

JOB TITLE	Manager Chemical Safety, Radiation and Pollution Prevention
DEPARTMENT	Environment Compliance
REPORTS TO	Senior Manager Environment Compliance
SALARY SCALE	NEMA E2-2
SUPERVISES	Principal Environment Inspector-Chemical Safety, Radiation and Pollution Prevention

MAIN PURPOSE OF THE JOB

To develop and implement Plans, Strategies and Initiatives to enhance Chemical Safety, Radiation and Pollution prevention and management in Uganda

DUTIES AND RESPONSIBILITIES

1. Develop and implement Work Plans and Budgets for Chemical Safety, Radiation and Pollution Prevention and Management in Uganda
2. Coordinate, monitor and regulate management and use of chemicals and radiations in Uganda
3. Manage Chemical Safety, Radiation and Pollution prevention
4. Coordinate compliance monitoring and inspections to ensure proper use of chemicals and radiations
5. Develop and implement actions for promotion of Chemicals and Radiation Safety
6. Design and implement mechanisms for Pollution prevention, Control and Management
7. Coordinate with other departments on all matters relevant to Chemical Safety, Radiation and Pollution Prevention and Management
8. Support and promote applied research on best Environment Practices
9. Effectively contribute to development and management of Chemicals, Radiation and Pollution Information System as part of the overall Environment Information Management System
10. Support public awareness and education about Chemical Safety, Radiation and Pollution Prevention and Management
11. Supervise and appraise staff under the Division
12. Perform any other official duties as may be assigned by the Supervisor

PERSON SPECIFICATIONS

QUALIFICATIONS

An Honours Bachelor's Degree in the relevant field of Chemical Engineering, Industrial Chemistry, Chemistry, Biochemistry from a reputable University or Institution



A Master of Science Degree in the relevant field of Environment and Natural Resources or Environment Engineering, Chemical Engineering, Industrial Chemistry, Chemistry or Biochemistry from a recognized University or Institution

EXPERIENCE

At least eight (8) years relevant working experience in Chemicals, Radiation and Pollution management three of which should have been at Senior level in a reputable organization

KEY COMPETENCIES/ SKILLS

- a) Excellent scientific analytical skills
- b) Knowledge and skills in instrumentation
- c) Leadership, team building and supervision skills
- d) Strong interpersonal, communication and negotiation skills
- e) Good understanding of mitigation hierarchy
- f) Financial and Human resource management skills
- g) Excellent scholarly writing, publication and presentation skills
- h) Resource mobilization skills
- i) Command of excellent Information Communication Technology skills

JOB TITLE	Manager Environment Planning and Coordination
DEPARTMENT	Environment Planning and Coordination
REPORTS TO	Senior Manager Environment Planning and Coordination
SALARY SCALE	NEMA E2-2
SUPERVISES	Principal Spatial Planner-Built Environment Principal Spatial Planner-Natural Environment Senior Lead Agency Coordinator

MAIN PURPOSE OF THE JOB

To spearhead Environment Management Planning and Lead Agency Coordination in Uganda

DUTIES AND RESPONSIBILITIES

1. Spearhead the development and implementation of Departmental Work Plans, Budgets and prepare timely reports
2. Coordinate development and implementation of the National Environment Management Plan
3. Support development and implementation of Local Governments and Urban Authorities' Environment Action Plans
4. Coordinate development and implementation of Environment and Natural Resources Ecosystems, Species and Genetic Resources Management Plans and Strategies
5. Spearhead timely preparation of the State of Environment Reports for Uganda

6. Develop and promote natural resources valuation and natural capital accounting systems in Uganda
7. Establish an effective and functional Lead Agency Coordination Framework
8. Develop and Implement a Performance Management Scheme for Lead Agencies on Environment Planning, Management and Reporting
9. Effectively contribute to development and management of the Environment Information Management System
10. Coordinate with other departments to ensure that all matters relevant to Environment Planning and Lead Agency Coordination are mainstreamed
11. Support and promote applied research on best practices on Environmental Planning and Stakeholder coordination
12. Support public awareness and education about Environment Planning and Lead Agency Coordination
13. Supervise and appraise staff under the Division
14. Perform any other official duties as may be assigned by the Supervisor

PERSON SPECIFICATIONS

QUALIFICATIONS:

An Honours Bachelor of Science Degree in the relevant field of Environment and Natural Resources Management or Natural Resources Economics

A Master's Degree in a relevant field of Natural Resources Economics or Environment and Natural Resources Management or Environment Planning

Training in Geographical Information Systems (GIS) and Remote Sensing

EXPERIENCE:

Must have at least Eight Years (8) relevant professional working experience in Environment Planning and Management three of which should have been at senior level in a reputable organization.

JOB TITLE	Senior Communications and Content Creations Officer
DEPARTMENT	Office of the Executive Director
REPORTS TO	Principal Corporate Communications Officer
SALARY SCALE	NEMA E4
SUPERVISES	None

MAIN PURPOSE OF THE JOB

To generate content for effective communication

DUTIES AND RESPONSIBILITIES

1. Support the development and implementation of Work Plans, Budgets and prepare timely reports
2. Support development and implementation of a robust communications strategy
3. Support image building reputation of NEMA
4. Design and review content for all publications of NEMA

5. Design and create content and graphics for effective communication and public relations
6. Support the development of NEMA's newsletter and bulletins
7. Design posters, banners, reports, ribbons and other communication materials
8. Perform any other official duties as may be assigned by the supervisor

QUALIFICATIONS

An Honors Bachelor's Degree in the field of Mass Communication, Public Relations or graphics designing

Master's degree in Environment and Natural Resources, Mass Communication, Public Relations or Journalism

EXPERIENCE

Should have at least a minimum of three (3) years post qualification professional relevant working experience in communications and public relations content creation in a reputable institution.

KEY COMPETENCIES/ SKILLS

- j) Leadership, team building and supervision skills
- k) Strong interpersonal, communication and negotiation skills
- l) Excellent scholarly writing and publication skills
- m) Excellent analytical and presentation skills
- n) Financial and human resource management skills
- o) Excellent report writing skills
- p) Resource Mobilization skills
- q) Risk management skills
- r) Command of excellent Information Communication Technology skills

JOB TITLE	Senior Administrative Officer
DEPARTMENT	Human Resource, Finance and Administration
REPORTS TO	Manager Administration
SALARY SCALE	NEMA E4
SUPERVISES	Administration Officer

MAIN PURPOSE OF THE JOB

To support management of the administration function of the Authority

DUTIES AND RESPONSIBILITIES Support the Manager Administration to:

1. Development and implementation of division work plans and timely reporting
2. Supervise the maintenance and cleanliness of the premises
3. Manage the small office equipment, office supplies and furniture
4. Supervise appropriate use and payments for utilities
5. Prepare and submit timely and accurate administration reports
6. Perform any other official duties that may be assigned by the supervisor

QUALIFICATIONS

An Honors Bachelor's Degree the relevant field of Business Administration or Public Administration or Office Management

Masters in Degree in the relevant field of Business Administration or Public Administration

EXPERIENCE:

Should have at least a minimum of three (3) years post qualification professional working experience in administration in a reputable institution.

KEY COMPETENCIES/ SKILLS

- a) Ability to work with minimum supervision
- b) Excellent analytical and presentation skills
- c) Excellent Report Writing Skills
- d) Strong interpersonal, communication and negotiation skills
- e) Excellent Customer Care skills
- f) Information Communication Technology skills
- g) Leadership and Team Work
- h) High moral integrity
- i) Organizational management skills
- j) Excellent listening skills

JOB TITLE	Senior Environment Inspector-Mining and Geothermal
DEPARTMENT	Environment Compliance
REPORTS TO	Manager Oil, Gas, Mining and Geothermal
SALARY SCALE	NEMA E4
SUPERVISES	Environment Inspector-Mining and Geothermal

MAIN PURPOSE OF THE JOB

To support 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. Support monitoring and coordination of Environment and Social Impact Assessments (ESIAs) and Strategic Environment Assessments (SEAs) in Mining and Geothermal industry
3. Support 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. Support coordination of Lead Agency participation in the review of ESIAs related to Mining and Geothermal

6. Support coordination of capacity building activities for ESIA in Mining and Geothermal industry
7. Support coordination of the development of National Policy Guidelines for ESIA's and SEAs in the areas of focus
8. Effectively contribute to development and management of an ESIA's 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 ESIA's requirements in Mining and Geothermal development
12. Support coordination of the licensing regimes for waste streams in the Mining and Geothermal industries
13. Support coordination of health, safety, quality and environment aspects of facilities in the Mining and Geothermal 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 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 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 Environment Officer-Green Economy
DEPARTMENT	Environment Compliance
REPORTS TO	Principal Environment Officer Compliance Assistance
SALARY SCALE	NEMA E4
SUPERVISES	Environment Officer-Green Economy

MAIN PURPOSE OF THE JOB

To support development and implementation of Plans, Strategies and Initiatives to encourage proactive and innovative approaches to compliance with National Environment Policies, Legislations and Standards

DUTIES AND RESPONSIBILITIES

Support Principal Environment Officer Compliance Assistance to :

1. Develop and implement Work Plans and Budgets for proactive and innovative approaches to compliance
2. Develop and implement actions for promotion of cleaner green economy
3. Identify needs and design response strategies for green economic development
4. Coordinate and Monitor proactive and innovative approaches to environment compliance
5. Promote initiatives that promote green development
6. Coordinate research and innovation in green economy in various development programs of Government
7. Develop and implement a green development certification program for Uganda
8. Develop and implement a rewards system for best environment practices in the country
9. Effectively contribute to development and management of information system as part of the overall Environment Information Management System
10. Coordinate with other departments on all matters relevant to environment compliance
11. Support and promote applied research on best environment practices
12. Support public awareness and education about eco-innovative approaches to green economy
13. Supervise and appraise the staff
14. Perform any other official duties as may be assigned by the Supervisor.

PERSON SPECIFICATIONS

QUALIFICATION

An Honors Bachelor of Science Degree in the relevant field of Environment and Natural Resources or Chemical or Environment Engineering or Chemistry from a recognized University or Institution

Master of Science Degree in the relevant field of Environment and Natural Resources, Environment Science Technology or Chemical or Environment Engineering or Chemistry from a recognized University or Institution

EXPERIENCE

At least three (3) years relevant working experience in Environment Management in a reputable organization.

COMPETENCES AND SKILLS:

- a) Excellent scientific analytical skills
- b) Knowledge and skills in instrumentation
- c) Production processes Technical Audit skills
- d) Knowledge of green development and cleaner production
- e) Leadership, team building and supervision skills
- f) Strong interpersonal, communication and negotiation skills
- g) Good understanding of mitigation hierarchy
- h) Financial and Human Resource management skills
- i) Excellent scholarly writing, publication and presentation skills
- j) Resource Mobilization skills
- k) Risk Management skills
- l) Command of excellent Information Communication Technology skills

JOB TITLE	Information Systems Officer
DEPARTMENT	Environment Planning and Coordination
REPORTS TO	Senior Information Systems Officer
SALARY SCALE	NEMA E5
SUPERVISES	NONE

MAIN PURPOSE OF THE JOB

To assist in the management of a robust Environment Information Management System at NEMA

DUTIES AND RESPONSIBILITIES

1. Assist in the development and implementation of Work Plans, Budgets and prepare timely reports for the division
2. Assist in the development and management of environment information management systems
3. Assist in the acquisition and maintenance of secure environment information management systems
4. Assist in the establishment and maintenance of an efficient Environment Information System
5. Assist in NEMA software programming and applications development for information acquisition and dissemination.

6. Assist in the management of Environment Information Systems within the Institution
7. Assist in the compilation of the State of Environment Reports for Uganda
8. Assist in promoting applied research and innovations.

9. 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 Information Systems or Geographical Information Systems development and management

COMPETENCES AND SKILLS:

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

JOB TITLE	Senior Laboratory Analyst
DEPARTMENT	Environment Planning and Coordination
REPORTS TO	Principal Research and Innovations Officer
SALARY SCALE	NEMA E4
SUPERVISES	Laboratory Analyst

MAIN PURPOSE OF THE JOB

To spearhead Environment Management Laboratory program

DUTIES AND RESPONSIBILITIES

1. Develop and implement Work Plans, Budgets and timely reporting
2. Develop and manage a robust environment monitoring and compliance Laboratory Service
3. Spearhead Laboratory registration and accreditation program inline with the National Environment Act
4. Develop and manage environment Laboratory Services Strategy and Programs
5. Support development and promote sustainable environment Science, Technology and Innovations
6. Support development and implementation of National Environment Action Plan
7. Support development and implementation of Local Governments and Urban Authorities Environment Action Plans
8. Support Environment Monitoring, Audit and Prosecution functions

9. Support environment research and innovations
10. Support compilation of the State of Environment Reports for Uganda
11. Develop bankable proposals for sustainable resource mobilization and collaboration efforts
12. Coordinate with other divisions/departments to mainstream Environment Laboratory Service
13. Supervise and appraise the staff under him/her
14. 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 or Natural Sciences Laboratory Technology

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

EXPERIENCE:

Must have at least three (3) years relevant professional working experience in Environment Laboratory services 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

JOB TITLE	Senior Internal Auditor
DEPARTMENT	Office of the Executive Director
REPORTS TO	Principal Internal Auditor
SALARY SCALE	NEMA E4
SUPERVISES	Internal Auditor

MAIN PURPOSE OF THE JOB

To support effective management of the Internal Audit function of the Authority

DUTIES AND RESPONSIBILITIES

1. Support the development and implementation of Work Plans, Budgets and prepare timely reports for the unit
2. Review the Authority's significant business processes including the financial and accounting systems in different departments and sections of the Authority;
3. Prepare audit methodology, design standard audit tests and procedures and instructions to be followed for each audit;
4. Review transactions of the Authority with a view of ensuring value for money;
5. Carry out the audits and appropriate investigations in the Authority and provide technical guidance and support;
6. Carry out audit checks on financial and operational performance relating to collections, investments, purchases, stores, assets and financial transactions.
7. Support preparation of the final Internal Audit reports
8. Make recommendations for improvement of the Authority's internal control systems to the Executive Director and the respective NEMA Departments;
9. Supervise and appraise the staff under him/her
10. Perform any other official tasks that may be assigned by the supervisor

QUALIFICATIONS

An Honors Bachelor's Degree in the relevant field of Business Administration (Accounting Option); Commerce (Accounting Option) or Accounting and Finance;
A Master's Degree in Business Administration, Accounting or Finance
Full Professional qualifications of ACCA or CPA
Full membership to the Institute of Certified Public Accountants of Uganda

EXPERIENCE:

Should have a minimum of three (3) years post qualification professional relevant working experience in Accounting or Auditing in a public institution.

Must have hands on experience with accounting packages such as Sun systems, GoU IFMIS, Navision Financials or Pastel.

KEY COMPETENCIES/ SKILLS

- a) Leadership, team building and supervision skills
- b) Strong interpersonal, communication and negotiation skills
- c) Excellent analytical and presentation skills
- d) Financial and human resource management skills
- e) Excellent report writing skills
- f) Resource Mobilization skills
- g) Risk Management skills
- h) Command of excellent Information Communication Technology skills
- i) Planning and organization skills

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

MAIN PURPOSE OF THE JOB

To support development and implementation of Human Resource Policies, Strategies and Plans to ensure an efficient and effective workforce

DUTIES AND RESPONSIBILITIES

1. Support development and Implementation of Human Resource Work Plans and Budgets
2. Support development and implementation of Human Resource Management Strategies and Plans
3. Support regular Manpower Audits and Planning to enable NEMA achieve its Strategic Objectives
4. support implementation of Human Resource Recruitment Plans
5. Support implementation of Human Resource Capacity Development Programmes
6. Support implementation of staff Motivation and Retention Strategy
7. Support implementation of Human Resource Capacity Development Plans
8. Support monitoring and enforcement of effective Performance Management Plans and Programmes
9. Support enforcement of Occupational Health and Safety programmes
10. Support enforcement of Disciplinary Policy and Procedures
11. Support management of the Human Resource Information System
12. Support management of Staff Welfare Schemes
13. Counsel, mentor and coach staff
14. Support implementation of Staff Exit Policy and Procedures
15. Supervise and appraise staff under him/her
16. Perform any other official duties as may be assigned by the Supervisor

QUALIFICATIONS

An Honors Bachelor's Degree in the field of Human Resource Management, Psychology, Social Work and Social Administration, Business Administration, Social Sciences, Organizational development

A Master's Degree in Human Resource Management or Business Administration Must be a certified member of a Human Resource Professional Body

EXPERIENCE

Should have at least a minimum of three (3) years post qualification professional working experience in Human Resource Management or Development, in a reputable institution.

KEY COMPETENCES

- a) Ability to work with minimum supervision
- b) Excellent analytical and presentation skills
- c) Excellent Report Writing Skills
- d) Strong interpersonal, communication and negotiation skills
- e) Excellent Customer Care skills
- f) Information Communication Technology skills
- g) Leadership and Team Work
- h) Guidance and Counseling skills
- i) Coaching and mentoring skills
- j) High moral integrity
- k) Organizational development and management skills
- l) Excellent listening skills

JOB TITLE	Senior Legal Officer (Board and PCE Affairs)
DEPARTMENT	Office of the Executive Director
REPORTS TO	Manager Legal Corporate Affairs
SALARY SCALE	NEMA E4
SUPERVISES	Legal Officer (Corporate affairs)

MAIN PURPOSE OF THE JOB

To support management of the Legal Corporate function

DUTIES AND RESPONSIBILITIES

1. Spearhead the development and implementation of the section Work Plans, Budgets and prepare timely reports
2. Providing legal support and advisory service to the Executive Director in execution of the statutory corporate functions of the office
3. Support taking of minutes of the Board and Policy Committee on Environment
4. Follow up implementation of Board and Policy Committee on Environment decisions
5. Provide legal support to legislative drafting processes
6. Provide legal support to Multi-Lateral Environmental Agreements, Treaties and Conventions negotiations and implementation
7. Support awareness creation and capacity building on environmental law
8. Provide Legal Advisory services to the Authority
9. Supervise and appraise staff
10. 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 in a reputable institution.

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