VACANCY ANNOUNCEMENT

The National Environment Management Authority (NEMA) was established under the National Environment Act Cap. 153 to coordinate, monitor, enforce and supervise all activities in the field of environment for purposes of ensuring sustainable development in Uganda.

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

1. Job Ref : NEMA/ADV/EXT/13/2015
   - Job Title : Principal Environmental Economist
   - Reports to : Director – Policy Planning and Information
   - Salary scale : E3
   - Vacancies : 01 (One)

**Job Purpose:** Collect process and analyze policy and economic information.

**Key Duties and Responsibilities:**
- a) To support lead agencies in the integration of environmental considerations into sectoral plans, policies and programs;
- b) To review the functions of NEMAs linkages with target Lead Agencies;
- c) To develop tools, instruments and procedures for collecting, processing and integrating data on important environmental and economic parameters;
- d) To develop and review policies and Institutional frameworks with a view to including in the, important environmental consideration;
- e) To coordinate and undertake socio-economic studies, baseline studies and other impact studies on various aspects of environment;
- f) To undertake cost benefit analysis of new policies, plans, programs and institutional arrangements with a view to determining the most cost effective and sustainable options;
- g) To undertake the preparation of NEMAs annual workplan and budget as well as Sectoral Ministerial Policy Statement;
- h) To undertake research in various aspects so as to promote sound environmental management;
- i) To undertake periodic review of NEMAs strategic plan;
- j) To undertake resource mobilization through proposal writing;
- k) To assist in the compilation of NEMAs annual and quarterly reports;
- l) To review collected information on economic and social policies on environment to inform decision making;
- m) To support NEMA and its Departments in utilizing economic and budget performance measurement indicators;
- n) To undertake regular publications on key macroeconomic and budget indicators;
- o) To collect and analyze the impact of environmental policies on macro-economic development;
- p) To monitor implementation of the work plans by the Departments;
- q) To perform any other duties as may be assigned from time to time by the Supervisor.

**Desired person**
The desired person should have the following essential requirements:
- a) Qualifications:
  - Advanced degree in any of the above is a MUST.
  - A Post graduate Diploma in Project Planning and Management or Policy Analysis is an added advantage.
- b) Experience: At least (5) five years of professional experience in Natural Resources Economic Planning and Management.
- c) Tenure of appointment: The appointment shall be for a contractual 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.
- d) Duty station: The successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

**Key competencies for the position**
- Should have public sector, macro-economic, financial and social analytical skills;
- Should have excellent report writing and presentation skills;
- Should have excellent skills in proposal writing;
- Should be able to apply econometrics skills;
- Should have policy formulation and analytical skills;
- Should have research, monitoring and evaluation, information systems design and operation skills;
- Should have practical skills in economic and statistical computer packages;
- Capacity to work with minimum supervision;
- Excellent communication and interpersonal skills;
- High ethics, integrity and confidentiality;
- Ability to work under pressure and to make accurate and informed decisions;
- Analytical and coordinating skills;
- Ability to work independently and with strong organizational and planning skills.
- On time response to instructions.

2. Job Ref : NEMA/ADV/EXT/14/2015
   - Job Title : Project Assistant
   - Reports to : Project Coordinator
   - Salary Scale : E6
   - Vacancies : 01 (One)

**Job Purpose:** To provide support in the implementation, coordination and execution of a project on Mercury Management in Uganda.

**Key Duties and Responsibilities**
- a) To update a detailed work plan and budget for the project;
- b) To liaise with parties participating in the project and assist them to link project activities and related sub-project Institutions;
- c) Together with the Project Coordinator assist with the preparation of draft Terms of Reference for the experts to be contracted during the execution of the Project;
- d) To provide secretarial function for the Project’s National Coordination Committee including preparing necessary documents and logistics for the meeting of the committee;
- e) To liaise and cooperate with the Executing Agency’s overall Coordination Committee including facilitating meetings together with the Project Coordinator and providing progress and draft technical papers for consideration;
- f) Preparing formal reports of meetings.
- g) To liaise and cooperate with the Executing Agency’s overall Project Coordinator in order to allow coordination of all activities under the project in all participating Countries;
- h) To identify lessons learnt and replicable elements to be disseminated.
- i) Any other duties assigned by the Project Coordinator.

**Person’s specifications**
- a) Qualifications:
  - A Bachelor’s degree in any of the following fields: Environmental Science, Chemistry, Industrial Chemistry, Chemical Engineering or Environmental Engineering from a recognized degree awarding Institution.
  - Advanced Degree in any of the following: Environmental Management, Chemistry, Environmental Engineering or Chemical Engineering will be an added advantage.
- b) Experience
  - At least 3 years’ experience in the chemical industry or related project works;
- c) Tenure of appointment: The appointment shall be for a period of 1 year with effect from the date of assumption of duties and may be renewed subject to evaluation of performance of duties and availability of funds;
- d) Duty Station: The successful candidate may in the interest of NEMA be required to serve in any part of Uganda.
- e) Expert knowledge in the following matters
  - Knowledge of chemicals management or research;
  - Knowledge of good practices on chemicals management and experience in setting up coordination mechanism for chemicals management;
  - Familiarity with UNEP tool kit for identification and quantification of chemical releases;
  - Familiarity with regulations and standards of chemicals management;
  - Familiarity with the chemicals processes and available technologies (BAT/BEP).

**Note:**
- 1) The job title applied for should be printed at the top left hand side of the envelope.
- 2) Applicants, who will not have heard from us by February 01,2016 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.

Remuneration for all the above positions is attractive. Applicants should submit applications in their own handwriting and deliver them by hand OR through post and enclose copies of certificates/testimonials and detailed curriculum vitae indicating 3 referees addressed to:-

The Executive Director
NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)
NEMA House, Plot 17/19/21 Jinja Road
P.O. Box 22255 KAMPALA

To reach the above address by 5.00 pm on December 15, 2015. Applicants who do not meet the above minimum requirements need not apply.