



**UGANDA WILDLIFE AUTHORITY HEADQUARTERS,
PLOT 7 KIRA ROAD KAMWOKYA
P.O. BOX 3530, KAMPALA UGANDA**

VACANCY ANNOUNCEMENT (EXTERNAL ADVERT)

BACKGROUND

Uganda Wildlife Authority (UWA) is a semi-autonomous agency under the Ministry of Tourism, Wildlife and Antiquities. UWA was established in 1996 and is managed in accordance with the Wildlife Act Cap 200.

The Mission of UWA is: **“To conserve, economically develop and sustainably manage the wildlife and protected areas of Uganda in partnership with neighboring communities and other stakeholders for the benefit of the people of Uganda and the global community.**

UWA, an equal opportunity employer wishes to recruit high caliber, self-motivated and result oriented Ugandan nationals to fill the positions below:

1.0	JOB TITLE	: DEPUTY DIRECTOR COMMUNITY CONSERVATION AFFAIRS
	DEPARTMENT	: CONSERVATION
	SALARY SCALE	: UWA 03
	NUMBER OF VACANCIES	: ONE (1)
	DUTY STATION	: UWA HEADQUARTERS
	REPORTS TO	: DIRECTOR CONSERVATION
	SUPERVISES	: MANAGER COMMUNITY BENEFITS AND WILDLIFE ENTERPRISES MANAGER CONSERVATION AWARENESS AND HUMAN- WILDLIFE CONFLICT

MAIN PURPOSE OF THE JOB

To develop and implement Community Conservation policies and programs ensure better relations between the local communities and wildlife.

DUTIES AND RESPONSIBILITIES

1. Developing Community Conservation policies aimed at improving the partnership between communities and UWA in Wildlife Conservation.
2. Developing and implementing strategies and programs for Conservation Awareness and Education at National and Local Levels.
3. Revamping Conservation Education in schools at all levels.
4. Developing Regulations and Guidelines for the implementation of wildlife use rights through Wildlife Enterprises and Collaborative Management arrangement.
5. Guiding Protected Areas to develop and implement Benefit Sharing Programs for communities neighboring Protected Areas.
6. General supervision of Community Conservation Programs in Protected Areas including revenue sharing, resource access and problem animal management.
7. Providing leadership to the development and implementation of effective and innovative approaches and interventions to manage Human-Wildlife Conflicts in the Country.
8. Undertaking periodic evaluation of Community Conservation Approaches and advising management on areas requiring revision.
9. Representing UWA in national, regional and international Fora on Community Conservation related issues.
10. Coordinating with Partner Organizations that support community conservation programs and ensure that their programs are harmonized with UWA programs to avoid duplicity.
11. Perform any other official duties as may be assigned by Management and or Supervisor from time to time.

PERSONS SPECIFICATIONS

(i) QUALIFICATIONS

- a) Should possess an Honors Bachelors Degree in either Natural Resources Management, Community Conservation or a related qualification from a recognized University or institution.
- b) Possession of a Master's Degree in Social Sciences, Natural Resources Management, community conservation or a related field from a reputable University or Institution is a must.
- c) A qualification in Corporate Governance is an added advantage.

(ii) EXPERIENCE:

- a) Must have at least (8) years experience in community conservation, three (3) of which should have been gained at Senior Management level in Nature Conservation.

(iii) COMPETENCES:

- a) Team building and staff supervision
- b) Excellent analytical, financial and presentation skills.
- c) Excellent report writing skills.
- d) Strong interpersonal and negotiation skills.
- e) Excellent Customer care skills.
- f) Excellent communication skills.
- g) Ethics and integrity.

- h) Good time management attributes
- i) Good proposal writing skills.
- j) Good ICT skills
- k) Conflict resolution attributes
- l) Managerial Skills

2.0	JOB TITTLE	:	MANAGER WILDLIFE CRIME INVESTIGATIONS
	DEPARTMENT	:	CONSERVATION
	SALARY SCALE	:	UWA 04B
	NUMBER OF VACANCIES	:	ONE (01)
	DUTY STATION	:	UWA HEADQUARTERS
	REPORTS TO	:	DEPUTY DIRECTOR FIELD OPERATIONS (DDFO)
	SUPERVISES	:	WILDLIFE CRIME INVESTIGATIONS OFFICERS, INCHARGE CANAINE SECTION
	CONTRACT DURATION	:	FOUR (4) YEARS RENEWABLE
	AGE LIMIT	:	NOT ABOVE 45 YEARS

MAIN PURPOSE OF THE JOB

The Manager Wildlife Crime Investigations shall be responsible for planning and coordinating wildlife crime investigations in UWA, in coordination with the Legal Unit, Intelligence Unit and Law Enforcement Unit.

DUTIES AND RESPONSIBILITIES

1. Handling all cases under investigations and ensuring they are managed well in liaison with the Legal Unit.
2. Developing plans for Comprehensive Management of Wildlife Crime in Uganda
3. Visiting scenes of crime as part of tracking down and arresting criminals especially Wildlife Offenders
4. Ensuring specimens of wildlife products to be used as exhibits are collected in a professional manner and tendered before Courts of Law for smooth prosecution of the offenders.
5. Supervising and deploying the canine section to curb wildlife crime.
6. Ensuring the welfare of the canines under UWA.
7. Perform any other duty as assigned by Management and or Supervisor from time to time.

PERSON SPECIFICATIONS

(ii) QUALIFICATIONS

- a) Should possess an Honours Bachelor's Degree in either Law, Psychology or Criminology from a recognized University/ or Institution
- b) Possession of a Master's Degree in Law, Psychology or Criminology from a recognized University/ or Institution is a must.
- c) Para-Military training and training in Criminal Investigations is a must.
- d) Possession of a Diploma in Law and a qualification in Natural Resource Management shall be an added advantage.

(ii) EXPERIENCE

At least seven (7) years working experience in crime investigations from a reputable organization two (2) of which should have been served at Senior Officer Level.

(i) COMPETENCES

- a) Ability to build relations and networks.
- b) Strong analytical, operational and managerial skills.
- c) Excellent investigative skills.
- d) Self-driven, exceptional team player and highly innovative.
- e) Excellent communication skills
- f) Up to date with the current investigative technology systems
- g) Ethics, integrity and confidentiality.

3.0	JOB TITLE	:	WARDEN PLANNING(CONSERVATION)
	DEPARTMENT	:	CONSERVATION
	SALARY SCALE	:	UWA 06
	DUTY STATION	:	UWA HEADQUARTERS
	REPORTS TO	:	MANAGER PLANNING
	SUPERVISES	:	(NONE)
	CONTRACT DURATION	:	FOUR (4) YEARS RENEWABLE
	NUMBER OF VACANCIES	:	ONE (01)
	AGE LIMIT	:	NOT MORE THAN 35 YEARS

MAIN PURPOSE OF THE JOB

To prepare the Organizational plans including Strategic Plans, Protected Area Management Plans, among others and review their implementation

DUTIES AND RESPONSIBILITIES

1. Participating in the preparation of Organizational Strategic Plan and review its implementation.
2. Participating in the formulation and revision of management plans for Uganda's wildlife Protected Areas including the incorporation of environmental considerations.
3. Participating in the preparation and revision of guidelines, standards, and manuals for Protected Areas management plans, infrastructure development, site planning, environmental impact assessment and monitoring implementation of management plans.
4. Reviewing data and information needs, coordinating the preparation and analysis of such data and information for preparation of management plans.
5. Participating in monitoring and tracking the implementation of Protected Areas management plans against set objectives, schedules and budgets.
6. Participating in the preparation of site plans and infrastructure development plans for UWA.
7. Participating in the preparation of periodic plans, budgets and reports for UWA Planning Unit.
8. Perform any other official duties as assigned by Management and or Supervisor from time to time.

PERSONS SPECIFICATIONS

(i) QUALIFICATIONS

- a) Should possess an Honors Bachelors Degree in either Forestry, Wildlife Management, Project planning and management and a related field from a reputable University or Institution.
- b) Diploma or Certificate in Natural Resource Management related courses will be an added advantage.

(ii) EXPERIENCE

- a) Should have at least three (3) years relevant working experience from a reputable conservation related Organization.
- b) Knowledge and understanding of Protected Area systems is an added advantage.

(iii) COMPETENCES

- a) Planning, organizing and coordinating various assignments.
- b) Time management
- c) Leadership and Team Work
- d) Accountability
- e) Communication
- f) Ethics and Integrity.

4.0	JOB TITLE	:	WARDEN PLANNING (ECONOMIST)
	REPORTS TO	:	MANAGEMENT ACCOUNTANT
	DEPARTMENT	:	FINANCE AND ADMINISTRATION
	SALARY SCALE	:	UWA 06
	DUTY STATION	:	UWA HEADQUARTERS
	SUPERVISES	:	(NONE)
	CONTRACT DURATION	:	FOUR (4) YEARS RENEWABLE
	NUMBER OF VACANCIES	:	ONE (01)
	AGE LIMIT	:	NOT MORE THAN 35 YEARS

MAIN PURPOSE OF THE JOB

To participate in development of comprehensive and integrated plans, strategies and budgets, in collaboration with the Planning Manager and Management Accountant

DUTIES AND RESPONSIBILITIES

1. Monitoring and evaluating UWA Polices, Plans and Programmes in liaison with the Monitoring and Evaluation Manager
2. Participating in provision of financial technical guidance on planning and policy matters
3. Participating in preparation of and revision of guidelines, standards and manuals for Protected Areas.
4. Identify sources of funding and develop appropriate proposals, in Liaison with the Manager planning and Partnerships Coordinator.
5. Collecting and analyzing planning data and turning it into useful information for end users so as to guide management.
6. Producing statistical reports and maintaining a data base for planning and decision making purposes
7. Participating in preparation of work plans and Budgets in consultation with Management Accountant.
8. Participating in the formulation and review of management plans for UWA Protected Areas including the budgeting for the planned activities in the GMPs.
9. Perform any other official duties as may be assigned by Management and or Supervisor from time to time.

PERSON SPECIFICATIONS

(i) QUALIFICATIONS

- c) Should possess an Honors Bachelors Degree in either Economics, Statistics, Quantitative Economics or a related field from a reputable University or Institution.
- d) A Post graduate training in Natural Resource Management will be an added advantage.

(ii) EXPERIENCE:

- a) At least three (3) years relevant working experience from a reputable Organization.

(iii)COMPETENCIES

- a) Planning, organizing and coordinating;
- b) Customer care
- c) Communication
- d) Ethics and integrity
- e) Concern for quality and standards
- f) Accountability
- g) Leadership and teamwork
- h) Time management

5.0	JOB TITLE	:	WARDEN CENTRAL REGISTRY
	DEPARTMENT	:	LEGAL & CORPORATE SERVICES
	DUTY STATION	:	UWA HEADQUARTERS
	SALARY SCALE	:	UWA 06
	NUMBER OF VACANCIES	:	ONE (01)
	REPORTS TO	:	HEAD ICT
	SUPERVISES	:	NONE

MAIN PURPOSE OF THE JOB

To ensure effective management and functionality of the UWA Central Registry

DUTIES AND RESPONSIBILITIES

1. Receive, register and classify records.
2. Open files for keeping information and closed when due.
3. Route files to officers responsible for action.
4. Periodically auditing user record systems to ensure a proper and functional data bank
5. Managing confidential records.
6. Managing outflow and inflow of files and other correspondences within the organization.
7. Retrieving records as and when required.
8. Archiving all UWA records and information.
9. Scheduling disposal of unwanted records and information.

PERSON SPECIFICATIONS

(i) QUALIFICATIONS

- a) An Honors Bachelors Degree in either Archives and Records management or Library and Information Science from a recognized university.

(ii) EXPERIENCE

- b) Should have at least three (3) years relevant working experience in electronic records management in a busy reputable organization.

(iii) COMPETENCIES

- c) Records and Information Management;
- d) Good ICT skills
- e) Concern for quality and standards.
- f) Time Management
- g) Team Work
- h) Confidentiality

6.0 JOB TITLE	:	WARDEN ENVIRONMENTAL IMPACT ASSESSMENT
REPORTS TO	:	MANAGER OIL MONITORING & ENVIRONMENTAL IMPACT ASSESMENT
DEPARTMENT	:	CONSERVATION
SALARY SCALE	:	UWA 06
DUTY STATION	:	UWA HEADQUARTERS
SUPERVISES	:	(NONE)
CONTRACT DURATION	:	FOUR (4) YEARS RENEWABLE
NUMBER OF VACANCIES	:	ONE (01)
AGE LIMIT	:	NOT MORE THAN 35 YEARS

MAIN PURPOSE OF THE JOB

To review Environmental and social impact statements and ensure all impacts related to developments in PA's are adequately identified and mitigation measures addressed.

DUTIES AND RESPONSIBILITIES

1. Study and review Environmental & Social Impact Statements and raise issues of concerns that the statements do not adequately address and propose additional mitigation as deemed necessary.
2. Monitoring the implementation of environmental Management Plans arising from approved EIAs

3. Conduct study and evaluate Environmental Monitoring and Audit Reports for projects that have impact on wildlife conservation.
4. Monitor and evaluate on a routine basis the compliance of the project developers in line with NEMA approval conditions and other plans and guidelines.
5. Identify and investigate any other unanticipated concerns or negative impacts that might emerge as a result of developments within and outside the Protected Areas.
6. Contribute to the development of regulations to guide developments within and outside the Protected Areas.
7. Prepare periodic reports in line with UWA reporting guidelines.
8. Perform any other official duties as assigned by the supervisor.

PERSON SPECIFICATIONS

(i) QUALIFICATIONS:

- a) Should possess an Honors Bachelors Degree in either Environmental Science, Natural Resource Management, Conservation Biology, Wildlife Management or a related field.
- b) Possession of post graduate qualification in Environmental Impact Assessment is an added advantage.

(ii) EXPERIENCE:

- a) Should have at least three (3) years relevant working experience from a reputable and relevant Organization.
- b) Knowledge and understanding of Protected Area systems, environmental policies, Laws and Regulations and challenges related to new developments such as petroleum, hydropower, mining and concessions in sensitive ecosystems is also an added advantage.

(iii) COMPETENCES

- a) Planning, organizing and coordinating various assignments
- b) Team Work
- c) Accountability
- d) Communication and Advocacy
- e) Public relations and customer care
- f) Time management
- g) Good ICT skills including GIS.
- h) Monitoring and evaluation

Application Procedure: Suitable candidates should submit their dully completed Job Application Form in triplicate each with a detailed Curriculum Vitae bearing contacts of three (3) competent Referees, a daytime telephone contact, copies of Academic Documents and relevant Appointment letters to any of the address below:

**The Executive Director
Uganda Wildlife Authority
Plot 7 Kira Road, Kamwokya
P.O. Box 3530
Kampala**

Email: hr-recruit@ugandawildlife.org

Tel: +256-414-355000 Fax +256414346921

CLOSING DATE: 8th September 2017

The Job Application Form can be accessed from the UWA website. <http://www.ugandawildlife.org>

NOTE:

1. Applicants are required to scan and attach CERTIFIED copies of the required academic documents only e.g. Degree, Transcript, Diploma, A' level and O' level certificates.
2. Academic documents for the successful candidates will be vetted and background checks conducted before they are considered for appointment into the Authority.
3. Only short listed candidates will be contacted. Please note that any form of lobbying will lead to automatic disqualification
4. All appointments shall be subject to a probationary period of not more than six months and subsequent confirmation in service will be based on satisfactory performance of the individual.

EXECUTIVE DIRECTOR

UGANDA WILDLIFE AUTHORITY