



**NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)**

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**NEMA EXTERNAL ADVERT – 16<sup>TH</sup> FEBRUARY, 2026**

The National Environment Management Authority (NEMA) was established under the National Environment Act, Cap.181 and continued under the National Environment Act, Cap. 181 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.

	<b>Position</b>	<b>Scale</b>	<b>Positions</b>
1.	Principal Investigation Officer (Re-advertised)	E3	1
2.	Principal Environment Protection Officer –Operations (Re-advertised)	E3	1
3.	Principal Environment Officer- Soils and Land use	E3	1
4.	National Technical Coordinator for Circular and POPs-free plastics in Africa (GEF ID 11049) Project. NEMA CP1		1
5.	Senior Environment Protection Officer (Re-advertised)	E4	4
6.	Senior Intelligence Officer (Re-advertised)	E4	1
7.	Senior Investigation Officer ( Re-advertised)	E4	1
8.	Senior Legal officer (Civil Legal Litigation) (Re-advertised)	E4	1
9.	Environment Inspector (Mining )	E5	1
10.	Administrative Officer	E5	1
11.	Communication Officer (Mt. Elgon Project)	PILM 02	1
12.	Value Chain Officer (Mt. Elgon Project)	PILM 02	1
13.	Driver	E7	2
14.	Ranger	E8	22

Details of the Job Descriptions and Person Specifications for the above positions are available on the NEMA website [www.nema.go.ug](http://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](mailto:ed@nema.go.ug) not later than **17th March, 2026**.

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 Alankwasah, PhD  
**EXECUTIVE DIRECTOR**

## MAIN PURPOSE OF THE JOB

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

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

### 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

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

## MAIN PURPOSE OF THE JOB

To coordinate the development, implementation and enforcement of environmental policies, regulations, and programs for effective environment law enforcement.

## DUTIES AND RESPONSIBILITIES

1. Prepare enforcement plans, Mechanisms and Manuals for Environment protection activities;
2. Coordinate effective deployment of law enforcement personnel to conduct surveillance and other enforcement activities;
3. Enforce compliance with environmental legislation and regulations 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 and training in investigation service

### 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

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

<b>JOB TITLE</b>	Principal Environment Officer- Soils and Land use
<b>DEPARTMENT</b>	Environment Planning and Coordination
<b>REPORTS TO</b>	Senior Manager Environment Planning and Coordination
<b>SALARY SCALE</b>	NEMA E3
<b>SUPERVISES</b>	None

### MAIN PURPOSE OF THE JOB

To provide specialized services in sustainable management of Soils and Land Use in Uganda.

## **DUTIES AND RESPONSIBILITIES**

1. Spearhead the development and implementation of Work Plans, Budgets and prepare timely reports for the section
2. Initiate and or coordinate formulation of Policies, Strategies, Plans and Programs for sound and sustainable management of soil resources
3. Review sectoral Policies and Plans to integrate sustainable soil and land use management
4. Undertake and/or coordinate studies for sustainable soils and land use management
5. Support review processes for Environment Assessment and Audits
6. Provide specialized technical support in soils and land use management as may be required by various Government sectors and institutions, NGOs/CBOs, the Private Sector, Academia and individuals
7. Receive, compile and prioritize needs for sustainable management of soils and develop strategies and/or programs to provide the required support
8. Provide technical support for integration of soil conservation and Land use management into Local Government and Urban Authorities' Environment Action Plans and Development Plans;
9. Advise Government on International and Regional programs, Agreements and Protocols on water and wetland management
10. Monitor management of soils by Lead Agencies, Private Sector, Civil Society, Communities and other stakeholders
11. Support compilation of the State of Environment Reports for Uganda
12. 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 Environment and Natural Resources Management, Agriculture, Soil Science or Land Use Management

A Master's Degree in any of the relevant field above.

### **Experience:**

Must have at least six (6) years' relevant professional working experience in soil conservation or land use management three of which should have been at senior level in a reputable organization.

### **Competences and skills:**

- a) Excellent Scholarly writing, publication and presentation skills
- b) Excellent scientific analytical skills
- c) Strong interpersonal, communication and negotiation skills
- d) Knowledge and skills in Strategic Planning
- e) Knowledge and skills in Conservation Planning
- f) Leadership, team building and supervision skills
- g) Financial and Human Resource Management skills
- h) Resource Mobilization skills
- i) Risk Management skills
- j) High moral integrity
- k) Knowledge Management skills



# **CIRCULAR AND POPS-FREE PLASTICS IN AFRICA (GEF ID 11049) PROJECT.**

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## **BACKGROUND**

The National Environment Management Authority (NEMA) is implementing a project on Circular and POPs-free Plastics in Africa (GEF ID 11049). The project aims to reduce the releases of Persistent Organic Pollutants (POPs) from plastic products in the African continent. The Project interventions intend to reduce the import, production and use of POPs in plastic-containing products, and the generation of uPOPs and greenhouse gases (GHG) in these sectors. The project will coordinate with governments to adopt and enforce upstream policies and financial instruments; with plastic product designers, manufacturers and assemblers to implement circular economy practices and eliminate/replace problematic products with more sustainable alternatives; and with recyclers and collectors to separate hazardous plastics fractions and increase awareness. This is projected to result in multiple global environmental benefits that include the reduction of POPs containing plastics, emission of POPs, and mitigation of carbon dioxide emissions that will lead to reduced human health, environment, and economic impacts.

## **PROJECT CONTEXT**

The project is funded by the Global Environment Facility (GEF). It is being implemented by the United Nations Environment Programme (UNEP) in collaboration with the Basel Convention and Coordination Centre and hosted by the National Environment Management Authority (NEMA) in Uganda, Government of Nigeria located in Ibadan, Nigeria.

## **PROJECT DESCRIPTION**

The objective of this project is to reduce the import, production and use of POPs in plastic-containing products and the generation of uPOPs in selected African countries (Kenya, Nigeria, South Africa, Uganda and Zimbabwe).

The project consists of the following four components:

1. Component 1: Policy and economic instruments targeting POPs containing plastics
2. Component 2: Circular economy practices to reduce POPs in problematic plastics
3. Component 3: Environmentally sound management of plastic waste containing POPs
4. Component 4: Knowledge management, capacity building and communication

## **PROJECT STAFF**

The Project is required to hire a National Coordinator a National Technical Coordinator who will be responsible for the coordination of all project activities with NEMA and the Basel Convention Coordination Centre in Nigeria as indicated in the MOU.

<b>Post title:</b>	National Technical Coordinator
<b>Project title:</b>	GEFID 11049: Circular and POPs-free Plastics in Africa
<b>Reports to:</b>	Manager Environment Monitoring, Inspections and Audit.
<b>Salary Scale</b>	NEMA CP1
<b>Date required:</b>	Immediate engagement
<b>Contract Duration</b>	1 year renewable
<b>Duty station:</b>	NEMA Uganda- Kampala Office

## **MAIN PURPOSE OF THE JOB.**

To coordinate all Project activities with NEMA and the Basel Convention Coordination Centre.

## **DUTIES AND RESPONSIBILITIES**

1. Coordination of the project at country level
2. Reporting to the Project Executing Agency (EA) including monthly meetings, quarterly reports, annual work plan and budgeting
3. Consultations with government & all national stakeholders
4. Organization of meetings and events, including functioning as Secretary to the project National Working Group;
5. Supervision of activities of national consultants including reviewing assignment reports, activities, and outputs, and ensuring they deliver as per TOR
6. Support and provision of country information and results to international experts (e.g., UNEP technical support, Regional Technical Coordinator, etc.)
7. Preparation of ToRs for different activities under components, procure and manage contracts for services
8. Identification and documentation of project case studies

## **PERSON SPECIFICATIONS**

### **Qualifications**

1. A Bachelor's Degree in the field of Natural Sciences, Environmental Sciences, Environmental Engineering.
2. A Master's Degree in the field of Natural Sciences, Environmental Sciences, Environmental Engineering.
3. Training in project planning and management

### **Competences**

1. Excellent leadership and inter-personal skills
2. Excellent planning and coordination skills
3. Excellent communication and presentation skills
4. Familiarity with working on projects for UN agencies
5. Good computing skills
6. Ability to work under pressure to meet tight targets and deadlines.
7. Good experience in developing and executing training programmes on technical subjects
8. Knowledge of chemicals is desirable
9. Familiarity with project cycle and project management tools.
10. Excellent writing and presentations skills in English language is required.
11. Knowledge of local languages will be an asset.

### **Work Experience**

A Minimum of six years' experience managing projects in the field of chemicals and wastes or experience coordinating or leading environment-related projects at national level in Africa.

<b>JOB TITLE</b>	<b>Senior Environment Protection Officer</b>
<b>DEPARTMENT</b>	Enforcement and Field Operations
<b>REPORTS TO</b>	Principal Environment Protection Officer (Operations)
<b>SALARY SCALE</b>	NEMA E4
<b>SUPERVISES</b>	Environment Protection Officers
<b>NO OF POSITIONS</b>	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**

#### **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
- 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

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

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

### EXPERIENCE

At least three (3) years working experience in Crime Intelligence 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

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

<b>JOB TITLE</b>	Environment Inspector (Mining )
<b>DEPARTMENT</b>	Environment Compliance
<b>REPORTS TO</b>	Senior Environment Inspector-Mining and Geothermal
<b>SALARY SCALE</b>	NEMA E5
<b>SUPERVISES</b>	None

## MAIN PURPOSE OF THE JOB

To assist in effective management of Environment and Social Impacts of Mining and Geothermal development

## **DUTIES AND RESPONSIBILITIES**

1. Contribute to development and implementation of Work Plans and Budgets
2. Assist in the monitoring and coordination of Environment and Social Impact Assessments (ESIAs) and Strategic Environment Assessments (SEAs) in Mining and Geothermal industry
3. Assist in coordination of compliance monitoring and inspections of Mining and Geothermal activities
4. Advise the Authority on procedures, guidelines and protocols on conduct and review of (ESIAs) in the Mining and Geothermal industry
5. Assist in the coordination of Lead Agency participation in the review of ESIAs related to Mining and Geothermal
6. Assist in the coordination of capacity building activities for ESIA in Mining and Geothermal industry
7. Assist in the 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. Assist in promoting applied research on best environment practices
11. Assist in promoting public awareness and education about ESIAs requirements in Mining Geothermal development
12. Assist in the coordination of the licensing regimes for waste streams in the Mining and Geothermal industries
13. Assist in the coordination of health, safety, quality and environment aspects of facilities in the Mining and Geothermal industry
14. 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 Geology and Chemistry

### **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 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



<b>JOB TITLE</b>	Administrative Officer
<b>DEPARTMENT</b>	Human Resource, Finance and Administration
<b>REPORTS TO</b>	Assigned Officer
<b>SALARY SCALE</b>	NEMA E5
<b>NO.OF POSTS</b>	01
<b>RESPONSIBLE FOR</b>	Office Assistant

### **PURPOSE OF THE JOB:**

Provide administrative and secretarial services to the Authority

### **KEY DUTIES AND RESPONSIBILITIES**

1. Oversee the creation, proper maintenance, storage and retrieval of electronic and manual records
2. Establish a register and oversee the use and maintenance of office equipment and facilities
3. Organize and maintain a schedule for workshops, meetings and other official events;
4. Take minutes and keep a record of meetings
5. Effectively handle correspondences
6. Identify, plan for and manage office equipment and supplies
7. Support the communication function of the institution
8. 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 Office Management, Business Administration or Public Administration  
Training in multi-media and graphics is an added advantage.

#### **Key competences and skills**

- a) Strong communication, leadership and interpersonal skills
- b) Computer literacy
- c) Attention to detail
- d) Ability to work in a team
- e) Proven ability to meet timelines and handle multiple tasks simultaneously
- f) High level of integrity and confidentiality

<b>JOB TITLE</b>	Value Chain Officer
<b>PROJECT</b>	MT. Elgon Project
<b>REPORTS TO</b>	Project Manager
<b>SALARY SCALE</b>	PILM 02
<b>SUPERVISES</b>	None
<b>DURATION</b>	Full-time (2 years - Project life)
<b>NO. OF POSTS</b>	01

**Job purpose:** To support implementation of project activities on coffee and staple crops value chain outputs of the project

**Responsibility:** Under the general supervision of the Project Manager and in close collaboration with the project partners, the Value Chain Officer is responsible for day-to-day implementation of project activities on coffee and staple crops value chains at field level.

### **Duties**

1. Ensure the timely and effective implementation of the approved project activities at field level;
2. Participate in the preparation of quarterly and annual work plans and budgets;
3. Ensure the accurate recording of all data relevant for operational, financial and results based monitoring;
4. Prepare accurate and timely quarterly and annual technical reports for activities undertaken as required;
5. Support the development and operationalization of coffee and staple crops value chains;
6. Support the Project Manager in tracking implementation of project activities for the coffee and staple crops value chains against the stipulated time framework;
7. Provide technical assistance to project partners at field level on implementation of project activities for the sustainable land management focal area as required;
8. Ensure proper use of project equipment;
9. Support the Project Manager in the preparation for meetings, workshops and seminars and the preparation of meeting and workshop reports;
10. Support the Project Manager in the organization of the mid-term and final evaluations, and provide inputs as required;
11. Carry out training related to the coffee and staple crops value chains;
12. Develop and maintain positive relationships with relevant local and national stakeholders related to coffee and staple crops value chains;
13. Work closely with, mentor and develop the capacity of local counterparts on the development and operationalization of coffee and staple crops value chains;
14. Provide support in integrating and promoting coffee and staple crops value chains in district local government development plans, decision making processes and ongoing programmes;
15. Provide support in the dissemination of information on coffee and staple crops value chains to the target beneficiaries;
16. Carry out other tasks as requested by the PM and any other duties that may be assigned from time to time.

### **Qualifications**

An Honors Bachelor's Degree in the relevant field of agriculture

A Master's degree in the relevant field of agriculture is added advantage

### **Experience**

At least three years of relevant experience in value chain development methodologies, program management, agribusiness or agricultural development activities with international, national and local communities.



## Competences and skills

1. Detailed knowledge and understanding of agricultural value chains
2. Proven exposure and experience supporting producer organizations to access agricultural inputs, advisory and business development services, and output markets; increase their production and marketing efficiencies; and enhance product competitiveness;
3. Demonstrated experience in private sector development, entrepreneurship and support to women Small Medium Enterprises (SMEs);
4. Very good inter-personal skills;
5. Good communication skills;
6. High degree of initiative, flexibility and creativity;
7. Proficiency in the use of computer software such as MS Word, MS Excel and MS Publisher and MS PowerPoint.

<b>JOB TITLE</b>	Communications Officer
<b>PROJECT</b>	MT. Elgon Project
<b>REPORTS TO</b>	Project Manager
<b>SALARY SCALE</b>	PILM 02
<b>SUPERVISES</b>	None
<b>DURATION</b>	Full-time (2 years - Project life)
<b>NO. OF POSTS</b>	01

**Job purpose:** To support development and implementation of communications for internal and external audiences

**Responsibility:** Under the direct supervision of the Project Manager, the Communications Officer is responsible for day-to-day communication of project activities to internal and external audiences.

### Duties

1. Develop and implement effective communications activities for external customers and stakeholders;
2. Ensure the timely and effective implementation of the approved project activities at field level;
3. Write and optimise content for the website, digital newsletters, print publications and social networking sites;
4. Ensure consistency in terms of voice, branding, messaging and frequency of posting via digital channels;
5. Handle media enquiries and create effective news releases to gain positive press coverage;
6. Develop and deliver well-executed and effective campaigns;
7. Develop working relationships with key internal and external stakeholders and partners;
8. Use project planning techniques to deliver the project and actively manage project budgets;
9. Implement a communication strategy for the project that includes media outreach and social media content creation;
10. Research and write press releases, and content for the project website, infographics, blogs, and newsletters;
11. Acquire and maintain a detailed knowledge of the project's activities, strategies and programmes and keep up-to-date with relevant developments;
12. Arrange and coordinate press conferences, and plan events;



13. Work with key internal role-players to brainstorm content ideas, in line with the project's strategy and in support of various project interventions;
14. Support and evaluate results of communication campaigns with the team;
15. Build and maintain relationships with journalists and key external role-players;
16. Prepare accurate and timely quarterly and annual technical reports for activities undertaken as required;
17. Perform other project related duties as assigned from time to time by the Project Manager.

**Qualifications**

An Honors Bachelor's Degree in the relevant field of Journalism, Public Relations or Communications.

A Master's Degree in the relevant field of Journalism, Public Relations or Communications is added advantage

**Experience**

Minimum of 3 years' experience in communications strategy development;

A proven track-record of professional experience in communications, public relations, journalism, marketing or a related field;

**Competencies and skills**

1. Capability and proven experience in crafting communications strategies with an eye toward results-based management;
2. Capability and proven experience crafting messages in various formats (press releases, websites, success stories, blog entries, tweets, etc.) targeting a variety of audiences;
3. Excellent written and verbal communication skills;
4. Very good inter-personal skills;
5. High degree of initiative, flexibility and creativity;
6. Highly computer literate with capability in email, MS Office, and related business and communication tools;
7. Content writing experience for all media platforms;
8. Proven social media and networking expertise.

<b>JOB TITLE</b>	Environment Ranger
<b>DEPARTMENT</b>	Environment Enforcement and Field Operations
<b>REPORTS TO</b>	Senior Environment Protection Officer
<b>SALARY SCALE</b>	NEMA E8
<b>NO OF POSITIONS</b>	22

**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.

<b>Job Title</b>	Driver
<b>Department</b>	Human Resource, Finance and Administration
<b>Reports to</b>	Transport and Logistics Officer
<b>Salary scale</b>	E7
<b>No of posts</b>	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 chauffeur 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;

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 CE, D, DE, or G

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

