

NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)
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NEMA EXTERNAL ADVERT – 14th July 2025

The National Environment Management Authority (NEMA) was established under the National Environment Act, Cap.153 and continued under the National Environment Act No.5 of 2019 as the Principal Agency for Environment Management in Uganda with mandate to Regulate, Monitor, Supervise and Coordinate all activities relating to the environment in Uganda.

Applications are hereby invited from suitably qualified Ugandans to fill the following vacant positions.

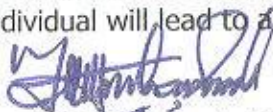
	Position	Scale	Positions
1.	Principal Investigations Officer	E3	1
2.	Principal Environment Protection Officer	E3	1
3.	Senior Environment Protection Officer	E4	4
4.	Senior Environment Assessment Officer (Re-Advertised)	E4	2
5.	Senior Intelligence Officer	E4	1
6.	Senior Maintenance and Estates Officer	E4	1
7.	Senior Investigation Officer	E4	1
8.	Senior Environment Inspector – Oil & Gas	E4	1
9.	Senior Executive Officer (Administration)	E4	1
10.	Senior Legal officer (Civil Litigations and Advisory)	E4	1
11.	Environment Protection Officer	E5	5
12.	Driver	E7	5
13.	Office Assistant	E8	2
14.	Ranger	E8	52

Details of the Job Descriptions and Person Specifications for the above positions are available on the NEMA website www.nema.go.ug Potential candidates should download an application form from the NEMA website, fill the form and attach "O" and "A" level certificates, Bachelor's and Postgraduate Degree Transcripts and Certificates, Professional certificates where applicable and Employment letters in **one pdf file** named: "Position-Name of Applicant".

The **one pdf file** should be submitted to ed@nema.go.ug not later than **14th August, 2025**.

Applications not in **one pdf file** and those arriving after closing time will not be considered.

Applicants are allowed to apply for not more than two posts. Only successful candidates at any stage shall be contacted. Any form of lobbying to Executive Director, Board or any other authority or individual will lead to automatic disqualification of the Applicant.



Barirega Akankwasah, PhD
EXECUTIVE DIRECTOR

JOB TITLE	Principal Investigations Officer
DEPARTMENT	Enforcement and Field Operations
REPORTS TO	Manager Environment Protection Force
SALARY SCALE	NEMA E3
SUPERVISES	Senior Investigations Officer
NO OF POSITIONS	01

MAIN PURPOSE OF THE JOB

To ensure planning, coordination and efficient investigation of environment crime to support prosecution and deter environment crime

DUTIES AND RESPONSIBILITIES

1. Handle all cases under investigations and ensure they are managed well in liaison with the legal division.
2. Prepare case files for prosecution and follow them up with the Prosecutor
3. Appear in court to provide evidence as required
4. Develop plans for comprehensive management of environment crime investigations in Uganda
5. Visit scenes of crime as part of tracking down and arrest suspects as appropriate
6. Ensure exhibits are collected in a professional manner and tendered before Courts of Law for smooth prosecution of the offenders
7. Coordinate with intelligence and law enforcement personnel to curtail environment crime
8. Support prosecution of environment crimes
9. Develop and implement quarterly work plans and prepare timely unit performance reports
10. Supervise and ensure appraisal of staff under the unit
11. Perform any other official duties as may be assigned by the supervisor.

PERSON SPECIFICATIONS

QUALIFICATIONS

Honors Bachelor's Degree in the relevant field of Law, Psychology, Criminology or Environment and Natural Resources or Social Science or Natural Sciences or Business Administration or Development Studies from a recognized University or Institution

A Master's Degree in the relevant field of Law, Psychology, Criminology or Environment and Natural Resources or Social Science or Natural Sciences or Development Studies or Business Administration from a recognized University or Institution

Must have undergone military training and training in investigation service
Certificate of Good Conduct issued by Interpol.



EXPERIENCE

At least six (6) years working experience in Crime Investigation from a reputable organization two (2) of which should have been at Senior Officer level.

COMPETENCES AND SKILLS

- a) Leadership, team building and supervision skills
- b) Knowledge and skills in Information Communication Technology
- c) Ability to build relations and networks
- d) Strong analytical, operational and managerial skills
- e) Knowledge and skills in intelligence and investigation
- f) Good communication skills
- g) Good interpersonal, analytical skills and coordination skills
- h) Good Time management
- i) Ethical conduct, integrity and confidentiality
- j) Accountable
- k) Good writing and reporting skills
- l) Planning, organizing and coordinating various assignments

JOB TITLE	Principal Environment Protection Officer
DEPARTMENT	Enforcement and Field Operations
REPORTS TO	Manager Environment Protection Force
SALARY SCALE	NEMA E3
SUPERVISES	Senior Environment Protection Officer
NO. OF POSITIONS	01

MAIN PURPOSE OF THE JOB

To coordinate and enforcement of environmental policies, laws, and programs for effective environment management.

DUTIES AND RESPONSIBILITIES

1. Prepare and execute enforcement plans, for environment protection;
2. Coordinate effective deployment of law enforcement personnel to conduct surveillance and other enforcement activities;
3. Enforce compliance with environmental legislation for sustainable environment protection;
4. Recommend and coordinate capacity building programs for Environment Protection Force personnel;
5. Conduct regular monitoring of ecosystems and resources to prevent and mitigate environmental degradation;
6. Collaborate with Lead Agencies, Local Communities, Security Agencies and other stakeholders to promote environmental awareness and participation in conservation activities;
7. Identify and assess environmental risks, develop strategies for risk mitigation, and manage incidents;

8. Contribute to the development of long-term environmental protection strategies and plans;
9. Supervise and manage performance of Environment Protection Officers;
10. Perform any other duties that may be assigned by the Supervisor.

PERSON SPECIFICATIONS

QUALIFICATIONS

Honor's Bachelor's Degree in the relevant field of Law, Psychology, Criminology or Environment and Natural Resources or Social Science or Natural Sciences or Business Administration or Development Studies from a recognized University or Institution

A Master's Degree in the relevant field of Law, Psychology, Criminology or Environment and Natural Resources or Social Science or Natural Sciences or Development Studies or Business Administration from a recognized University or Institution.

Must have undergone military training enforcement related Certificate of Good Conduct issued by Interpol.

EXPERIENCE

At least six (6) years working experience in law enforcement activities from a reputable organization two (2) of which should have been at Senior Officer level.

COMPETENCES AND SKILLS

1. Leadership, team building and supervision skills
2. Knowledge and skills in Information Communication Technology
3. Ability to build relations and networks
4. Strong analytical, operational and managerial skills
5. Knowledge and skills in intelligence and investigation
6. Good communication skills
7. Good interpersonal, analytical skills and coordination skills
8. Good Time management
9. Ethical conduct, integrity and confidentiality
10. Accountability
11. Good writing and reporting skills
12. Planning, organizing and coordinating various assignments



JOB TITLE	Senior Environment Protection Officer
DEPARTMENT	Enforcement and Field Operations
REPORTS TO	Principal Environment Protection Officer
SALARY SCALE	NEMA E4
SUPERVISES	Environment Protection Officers
NO OF POSITIONS	4

MAIN PURPOSE OF THE JOB

To support development and implementation of Policies, Plans and Mechanisms for effective Environment Law Enforcement

DUTIES AND RESPONSIBILITIES

1. Support development and implementation of Section Work Plans and timely reporting;
2. Deploy and command law enforcement personnel under him/her to carry out surveillance and other operations;
3. Support development and implementation of law enforcement Operational Plans and Manuals for Environment Protection Force;
4. Support planning and execution of operations to prevent and combat environment crime;
5. Support management of EPF's armory and strong room to ensure safety and security of classified stores and other law enforcement equipment;
6. Support prosecution of environment offenders;
7. Support law enforcement capacity development;
8. Supervise and appraise law enforcement staff under him/her;
9. Perform any other duty that may be assigned by the Supervisor.

PERSONS SPECIFICATIONS

QUALIFICATIONS:

Should possess an Honors Bachelor's Degree in either Environment and Natural Resources or Natural science, Law, Criminology, from a recognized Institution.
Masters in Law, Criminology, Psychology or Environment and Natural Resources or Natural Science.

Training in Military Science or Law enforcement of not less (6) months is **A MUST**
A Certificate of Good Conduct issued by Interpol is **A MUST**

EXPERIENCE:

Should possess at least three (3) years of working experience in law enforcement from a reputable organization.

COMPETENCES AND SKILLS

- a) Leadership, team building and supervision skills
- b) Strong interpersonal, communication and negotiation skills
- c) Excellent scholarly writing and publication skills
- d) Excellent analytical and presentation skills
- e) Financial and human resource management skills
- f) Excellent report writing skills

JOB TITLE	Senior Environment Assessment officer
DEPARTMENT	Environment Compliance
REPORTS TO	Manager Environment Assessment
SALARY SCALE	NEMA E4
SUPERVISES	Environment Assessment Officer
NO OF POSITIONS	02

- g) Resource Mobilization skills
- h) Risk management skills
- i) Marketing and Public Relations skills
- j) Paramilitary/military skills including Communication, Command and Control
- k) Command of excellent Information Communication Technology skills
- l) Enforcement and Investigations skills

MAIN PURPOSE OF THE JOB

To support effective management of Environment and social Assessment programme of the Authority.

DUTIES AND RESPONSIBILITIES

1. Contribute to development and implementation of work plans and budgets
2. Undertake Environment and Social Impact Assessment (ESIAs) and Strategic Environment Assessments (SEAs)
3. Advise the supervisor on procedures, guidelines and protocols on conduct and review of (ESIAs)
4. Support lead agency participation in the review of ESIAs
5. Support capacity building activities for ESIA at all levels in Uganda
6. Support the development of national policy guidelines for ESIAs and SEAs
7. Effectively contribute to development and management of an ESIA and SEA information system as part of the overall Environment Information Management System
8. Support and promote applied research on best environment practices
9. Supervise and appraise staff
10. Perform any other official duties as may be assigned by the supervisor

PERSON SPECIFICATIONS

QUALIFICATIONS:

An Honors Bachelor degree in relevant field of Environment and Natural Resources Management or Natural Sciences or Environment Engineering.

A Master's Degree in the relevant field of Environment and Natural Resources management or Environment Engineering

Training in Environment and Social Impact Assessment

Training in Geographical Information System (GIS) and Remote Sensing

EXPERIENCE:

Must have at least three (3) years relevant professional working experience in environment and social assessments in a reputable organization.

COMPETENCES AND SKILLS:

- a) Leadership, team building and supervision skills
- b) Strong interpersonal skills, communication and negotiation skills
- c) Conservation planning knowledge
- d) Good understanding of mitigation hierarchy
- e) Excellent scholarly writing and publication skills
- f) Excellent analytical and presentation skills
- g) Financial and Human Resource Management skills
- h) Excellent report writing skills
- i) Resource Mobilization skills
- j) Risk Management skills
- k) Command of excellent information communication technology skills

JOB TITLE	Senior Intelligence Officer
DEPARTMENT	Office of the Executive Director
REPORTS TO	Principal Environment Intelligence Officer
SALARY SCALE	NEMA E4
SUPERVISES	Intelligence Officers
NO OF POSITIONS	01

MAIN PURPOSE OF THE JOB

Support the collection, analysis and timely dissemination of all intelligence information to inform timely decision-making.

DUTIES AND RESPONSIBILITIES

1. Collect intelligence information is collected, processed and fed to the relevant senior officers of the organization for necessary action based on the "Right to know and need to know principal".
2. Develop guidelines of handling informants, informers and agents for better information gathering/collection and reporting procedures.
3. Ensure the recruitment and maintenance of a network of informers, informants and agents and ensure that they are fairly treated.
4. Establish and maintain effective surveillance and intelligence support systems
5. Coordinate with and establish a link with the intelligence agencies to detect and preempt environment crime
6. Coordinate with investigations and law enforcement personnel to curtail environment crime.
7. Develop and implement quarterly work plans and prepare timely unit performance reports

8. Supervise and appraise the staff under the division
9. Perform any other official duties as may be assigned by the supervisor.

PERSON SPECIFICATIONS QUALIFICATIONS

Possession of a Bachelor's Degree and Master's Degree in either of the following: - Law, Psychology, Criminology or Environment and Natural Resources or any other related field from a reputable University or Institution
Must have undergone military training and training in intelligence services

For those without a Bachelor's Degree in law, Possession of a Diploma in Law will be an added advantage.
A qualification in Environment and natural resource management shall be an added advantage

Possession of certificates in Counter Intelligence and/or Analytical Intelligence with knowledge of web Based Intelligence and Human Intelligence shall be an added advantage

Should have working knowledge of at least one web based intelligence software (such as i-base/i-note, Sentinel or any other intelligence software)

EXPERIENCE

At least three (3) years working experience in Intelligence service from a reputable organization

COMPETENCES

- a) Leadership, team building and supervision skills
- b) Strong interpersonal, communication and negotiation skills
- c) Conservation planning knowledge
- d) Good understanding of mitigation hierarchy
- e) Excellent scholarly writing and publication skills
- f) Excellent analytical and presentation skills
- g) Financial and human resource management skills
- h) Excellent report writing skills
- i) Resource Mobilization skills
- j) Risk management skills
- k) Command of excellent Information Communication Technology skills



JOB TITLE	Senior Maintenance and Estates Officer
DEPARTMENT	Human Resource, Finance and Administration
REPORTS TO	Manager Administration
SALARY SCALE	NEMA E4
SUPERVISES	Maintenance and Estates Officer
NO OF POSITIONS	01

MAIN PURPOSE OF THE JOB

To oversee the maintenance, safety, and management of the organization's estates and facilities.

DUTIES AND RESPONSIBILITIES

1. Supervise maintenance activities to ensure that all office buildings and facilities are safe, functional, and well- maintained;
2. Develop and implement routine maintenance schedules and emergency repair procedures;
3. Coordinate with contractors and vendor, ensuring that work is completed to high standards, on time and within budget;
4. Ensure all properties comply with relevant legal and regulatory requirements, including health and safety standards;
5. Conduct regular inspections and risk assessments to identify maintenance needs and potential hazards;
6. Prepare and manage maintenance plans, budgets, ensuring cost-effective use of resources;
7. Recommend and implement best practices in facility management and maintenance;
8. Communicate effectively with staff and management to address maintenance issues and improve service delivery;
9. Maintain comprehensive records of maintenance activities and property performance;
10. Prepare regular reports for management on maintenance operations and budgets;
11. Supervise and appraise staff of the Unit;
12. Perform any other official duties as may be assigned by the supervisor.

QUALIFICATIONS

An Honors Bachelor's degree in the relevant field of engineering.
A Master's Degree in relevant field of engineering.

EXPERIENCE:

1. Should have at least a minimum of three (3) years of working experience in facilities management or maintenance.
2. Knowledge of health and safety regulations and maintenance procedures.

KEY COMPETENCIES/ SKILLS:

- a) Leadership, team building and supervision skills
- b) Strong interpersonal, communication and negotiation skills
- c) Excellent problem-solving, organizational, and communication skills
- d) Excellent analytical and presentation skills

JOB TITLE	Senior Investigations Officer
DEPARTMENT	Enforcement and Field Operations
REPORTS TO	Principal Investigations Officer
SALARY SCALE	NEMA E4
SUPERVISES	Investigations Officer
NO OF POSITIONS	01

MAIN PURPOSE OF THE JOB

To support planning, coordination and efficient investigation of environment crime to support prosecution and deter environment crime

DUTIES AND RESPONSIBILITIES

Support the Principal Investigations Officer to:

1. Handle all cases under investigations and ensure they are managed well in liaison with the legal division.
2. Develop plans for comprehensive management of environment crime investigations in Uganda
3. Prepare case files for prosecution
4. Appear in court to provide evidence as required
5. Visit scenes of crime as part of tracking down and arrest suspects as appropriate
6. Ensure exhibits are collected in a professional manner and tendered before Courts of Law for smooth prosecution of the offenders
7. Coordinate with intelligence and law enforcement personnel to curtail environment crime
8. Support prosecution of environment crimes
9. Develop and implement quarterly work plans and prepare timely unit performance reports
10. Supervise and ensure appraisal of staff under the unit
11. Perform any other official duties as may be assigned by the supervisor.

PERSON SPECIFICATIONS

QUALIFICATIONS

An honors Bachelor's Degree in the relevant field of Law, Psychology, Criminology or Environment and Natural Resources or Social Science or Natural Sciences or Business Administration or Development Studies from a recognized University or Institution.

A Master's Degree in the relevant field of Law, Psychology, Criminology or Environment and Natural Resources or Social Science or Natural Sciences or Development Studies or Business Administration from a recognized University or Institution

Must have undergone para-military training and training in investigation service Certificate of Good Conduct issued by Interpol.

EXPERIENCE

At least three (3) years working experience in Crime Investigations from a reputable organization

COMPETENCES AND SKILLS

- a) Leadership, team building and supervision skills
- b) Knowledge and skills in Information Communication Technology
- c) Ability to build relations and networks
- d) Strong analytical, operational and managerial skills
- e) Knowledge and skills in intelligence and investigation
- f) Good communication skills
- g) Good interpersonal, analytical skills and coordination skills
- h) Good Time management
- i) Ethical conduct, integrity and confidentiality
- j) Good writing and reporting skills
- k) Planning, organizing and coordinating various assignments
- l) Risk management skills

JOB TITLE	Senior Environment Inspector (Oil and Gas)
DEPARTMENT	Environment Compliance
REPORTS TO	Manager Oil, Gas, Mining and Geothermal
SALARY SCALE	NEMA E4
SUPERVISES	Environment Inspectors-Oil and Gas
NO OF POSITIONS	01

MAIN PURPOSE OF THE JOB

To support effective management of Environment and Social Impacts of Oil and Gas development

DUTIES AND RESPONSIBILITIES

1. Contribute to development and implementation of Work Plans and Budgets;
2. Support monitoring and coordination of Environment and Social Impact Assessments (ESIAs) and Strategic Environment Assessments (SEAs) in Petroleum industry;
3. Support coordination of compliance monitoring and inspections of oil and gas activities



4. Advise the Authority on procedures, guidelines and protocols on conduct and review of (ESIAs) in the oil and gas industry
5. Support coordination of Lead Agency participation in the review of ESIAs related to oil and gas
6. Support coordination of capacity building activities for ESIA in Petroleum
7. Support coordination of the development of National Policy Guidelines for ESIAs and SEAs in the areas of focus
8. Effectively contribute to development and management of an ESIAs and SEAs information system as part of the overall Environment Information Management System
9. Coordinate with other staff on all matters relevant to environment and social assessments
10. Support and promote applied research on best environment practices
11. Support public awareness and education about ESIAs requirements in oil and gas, minerals and geothermal
12. Support coordination of the licensing regimes for waste streams in the oil and gas industry
13. Support the coordination of health, safety, quality and environment aspects of facilities in the petroleum industry
14. Supervise and appraise the staff under him/her
15. Perform any other official duties as may be assigned by the Supervisor

PERSON SPECIFICATIONS

QUALIFICATIONS

An Honours Bachelor of Science Degree in any relevant field of Environment and Natural Resources; Physical or Natural Sciences or Environmental, Chemical or Petroleum Engineering; Petroleum and Geoscience, Geology and Chemistry

A Master's of Science Degree in any of the above disciplines. However, for those with first degree in Chemical or Petroleum Engineering or Petroleum and Geoscience, Geology and Chemistry must have their second degree in Environment and Natural Resources fields

EXPERIENCE

At least three (3) years relevant working experience in management of environment and social aspects of extractives industry at Senior Officer level in a reputable organization

COMPETENCES AND SKILLS:

- a) Leadership, team building and supervision skills
- b) Strong interpersonal, communication and negotiation skills
- c) Conservation planning knowledge
- d) Good understanding of mitigation hierarchy
- e) Excellent scholarly writing and publication skills
- f) Excellent analytical and presentation

JOB TITLE	Senior Executive Officer (Administration)
DEPARTMENT	Office of Executive Director
REPORTS TO	Executive Director
SALARY SCALE	NEMA E4
NO OF POSITIONS	01

MAIN PURPOSE OF THE JOB

To provide high level administrative, secretarial and organizational support to the Executive Director

DUTIES AND RESPONSIBILITIES

1. Prepare briefings, reports, presentations and correspondences for the Executive Director;
2. Manage the Executive Director's calendar;
3. Organize appointments, meetings, and travel arrangements;
4. Draft, review, and manage emails, letters and reports and other communications in a timely and professional manner;
5. Prepare meeting agenda, take and disseminate minutes and follow up on action points;
6. Provide confidential support through handling sensitive information with discretion and maintain confidentiality in all executive matters;
7. Provide Administrative support through Developing and maintaining filing systems, databases, and office protocols; and coordinating logistics for the office;
8. Follow up on tasks delegated by the Executive Director to various Departments, Divisions, Units and Individuals;
9. Serve us the main point of contact between the Executive Director and the Internal and External clients;
10. Draft internal communications, memos, and announcements on behalf of the Executive Director;
11. Monitor budgets and expenditures related to the Executive Office and report variances.

PERSON SPECIFICATIONS

QUALIFICATIONS:

Possession of a Bachelor's degree in either of the following: - Business Administration, Public Administration, Secretarial Studies or any other related field from a reputable University or Institution

A Master's Degree in the relevant field of Business Administration, Public Administration, Secretarial Studies, and Office Management.

EXPERIENCE:

- a) Minimum of 5-7 years of progressive experience in executive administrative support or office coordination roles.

- b) Demonstrated ability to work independently, handle confidential information, and operate with diplomacy.
- c) Strong organizational, time management, and multitasking abilities.
- d) Exceptional written and verbal communication skills
- e) Proficiency in Microsoft Office packages.

COMPETENCES AND SKILLS:

- a) Discretion and integrity
- b) Strategic thinking
- c) Communication and interpersonal skills
- d) Problem solving
- e) Adaptability and flexibility
- f) Attention to details

JOB TITLE	Senior Legal Officer- (Civil Litigations and Advisory)
DEPARTMENT	Office of the Executive Director
REPORTS TO	Manager Legal and Corporate Affairs
SALARY SCALE	NEMA E4
SUPERVISES	Legal Officers (Civil and Advisory)
NO OF POSITIONS	01

MAIN PURPOSE OF THE JOB

To spearhead management of the Civil Litigation and Advisory Services

DUTIES AND RESPONSIBILITIES

1. Spearhead the development and implementation of section Work Plans, Budgets and prepare timely reports including status reports of court cases
2. Coordinate legal representation of NEMA in all civil matters
3. Effectively manage witnesses and evidence to ensure successful civil litigation
4. Provide legal support to legislative drafting processes
5. Provide legal support to Multi-Lateral Environmental Agreements, Treaties and Conventions negotiations and implementation
6. Coordinate representation of NEMA in Civil Courts at all levels
7. Support training and assist in the formulation of bye laws and ordinances for Local Governments
8. Coordinate negotiation and drafting of legal documents
9. Provide Legal Advisory services to the Authority
10. Supervise and appraise staff
11. Perform any other official duties as may be assigned by the supervisor

QUALIFICATIONS

An Honors Bachelor's degree in Law from a recognized University;
Postgraduate Diploma in Legal Practice
A Master's Degree in Law
Be enrolled as an advocate of the High Court of Uganda.
Possess a valid practicing certificate, except if working in a government institution

EXPERIENCE:

Should have at least a minimum of three (3) years post qualification relevant professional working experience in legal practice with a focus on civil litigation in Uganda

KEY COMPETENCIES/ SKILLS

- a) Leadership, team building and supervision skills
- b) Strong interpersonal, communication and negotiation skills
- c) Excellent scholarly writing and publication skills
- d) Excellent analytical and presentation skills
- e) Financial and human resource management skills
- f) Excellent report writing skills
- g) Resource Mobilization skills
- h) Risk management skills
- i) Excellent Information Communication Technology skills
- j) Excellent command of the English language

JOB TITLE	Environment Protection Officer
DEPARTMENT	Environment Enforcement and Field Operations
REPORTS TO	Senior Environment Protection Officer
SALARY SCALE	NEMA E5
NO OF POSITIONS	01

MAIN PURPOSE OF THE JOB

To support protection of environment from any form of degradation

DUTIES AND RESPONSIBILITIES

1. Conduct surveillance/operations to protect environment
2. Detect and proactively prevent environment crime
3. Arrest, search and support prosecution of suspects involved in environment degradation
4. Provide security to environment, property, staff and visitors in areas of operation
5. Collect and record field data for management decision making.
6. Whenever assigned, operate radios and disseminate information to relevant personnel
7. Gather and relay intelligence in areas of operation

8. Monitor critical environment ecosystems and resources and deter encroachment and degradation
9. Assist in environment monitoring and research as and when assigned
10. Assist in environment awareness and education as and when assigned
11. Assist in environment inspections, monitoring and audits as and when assigned
12. Prepare and submit timely operational reports
13. Perform any other official duty as assigned from time to time by the supervisor.

PERSONS SPECIFICATIONS

QUALIFICATIONS:

Should possess an Honors Bachelor's Degree in either Environment and Natural Resources or Natural Science, Law, Criminology, from a recognized Institution and be ready to undergo para military training of not less than six months.

JOB TITLE	Environment Ranger
DEPARTMENT	Environment Enforcement and Field Operations
REPORTS TO	Senior Environment Protection Officer
SALARY SCALE	NEMA E8
NO OF POSITIONS	52

MAIN PURPOSE OF THE JOB

To support patrols/operations to protect environment against any form of degradation.

DUTIES AND RESPONSIBILITIES

1. Monitor, detect and proactively prevent environment crime.
2. Participate in arrests, search and support the prosecution of suspects involved in environment degradation activities.
3. Guard the environment, property, staff and visitors in areas of operation
4. Participate in monitoring critical environment ecosystems and resources and deter encroachment and degradation
5. Support in environment inspections and monitoring when assigned
6. Participate in field data collection for management decisions
7. Whenever assigned, operate radios and disseminate information to relevant personnel
8. Gather and relay intelligence to relevant personnel
9. Assist in environment awareness and education activities
10. Participate in preparing field operation reports
11. Perform any other official duty as assigned from time to time by the supervisor.

PERSONS SPECIFICATIONS

QUALIFICATIONS:

Holders of an Advanced Level Certificate of Education with a credit in English language and Mathematics at Ordinary Level.

Potential candidates should be 25 years and below

COMPETENCES:

1. Proven medical and physical fitness
2. Ability to withstand field conditions
3. High level of integrity and accountability
4. Team work
5. Good communication skills
6. Time management

Eligible candidates must meet the following requirements;

1. Must be Ugandan adult citizen with original National Identity Card.
2. Must be healthy and physically fit, ready to undergo medical and physical check and a road run to test endurance and body fitness.
3. Candidates must be of good conduct with no criminal record.
4. Candidates should be ready to undergo para military training.
5. Presentation of false documents is criminal and culprits will be liable to prosecution.

Job Title	Office Assistant
Department	Human Resource, Finance and Administration
Reports to	Administrative Officer
Salary scale	E8
Supervises	None
No of positions	02

Purpose of the Job:

Support administrative functions of the Authority.

Key Duties and Responsibilities

1. Open and close NEMA Offices on time



2. Collect and deliver mail, parcels and other communications to and from the Post Office, suppliers and other Institutions;
3. Sort, deliver and pick up mails from various offices and premises at regular intervals and keep records as required;
4. Pack materials received for dispatch from out-tray and package them for dispatch;
5. Preparing office tea for staff and guests;
6. Serving and collecting utensils, maintaining proper hygiene in the pantry and ensuring effective use of kitchen equipment and ware;
7. Placing order for milk, tea leaves, sugar, coffee among others
8. Serving refreshments according to preferences;
9. Perform any other official duties as may be assigned.

Persons Specifications

Qualifications:

A minimum of Uganda Advanced Certificate of Education (UACE)

Key competences and skills

- a) Ability to work independently
- b) Good communication and interpersonal skills
- c) Time management
- d) High moral integrity

Job Title	Driver
Department	Human Resource, Finance and Administration
Reports to	Transport and Logistics Officer
Salary scale	E7
Supervises	None
No of posts	02

Purpose of the Job:

To transport staff, documents and any other item(s) timely and safely

Key duties and responsibilities:

1. Work under the supervision of the Transport and Logistics Officer to;
2. Provide chauffer services to staff and as assigned;
3. Deliver mail and documents as assigned;
4. Keep the assigned vehicle clean, polished, and in good operating condition;
5. Routinely carry out checks on the vehicles assigned;
6. Maintain the vehicle logbooks and make timely entries;
7. Account for the vehicle and all accessories (Jerk, spare tyre, wheel spanner, keys, etc.)

8. Park the vehicle at designated places by close of business except in special circumstances as may be authorized;
9. Adhere to the NEMA Motor vehicle, computers, tools and equipment policy;
10. Perform any other related duty assigned by the supervisor.

PERSON SPECIFICATIONS

QUALIFICATIONS:

A minimum of Uganda Certificate of Education

EXPERIENCE:

Should have at least a minimum of 3 (three) years' work experience, 2 of which should have been in similar position in a reputable Institution.

At least two classes of either CH, DH, DM or E

Skills in mechanics and defensive driving

Certificate from the Chief Government Mechanical Engineer

KEY COMPETENCES AND SKILLS

1. Ability to work as a team
2. Interpersonal and communication skills
3. Reporting skills
4. Time consciousness
5. High moral integrity

