NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)

VACANCY ANNOUNCEMENT

The National Environment Management Authority (NEMA) was established under the National Environment Act Cap. 153 to promote and ensure sound environmental management practices for sustainable development in Uganda.

NEMA invites applications from suitably qualified candidates to fill the following vacant positions:

Job Ref : NEMA/ADV/EXT/04/2016
Title : Finance Manager
Reports to : Director Finance and Administration
Scale : E3
Vacancies : 01 (one)

Job purpose: To provide professional guidance in managing the NEMA’s finances and ensure proper accountability for resources used, in compliance with the international and national financial reporting standards and laws.

Key Result Areas:

i. To prepare final accounts for audit;
ii. To prepare and coordinate NEMA cash flow forecasts and working capital levels;
iii. To analyze and manage NEMA’s investment portfolio by identifying investment opportunities of funds while optimizing returns on investments;
iv. To supervise financial transactions and ensure that they conform with the financial management laws, International Financial Reporting Standards, relevant internal institutional policies, and the budgetary control system of NEMA;
v. To liaise with external Auditors during the audit and ensure all audit schedules are prepared and filed before audit;
vi. To prepare management accounts and other adhoc reports;
vii. To manage the payroll and ensure that salaries are paid in accordance with staff terms and conditions of service;
viii. To verify, prepare and pay statutory deductions like NSSF, PAYE, WHT and LST;
ix. To receive and check invoices presented for payment for goods and services rendered;
x. To analyze and allocate expenses on a monthly basis;
xii. To supervise reconciliation of bank accounts and all other General Ledger accounts on a monthly basis;
xiii. To provide financial data capture to ensure the trial balance is accurate and updated at all times;
xiv. To manage a fixed assets Register;
xv. To manage store records;
xvi. Any other duties that may be assigned by the Supervisor.

Job specifications
The desired person should have the following essential requirements:

a) Qualifications:
   - A Bachelor’s Degree in Commerce (Accounting Option), Business Administration (Accounting Option).
   - An advanced Degree in Business Administration, Finance, or Accounting or Strategic Management is a MUST.
   - Full Professional qualifications of ACCA or CPA Uganda is a MUST;

b) Membership:
   - Full membership of Institute of Certified Public Accountants of Uganda is a MUST.
c) **Experience:**
   - Should have at least a minimum of 6 (six) years post qualification professional working experience in Financial management with a large Organization or Government of which at least 3 (three) years should be at a senior level;
   - Hands on experience with Accounting packages such as Sun systems, Navision Financials or Pastel is a MUST:

d) **Tenure of appointment:** The appointment shall be for a period of 05 (five) years with effect from the date of assumption of duties and may be renewed subject to evaluation of performance of duties.

e) **Duty station:** The successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

f) Women are encouraged to apply.

**Key competencies/ skills**
- Knowledge of relevant laws that govern public finances
- Excellent communication and interpersonal skills
- Planning,
- Organizing and coordination
- Good morals and high level of integrity
- Management and supervisory skills
- Coordinating/ networking and negotiation skills
- Computer literacy
- High level of confidentiality

2. **Job Ref**: NEMA/ADV/EXT/05/2016
   **Title**: Senior Environmental Inspector
   **Reports to**: Principal Environmental Inspector
   **Salary Scale**: E 4
   **Vacancies**: 01 (One)

**Purpose of the Job**
To ensure compliance to the national environmental laws

**Key Duties and Responsibilities:**
- Review and evaluate environmental Assessment reports submitted
- Carry out post EIA Inspections and audits to ensure implementation of mitigation measures;
- Verify compliance with environment environmental legislation and checking the accuracy of environmental impact predictions;
- Initiate the development of environmental standards in priority areas of concern including coordination with lead agencies and Institutions in developing environmental audit protocols guidelines and regulations in consultation with the Legal Section;
- Maintain a data base on audit practitioners and audits done;
- Ensure restoration and compensation of damages or liabilities caused;
- Design programs and create awareness on environmental standards;
- Develop and coordinate training in environmental standards in sectoral institutions, private sector, district and lower levels;
- Provide compliance assistance to the regulated communities where required;
- Maintain and check performance on environmental monitoring equipment and;
- Any other relevant tasks that may be assigned.

**Job specification**

a) **Qualifications:** Qualifications: A Bachelor’s degree in any of the following: (Natural or Physical sciences; Environment, Geology, Mechanical, Civil or Chemical engineering)
Environmental and Natural Resource Management
- Master’s degree in any of the above is a must;
• Specific training in Remote Sensing and Geographical Information science shall be an added advantage;
• Additional training in Environmental Monitoring or inspection discipline will also be an added advantage.

b) **Experience:** Should have at least 5 years working experience working on production processes and systems; Environmental Inspections and auditing, Laboratory processes, cleaner production practice as an Inspector in a related field. Proven skills in Chemistry, Chemical Engineering or Environment Science will be added advantage or any other related position in an industrial production and environmentally related field.

c) **Tenure of appointment:** The appointment shall be for a period of 5 years with effect from the date of assumption of duties and may be renewed subject to evaluation of performance of duties.

d) **Duty station:** The successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

**Knowledge required performing the job**

i. Environmental science and technology;
ii. Social assessment issues;
iii. Environmental auditing and inspection;
iv. Knowledge on guidelines and regulation of auditing;
v. Technical and environmental aspects of facility operations;
vi. Relevant requirements on environmental laws, regulations and related documents;
vii. Environmental management systems and standards;
viii. Audit procedures, processes and techniques and;
ix. Industrial processes.

3. **Job Ref :** NEMA/ADV/EXT/06/2016  
   **Title :** Senior Environmental Assessments Officer  
   **Reports to :** Environmental Assessment Manager  
   **Salary Scale :** E 4  
   **Vacancies :** 01 (One)

**Purpose of the Job**

To ensure environmental compliance to national environmental laws

**Key Result Areas:**

i. Review and evaluate environmental Assessment reports submitted
ii. Assessing and monitoring all environmental phenomena with a view to making an assessment of any possible changes on the environment and their possible impact;
iii. Undertake EIA verification processes using all types of means including global positioning technology
iv. Providing technical guidance on approval of terms of reference for environmental impact assessments and studies, project briefs and environmental impact statements, as well as mitigating measures for proposed projects;
v. Ensuring that appropriate mitigation measures are put in place for projects and activities with diverse impacts on the environment;
vi. Liaising with relevant Lead Agencies and other stakeholders in respect to action on Assessment reports
vii. Monitoring operations of any industry, project or activity with a view to determining its immediate and long term effects on the environment;
viii. Ensuring compliance with EIA legislation and in particular, the conditions of projects approval;
ix. Participating in other EIA exercises as required;
x. Any other duties assigned to you by Management.
Job specification

a) Qualifications

- A Bachelor’s degree in any of the following: (Natural or Physical Sciences; Environment, Agriculture, Geology, Archeology, Sociology, Mechanical or Chemical Engineering)
- Master’s degree in any of the above subject is a must;
- Specific training in remote sensing and Geographical Information Science shall be an added advantage;
- Additional training in environmental impact assessment and strategic environmental assessment will be and added advantage.

b) Experience: At least 5 years working experience in environmental assessment reviews and carrying out studies, environmental inspections and monitoring, use of Remote sensing and Geographic Information Systems, environment and social safeguards of multilateral Financial Institutions

c) Tenure of appointment: The appointment shall be for a period of 5 years with effect from the date of assumption of duties and may be renewed subject to evaluation of performance of duties.

d) Duty station: The successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

Knowledge required performing the job

x. Knowledge in Environmental Laws of Uganda;
xi. Social assessment issues;
xii. Environmental auditing and inspection;
xiii. Knowledge on guidelines and regulation of auditing;
xiv. Technical and environmental aspects of facility operations;
xv. Relevant requirements on environmental laws, regulations and related documents;
xvi. Environmental management systems and standards;
xvii. Knowledge of environmental and social safeguards of multilateral Financial Institutions.

Title: Environmental Monitoring Officer (Oil and Gas)
Reports to: Senior Environmental Monitoring Officer (Oil&Gas)
Vacancies : 01 (one)
Duty Station: Albertine Graben Office currently in Masindi

Duties and responsibilities

i. Undertake field and onsite appraisal of Environmental Impact studies (baseline verification) and Environmental Audits undertaken and provide guidance on the environmental aspects of the projects undertaken within Oil and Gas sector.
ii. Carry out post EIA inspections and environmental audits to ensure implementation of environmental compliance requirements;
iii. Prepare, organize and maintain environmental compliance and inspection records
iv. Verify compliance with environmental laws with a special focus on petroleum development activities including examining environmental permits, licenses, applications and records to ensure compliance with licensing requirements;
v. Advising and offering environmental compliance assistance to companies and ancillary service providers within petroleum developments in order to promote proactive approach to environmental management;
vi. Designing and implementing awareness programmes on environmental aspects of activities for Local Communities and Local Leaders; with particular involvement of the local print and electronic media;
vii. Facilitating training programmes for Local Governments’ technical staff on environmental monitoring the petroleum value chain, with a view of gaining their active and informed participation in monitoring oil and gas activities in the Albertine Graben;

viii. Any other duties assigned from time to time.

**Stakeholder Collaboration**

In undertaking the specified assignment above, the officer shall closely liaise and/or work in partnership with UWA, MEMD, the respective District Local Governments and any other relevant Lead Agency (ies), as well as NGOs/CSOs operating in the area, as appropriate.

**Job specifications**

**a) Qualifications:**
- A Bachelor’s degree in any of the following: Physical or Natural Science, Mechanical Engineering or Petroleum Engineering;
- Postgraduate Degree in any of the above is a must.

**b) Experience:**
  i. Should have at least a minimum of three (3) years working experience in management of environmental related programmes;
  ii. Demonstrable and proven understanding of the petroleum value chain and associated environmental issues will be an added advantage.

**c) Tenure of appointment:** The appointment shall be for a period of 1 (One) year with effect from the date of assumption of duties and may be renewed subject to evaluation of performance of duties.

**d) Duty station:** NEMA Regional Office in the Albertine Graben.

**e) Flexibility:** Ability to work long hours outdoor under field conditions and to occasionally work at unconventional times as the regulated sector operates throughout a 7–day (24 hours) week in the full range of outdoor conditions.

**Key competencies/ skills**
- Demonstrable through understanding of Environmental Laws of Uganda.
- Excellent communication and interpersonal skills
- Good morals and high level of integrity
- Management and supervisory skills
- Coordinating/ networking and negotiation skills
- High level of confidentiality

**5. Job Ref**  :  NEMA/ADV/EXT/07/2016  
**Job Title**  :  Administrative Assistant  
**Reports to**  :  Human Resource Manager  
**Salary Scale**  :  E6  
**Vacancies**  :  01 (one)

**Job Purpose:** Provide secretarial, clerical and administrative support and ensure that the services are provided in an effective and efficient manner to achieve the goals of the Department

**Key Duties and Responsibilities**
  i. Taking dictations using shorthand and transcribing to ensure that spelling, punctuation and format are correct.
  ii. Preparing correspondence for the Director and other staff signature, checking enclosures and addresses.
  iii. Arranging appointments and maintaining Director’s calendar, receiving visitors and answering queries with discretion.
  iv. Arranging meetings and receptions given by the Director.
v. Receiving, screening, logging and routing departmental correspondence, attaching necessary background information and monitoring follow up system.

vi. Drafting substantive correspondence on routine matters.

vii. Requisitioning and distributing stationery to departmental staff.

viii. Carry out any other duties assigned by Management.

Job specification

a) Qualifications: A Degree in Secretarial Studies/Office Management. A Diploma in Secretarial and Office Management will be an added advantage.

b) Experience: At least 5 years post qualification experience as a Personal Secretary in a busy office.

c) Tenure of appointment: The appointment shall be for a period of 5 years with effect from the date of assumption of duties and may be renewed subject to evaluation of performance of duties.

d) Duty station: The successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

   Job Title : IT Support Assistant
   Reports to : Senior IT Officer
   Salary Scale : E6
   Vacancies : 01 (one)

Job Purpose: Ensuring that the computer systems, networks are working and up to date which aids the coordination of environmental information systems at NEMA.

Key Duties and Responsibilities

i. To develop a private policy for users who access information on the website in relation to other government standards;

ii. To implement appropriate security measures to safeguard data and restrict access;

iii. To provide technical management of NEMA website in relation to upgrade, update and web content management;

iv. To offer technical support to telephone and email requests for staff;

v. In charge of deploying laptops, PCs and associated peripherals including new installations and the redeployment of existing equipment;

vi. Responsible for installing and configuring operating systems to agreed standards under the direction of the Senior IT Officer;

vii. Installing and configuring software to agreed standards under the direction of the Senior IT Officer;

viii. Maintaining the existing computers and peripherals to standards determined by the Senior IT Officer, by performing upgrades, new installations and carrying out routine procedures;

ix. Assisting in the compilation and maintenance of an accurate inventory of hardware and software;

x. Providing at all times professional, courteous and rapid response to staff;

xi. Undertaking such other work as may be assigned which is consistent with the nature of the job;

Job specifications

a) Qualifications: Bachelor's Degree in any of the following: Information Technology, Computer Engineering, Computer Science and Information Systems from a recognized University or Institution;
b) **Experience:**
   - At least (3) three years of professional experience in Information Technology and Information systems in a Public Institution or reputable Organization.
   - Experience in web designing and updating;

c) **Tenure of appointment:** The appointment shall be for a contractual period of 01 (one) year with effect from the date of assumption of duties and may be renewed subject to evaluation of performance of duties.

d) **Duty station:** The successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

Remuneration is attractive. Potential Candidates should submit applications in their own handwriting and deliver them by hand, electronic mail and/or through post office enclosing copies of certificates/testimonials and detailed curriculum vitae indicating 3 referees addressed to not later than **June 20, 2016** to:-

**The Executive Director**  
National Environment Management Authority (NEMA)  
NEMA House, Plot 17/19/21 Jinja Road  
P.O.Box 22255  
KAMPALA.

**Note:**

1) The job title and reference applied for should be printed at the top left hand side of the envelope.
2) Applicants, who will not have heard from us by August 31, should consider their applications unsuccessful.
3) Applicants who do not meet the above minimum requirements need not to apply.
4) NEMA is an equal opportunity employer.