

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR EXTERNAL ADVERT (17TH JANUARY, 2024)

JOB TITLE	Senior Environment Intelligence Officer
DEPARTMENT	Office of the Executive Director
REPORTS TO	Principal Environment Intelligence Officer
SALARY SCALE	NEMA E4
SUPERVISES	Intelligence Officers

MAIN PURPOSE OF THE JOB

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

DUTIES AND RESPONSIBILITIES

Support the Principal Intelligence Officer to:

1. Ensure 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 Bachelors Degree and Masters 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 Bachelors 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

JOB TITLE	Senior Environment Inspector (Pollution and Radiation)
DEPARTMENT	Environment Compliance
REPORTS TO	Principal Environment Inspector-Chemical Safety, Radiation and Pollution Prevention
SALARY SCALE	NEMA E4
SUPERVISES	Environment Inspectors (Pollution and Radiation control)

MAIN PURPOSE OF THE JOB

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

DUTIES AND RESPONSIBILITIES

1. Develop and implement Work Plans and Budgets for Radiation and Pollution Prevention and Management in Uganda
2. Coordinate, monitor and regulate management and use of radiations in Uganda
3. Manage Radiation safety and Pollution prevention
4. Coordinate compliance monitoring and inspections to ensure proper use of radiations
5. Develop and implement actions for promotion of Radiation Safety



6. Design and implement mechanisms for Pollution prevention, Control and Management
7. Coordinate with other departments on all matters relevant to Radiation and Pollution Prevention and Management
8. Support and promote applied research on best Environment Practices
9. Effectively contribute to development and management of Radiation and Pollution Information System as part of the overall Environment Information Management System
10. Support public awareness and education about Radiation safety and Pollution Prevention and Management
11. Supervise and appraise staff
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 three (3) years relevant working experience in Radiation and Pollution management in a reputable organization

COMPETENCES AND 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) Risk Management skills
- j) Command of excellent Information Communication Technology skills

JOB TITLE	Senior Risk Officer
DEPARTMENT	Office of the Executive Director
REPORTS TO	Principal Internal Auditor
SALARY SCALE	NEMA E4
SUPERVISES	None

MAIN PURPOSE OF THE JOB

To support effective management of the risk 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. Carry out the audits and appropriate investigations in the Authority and provide technical guidance and support;
4. Carry out risk checks on financial, operational performance and assets of the Authority
5. Compile Risk data and information to support preparation of the final Internal Audit reports
6. Suggest areas for improvement of the Authority's internal control systems to mitigate risks
7. 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	Environment Protection Officer (Crime Investigations)
DEPARTMENT	Environment Enforcement and Field Operations
REPORTS TO	Senior Environment Protection Officer
SALARY SCALE	NEMA E5

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.

Or Diploma in any of the above fields with Military Training of not less than six months.

COMPETENCES AND SKILLS

- a) Team building and supervision skills
- b) Strong interpersonal, communication and negotiation skills
- c) Excellent report writing skills
- d) Risk management skills
- e) Marketing and Public Relations skills
- f) Paramilitary/military skills including Communication, Command and Control
- g) Command of excellent Information Communication Technology skills
- h) Enforcement and Investigations skills
- i) High level of moral integrity
- j) Proven medical and physical fitness

k) Ability to withstand harsh conditions

JOB TITLE	Environment Officer (Compliance)
DEPARTMENT	Environment Enforcement and Field Operations
REPORTS TO	Senior Environment Officer
SALARY SCALE	NEMA E5
SUPERVISES	None

MAIN PURPOSE OF THE JOB

To support effective management of Environment and Social Assessment programme of the Authority at the Region level.

DUTIES AND RESPONSIBILITIES

1. Contribute to development and implementation of Work Plans and Budgets
2. Undertake Environment and Social Impact Assessments (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 under him or her
10. 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 Sciences or Environment Engineering.

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	Human Resources Officer
DEPARTMENT	Human Resources, Finance and Administration
REPORTS TO	Senior Human Resources Officer
SALARY SCALE	NEMA E5
SUPERVISES	None

MAIN PURPOSE OF THE JOB

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

DUTIES AND RESPONSIBILITIES

1. Assist in the development and Implementation of Human Resource Work Plans and Budgets
2. Assist in the development and implementation of Human Resource Management Strategies and Plans
3. Assist in the Manpower Audits and Planning to enable NEMA achieve its Strategic Objectives
4. Assist in the implementation of Human Resource Recruitment Plans
5. Assist in the implementation of Human Resource Capacity Development Programmes
6. Assist in the implementation of staff Motivation and Retention Strategy
7. Assist in the implementation of Human Resource Capacity Development Plans
8. Assist in monitoring and enforcement of effective Performance Management Plans and Programmes
9. Assist in the enforcement of Occupational Health and Safety programmes
10. Assist in the enforcement of Disciplinary Policy and Procedures
11. Counsel, mentor and coach staff
12. Assist in management of the Human Resource Information System
13. Assist in management of Staff Welfare Schemes
14. Assist in the implementation of Staff Exit Policy and Procedures
15. 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.

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

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- 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	Administrative Officer
DEPARTMENT	Human Resource, Finance and Administration
REPORTS TO	Assigned Officer and or Senior Administrative Assistant
SALARY SCALE	E5
RESPONSIBLE FOR	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. 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, Economics or Public Administration.

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

JOB TITLE	Legal Officer
DEPARTMENT	Office of the Executive Director
REPORTS TO	Senior Legal Officer
SALARY SCALE	NEMA E5

MAIN PURPOSE OF THE JOB

To support effective management of the prosecution function at NEMA

DUTIES AND RESPONSIBILITIES

1. Contribute to the development and implementation of the Work Plans, Budgets and prepare timely reports including status reports of court cases
2. Support prosecution of all offenders in liaison with the DPPs office
3. Support investigations to ensure successful prosecution service
4. Manage exhibits and other forms of evidence for effective prosecution
5. Liaise with the Office of the DPP to ensure successful prosecution of environment offenders
6. Support implementation of Administrative and express fines schemes for environment breaches
7. Draft Restoration Orders, Stop Notices, Improvement Notices and all other Statutory Notices to support law enforcement
8. Provide legal support and advice to NEMA on issues relating to prosecution, compliance and enforcement of environmental laws
9. Provide legal support to Legislative drafting processes
10. Provide legal support to Multi-Lateral Environmental Agreements, Treaties and Conventions negotiations and implementation
11. Manage witness appearance in court for all criminal matters
12. Undertake awareness creation and capacity building on environmental law
13. Support training and assist in the formulation of bye laws and ordinances for Local Governments
14. Supervise and ensure appraisal of staff in the unit
15. Develop bankable proposals for sustainable resources mobilization and collaboration efforts to support the legal function
16. Perform any other official duties as may be assigned by the supervisor

QUALIFICATIONS

An Honor's Bachelor's degree in Law from a recognized University;

Postgraduate Diploma in Legal Practice

Be enrolled as an advocate of the High Court of Uganda.

Possess a valid Practicing Certificate, except if working in a government institution.

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KEY 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) Excellent Information Communication Technology skills
- j) Excellent command of the English language

JOB TITLE	Statistician
DEPARTMENT	Office of the Executive Director
REPORTS TO	Senior Statistician
SALARY SCALE	NEMA E5
SUPERVISES	None

MAIN PURPOSE OF THE JOB

To assist in the collection, analysis and dissemination of statistics

DUTIES AND RESPONSIBILITIES

Assist the Senior Statistician to:

1. Develop and implement Section Work Plans, Budgets and timely reporting.
2. Collect data, analysis and dissemination of statistics
3. Develop and implement statistics collection, analysis and reporting plans and strategies
4. Plan, budget and report in liaison with other departments
5. Prepare statutory and other reports on emerging national, regional macro-economic issues to inform policy actions
6. Contribute to research and policy development.
7. Perform any other official duties as may be assigned by the supervisor.

QUALIFICATIONS

An Honors Bachelor's degree in Statistics or Economics from a recognized University

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) Command of excellent Information Communication Technology skills

JOB TITLE	Environment Auditor
DEPARTMENT	Environment Enforcement and Field Operations
REPORTS TO	Senior Environment Auditor
SALARY SCALE	NEMA E5
SUPERVISES	None

MAIN PURPOSE OF THE JOB:

To assist in effective management of the Environment and Social Audit function

DUTIES AND RESPONSIBILITIES

1. Develop and implement division Work Plans, Budgets and prepare timely reporting
2. Spearhead Environment Audit function of the Authority
3. Develop and implement Plans and Strategies for effective environment inspections, monitoring and audits to support enforcement of laws, standards and conditions of approval of developments
4. Conduct Environment Inspections, Monitoring and Audits and ensure remedial actions are taken
5. Provide technical support to law enforcement operations, compliance and prosecution
6. Supervise and appraise staff
7. Monitor and ensure that staff comply with Policies, laws and best environment practices
8. Mobilise Resources for Environment Inspections, Monitoring and Audits
9. Perform any other 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 Chemistry or Engineering

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) Command of excellent Information Communication Technology skills
- k) Planning and organization skills

- l) Research and innovation skills
- m) Knowledge and skills in handling scientific equipment and tools

JOB TITLE	Environment Assessment Officer
DEPARTMENT	Environment Compliance
REPORTS TO	Senior Environment Assessments Officer
SALARY SCALE	NEMA E5
SUPERVISES	None

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 Assessments (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 under him or her
10. 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 Sciences or Environment Engineering

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	Environment Inspector (Oil and Gas)
DEPARTMENT	Environment Compliance
REPORTS TO	Senior Environment Inspector-Oil and Gas
SALARY SCALE	NEMA E5
SUPERVISES	None

MAIN PURPOSE OF THE JOB

To assist in 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. Assist in monitoring and coordination of Environment and Social Impact Assessments (ESIAs) and Strategic Environment Assessments (SEAs) in Petroleum industry
3. Assist in 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. Assist in coordination of Lead Agency participation in the review of ESIAs related to oil and gas
6. Assist in coordination of capacity building activities for ESIA in Petroleum
7. Assist in 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. 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. Assist in the coordination of health, safety, quality and environment aspects of facilities in the petroleum industry
14. Perform any other official duties as may be assigned by the Supervisor

PERSON SPECIFICATIONS

QUALIFICATIONS

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

JOB TITLE	Environment Protection Officer
DEPARTMENT	Environment Enforcement and Field Operations
REPORTS TO	Senior Environment Protection Officer
SALARY SCALE	NEMA E5

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 related field or Natural Science, Law, Criminology, from a recognized Institution and be ready to undergo para military training of not less than six months.

Or Diploma in any of the above fields with Military Training of not less than six months

COMPETENCES AND SKILLS

- a) Team building and supervision skills
- b) Strong interpersonal, communication and negotiation skills
- c) Excellent report writing skills
- d) Risk management skills
- e) Marketing and Public Relations skills
- f) Paramilitary/military skills including Communication, Command and Control
- g) Command of excellent Information Communication Technology skills
- h) Enforcement and Investigations skills
- i) High level of moral integrity
- j) Proven medical and physical fitness
- k) Ability to withstand harsh conditions

JOB TITLE	Driver
DEPARTMENT	Human Resources, Finance and Administration
REPORTS TO	Transport and Logistics Officer
SALARY SCALE	E7
SUPERVISES	None

PURPOSE OF THE JOB:

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

KEY DUTIES AND RESPONSIBILITIES:

Work under the supervision of the Transport and Logistics Officer to:

1. provide chauffer services to staff and as assigned;
2. Deliver mail and documents as assigned;
3. Keep the assigned vehicle clean, polished, and in good operating condition;
4. Routinely carry out checks on the vehicles assigned;
5. Maintain the vehicle logbooks and make timely entries;
6. Account for the vehicle and all accessories (Jerk, spare tyre, wheel spanner, keys, etc.)
7. Park the vehicle at designated places by close of business except in special circumstances as may be authorized;
8. Adhere to the NEMA Motor vehicle, computers, tools and equipment policy; and
9. Perform any other related duty assigned by the supervisor.

PERSON SPECIFICATIONS

QUALIFICATIONS:

A minimum of Uganda Certificate of Education

EXPERIENCE:

- a) Should have at least a minimum of 3 (three) years' work experience in driving

- b) At least two classes of either CH, DH, DM or E
- c) Skills in mechanics and defensive driving
- d) Certificate from the Chief Government Mechanical Engineer

KEY COMPETENCES AND SKILLS

- a) Ability to work as a team
- b) Interpersonal and communication skills
- c) Reporting skills
- d) Time consciousness
- e) High moral integrity