



## **MINISTRY OF WATER AND ENVIRONMENT VACANCY ANNOUNCEMENT**

The Government of Uganda through the Ministry of Water and Environment (Lead Agency), Ministry of Tourism Wildlife and Antiquities, Uganda Wildlife Authority and National Forest Authority is implementing The Uganda Investing in Forests and protected areas for Climate Smart Development (IFPA-CD) Project.

The Objective of the project is to promote sustainable management of forests and protected areas for increased benefits to communities from forests in the Albertine Rift for eradication of increased vulnerability of economic productivity, biodiversity and livelihoods to climate change effects due to declining forestry ecosystems goods and services.

The project will be implemented in selected sites in the Albertine rift and West Nile region including 7 National Parks, 4 Wildlife Reserves, 28 Central Forest Reserves, 16 Refugee host districts and additional 14 non refugee host Districts. In addition, the project activity on Private Tree farming will be implemented country-wide.

The project has 4 components where their implementation will raise business investment. These components include: -

Component 1: Improved Management of Protected Areas

Component 2: Increased Revenues and Jobs from Forests and Wildlife Protected Areas

Component 3: Improved Landscape Management in Refugee Hosting Areas

Component 4: Project Management and Monitoring

**With the Government of Uganda support to the project, the Ministry of Water and Environment would like to recruit the following positions using Government of Uganda funding, to support the project.**

The Ministry invites applicants to fill the following positions below;

**Job Title:** Accountant

**Reports to:** Financial Management Specialist

**Duty Station:** Ministry of Water and Environment Head Office- Luzira

### **Terms of Employment**

The assignment shall be for a period of two years subject to a probation period of six months.

## **Job purpose**

To support the planning and execution of financial accounting and budgeting functions of the Uganda Investing in Forests and Protected Areas for Climate Smart Development Project.

## **Key functions:**

- In close collaboration with the Project Accountant, to support the establishment and proper maintenance of the finance and accounts in accordance with the financial rules and procedures of the Government of Uganda and the World Bank.
- Assist in the preparation of periodic financial reports in the standard format(s) required by the donor(s) and submit to the National Project Coordinator.
- Prepare annual and periodic project budget plans and submit to the Project Accountant for approval and coordination.
- Prepare, implement and review the funding of the budgeted and actual annual cash flows and ensure adequate follow up on any matters needing clarification.
- Prepare periodic statement of expenditure (SOE) reports
- Represent the Unit, alongside the Project Accountant, in all discussions related to subprojects planning and implementation
- Liaise with other units to ensure that the financial and administrative aspects are always taken into account when making technical and strategic decisions
- Support the Project Accountant in the facilitation of external financial audits and during all discussions / supervision visits of donors
- Contribute to the design or improvement of accounting and financial tools to be used by the communities managing subprojects
- Other reasonably related duties as may be assigned by the NPC.

## **Qualifications**

Bachelor's Degree in Commerce, Finance, Business Administration with a bias in accounting or its equivalent from a recognized Institution.

A Certified Public Accountant (CPA) professional qualification or its equivalent is a must.

## **Experience**

- A working experience of at least four (4) years in accounting and financial management in Government or a reputable organisation.
- Experience in donor funded projects is an added advantage.
- Candidate should be able to work independently – with minimum supervision and guidance from supervisors.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.

## **Competencies**

### **(i) Technical**

- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Planning, Organizing and coordinating skills
- Analytical skills
- Excellent Report writing skills.
- Accountability

### **(ii) Behavioural**

- Ethics and Integrity;
- Demonstrate high levels of Professionalism;
- Team player
- Effective Communication and knowledge management
- Innovation and self-initiative
- Time Management
- Well-developed interpersonal and public relations

**Job Title:** Project Administrator  
**Reports to:** National Project Coordinator  
**Duty Station:** Ministry of Water and Environment Head Office- Luzira

### **Terms of Employment**

The assignment shall be for a period of two years subject to a probation period of six months.

### **Job purpose**

To provide support to the Project Coordination Unit (PCU) by ensuring that all office administrative functions are well coordinated to achieve high level productivity.

### **Key functions:**

- Providing comprehensive project administration support services to the implementation team and the National Project Coordinator.
- Enabling proper and effective office management.
- Providing project administrative, management and technical expertise in the implementation and monitoring of the project and all project activities.
- Coordinating logistics, such as scheduling, travel arrangements and hotel booking, for the staff and visitors related to trainings and meetings (e.g., printing and photocopying of training materials, workshop venue booking, etc.).
- Preparing and proofreading correspondence including reports, templates, training material, staff manuals, memoranda and documents.
- Organising and managing the hard copies of signed documentation, other paper and electronic filing systems.
- Providing communication support to the relevant staff on time to ensure timely delivery of project activities.
- Any other duties as assigned

### **Qualifications**

Bachelor's Degree in Business Administration, or related field plus a Master in Business Administration or its equivalent in a related field.

### **Experience**

A working experience of at least four (4) years in office administration and management or related field in Government or a reputable organisation.

### **Competencies**

- (i) **Technical Competencies**
  - Leadership, managerial and planning skills

- Excellent working knowledge of Microsoft Office Suite (Word, Excel, Outlook and Access).
- Excellent knowledge of and understanding in general office management and operations principles and practices, especially within the Public Sector
- Sound knowledge and understanding of government machinery and operations
- Candidate should be able to work independently – with minimum supervision and guidance from supervisors.
- Counselling and guidance skills
- Good Presentation and Report Writing skills

**(ii) Behavioral Competencies**

- Ethics and integrity
- Well-developed interpersonal and communication skills and an ability to liaise with people from diverse socio/cultural backgrounds.
- Comfortable handling confidential information.
- Multi-tasking and time-management skills, with the ability to prioritize tasks
- Good oral and communication skills.
- Customer Care and public relations skills.

**Job Title:** Procurement Officer  
**Reports to:** Procurement Specialist  
**Duty Station:** Ministry of Water and Environment Head Office- Luzira

### **Terms of Employment**

The assignment shall be for a period of two years subject to a probation period of six months.

### **Job purpose**

Effective delivery of procurement services to the Project.

### **Key functions:**

- Assistance with the preparation of Request for Quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch
- Assist the Procurement Officer in maintaining current up to date Procurement documents and Manuals
- Assist in developing and implementation of the Joint Programme Procurement Plan and identifying procurement related priorities.
- Assist with the coordination with the selected bidder to ensure completion of administrative processes including Bid Security, contract award notice and that contract documents are distributed accordingly.
- Assist with managing the administrative process throughout the duration of the preparation of the all documentation until the award of the contract
- Maintain appropriated records to ensure that procurement process, decision, and contractual agreement is accurately documented for accountability and audit purpose.
- Ensure regular update of a database of contract documentation, terms of references, list of suppliers of goods and services;
- Perform other duties related field as assigned by supervisor.

### **Qualifications**

Bachelor's Degree in Procurement and Logistics Management or a related field. Possession of Chartered Institute of Purchase and Supply (CIPS) is an added advantage.

### **Experience**

At least three (3) years of work experience in the field of project administration with emphasis on procurement and contracting management. Relevant work experience with World Bank and/or other international development organizations is an added advantage.

### **Competencies**

- (i) Technical

- Knowledgeable of Government of Uganda and Donor PPDA procurement procedures, rules and regulations;
- Excellent working knowledge of Microsoft Office Suite (Word, Excel, Outlook and Access).
- Planning, Organizing and coordinating skills
- Analytical skills
- Excellent Report writing skills.
- Accountability

(ii) **Behavioral**

- Ethics and Integrity;
- Demonstrate high levels of Professionalism;
- Team player
- Effective Communication and knowledge management
- Innovation and self-initiative
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Well-developed interpersonal and public relations

**Mode of Applications**

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

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 Registry not later than 13<sup>th</sup> November,2020. **For additional information, refer to the Ministry of Water and Environment website: [www.mwe.go.ug](http://www.mwe.go.ug)**