaining the cleanliness and orderliness of the office;
6. Managing office equipment and stationery properly; and
7. Supervising lower support staff.

Person Specification

(I)Qualifications

- I. Ordinary Level Certificate with at least 2 credits including English language and three (3) passes.
- II. UNEB Certificate or diploma in secretarial studies or equivalent qualifications from a recognized awarding institution with the following subjects.
 - Business Communication Stage II
 - Typewriting Stage II(40 wpm)
 - Shorthand Stage I (60/70 wpm)
 - Office Practice II / Secretarial Duties II

The following will be an added advantage:

- II. Computer skills using several packages like spreadsheets and database management.
- III. Knowledge of using various office machines like fax, photocopiers and audio equipment.

li Competences

- Records and Information Management;
- Information and Communications Technology;
- Public Relations and Customer Care;
- Time Management; and Confidentiality.

Job Title: Assistant Inventory Management Officer

Salary Scale U5

Reports To: Inventory Management Officer

Supervises: Support staff

Job Purpose

To receive, issue and record stores in the organization.

Key duties and responsibilities

1. Receiving, keeping, retrieving and issuing stores in accordance with the established procedures;
2. Receiving and compiling requisition orders;
3. Verifying invoices against goods received notes;
4. Posting and maintaining stores records; and
5. Stock-taking and stock-inspection.

Person Specifications

(a) Qualifications

- A Diploma in Stores/Supplies Management or Procurement or equivalent qualification from a recognized Institution.

(b) Competencies

(i) **Technical**

- Information and Communications Technology (ICT)
- Planning, Organizing and Coordinating
- Records and Information Management

Behavioral Competencies

- Accountability
- Concern for Quality and Standards
- Ethics and Integrity
- Public Relations and Customer Care

Job Title : **Warden**
Salary Scale : **U5**
Reports to : **Dean of Students**
Responsible For : **Administrative Assistant (Counseling), Cleaners Plumbers Electrician**

Purpose of the Job

To manage the welfare and discipline of students in the students' Halls of residence

Key duties and responsibilities

1. Ensures provision of accommodation and meals to students in the Hall of residence.
2. Enforces compliance to the college rules, regulations and guidelines; and reports on the Students' discipline in the Hall of residence.
3. Attends to students' problems with a view to solving them.
4. Encourages development of sporting activities in the Hall of residence.
5. Ensures general cleanliness in the Hall of residence.
6. Works hand in hand with the students' leadership and other stakeholders in advancing the students welfare.
7. Coordinates the preparation and manages the work plan and budgetary provisions for the Hall of residence.
8. Supervises and accounts for the performance of the college staff deployed in the Hall of residence.

Person Specifications

(iv) Qualifications

Minimum of Diploma in Psychology and counselling, Education Management, Public Administration and management from a recognized education and training.

(v) Experience

Experience of not less than 3(years) which should have been served in a reputable training Institution of higher Education or in an organization specialized in Education management and Development.

(vi) Competences

- Demonstrated ability to: Communicate effectively at different levels; listen actively; recognize individual problems and recommend solutions; conflicts resolution, advice effectively both at individual and group level; and evaluate information to determine compliance and relevance to policies, procedures, practices and regulations.
- Excellent persuasive and collaborative leadership, enterprising and innovative with a concern for ethical behavior.
- Working knowledge of human growth and development psychology, gender and diversity mainstreaming, counseling and guidance principles and practices.

JOB TITLE: caterer

Salary Scale: (U6)

Responsible to: caterer

Purpose of the Job

Over Sees Preparation and Service of Food and Beverages at the College

Key duties and responsibilities

1. Prepare and serve food and beverages to the college staff and students in dining establishment.
2. Check with staff and students to ensure that they are enjoying their meals and take action to correct any problems.
3. Ensuring meals are prepared and served on time
4. Communicate with staff, students and administration to resolve complaints or ensure satisfaction.

PERSON SPECIFICATION

- I. Uganda Certificate of Education.
- II. Prior experience in food catering in an added advantage

Competences

- Ability to work efficiently and keep calm, under pressure.
- Stamina and enthusiasm.
- Ability to work quickly but efficiently.
- Ability to work well in a team.
- Good communication skills.
- High standards of personal hygiene

Job Title: ASSISTANT BURSAR

Salary Scale: (U4)

Reports To: BURSAR

Directly Supervises: Office Attendant.

Purpose of the Job:

To provide support for Financial Administration, Planning and maintenance of accounts of the College.

Key duties and responsibilities:

1. To assist the college bursar in the following;
2. Managing college finances under the direction of the principal in accordance with the laid rules and regulations;
3. Preparing final accounts;
4. Maintaining books of accounts;
5. Managing payroll;
6. Preparing annual work plans and budgets for the college;
7. Managing of revenue and expenditure of the college;
8. Preparing financial reports
9. Any other duties assigned.

Person specifications:

- Diploma in accounts or its equivalent;
- Possession of any other relevant qualification is an added advantage;
- Knowledge and experience in working in an academic institution;
- Three years' experience in a similar job

JOB TITLE: ACCOUNTS ASSISTANT

Salary Scale: (U7)

Responsible to: Bursar

Responsible for:

PURPOSE OF THE JOB

Perform proper documentation and formalization of financial transactions in the College.

MAIN FUNCTIONS

1. Receive and receipt payments into the University Accounts.
2. Post all payments, receipts and invoices into the University books of accounts and computerized programs.
3. Prepare payment vouchers and checking that in process vouchers are verified and authorized.
4. Ensure that payment vouchers are supported by required attachments e.g. GRN, invoices, timetable etc.
5. File vouchers and ensure that they are kept safely.
6. Initiate local purchase orders in line with University procedures.
7. Maintain the petty cash and imprest system.
8. Receive and receipt all revenues into the University books.
9. Issue acknowledgement receipts for all revenues received on behalf of the University.
10. Prepare bank reconciliation statements.
11. Perform other accounting and financial functions as may be assigned by the supervisor.

PERSON SPECIFICATION

- i. A minimum of a Diploma in Business Administration with a bias in Accounting or equivalent

- ii. Should be proficient in using word processing, spreadsheet as well as computerized accounting systems software.
- iii. Should have two years relevant experience from a recognized institution.

JOB TITLE: ELECTRICIAN

Salary Scale: (U7)

Responsible to: Estates officer

Responsible for:

PURPOSE OF THE JOB

To put in place safety measures for all electrical installations.

KEY DUTIES AND RESPONSIBILITIES

1. Monitor the electricity supply and distribution and ensure the availability and balanced load at all times.
2. Carry out electrical installations, repairs and rectifications.
3. Report any electrical faults that could have developed and correct them accordingly.
4. Keep records of the electricity consumptions at a given interval for the University main account as well as Senior University staff.
5. Inspect and test electrical installations and equipment.
6. Guide the electrical wiring of the University buildings and structures.
7. Perform any other official duties as may be assigned by the Estates Officer.

PERSON SPECIFICATION

A Certificate in relevant field plus two years' experience.

JOB TITLE: LIBRARY ASSISTANT

Salary Scale: (U7)

Reports to: Librarian

Responsible for:

PURPOSE OF THE JOB

To provide clerical services to the institutions Library.

MAIN FUNCTIONS

1. Assist library users in locating required library materials.
2. Process loaned and borrowed library materials.
3. Sort and shelf books and other reading materials.
4. Ensure clean and tidy environment in the library including shelves, books, furniture and other installations.
5. Maintain library records and performing security checks.
6. Open and close the library as stipulated.
7. Ensure security of books, furniture and other assets of the library.
8. Perform other duties as may become necessary for smooth running of the library or as may be assigned by the Supervisor.

PERSON SPECIFICATION

- i. A Diploma in Library or Information Science with three years' experience.
- ii. Should have effective communication skills.
- iii. Should be computer literate.

JOB TITLE: ENROLLED NURSE

Salary Scale: (U7) SC

Responsible to:

Responsible for:

PURPOSE OF THE JOB:

To provide quality nursing services and public health care interventions to patients and the community.

KEY DUTIES AND RESPONSIBILITIES

1. Receive, register and prepare patients for diagnosis.
2. Provide quality nursing care and treatment to patients.
3. Observe and keep proper records about the patients.
4. Participate in Doctors/Clinical Officers ward rounds.
5. Participate in bedside nursing procedures as member of the team.
6. Maintain a clean and healthy environment for patients.

PERSON SPECIFICATION

Qualifications

- i. Must have Enrolled Nursing Certificate from a recognized Institution
- ii. Must be registered and licensed with the Nurses and Midwives Council
- iii. Should have two years' experience from recognized hospital/health center.

Competences

- Guidance and counseling;
- Concern for quality and standards of nursing care;
- Ethics and integrity; and Time management

JOB TITLE: **MECHANIC**
Salary Scale: **(U7)**
Reports: **Estates Officer**
Responsible for:

PURPOSE OF THE JOB

Support routine maintenance and repairs of University vehicles.

KEY DUTIES AND RESPONSIBILITIES

1. Identify and document faults on motor vehicles.
2. Undertake repairs of the vehicles.
3. Carry out servicing University vehicles as required.
4. Perform any other official duties as may be assigned by the Transport Officer.

PERSON SPECIFICATION

- i. A Certificate in Motor Vehicle mechanics.
- ii. Should have two years' experience in a busy organization.

JOB TITLE: PLUMBER

Salary Scale: (U8)

Responsible to: Estates Officer

Responsible for:

PURPOSE OF THE JOB

Maintain and regularly service water flow installations in the university.

KEY DUTIES AND RESPONSIBILITIES

1. Monitor and regulating water flow in all areas of the University and staff residences and ensure availability of water.
2. Inspect all water and sanitary appliances to ensure efficiency in performance.
3. Handle new installations and ensure compliance with the relevant statutes in force.
4. Inspect periodically all water disposals on the line and sewer lines and advises the Estates Officer on regular servicing.
5. Handle all relevant preventive and curative maintenance.
6. Perform any other official duties as may be assigned by the Estates Officer.

.PERSON SPECIFICATION

- i. Should have a certificate in plumbing.
- ii. Should have two years relevant working experience.

JOB TITLE: OFFICE ATTENDANT

Salary Scale: (U8)

Responsible to: Departmental Secretary.

PURPOSE OF THE JOB

To facilitate effective operations of offices

KEY DUTIES AND RESPONSIBILITIES

1. Clean office premises and ensuring that the offices are properly locked.
2. Collect and deliver office items, documents, mail and parcels as instructed.
3. Prepare and serve tea as per the staff welfare policy.
4. Undertake any other official errands outside the office as instructed by the supervisor.

PERSON SPECIFICATION

- i. A Uganda Certificate of Education (UCE) with credits in English Language and mathematics.
- ii. At least two years working experience in a similar position.
- iii. Should have good communication and interpersonal skills.
- iv. Should be computer literate.
- v. Must be a person of high integrity.

JOB TITLE: CLEANER

Salary Scale: (U8)

Responsible to: WARDEN/MATRON

PURPOSE OF THE JOB

Provide a clean environment within the hall premises.

KEY DUTIES AND RESPONSIBILITIES

1. Clean the hall premises including toilets, corridors, laundries, verandahs, bathrooms and walls.
2. Empty all dustbins every day.
3. Take care of the college property used every day.
4. Report all areas in the halls that require repair/maintenance to the custodian duty.
5. Help the warden/matron when they are checking rooms at the end of the semester or during the vacation.
6. Sweep, wash and scrub students' rooms and windows during the holidays.
7. Help the warden/matron when they are making arrangements for accommodating guests.
8. Wash and iron the beddings of the guests during the vacation.
9. Act as messenger for the warden/matron
10. Perform any other duties assigned by the warden/matron

PERSON SPECIFICATION

Uganda Certificate of Education.

Job Title : **FOREST WORKER**
Salary Scale : **U8**
Reports to : **College Forestry Officer**
Responsible for :

Job Purpose

To participate in ensuring sustainable exploitation of the forestry products in the District.

Key Function

1. Supervising the establishment and management of tree nursery beds at Sub-county levels.
2. Sensitizing and advising the council leaders and farmers on forestry and agro forestry methodologies.
3. Supervising and appraising the performance of Forest Guards.
4. Preparing and submitting periodical activity and performance reports to the relevant authorities.
5. Participate in collecting revenue on forest products and remit it to the rightful authorities.

PERSON SPECIFICATIONS

(i) **Qualifications**

The Uganda Certificate in Forestry from a recognized training institution

(ii) Competences

a) Technical

- Management of organization environment
- Records and Information management

b) **Behavioral**

- Self-control and Stress management
- Ethics and integrity
- Assertiveness and self-confidence.

- Communicating effectively.
- Team work

JOB TITLE: WAITER WAITRESS COOK

Salary Scale: (U8)

Responsible to: caterer

PURPOSE OF THE JOB

Prepare food and serve beverages at the college

KEY DUTIES AND RESPONSIBILITIES

1. Prepare and serve food and beverages to the college staff and students in dining establishment.
2. Check with staff and students to ensure that they are enjoying their meals and take action to correct any problems.
3. Ensuring meals are prepared and served on time
4. Communicate with staff, students and administration to resolve complaints or ensure satisfaction.

PERSON SPECIFICATION

- I. Uganda Certificate of Education.
- II. Prior experience in food catering in an added advantage

Competences

- Ability to work efficiently and keep calm, under pressure.
- Stamina and enthusiasm.
- Ability to work quickly but efficiently.
- Ability to work well in a team.
- Good communication skills.
- High standards of personal hygiene.

JOB TITLE: Saw Mill Worker

Salary Scale: (U8)

Responsible to: College Forest officer

PURPOSE OF THE JOB

Support the efficient and effective all functioning of the colleges saw mills

MAIN FUNCTIONS

1. Rolling logs onto sawmill deck.
2. Examines logs for defects, such as embedded pieces of iron or stone, decayed wood from splits, and marks defects for removal by other workers.
3. Rolls logs from deck onto log or carriage.
4. Rides log carriage of head saw and adjusts position of logs on carriage to cut planks of required thickness.
5. Sorts and guides planks emerging from saw onto roller tables or conveyors for trimming edges.
6. Straightens lumber on moving conveyors.
7. Straightens edges of rough lumber, using saw.
8. Operates and maintains donkey engines.
9. Sharpens and adjusts teeth of woodworking saws.

PERSON SPECIFICATION

- I. Uganda Certificate of Education.
- II. Certificate in forest management training is an added advantage
- III. Prior experience in saw doctoring

Competences

- Ability to work efficiently and keep calm, under pressure.
- Stamina and enthusiasm.
- Team worker
- Safety conscious (safety self and other workers)

JOB TITLE: Saw Doctor

Salary Scale: (U8)

Responsible to: College Forest Officer

PURPOSE OF THE JOB

Oversee the, repair and maintenance of saws and a wide range of cutting tools at the college

MAIN FUNCTIONS

1. Repairing saws
2. Sharpening and setting saws
3. Removing and replacing saw blades
4. Welding tools and saws
5. Straightening and stretching steel saw blades
6. Operating manual and computer controlled tools and equipment

PERSON SPECIFICATION

- I. Uganda Certificate of Education.
- II. Certificate in forest management training is an added advantage
- III. Prior experience in saw doctoring

Competences

- Ability to work efficiently and keep calm, under pressure.
- Stamina and enthusiasm.

- Team worker
- Safety conscious (safety self and other workers)

CLIMATE CHANGE DEPARTMENT

JOB TITLE:	Commissioner, Climate Change
Salary Scale	U1SE (SC)
Report to:	Director of Environment Affairs
Responsible for	Assistant Commissioner, Climate Change

Job Purpose

To provide strategic leadership in management and implementation of all Climate Change matters (Mitigation and Adaptation) in the country

Key duties and responsibilities

Leading the management of national climate change actions (Mitigation and Adaptation) in Uganda

Monitoring the implementation of mitigation and adaptation activities and updating the relevant stake holders

Providing technical support on climate change issues

Leading the initiation development and review of appropriate policies, laws and programs necessary to ensure effective implementation of adaptation and mitigation activities.

Leading and guiding implementation of adopted 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 (UNFCCC) and its Kyoto Protocol (KP), and other national regional and international collaborations

Leading the establishment and maintenance of the relationship with national, regional and international organizations, institutions and agencies

Leading the development and maintenance of a register of Clean Development Mechanism projects.

Leading 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.

Leading and guiding on the education, training and public awareness programmes on climate change,

Qualifications

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

- b) Master's Degree any of the above fields other related discipline from a recognized University/ Institution.
- c) A post Graduate qualification in management and or administration will be an added advantage

Experience:

A twelve (12) years working experience three (3) of which should have been served at Assistant Commissioner environmental services Level in Government or a reputable organization.

(a) **Competencies**

(i) Technical Competencies

Sound scientific background in climate change, natural resource management or Biodiversity and/or the demonstrable ability to master complex scientific issues
A broad understanding of the various aspects of climate change adaptation methods, tools and frameworks

Knowledge of aspects of climate change adaptation practice would, climate change science and integration of climate change issues into the design, monitoring and evaluation of projects and

An understanding of climate change and conservation challenges for developing countries, with the ability to recognize and work with local and national level priorities to identify linkages policy and adaptation in practice

(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
- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Assistant Commissioner (Climate Change)

Salary Scale: U1E

Reports to : commissioner (Climate Change)

Responsible for : Principal Climate Change Officer

Job Purpose

To support the management and implementation of all Climate Change matters (Mitigation and Adaptation) in the country

Key duties and responsibilities

1. Leading the management of national climate change actions (Mitigation and Adaptation) in Uganda
2. Monitoring the implementation of mitigation and adaptation activities and updating the relevant stake holders
3. Providing technical support on climate change issues
4. Leading the initiation development and review of appropriate policies, laws and programs necessary to ensure effective implementation of adaptation and mitigation activities.
5. Leading and guiding implementation of adopted policies as well as decisions made by the relevant bodies of government
6. Acting as the National Focal Point for the United Nations Framework Convention on Climate Change (UNFCCC) and its Kyoto Protocol (KP), and other national regional and international collaborations
7. Leading the establishment and maintenance of the relationship with national, regional and international organizations, institutions and agencies
8. Leading the development and maintenance of a register of Clean Development Mechanism projects.
9. Leading 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.
10. Leading and guiding on the education, training and public awareness programmes on climate change,

Qualifications

- A. An Honors Bachelor's Degree in any of the following natural Sciences: Forestry, Environment, Environmental Science, Agriculture, Botany/ Zoology
- b) Master's Degree any of the above fields other related discipline from a recognized University/ Institution.
- c) A post Graduate qualification in management and or administration will be an added advantage

Experience:

- I .Nine (9) years working experience three (3) of which should have been served Principal climate change Officer Level in Government a reputable organization.

a) **Competencies**

(i) Technical Competencies

- I. Sound scientific background in climate change, natural resource management or Biodiversity and/or the demonstrable ability to master complex scientific issues
- II. A broad understanding of the various aspects of climate change adaptation methods, tools and frameworks
- III. Knowledge of aspects of climate change adaptation practice would, climate change science and integration of climate change issues into the design, monitoring and evaluation of projects and
- IV. An understanding of climate change and conservation challenges for developing countries, with the ability to recognize and work with local and national level priorities to identify linkages policy and adaptation in practice

(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

- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE: Principal climate change officer

Salary Scale: U2

Reports to: Assistant commissioner climate change

Responsible for : Senior climate change officer

Job Purpose

To support the management and implementation of all Climate Change matters (Mitigation and Adaptation) in the country

Key duties and responsibilities

Leading the management of national climate change actions (Mitigation and Adaptation) in Uganda

2. Monitoring the implementation of mitigation and adaptation activities and updating the relevant stake holders
3. Providing technical support on climate change issues
4. Leading the initiation development and review of appropriate policies, laws and programs necessary to ensure effective implementation of adaptation and mitigation activities.
5. Leading and guiding implementation of adopted policies as well as decisions made by the relevant bodies of government
6. Acting as the National Focal Point for the United Nations Framework Convention on Climate Change (UNFCCC) and its Kyoto Protocol (KP), and other national regional and international collaborations
7. Leading the establishment and maintenance of the relationship with national, regional and international organizations, institutions and agencies
8. Leading the development and maintenance of a register of Clean Development Mechanism projects.
9. Leading 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.

10. Leading and guiding on the education, training and public awareness programmes on climate change,

Qualifications

- A. An Honors Bachelor's Degree in any of the following natural Sciences: Forestry, Environment, Environmental Science, Agriculture, Botany/ Zoology
- b) A post graduate in any of the above fields or related discipline from a recognized University/ Institution.
- c) A post Graduate qualification in management and or administration will be an added advantage

Experience:

I Six (6) years working experience three (3) of which should have been served senior climate change Officer Level in Government a reputable organization.

a) **Competencies**

(i) **Technical Competencies**

Sound scientific background in climate change, natural resource management or Biodiversity and/or the demonstrable ability to master complex scientific issues

- II. A broad understanding of the various aspects of climate change adaptation methods, tools and frameworks
- III. Knowledge of aspects of climate change adaptation practice, climate change science and integration of climate change issues into the design, monitoring and evaluation of projects and
- IV. An understanding of climate change and conservation challenges for developing countries, with the ability to recognize and work with local and national level priorities to identify linkages policy and adaptation in practice

(ii) **Behavioral Competencies**

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

- Interpersonal and public relations
- Ability to mentor, coach and develop subordinates

JOB TITLE 1: Senior climate change Officer

Salary Scale: U3

Reports to: Principal climate change Officer

Responsible for : climate change Officer

Job Purpose

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

Key duties and responsibilities

1. Assisting in the management of national climate change actions (Mitigation and Adaptation) in Uganda
2. Assisting in monitoring the implementation of mitigation and adaptation activities and updating the relevant stake holders
3. Assisting in providing technical support on climate change issues
4. Assisting in the initiation development and review of appropriate policies, laws and programs necessary to ensure effective implementation of adaptation and mitigation activities.
5. Participate in guiding implementation of adopted policies as well as decisions made by the relevant bodies of government
6. Acting as the National Focal Point for the United Nations Framework Convention on Climate Change (UNFCCC) and its Kyoto Protocol (KP), and other national regional and international collaborations
7. Assisting in the establishment and maintenance of the relationship with national, regional and international organizations, institutions and agencies
8. Assisting in the development and maintenance of a register of Clean Development Mechanism projects.

9. 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.
10. Participate in guiding on the education, training and public awareness programmes on climate change,

Qualifications

- A. An Honors Bachelor's Degree in any of the following natural Sciences: Forestry, Environment, Environmental Science, Agriculture, Botany/ Zoology
- b) A post graduate in any of the above fields or related discipline from a recognized University/ Institution. Is an added advantage

Experience:

- I Three (3) years working experience which should have been served at climate change Officer Level in Government a reputable organization.

a) Competencies

(i) Technical Competencies

- I Knowledge in climate change, natural resource management or Biodiversity
- II. Understanding of the various aspects of climate change adaptation methods, tools and frameworks
- III. Knowledge of aspects of climate change adaptation practice, climate change science and integration of climate change issues into the design, monitoring and evaluation of projects and
- IV. An understanding of climate change and conservation challenges for developing countries,

(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

JOB TITLE 1: climate change Officer

(Salary Scale: U4

Reports to: Senior Environment Officer)

Responsible for none

Job Purpose

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

Key duties and responsibilities

1. Assisting in the management of national climate change actions (Mitigation and Adaptation) in Uganda
2. Assisting in monitoring the implementation of mitigation and adaptation activities and updating the relevant stake holders
3. Assisting in providing technical support on climate change issues
4. Assisting in the initiation development and review of appropriate policies, laws and programs necessary to ensure effective implementation of adaptation and mitigation activities.
5. Participate in guiding implementation of adopted policies as well as decisions made by the relevant bodies of government
6. Acting as the National Focal Point for the United Nations Framework Convention on Climate Change (UNFCCC) and its Kyoto Protocol (KP), and other national regional and international collaborations
7. Assisting in the establishment and maintenance of the relationship with national, regional and international organizations, institutions and agencies
8. Assisting in the development and maintenance of a register of Clean Development Mechanism projects.
9. 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.
10. Participate in guiding on the education, training and public awareness programmes on climate change,

Qualifications

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

II. Experience:

None required

a) **Competencies**

(i) Technical Competencies

- Strategic Thinking
- Presentation and Report Writing
- 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