



**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, and continued under the Uganda Wildlife Act, 2019.

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 a high caliber, self-motivated and result oriented Ugandan Nationals to fill the Positions as shown below:

- 1. Executive Assistant (1 Vacancy)**
- 2. Warden Procurement(2 Vacancies)**
- 3. Machine Operator (3 Vacancies)**

JOB TITLE : EXECUTIVE ASSISTANT
DEPARTMENT : EXECUTIVE DIRECTOR
SALARY SCALE : UWA 06
DUTY STATION : UWA HEADQUARTERS
REPORTS TO : EXECUTIVE DIRECTOR
VACANCIES : ONE (1)
CONTRACT DURATION : FOUR (4) YEARS RENEWABLE

MAIN PURPOSE OF THE JOB:

To provide professional, confidential administrative support to the Executive Director (ED) for the effective performance of his/ her function.

DUTIES AND RESPONSIBILITIES:

- i. Review documents and prepare briefs in regard to meetings, trips, events and other related activities for the Executive Director, follow up action in line with ED's decision and Organizational procedures.
- ii. Ensure timely preparation of draft reports, briefs, speeches and talking points on various corporate issues for the Executive Director.
- iii. Undertake research on assigned matters and summarize documentation for the Executive Director's attention.
- iv. Manage the Executive Director's diary and related logistics to ensure that s/he meets timelines in the execution of his/her duties.
- v. Act as a liaison officer with the external stakeholders and respond to their inquiries, queries, complaints and provide technical advice to them in conformity with the UWA Act 2019 and organizational procedures.
- vi. Support the ED in organizing, arranging and coordinating Board and Management meetings and matters.
- vii. Organise and arrange for various Board and Management meetings and support the Executive Director in the coordination of BoT activities.
- viii. Coordinate domestic and international travels for the Executive Director.
- ix. Budget and monitor expenditure in ED's Office and coordinate use of resources in line with financial and operational guidelines.
- x. Prepare quarterly work plans and timely performance reports for the Executive Director.
- xi. Perform any other official duties as may be assigned by the supervisor.

PERSONS SPECIFICATIONS

(i) QUALIFICATIONS:

Possession of an Honors Bachelor's Degree in Office Management and Administration or Public Administration .

(ii) EXPERIENCE:

Should have a minimum of at least three (3) years' experience in office administration two (2) of which should have been as Executive Assistant/Personal Assistant to a CEO in a reputable organization.

(ii) COMPETENCES:

- a) Planning, organizing, coordinating
- b) Records and information management
- c) Managing Employee performance
- d) Confidentiality
- e) Excellent multitasking abilities.
- f) Professionalism, integrity and honesty
- g) Team work abilities and cheerful personality
- h) Customer care
- i) Excellent written and verbal communication
- j) Effective Problem solving and decision making.
- k) Ethics and integrity
- l) Concern for quality and standards
- m) Accountability
- n) Time management

JOB TITLE : WARDEN PROCUREMENT
REPORTS TO : PROCUREMENT MANAGER
DEPARTMENT : EXECUTIVE DIRECTOR'S OFFICE
SALARY SCALE : UWA 06
DUTY STATION : UWA HEADQUARTERS
SUPERVISES : ASSISTANT WARDEN PROCUREMENT
VACANCIES : 2
CONTRACT DURATION : FOUR (4) YEARS

MAIN PURPOSE OF THE JOB

To implement procurement and disposal plans in accordance with the law.

DUTIES AND RESPONSIBILITIES

- (i) Compile institutional procurement and disposal plans
- (ii) Support user departments in drawing procurement and disposal specifications
- (iii) Support the prequalification process of providers
- (iv) Prepare procurement and disposal documents
- (v) Support evaluation of procurements and disposals
- (vi) Prepare procurement and disposal files for submission to contracts committee

- (vii) Support implementation of contracts committee decisions
- (viii) Prepare and timely submit procurement and disposal reports
- (ix) Ensure timely and accurate data entry into the central procurement system
- (x) Support accounting officer in establishing market rates
- (xi) Support the process of payment of providers
- (xii) Prepare and implement work plans and prepare timely performance reports
- (xiii) Supervise and appraise staff under him/her
- (xiv) Perform any other official duties as may be assigned by the supervisor.

PERSON SPECIFICATIONS

QUALIFICATIONS:

- a) Should possess an Honours Bachelor’s Degree in Procurement / Supply Chain Management or Bachelors in Business Administration (Procurement Option) from a recognized University and,
- b) Professional qualification in Chartered Institute of Procurement and supplies(CIPS)

EXPERIENCE:

Should have at least three (3) years relevant working experience from a reputable Organization.

(iii) COMPETENCES:

- a) Ability to work with minimum supervision
- b) Excellent analytical and presentation skills.
- c) Financial management skills
- d) Excellent report writing skills.
- e) Strong interpersonal, communication and negotiation skills.
- f) Excellent Customer care skills.
- g) Concern for quality and standards;
- h) Leadership and Team Work
- i) High moral integrity

JOB TITLE : MACHINE OPERATOR
DEPARTMENT : FINANCE AND ADMINISTRATION
SALARY SCALE : UWA 09
DUTY STATION : FIELD BASED
REPORTS TO : WARDEN ENGINEERING
VACANCIES : THREE (03)
SUPERVISES : SPANNER BOY
CONTRACT DURATION : FOUR (4) YEARS RENEWABLE

MAIN PURPOSE OF THE JOB

Operate equipment in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life.

DUTIES AND RESPONSIBILITIES:

- (i) Operating heavy-duty machines such as wheel loaders, bull dozers, folk lifts and graders in a safe and efficient way
- (ii) Maintaining machine logbook and movement records according to regulations.
- (iii) Undertaking minor service and repair of plants / machines.
- (iv) Ensuring compliance with the national road safety and traffic regulations while on duty
- (v) Making regular checks of plants/machines to ensure cleanliness and serviceability
- (vi) Ensuring safety and secure parking of equipment
- (vii) Performing any other official related duties assigned by the supervisor.

PERSON

SPECIFICATIONS

QUALIFICATIONS:

- a) Relevant craft certificate or UCE with relevant experience.
- b) Should possess driving permit of either class G or H.

COMPETENCES:

- a) Proven ability to operate heavy duty equipment
- b) Planning, organizing and coordinating
- c) Communication
- d) Ethics and integrity
- e) Concern for quality and standards
- f) Accountability
- g) Time management

Application Procedure: Suitable candidates should send their application 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 the address below:

Either: Email: hr-recruit@ugandawildlife.go.ug

Or:

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

Hand deliver to the UWA Headquarters Central Registry.

The Job Advert can be accessed from the UWA website below;
<http://www.ugandawildlife.org> and UWA notice boards.

APPLICATION DEADLINE: All applications should reach the address by 30th /4/2023 at 5.00 pm.

NOTE:

1. Applicants are required to scan and attach **CERTIFIED** copies of the required academic documents only ie (Degree Certificates and Transcripts plus O and A level).
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 shortlisted 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 less than six(6) months and subsequent confirmation in service will be based on satisfactory performance of the individual.

**EXECUTIVE DIRECTOR
UGANDA WILDLIFE AUTHORITY**