



The Republic of Uganda

MINISTRY OF WATER AND ENVIRONMENT

VACANCY ANNOUNCEMENT

ADVERT

Background

The Government of Uganda (GoU) represented by the Ministry of Water and Environment has received financing from the Islamic Development Bank (IsDB) and the Arab Bank for Economic Development in Africa (BADEA) to implement the Farm Income Enhancement and Forestry Conservation (FIEFOC) Programme (Project 3): Irrigation Schemes Development Project in Unyama, Namalu, and Sipi regions. The project specific objective is to improve household incomes, food security, and climate resilience through sustainable natural resources management and agricultural enterprise development.

The project consists of four components namely: (i) Agriculture Infrastructure development; (ii) Agribusiness Development; (iii) Integrated Natural Resources Management; and (iv) Project Management. The Ministry of Water and Environment therefore wishes to recruit qualified personnel to provide technical support to the project as specified below. The FIEFOC Project implementation arrangement approved by the Bank requires a strong Project Management Unit to be established under component 4 to augment the project staff capacity for smooth implementation of the project.

The Ministry of Water and Environment invites suitable qualified individuals, with qualifications and experience to apply for the under listed positions.

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| 1. Job Title: | Assistant Procurement Officer |
| No. Vacancy: | 1(One) |
| Reporting to: | Procurement Officer |
| Duty Station: | Head Office |

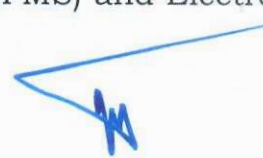
Purpose

Support the preparation and implementation of the procurement plan (PP) in conformity with GoU, IsDB, and BADEA Procurement guidelines; and in liaison with the Procurement and Disposal Unit (PDU). The APO shall support the project technical personnel in all procurement – related processes to ensure that all procurements are carried out in an efficient and timely manner.

Duties and Responsibilities

- a) Support the preparation and implementation of the Procurement Plan and ensure that all the project procurements for goods, services, and works under the project are properly planned for and procured in accordance with the applicable Government of Uganda and Donor Procedures at all stages of the procurement process.
- b) Support the management of the issuance, receipt and opening of the bids and proposals, including managing pre bid meetings and conferences where necessary.
- c) Assist in the initiation and preparation of procurement documents (EOIs, SPNs, Bidding Documents, RFPs, Evaluation Reports and Contracts) and coordinate with members of the project Components, User departments, Procurement and Disposal Unit (PDU) and Contracts committee of the Ministry; and other stakeholders and ensure timely procurements.
- d) Assist in maintenance of complete procurement files and records including all correspondence related to procurement activities.
- e) Assist in preparation of periodic status Reports on the procurement of works, goods and Services under the project
- f) Carry out any other duties assigned by the Procurement Officer or National Project Coordinator.

Qualifications and Experience

- a) Bachelor's degree in Procurement and Supply Chain Management, Business Management, Commerce, Law or related field from a recognized University;
 - b) Post graduate qualification in either Procurement Supply Chain Management, Business Management OR Professional Qualification such as CIPS;
 - c) At least 3 years' experience in Public Procurement with the multilateral agencies like Islamic Development Bank, BADEA, African Development Bank, or World Bank financed projects is required;
 - d) Excellent Computer skills and proficiency in Microsoft Office Applications such as Excel, Power point. Experience in use of an integrated Financial Management System (IFMS) and Electronic Procurement will be an added advantage.
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2. Job Title: Assistant Accountant

No. Vacancy: 1(One)

Reporting to: Project Accountant

Duty Station: Head Office

Purpose

Support the planning and execution of budgetary and financial accounting functions of the project. Actively using financial data to inform and assess the progress in accordance with the financial rules and procedures of the Government of Uganda, Islamic Development Bank and BADEA.

Duties and Responsibilities

- a) Assist in preparation and consolidation of annual and periodic project work plans & budgets together with component teams.
- b) Support to prepare and review the budgeted and actual annual cash flows and report variances and utilization of the project funds for management consideration.
- c) Enter financial transactions into the integrated Financial Management System (IFMS).
- d) Prepare monthly bank reconciliation, financial statements and periodic disbursement reports
- e) Support preparation of disbursement applications including timely and accurate statements of Expenditure of the Special Accounts as per disbursement guidelines.
- f) Assist to conduct financial monitoring and supervision of district local government (DLGs) that have special accounts on a regular basis and provide capacity building in terms of budgeting, financial management and reporting.
- g) Support preparation of periodic reports, consolidated project financial statements as required by the IsDB and other stakeholders.
- h) Provide support to Annual Financial Audit process by external auditors as required by the applicable Accounting and Auditing standards.
- i) Ensure a proper filing system is in place and security of project documents
- j) Manage and maintain project assets including project vehicles and other project facilities
- k) Perform any other duties assigned by the Project Accountant and National Project Coordinator



Qualifications and Experience

- a) Bachelor's Degree in Accounting, Finance or Business Administration or related qualification;
- b) A CPA qualification will be added advantage
- c) A working of at least (four) 4 years' experience in accounting and financial management in Government or Donor funded project.
- d) Experience in IsDB funded project is an added advantage.
- e) Candidate should be able to work independently- with minimum supervision and guidance from supervisors.
- f) Multi-tasking and time -management skills, with the ability to prioritize tasks.
- g) Knowledgeable of Government of Uganda Accounting and Administrative procedures, rules and regulations. Experience in use of the integrated Financial Management System or other similar software and Microsoft Office applications.

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

Applications should be addressed to the Permanent Secretary, Ministry of Water and Environment, Old Port Bell Road, Luzira P.O Box, 20026, Kampala and should be delivered to the Ministry Headquarter not later than Friday 4th September, 2026.



Dr. Alfred Okot Okidi
PERMANENT SECRETARY