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THE PUBLIC SERVICE COMMISSION
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P.O. Box 7080
KAMPALA - UGANDA

ALL CORRESPONDENCES SHOULD BE
ADDRESSED TO THE SECRETARY

IN ANY CORRESPONDENCE ON
THIS SUBJECT PLEASE QUOTE NO. **HRM 70/179/02 Vol. 2**

25th November, 2019

**The Solicitor General
All Permanent Secretaries
Ag. Executive Director,
Kampala Capital City Authority
All Chief Administrative Officers
All Town Clerks (Municipalities)**

PUBLIC SERVICE COMMISSION INTERNAL ADVERT NO. 3/2019

Public Service Commission (PSC) Internal Advert No. 3/2019 containing various vacant posts in Ministries has been released. I would like to request you to circulate this information as widely as possible to all eligible Officers in Ministries and Local Governments who should then visit the PSC website at <https://vacancies.psc.go.ug/ors>.

Officers are advised to go to adverts and view the available positions, then register as new users or log in for old users to create/complete their profile before applying for a desired position. This should be done not later than **23rd December, 2019**.

Any comments regarding this Advert may be addressed to the Secretary, Public Service Commission within seven (7) working days from the date of this letter for appropriate action.

The Online application, should be accompanied by a scanned recommendation on each Officer. Hard Copies of the up-to-date Performance Reports for the last three Financial Years i.e. **2016/2017, 2017/2018 and 2018/2019** should be submitted to the Public Service Commission for **ONLY** shortlisted candidates.

Dr. John Geoffrey Mbabazi
**SECRETARY
PUBLIC SERVICE COMMISSION**

Encl.

Copy to: The Head of Public Service and Secretary to Cabinet
The Deputy Head of Public Service and Deputy Secretary to Cabinet
The Auditor General
Office of the Auditor General

Mission

"To provide Government with competent human resources for effective and efficient public service delivery"



THE REPUBLIC OF UGANDA

PUBLIC SERVICE COMMISSION

Applications are invited from suitably qualified Public Officers serving in Ministries/Departments/Agencies and Local Governments to fill vacant posts. Applications should be filled **ON-LINE** not later than **Monday 23/12/2019**. The link to the e- recruitment system can be accessed at <http://vacancies.psc.go.ug/ors>.

Applicants are advised to: -

- a) Apply **ON-LINE**.
- b) Scan and submit relevant documents ('O' Level, 'A' Level, Degree and Professional Documents, copies of letters of appointment, confirmation and promotion) on-line.
- c) Each attachment must not exceed a limit of 1MB and only portable documents format (PDF) is allowed.
- d) Print an Extract of PS Form 3 (2008) and obtain recommendation from their Responsible Officers. Scan the recommendation together with the rest of the documents and submit online.

Application Process

- i) Visit the website <https://vacancies.psc.go.ug/ors>
- ii) Click on "register as a new user" to create your account and complete your profile starting with the Bio data moving downwards
- iii) If you already have an account simply click on your right and update your profile
- iv) Click a Job from the list of advertised jobs in the menu.
- v) View the Job Details and Click "**Apply now**"
- vi) Review your application and **SUBMIT**.

NB. You can only apply for one post.

Please Note: -

- a) Only applications on-line will be considered.
- b) Only shortlisted candidates will be contacted. Unsuccessful applicants will be notified through their e-mail addresses.

- c) Shortlisted candidates shall be required to bring along with them their original certificates, transcripts and letters of employment during the Oral Interviews.
- d) Short listed Applicants should ensure that their Staff Performance Appraisal forms for the last three (3) Financial Years are submitted to the Commission before the date for Oral Interviews.
- e) In case of any inquiry, contact **Tel. No. 0414254271** or **0414342279** or **e-mail vacancies@psc.go.ug**

Applicants should have the following Core Competencies:

- Public Sector Management, Results Orientation, Ethics and Integrity, Interpersonal, Communication and Computer Skills, Ability to Adapt to Multi Cultural Settings, Innovation, Concern for Quality, Standards and Technical Competence, Ability to Coach Subordinates and Report Writing Skills.
- Strategic Thinking, Negotiation Skills, Team Building, Conflict Management, Policy Development, Change Management, Research and Project Management Skills.

MINISTRY: TRADE, INDUSTRY AND COOPERATIVES
POST: SENIOR COMMERCIAL OFFICER (03 VACANCIES)
REF: HRM272/281/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Commerce; or Law; or Business Administration; or Economics; or Development Studies from a recognized University/Institution.

Applicants should have three (3) years relevant working experience at the level of Commercial Officer in Government or from a reputable organization.

DUTIES:

The incumbent will be responsible to the Principal Commercial Officer for performing the following duties: -

- Participating in implementation of bilateral, regional and multilateral treaty provisions;
- Conducting policy building for strengthening the private sector and providing enabling environment for effective exploitation of market access opportunities;
- Monitoring and evaluating implementation of Domestic Trade Policies in liaison with other Statutory Bodies;
- Identifying the relationship between trade and other trade related issues, such as competitiveness and investment;
- Monitoring market information initiatives;

- Facilitating coordination of the Country's effective participation in negotiating at the bilateral, regional and multilateral levels;
- Conducting capacity building for strengthening the private sector and providing enabling environment for effective exploitation of market access opportunities;
- Any other duties as may be assigned from time to time.

MINISTRY: EDUCATION AND SPORTS
POST: ASSISTANT COMMISSIONER, CIVIL ENGINEERING
(01 VACANCY)
REF: HRM 48/272/01
SALARY: UGANDA GOVERNMENT SCALE U1E
AGE: 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Civil Engineering; or Structural Engineering plus a minimum of a Post Graduate Diploma in Construction Management from a recognized University/Institution.

Applicants should be registered with the Engineers' Registration Board (ERB).

Applicants should have nine (9) years' relevant working experience, three (3) of which should have been at the level of Principal Engineer (Civil/Structural) in Government or from a reputable organization.

DUTIES:

The Incumbent will be responsible to the Under Secretary for performing the following duties:-

- Preparing Terms of Reference for procurement of Civil and Structural Engineering Consultants and bid documents for procurement of contractors;
- Ensuring that Structural and Civil Engineering reports, designs and construction works carried out by consultants and contractors respectively are properly checked;
- Preparing reports on structural integrity of public structures;
- Ensuring that free notes and payment certificates from Civil and Structural Consultants and Contractors are properly checked;
- Supervising consultants and contractors employed in the design and construction of Civil and Structural works;
- Handling and documenting Civil and Structural designs on Government projects that are not being handled by Consultants because of being remote, magnitude, urgency and unprofitable;
- Assessing structural integrity of buildings and preparing reports on the causes of the collapsed buildings and structures;
- Rendering technical advice in the field of Civil and Structural Engineering to Government and the Public;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL CIVIL ENGINEER (01 VACANCY)
REF: HRM 48/272/01
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Civil Engineering; or Structural Engineering plus a Post Graduate Diploma in Civil Engineering; or Structural Engineering from a recognized University/ Institution.

Applicants should be registered with the Engineers' Registration Board (ERB).

Applicants should have six (6) years relevant working experience, three (3) of which should have been at the level of Senior Engineer (Civil/Structural) in Government or from a reputable organization.

DUTIES:

The incumbent will be responsible to the Assistant Commissioner, Civil /Engineering for performing the following duties: -

- Producing Structural Engineering designs for Government buildings construction projects that are not being handled by consultants;
- Checking and verifying Civil Engineering designs and technical reports on Government buildings and construction projects prepared by the consultants;
- Checking and certifying consultants' fee notes, contractors' payment certificates and project final accounts on Government buildings and construction projects;
- Rendering technical advice on Civil Engineering matters to other Government Departments, parastatals, non-governmental organizations and the general public;
- Carrying out structural integrity assessment of public structures, investigating building construction related accidents and preparing technical assessment reports to ensure safety;
- Any other duties as may be assigned from time to time.

DEPARTMENT: COURTS OF JUDICATURE
POST: PRINCIPAL EXECUTIVE ENGINEER (CIVIL) (01 VACANCY)
REF: HRM 67/272/01
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Civil Engineering; or any other related field plus a minimum of a Post Graduate Diploma in Civil Engineering; or Management; or any other related field from a recognized University/ Institution.

Applicants should be registered with the Engineers' Registration Board (ERB).

Applicants should have six (6) years' relevant working experience in Civil Engineering or related field, three (3) of which should be at the level of Senior Engineer (Civil) in Government or a reputable organization.

DUTIES:

The incumbent will be responsible to the Assistant Commissioner Engineering and Technical Services for performing the following duties: -

- Designing, documenting and supervising new construction works;
- Collecting and analyzing data of land offers for the new construction works to facilitate planning and monitoring programmes;
- Developing and disseminating guidelines in respect to development of construction projects;
- Monitoring programmes and carrying out routine supervision on construction works and maintenance;
- Building capacity of technical staff engaged in the development of structures;
- Assisting in preparation of the Department's budgets, policies, technical specifications;
- Assisting in the valuation of buildings;
- Providing site supervisions and quality control on new construction sites;
- Any other duties as may be assigned from time to time.

MINISTRY: AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES
POST: PRINCIPAL ENTOMOLOGIST (01 VACANCY)
REF: HRM 46/272/01
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor of Science Degree in Botany and Zoology with an option in Entomology plus a Master of Science Degree in the above fields from a recognized University/ Institution.

Applicants should have six (6) years' relevant working experience in the field of Productive Entomology, three (3) of which should have been at the level of Senior Officer in Government or a reputable organization.

DUTIES:-

The incumbent will be responsible to the Assistant Commissioner, Productive Entomology for performing the following duties: -

- Formulating, developing and reviewing National policy and Legislation to guide Apiculture farming and production;
- Planning, coordinating, supervising and monitoring activities and programmes on apiculture development in the country;
- Encouraging and supporting development of National capacity for production, safety, quality control and inspection of the apiculture industry.
- Developing and implementing the National Residue Monitoring plan for honey and other bee products;
- Supporting and supervising colony multiplication and Queen rearing activities in Local Governments;
- Developing, setting standards and ensuring the quality of bee hive products;
- Maintaining a central laboratory for apiculture;
- Establishing and maintaining an inventory of bee flora and calendar in various Local Governments;
- Collecting, collating, analyzing and regularly updating the National database on apiculture;
- Preparing divisional work plans, budgets and reports;
- Designing and producing apiculture awareness materials;
- Any other duties as may be assigned from time to time.

MINISTRY: FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
POST: PRINCIPAL ACCOUNTANT (09 VACANCIES)
REF: HRM 50/272/01
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Finance and Accounting; or Business Administration; or Commerce with a bias in Accounting from a recognized University/ Institution.

OR

Must be qualified or Chartered Accountant (Holder of Full Professional qualification in Accountancy) from a recognized Institution or Body accredited by the Institute of Public Accountants of Uganda (ICPAU)

Applicants in both categories above;

- i) Should be Members of the Institute of Certified Public Accountants of Uganda.
- ii) Should have a Masters Degree in Financial Management; or Accountancy; or Business Administration; or a Management related discipline obtained from a recognized University/Institution.

Applicants should have six (6) years' working experience, three (3) of which should have been at the level Senior Accountant in Government or a reputable organization.

DUTIES:

The incumbent will be responsible to the Assistant Commissioner, Accounts for performing the following duties: -

- Coordinating preparation of work plans, budget processes, consolidating and facilitating budget execution;
- Supervising timely preparation of routine and periodic financial statements and reports, reviewing and approving correctness of the Statements;
- Verifying and approving micro procurement requisitions and advising Accounting Officers on transactions of higher thresholds;
- Reviewing responses and advising on oversight issues including audit queries relating to financial management and accountability;
- Supervising accounts operations, monitoring and evaluating staff performance;
- Providing technical advice and guidance on financial management and accountability;
- Ensuring that up to date books of accounts, financial records and assets register are properly maintained

- Providing technical advice and guidance on financial management matters so as to ensure compliance;
- Developing sound internal financial management control systems and mechanisms for monitoring so as to ensure compliance with regulations and efficient and effective management of financial resources;
- Ensuring value for money compliance, verifying and approving payment prior to authorization;
- Any other duties as may be assigned from time to time.

POST: SENIOR ACCOUNTANT (25 VACANCIES)
REF: HRM 50/272/01
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 25 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Finance and Accounting; or Business Administration; or Commerce with bias in Accounting from a recognized University / Institution.

OR

Full Professional qualification in Accountancy obtained from a recognized Institution.

Applicants should be Members of a recognized Accounting Professional Body.

Membership of ICPAU will be an added advantage.

Applicants should have three (3) years' working experience as an Accountant in Government or an equivalent level of Accounting work experience from a reputable organization.

DUTIES:

The incumbent will be responsible to the Principal Accountant for performing the following duties: -

- Verifying completeness of payment requisition, justifying and documenting financial transactions;
- Supervising periodic reconciliations of ledgers and cashbooks and submitting account statements, non-tax revenue to URA and providing advice on appropriate actions;
- Producing routine financial management information and drafting periodic financial statements and reports for management use;
- Preparing draft periodic statements and reports for compilation of final accounts;
- Coordinating preparation of draft responses to audit activities or queries and oversight issues;
- Preparing requests for funding;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL PROCUREMENT OFFICER (03 VACANCIES)
REF: HRM 50/272/01
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in either procurement or Supply Chain Management from a recognized institution.

OR

An Honours Bachelor's Degree in Commerce; or Business Administration; or Economics plus full professional qualification in Procurement/Purchasing and Supply Chain Management such as CIPS, ISM, CILT from a recognized Institution;

OR

Full professional qualification/membership of procurement/Purchasing and Supply Chain Management such as CIPS, ISM and CILT from a recognized Institution

Applicants in any of the categories above should have a Masters Degree in either Supply Chain Management or Business Administration or Management discipline obtained from a recognized Institution/Body.

Applicants should have six (6) years' relevant working experience, three (3) of which should have been at the level of Senior Procurement Officer in Government or an equivalent level of experience in Procurement work from a reputable organization.

DUTIES:

The incumbent will be responsible to the Assistant Commissioner, Procurement for performing the following duties: -

- Facilitating and providing technical support on Procurement planning processes, budgeting, controlling public resources and, any other matter concerning Procurement and Disposal of Assets in the entity;
- Preparing, compiling and submitting appropriate reports to the Contracts Committee, Accounting Officer and user Departments;
- Putting in place appropriate internal control systems so as to ensure compliance and conformity with legal and regulatory framework governing Public Procurement and Disposal of Assets function;
- Consolidating and reviewing the procurement plans;
- Coordinating and ensuring effective management of evaluation processes including constitution of evaluation teams, timely evaluation and submission to the Contracts Committee;

- Monitoring and appraising Contract management processes;
- Overseeing inventory management function within the entity;
- Supervising, mentoring and motivating subordinate staff;
- Ensuring effective management of negotiation processes;
- Any other duties as may be assigned from time to time.

POST: SENIOR PROCUREMENT OFFICER (09 VACANCIES)
REF: HRM 50/272/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Supply Chain Management; or Bachelor of Commerce/Bachelor of Business Administration with specialization in Procurement and Supply Chain Management;

OR

An Honours Bachelor's Degree in Commerce; or Business Administration; or Economics plus full professional qualifications in Supply Chain Management from a recognized Institution;

OR

Full professional qualification/membership from a recognized Institution

Applicants should have three (3) years' relevant working experience at the level of Procurement Officer in Government or an equivalent level of experience in Procurement work from a reputable organization.

DUTIES:

The incumbent will be responsible to the Principal Procurement Officer for performing the following duties: -

- Coordinating, monitoring and assessing implementation of procurement and disposal of assets, policies and guidelines and making appropriate recommendations;
- Developing appropriate internal procurement and disposal of assets controls and procedures consistent with the legal and regulatory framework;
- Preparing bids for high value and specialized procurements and disposals and participating in evaluation processes;
- Preparing, administering and issuing approved contracts;
- Liaising with suppliers and other stakeholders so as to ensure timely delivery of goods and services;
- Following up with User Departments so as to provide information required for the procurement plans;

- Preparing Statements of Requirements (Bills of Quantities);
- Supervising, mentoring, coaching and evaluating performance of subordinate staff;
- Preparing contract performance status reports;
- Any other duties as may be assigned from time to time.

MINISTRY: TOURISM, WILDLIFE AND ANTIQUITIES
POST: ASSISTANT COMMISSIONER, WILDLIFE CONSERVATION
(01 VACANCY)
REF: HRM 73/252/01
SALARY: UGANDA GOVERNMENT SCALE U1E
AGE: 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandan Citizen holding a Bachelor of Science Degree in Wildlife Management; Bachelor of Science Degree (Conservation Biology), Bachelor of Environmental Science; or Natural Sciences (Botany, Zoology, Geography) of Forestry Zoology from a recognized University/ Institution.

At least eight (8) years working experience in Wildlife Conservation work in Government, three (3) years of which should have served at the level of Principal Wildlife Officer in Government or equivalent level of experience from a reputable organization.

DUTIES: -

The incumbent will be responsible to the Commissioner Wildlife Conservation for performing the following duties: -

- Providing technical support in Licensing and Monitoring of wildlife user rights and ensuring timely entry and update of wildlife trade and licensing database;
- Providing technical support in formulation of policies; legislation, standards and
- Supporting the monitoring and evaluation of implementation of policies, national plans, legislation, guidelines and strategies on conservation and sustainable development of wildlife resources;
- Supporting enforcement of wildlife policies, legislation and standards on conservation of Wildlife resources;
- Supporting collection, analysis and dissemination of strategic information on Conservation of Wildlife resources;
- Supporting in preparation of quarterly status summary reports on enforcement operations for wildlife policies, legislations and standards;
- Supervising preparation of national reports for Convention on Migratory Species of Fauna and Flora;
- Receiving, studying, reviewing and vetting applications for quotas and making recommendations;
- Supervising Wildlife Officers in the Monitoring Division;

- Supervising scheduled inspections of development activities;
- Any other duties as may be assigned from time to time.

MINISTRY: PUBLIC SERVICE
POST: ASSISTANT COMMISSIONER, HUMAN RESOURCE MANAGEMENT
(03 VACANCIES)
REF: HRM 56/272/01
SALARY: UGANDA GOVERNMENT SCALE U1E
AGE: 30 YEARS AND ABOVE

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Human Resource Management; or Social Sciences; or Arts; or Commerce; or Business Administration with a recognized bias in HR field such as Human Resource Development (HRD) or Human Resource Management (HRM) or Organizational Development Studies; plus, a Post Graduate Diploma in Human Resource Management or Masters Degree in Human Resource Studies or Business Administration or Public Administration or any related field from a recognized University/ Institution. Training in Financial Management will be desirable.

Applicants should have nine (9) years' working experience in the field of Human Resource Management practice, three (3) of which should have been served at the level of Principal Human Officer or equivalent level of experience in a reputable organisation.

DUTIES: -

The incumbent will be responsible to the Commissioner Human Resource Management for performing the following duties: -

- Assisting in collection, collation, and analysis of Human Resource Management data from Ministries/Departments and Local Governments and making appropriate recommendations thereof;
- Analysing Human Resource Management issues emanating from Ministries/Departments and initiating appropriate action;
- Implementing and monitoring the effectiveness of Human Resource Management policies, guide lines and procedures issued by the Ministry of Public Service from time to time and recommending appropriate action, where necessary;
- Analysing staff levels and making proposals for succession planning;
- Analysing utilization of Human Resources in the Ministry/Department and advising on proper deployment;
- Analyzing staff progression and making proposals for career development;

- Receiving and attending to matters pertaining to employee relations, grievances and complaints;
- Approving and making submissions on pensions, gratuity and other terminal benefits;
- Providing guidance and counselling to staff on Human Resource Management issues;
- Gathering information on HR policies, rules regulations for dissemination to management and staff;
- Identifying areas for policy review and intervention and making appropriate recommendations;
- Conducting research on contemporary HR best practices and making appropriate recommendations;
- Supervising and appraising subordinate staff;
- Any other duties as may be assigned from time to time.