

**JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR
EXTERNAL ADVERT NO.1 OF 27th APRIL 2023**

JOB TITLE	Senior Manager Environment Compliance
DEPARTMENT	Environment Compliance
REPORTS TO	Executive Director
SALARY SCALE	NEMA E2-1
SUPERVISES	Manager Environment Assessment Manager Oil, Gas and Minerals Manager Chemical Safety, Radiation and Pollution Prevention Principal Environment Officer (Compliance Assistance)

MAIN PURPOSE OF THE JOB

To coordinate environment assessments and support developers to comply with environment policies, laws and best practices for sustainable development

DUTIES AND RESPONSIBILITIES

1. Spearhead the development and implementation of departmental Work Plans, Budgets and prepare timely reports
2. Spearhead the function of Strategic Environment and Social Impact Assessments
3. Supervise and coordinate timely review of environment and social impact assessments for projects submitted to NEMA
4. Coordinate Regulation, Supervision and Compliance of environment practitioners with ethical codes and standards of practice
5. Coordinate and supervise management of environment pollution and use of chemicals and other polluting agents including radiations and waste
6. Coordinate and supervise compliance to environment regulations in the oil, gas, minerals and all other sectors of the economy
7. Formulate and implement Environment Policies and Standards
8. Promote Cleaner Production, Green economy, Circularity and other innovative environmentally friendly technologies
9. Monitor and ensure that the department staff comply with Policies, laws and best environment practices.
10. Supervise staff and ensure performance management in the department
11. Coordinate with other departments on all matters relevant to environment compliance
12. Support and promote applied research on best environment practices
13. 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 Natural Sciences

A Master's Degree in the relevant field of Environment and Natural Resources Management or Natural Sciences

Training in Geographical Information Systems (GIS) and Remote Sensing
Training in Environment and Social Impact Assessment

Experience:

Must have at least ten (10) years relevant professional working experience in Environment management three of which should have been at managerial level in a reputable organization.

COMPETENCES AND SKILLS:

- a) Leadership, team building and supervision skills
- b) Strong interpersonal, communication and negotiation skills
- c) Conservation planning skills
- 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 Manager Human Resource, Finance and Administration
DEPARTMENT	Human Resource, Finance and Administration
REPORTS TO	Executive Director
SALARY SCALE	NEMA E2-1
SUPERVISES	Manager Human Resources Manager Finance and Accounts Manager Administration

MAIN PURPOSE OF THE JOB

To coordinate the Human Resource Management, Finance and Administration function to support efficient delivery of the National Environment Management Authority core mandate

DUTIES AND RESPONSIBILITIES

1. Spearhead the development and implementation of departmental Work Plans, Budgets and prepare timely reports
2. Develop and implement Human Resource Policies, Plans and Strategies
3. Develop and implement sound Financial and Accounting Management Systems and Procedures in accordance with Public Finance Management and Accounting Policies and International Standards
4. Develop and implement Risk Management Policies and Procedures
5. Spearhead preparation of Annual Accounts within the statutory deadline in accordance with international accounting standards
6. Supervise timely disbursement of funds and accountability
7. Supervise review of cash flow needs and advise the Executive Director on potential investment options
8. Develop and implement Administrative Policies, Strategies and Procedures
9. Supervise and ensure performance management of all staff in the department
10. Monitor and ensure that the department staff comply with Policies, laws and best environment practices
11. Support Resource Mobilization function
12. Perform any other duties as may be assigned by the Supervisor

QUALIFICATIONS:

An Honors Bachelor's Degree in either Human Resource Management or Commerce (Accounting), Finance and Accounting, Business Administration (Accounting), from a recognized University or Institution

A Master's Degree in Business Administration from a recognised University or Institution

Full professional qualification of CPA or ACCA

Full membership to Institute of Certified Public Accountants of Uganda

EXPERIENCE:

Should have at least ten (10) years working experience in Human Resources Management, Finance and Administration, three (3) of which should have been at Managerial level in a reputable organization.

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

JOB TITLE	Principal Monitoring and Evaluation Officer
DEPARTMENT	Office of the Executive Director
REPORTS TO	Executive Director
SALARY SCALE	NEMA E3
SUPERVISES	Senior Monitoring and Evaluation Officer

MAIN PURPOSE OF THE JOB

To effectively coordinate and manage the Monitoring and Evaluation function of the Authority

DUTIES AND RESPONSIBILITIES

1. Spearhead the development and implementation of Work Plans, Budgets and prepare timely reports for the unit
2. Develop and implement a robust Monitoring and Evaluation framework for NEMA
3. Periodically Monitor and Evaluate Performance of the Strategic Plan, Annual Work Plans and Projects
4. Develop performance indicators for NEMA including establishment and reviewing of monitoring and evaluation system;
5. Mobilize resources for Monitoring and Evaluation programs
6. Support research and innovations
7. Collaborate with other departments and units in the delivery of monitoring and evaluation function
8. Build capacity of NEMA staff in monitoring and evaluation
9. Prepare statutory performance reports timely
10. Supervise and appraise staff in the unit
11. Perform any other official duties as may be assigned by the supervisor.

QUALIFICATIONS

An Honors Bachelor's Degree in the relevant field of Environment and Natural Resources, Monitoring and Evaluation, Natural Resources Economics, Development Economics, Development Studies or Statistics

Master's degree in any of the relevant fields above.

Postgraduate qualification in Monitoring and Evaluation is a must for qualifications that are not mainstream Monitoring and Evaluation

EXPERIENCE

Should have at least a minimum of six (6) years post qualification professional relevant working experience in Monitoring and Evaluation three of which should have been at senior level in a reputable institution.

KEY COMPETENCES AND SKILLS

- a) Leadership, team building and supervision skills
- b) Strong interpersonal, communication and negotiation skills
- c) Good understanding of mitigation hierarchy
- d) Excellent scholarly writing and publication skills
- e) Excellent analytical and presentation skills
- f) Financial and human resource management skills
- g) Excellent report writing skills
- h) Resource Mobilization skills
- i) Risk management skills
- j) Command of excellent Information Communication Technology skills

JOB TITLE	Principal Research and Innovations Officer
DEPARTMENT	Environment Planning and Coordination
REPORTS TO	Senior Manager Environment Planning and Coordination
SALARY SCALE	NEMA E3
SUPERVISES	Senior Research and Innovations Officer Senior Laboratory Analyst

MAIN PURPOSE OF THE JOB

To spearhead Environment Research and Innovations

DUTIES AND RESPONSIBILITIES

1. Lead the development and implementation of Work Plans, Budgets and prepare timely reports
2. Develop and manage environment Research Agenda, Strategy and Programs

3. Support development and promote sustainable environment Technology and Innovations
4. Develop and manage a robust environment monitoring and compliance Laboratory Service
5. Support development and implementation of National Environment Action Plan
6. Support development and implementation of Local Governments and Urban Authorities Environment Action Plans
7. Support compilation of the State of Environment Reports for Uganda
8. Develop bankable proposals for sustainable resource mobilization and collaboration efforts
9. Coordinate with other divisions/departments to mainstream Environment Research and Innovations
10. Supervise and appraise the staff under him/her
11. 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 Environment and Natural Resources Management or Natural Sciences

A Master's Degree in the relevant field of Environment and Natural Resources Management or Natural Sciences

EXPERIENCE:

Must have at least six years relevant professional working experience in Environment and Natural Resources Management related research and innovations three of which should have been at senior level in a reputable organization.

COMPETENCES AND SKILLS:

- a) Excellent Scholarly writing, publication and presentation skills
- b) Excellent scientific analytical skills
- c) Strong interpersonal, communication and negotiation skills
- d) Knowledge and skills in Strategic Planning
- e) Knowledge and skills in Conservation Planning
- f) Leadership, team building and supervision skills
- g) Financial and Human Resource Management skills
- h) Resource Mobilization skills
- i) Risk Management skills
- j) High moral integrity
- k) Knowledge Management skills

JOB TITLE	Principal Environment Officer- Water and Wetlands Resources
DEPARTMENT	Environment Planning and Coordination
REPORTS TO	Senior Manager Environment Planning and Coordination
SALARY SCALE	NEMA E3
SUPERVISES	None

MAIN PURPOSE OF THE JOB

To provide specialised services in management of water and wetland ecosystems in Uganda

DUTIES AND RESPONSIBILITIES

1. Spearhead the development and implementation of Work Plans, Budgets and prepare timely reports for the section
2. Initiate and or coordinate formulation of Policies, Strategies, Plans and Programs for sound and sustainable management of water and wetland resources
3. Review sectoral Policies and Plans to integrate sustainable water and wetland management
4. Undertake and/or coordinate studies for sustainable water and wetland management
5. Support review processes for Environment Assessment and Audits
6. Provide specialized technical support in water and wetland management as may be required by various Government sectors and institutions, NGOs/CBOs, the Private Sector, Academia and individuals
7. Receive, compile and prioritize needs for sound management of water and wetland and develop strategies and/or programs to provide the required support
8. Provide technical support for integration of sustainable water and wetland management into Local Government and Urban Authorities' Environment Action Plans and Development Plans;
9. Advise Government on International and Regional programs, Agreements and Protocols on water and wetland management
10. Monitor management of water and wetland by Lead Agencies, Private Sector, Civil Society, Communities and other stakeholders
11. Support compilation of the State of Environment Reports for Uganda
12. 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 Environment and Natural Resources Management or Natural Sciences or Water Resources Management

A Master's Degree in the relevant field of Environment and Natural Resources Management or Natural Sciences or Water Resources Management

Experience:

Must have at least six years' relevant professional working experience in Water or Wetland Resources Management three of which should have been at senior level in a reputable organization.

COMPETENCES AND SKILLS:

- a) Excellent Scholarly writing, publication and presentation skills
- b) Excellent scientific analytical skills
- c) Strong interpersonal, communication and negotiation skills
- d) Knowledge and skills in Strategic Planning
- e) Knowledge and skills in Conservation Planning
- f) Leadership, team building and supervision skills
- g) Financial and Human Resource Management skills
- h) Resource Mobilization skills
- i) Risk Management skills
- j) High moral integrity
- k) Knowledge Management skills

JOB TITLE	Senior Monitoring and Evaluation Officer
DEPARTMENT	Office of the Executive Director
REPORTS TO	Principal Monitoring and Evaluation Officer
SALARY SCALE	NEMA E4
SUPERVISES	Monitoring and Evaluation Officer

MAIN PURPOSE OF THE JOB

To support effective management of the Monitoring and Evaluation function

DUTIES AND RESPONSIBILITIES

1. Support the development and implementation of Work Plans, Budgets and prepare timely reports for the unit
2. Support the development and implementation of the Monitoring and Evaluation framework for NEMA

3. Support Periodic monitoring and evaluation of NEMA Strategic Plan, Annual Work Plans and Projects
4. Support development of performance indicators for NEMA including establishment and reviewing of monitoring and evaluation system;
5. Support research and innovations
6. Collaborate with other departments and units in the delivery of monitoring and evaluation function
7. Support capacity building of NEMA staff in monitoring and evaluation
8. Support timely preparation of statutory performance reports
9. Supervise and appraise staff under him/her
10. Perform any other official duties as may be assigned by the supervisor.

QUALIFICATIONS

An Honors Bachelor's Degree in the relevant field of Environment and Natural Resources, Monitoring and Evaluation, Natural Resources Economics, Development Economics, Development Studies or Statistics

Master's degree in any of the relevant fields above.

Postgraduate qualification in Monitoring and Evaluation is a must for qualifications that are not mainstream Monitoring and Evaluation

EXPERIENCE

Should have a minimum of three (3) years post qualification professional relevant working experience in Monitoring and Evaluation in a reputable institution.

KEY COMPETENCES AND SKILLS

- a) Leadership, team building and supervision skills
- b) Strong interpersonal, communication and negotiation skills
- c) Good understanding of mitigation hierarchy
- d) Excellent scholarly writing and publication skills
- e) Excellent analytical and presentation skills
- f) Financial and human resource management skills
- g) Excellent report writing 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	Senior Environment Assessment Officer
DEPARTMENT	Environment Compliance
REPORTS TO	Manager Environment Compliance
SALARY SCALE	NEMA E4
SUPERVISES	Environment Assessments Officer
NO OF POSTS	01

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 Honors Bachelors Science Degree in the relevant field of Environment and Natural Resources Management or Natural Sciences or Environment Engineering

A Master's of Science Degree in the relevant field of Environment and Natural Resources Management or Natural Sciences or Environment Engineering

Training in Environment and Social Impact Assessment is a MUST

Training in Geographical Information Systems (GIS) and Remote Sensing is an added advantage

EXPERIENCE:

Must have at least three (3) years relevant professional working experience in environment and social assessments in a reputable organization

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	Senior Environment Assessment Officer (Social Safeguards)
DEPARTMENT	Environment Compliance
REPORTS TO	Manager Environment Compliance
SALARY SCALE	NEMA E4
SUPERVISES	Environment Assessments Officer

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 Honors Bachelors of Science Degree in the relevant field of Social Sciences

A Master's of Science Degree in the relevant field of Social Sciences or Environment and Natural Resources

EXPERIENCE:

Must have at least three (3) years relevant professional working experience in social impact assessments in a reputable organization

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	Senior Economist
DEPARTMENT	Office of the Executive Director
REPORTS TO	Manager Strategic Planning and Partnerships
SALARY SCALE	NEMA E4
SUPERVISES	Economist

MAIN PURPOSE OF THE JOB

Support development and implementation of Economic Plans, Strategies and Partnerships for effective functioning of the Authority

DUTIES AND RESPONSIBILITIES

Support the Manager to:

1. Develop and implement Division's Work Plans, Budgets and prepare timely reports
2. Develop and implement Strategic Plan for the Authority
3. Plan, budget and report in liaison with other departments
4. Develop and implement long and short-term Corporate Plans including budgets and Resource Mobilization Strategies
5. Coordinate and generate planning data/information/reports to support policy and decision making by Management.
6. Prepare statutory and other reports on emerging national, regional macro-economic issues to inform policy actions
7. Supervise and appraise staff under him/her
8. Perform any other official duties as may be assigned by the supervisor

QUALIFICATIONS

An Honors Bachelor's Degree in the relevant field of Economics, Development Economics, Natural Resources Economics, Statistics

Master's Degree in any of the relevant fields above.

EXPERIENCE:

Should have at least a minimum of eight (3) years post qualification professional working experience in economic planning in a public institution.

KEY COMPETENCIES

- 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	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 Inspector (Pollution and Radiation)

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 Honors 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 Environment Officer (Cleaner Production)
DEPARTMENT	Environment Compliance
REPORTS TO	Principal Environment Officer Compliance Assistance
SALARY SCALE	NEMA E4
SUPERVISES	Environment Officer- Cleaner production

MAIN PURPOSE OF THE JOB

To support development and implementation of Plans, Strategies and Initiatives to encourage proactive and innovative approaches to compliance with National Environment Policies, Legislations and Standards

DUTIES AND RESPONSIBILITIES

Support Principal Environment Officer Compliance Assistance to :

1. Develop and implement Work Plans and Budgets for proactive and innovative approaches to compliance
2. Develop and implement actions for promotion of cleaner production
3. Identify needs and design response strategies for cleaner production
4. Coordinate and Monitor proactive and innovative approaches to environment compliance
5. Promote initiatives that promote cleaner production
6. Coordinate research and innovation in green economy in various development programs of Government
7. Develop and implement a cleaner production certification program for Uganda
8. Develop and implement a rewards system for best environment practices in the country
9. Effectively contribute to development and management of information system as part of the overall Environment Information Management System
10. Coordinate with other departments on all matters relevant to environment compliance
11. Support and promote applied research on best environment practices
12. Support public awareness and education about eco-innovative approaches to cleaner production
13. Supervise and appraise the staff
14. Perform any other official duties as may be assigned by the Supervisor.

PERSON SPECIFICATIONS

Qualification

An Honors Bachelor of Science Degree in the relevant field of Environment and Natural Resources or Chemical or Environment Engineering or Chemistry from a recognized University or Institution

Master of Science Degree in the relevant field of Environment and Natural Resources, Environment Science Technology or Chemical or Environment Engineering or Chemistry from a recognized University or Institution

Experience

At least three (3) years relevant working experience in cleaner production processes in a reputable organization.

COMPETENCES AND SKILLS:

- a) Excellent scientific analytical skills
- b) Knowledge and skills in instrumentation
- c) Production processes Technical Audit skills
- d) Knowledge of green development and cleaner production
- e) Leadership, team building and supervision skills
- f) Strong interpersonal, communication and negotiation skills

- g) Good understanding of mitigation hierarchy
- h) Financial and Human Resource management skills
- i) Excellent scholarly writing, publication and presentation skills
- j) Resource Mobilization skills
- k) Risk Management skills
- l) Command of excellent Information Communication Technology skills

JOB TITLE	Senior Partnership Development Officer
DEPARTMENT	Office of the Executive Director
REPORTS TO	Manager Strategic Planning and Partnerships
SALARY SCALE	NEMA E4
SUPERVISES	Partnership Development Officer

MAIN PURPOSE OF THE JOB

To develop and maintain strategic partnerships for effective functioning of the Authority

DUTIES AND RESPONSIBILITIES

Support the Manager to:

1. Develop and implement section Work Plans, Budgets and timely reporting
2. Coordinate development and implementation of Partnership Strategies, Plans and Initiatives
3. Manage partnership agreements and memoranda and ensure NEMA is meeting her obligations under these
4. Mobilize partners to support NEMA programs and initiatives
5. Supervise and appraise staff under him/her
6. Perform any other official duties as may be assigned by the supervisor

QUALIFICATIONS

An Honors Bachelor's degree in the relevant field of Environment and Natural Resources

Master's Degree in the relevant field of Environment and Natural Resources or Business Administration

EXPERIENCE:

Should have at least a minimum of eight (3) years post qualification professional working experience in partnership development in a reputable institution.

KEY COMPETENCIES

- 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	Senior Resource Mobilization Officer
DEPARTMENT	Office of the Executive Director
REPORTS TO	Manager Strategic Planning and Partnerships
SALARY SCALE	NEMA E4
SUPERVISES	Resource Mobilization Officer

MAIN PURPOSE OF THE JOB

To support resource mobilization for effective functioning of the Authority

DUTIES AND RESPONSIBILITIES

Support the Manager to:

1. Develop and implement section Work Plans, Budgets and timely reporting
2. Spearhead development and implementation of Resource mobilization Policies, Plans and Strategies
3. Develop and implement Policies, Strategies, Plans and Programs
4. Coordinate development and implementation of bankable proposals for resource mobilization
5. Look out for all opportunities and develop proposals for submission
6. Supervise and appraise staff under him/her
7. Perform any other official duties as may be assigned by the supervisor

QUALIFICATIONS

An Honors Bachelor's Degree in the relevant field of Environment and Natural Resources or Natural Sciences

Master's Degree in the relevant field of Environment and Natural Resources or Business Administration

EXPERIENCE:

Should have at least a minimum of eight (3) years post qualification professional working experience in resource mobilization from a reputable organization

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	Senior Legal Officer (Prosecution)
DEPARTMENT	Office of the Executive Director
REPORTS TO	Manager Legal Corporate Affairs
SALARY SCALE	NEMA E4
SUPERVISES	Legal Officer (Prosecution)

MAIN PURPOSE OF THE JOB

To spearhead management of the prosecution function at NEMA

DUTIES AND RESPONSIBILITIES

1. Spearhead the development and implementation of the Work Plans, Budgets and prepare timely reports including status reports of court cases
2. Coordinate prosecution of all offenders in liaison with the DPPs office
3. Guide investigations to ensure successful prosecution service
4. Manage exhibits and other forms of evidence for effective prosecution
5. Liase 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. Coordinate witness appearance in court for all criminal matters
12. Undertake awareness raising and capacity building on environmental law
13. Support training on and assist in the formulation of bye laws and ordinances by Local Governments and Urban Authorities
14. Supervise and appraise staff in the unit

15. Perform any other official duties as may be assigned by the supervisor

QUALIFICATIONS

An Honors Bachelor's degree in Law from a recognized University

Postgraduate Diploma in Legal Practice

A Master's Degree in Law

Be enrolled as an advocate of the High Court of Uganda

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

EXPERIENCE:

Should have at least a minimum of three (3) years post qualification relevant professional working experience in criminal prosecution in Uganda

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

JOB TITLE	Economist
DEPARTMENT	Office of the Executive Director
REPORTS TO	Manager Strategic Planning and Partnerships
SALARY SCALE	NEMA E5
SUPERVISES	None

MAIN PURPOSE OF THE JOB

Support development and implementation of Economic Plans, Strategies and Partnerships for effective functioning of the Authority

DUTIES AND RESPONSIBILITIES

Assist the Senior Economist to:

1. Develop and implement Division's Work Plans, Budgets and prepare timely reports
2. Develop and implement Strategic Plan for the Authority
3. Plan, budget and report in liaison with other departments
4. Develop and implement long and short-term Corporate Plans including budgets and Resource Mobilization Strategies
5. Coordinate and generate planning data/information/reports to support policy and decision making by Management.
6. Prepare statutory and other reports on emerging national, regional macro-economic issues to inform policy actions
7. Supervise and appraise staff under him/her
8. Perform any other official duties as may be assigned by the supervisor.

QUALIFICATIONS

An Honors Bachelor's degree in the relevant field of Economics, Development Economics, Natural Resources Economics, Statistics

KEY COMPETENCIES 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) Command of excellent Information Communication Technology skills

JOB TITLE	Legal Officer
DEPARTMENT	Office of the Executive Director
REPORTS TO	Senior Legal Officer
SALARY SCALE	NEMA E5
NO. OF POSTS	07

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.

KEY COMPETENCIES AND SKILLS

- a) Leadership, team building and supervision skills
- b) Strong interpersonal, communication and negotiation skills
- c) Excellent analytical and presentation skills
- d) Excellent report writing skills
- e) Risk management skills
- f) Excellent Information Communication Technology skills
- g) Excellent command of the English language

JOB TITLE	Accountant
DEPARTMENT	Human Resource, Finance and Administration
REPORTS TO	Senior Accountant
SALARY SCALE	NEMA E3
SUPERVISES	None

MAIN PURPOSE OF THE JOB

Assist the Finance and Accounts management function at the Authority

DUTIES AND RESPONSIBILITIES

1. Assist the development and implementation of division Work Plans, Budgets and timely reporting
2. Assist in the resource mobilization function
3. Assist in implementing internal financial controls
4. Assist in the budget process
5. Assist in the preparation of monthly and quarterly budget performance and accounting reports;
6. Assist in maintaining staff activity advances ledger;
7. Assist in the implementation of financial plans, policies and procedures
8. Assist in the external and internal audit function;
9. Assist in the classification of transactions as assets, liabilities, income and expenses;
10. Any other official duties that may be assigned by the supervisor

QUALIFICATIONS

An Honors Bachelor's Degree in Commerce (Accounting/Finance), Business Administration (Accounting/Finance), Finance and/or Accounting

COMPETENCES

- 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

JOB TITLE	Environment Assessment Officer
DEPARTMENT	Environment Compliance
REPORTS TO	Senior Environment Assessments Officer
SALARY SCALE	NEMA E5
SUPERVISES	None
NO OF POSTS	06

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 Honors 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 Assessment Officer (Social Safeguards)
DEPARTMENT	Environment Compliance
REPORTS TO	Senior Environment Assessments Officers
SALARY SCALE	NEMA E5
SUPERVISES	None
NO OF POSTS	02

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 Honors Bachelor of Science Degree in the relevant field of Social Sciences from a recognized University or Institution.

COMPETENCES AND SKILLS:

- a) Leadership, team building and supervision skills
- b) Strong interpersonal, communication and negotiation skills
- c) Excellent analytical and presentation skills
- d) Excellent report writing skills
- e) Risk management skills
- f) 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
NO.OF POSTS	03

MAIN PURPOSE OF THE JOB:

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

DUTIES AND RESPONSIBILITIES

Support Manager Environment Inspections, Monitoring and Audits to:

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) Marketing and Public Relations skills
- h) Command of excellent Information Communication Technology skills

- i) Planning and organization skills
- j) Research and innovation skills
- k) Knowledge and skills in handling scientific equipment and tools

JOB TITLE	Environment Inspector (Air Quality, Noxious Smells and Noise)
DEPARTMENT	Environment Enforcement and Field Operations
REPORTS TO	Senior Environment Inspector (Air Quality, Noxious Smells and Noise)
SALARY SCALE	NEMA E5
NO. OF POSTS	06

MAIN PURPOSE OF THE JOB:

To support Environment Inspections, Monitoring and Audits

DUTIES AND RESPONSIBILITIES

Support Manager Environment Inspections, Monitoring and Audits to:

1. Develop and implement division Work Plans, Budgets and prepare timely reporting
2. 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
3. Conduct Environment Inspections, Monitoring and Audits and ensure remedial actions are taken
4. Facilitate identification, appointment, gazettelement, capacity development and supervision of Environment Inspectors
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) Marketing and Public Relations skills
- h) Command of excellent Information Communication Technology skills
- i) Planning and organization skills
- j) Research and innovation skills
- k) Knowledge and skills in handling scientific equipment and tools

JOB TITLE	Environment Protection Officer
DEPARTMENT	Environment Enforcement and Field Operations
REPORTS TO	Senior Environment Protection Officer
SALARY SCALE	NEMA E5
NO.OF POSTS	04

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	Administrative Officer
Department	Human Resource, Finance and Administration
Reports to	Assigned Officer and or Senior Administrative Assistant
Salary scale	E5
Responsible for	Office Assistant
Number of positions	05

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 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	Environment Inspector-Oil and Gas
DEPARTMENT	Environment Compliance
REPORTS TO	Senior Environment Inspector-Oil and Gas
SALARY SCALE	NEMA E5
NO. OF POSTS	02

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 ESIA's 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 Honors Bachelor of Science Degree in any 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) Excellent scholarly writing and publication skills
- e) Excellent analytical and presentation skills
- f) Excellent report writing skills
- g) Risk management skills
- h) Command of excellent Information Communication Technology skills

JOB TITLE	Environment Inspector-Pollution and Radiation
DEPARTMENT	Environment Compliance
REPORTS TO	Senior Environment Inspector-Pollution and Radiation
SALARY SCALE	NEMA E5
SUPERVISES	None

MAIN PURPOSE OF THE JOB

To assist in the development and implementation of 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 Honors Bachelor's Degree in the relevant field of Chemical Engineering, Industrial Chemistry, Chemistry, Biochemistry from a reputable University or Institution

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) Risk Management skills
- f) Command of excellent Information Communication Technology skills

JOB TITLE	Environment Officer (Education and Public Awareness)
DEPARTMENT	Environment Law Enforcement and Field

	Operations
REPORTS TO	Regional Manager
SALARY SCALE	NEMA E5

MAIN PURPOSE OF THE JOB

To assist in the development and implementation of Environment Education Strategies, Plans and Programmes

DUTIES AND RESPONSIBILITIES

Support Senior Environment Education Officer to:

1. Develop and implement division Work Plans, Budgets and timely reporting
2. Establish and maintain a robust Environment Education Programs
3. Coordinate mainstreaming of environment education in education curricula at Early childhood, Primary, Post Primary, Tertiary and Community education levels
4. Coordinate and engage Lead Agencies and other stakeholders in Environment Education and Advocacy at formal and informal level
5. Coordinate production and dissemination of the Communication, Education and Public Awareness materials and messages in liaison with the Communications Unit
6. Mobilize resources for environment awareness and education programs
7. Develop and implement an effective environment advocacy Strategy, Plans, Programs
8. Effectively participate in and build networks for environment Education
9. Coordinate with other divisions/departments to mainstream Environment Education
10. Initiate and promote applied research and innovative approaches for Environment Education
11. Supervise and appraise the staff under the division
12. 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 Environment and Natural Resources, Mass Communication, Development Studies, Education for sustainable development or Science in Education from a recognized University or Institution.

COMPETENCES AND SKILLS:

- a) Strong interpersonal, communication and negotiation skills
Excellent analytical skills

- b) Team building and supervision skills
- c) High moral integrity
- d) Knowledge Management skills

JOB TITLE	Environment Officer (Enforcement and Field Operations)
DEPARTMENT	Environment Enforcement and Field Operations
REPORTS TO	Regional Manager
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	GIS Officer
DEPARTMENT	Environment Planning and Coordination
REPORTS TO	Senior GIS Officer
SALARY SCALE	NEMA E5
NO. OF POSTS	02

MAIN PURPOSE OF THE JOB

Provide Geo Information Systems (GIS) and Remote Sensing techniques to support environment management function of the Authority

DUTIES AND RESPONSIBILITIES

Support the Senior GIS officer to:

1. Develop and implement Work Plans, Budgets and timely reporting for the division
2. Generate, organize and manage GIS database of Environment Information
3. Carry out GIS analyses as required by a program, project or activity;
4. Undertake data acquisition and satellite image processing;
5. Undertake GIS map production and geodata base design tasks of different projects with a special focus on spatial analysis and mapping;
6. Develop methodologies for spatial data analysis and modeling to support decision making particularly for natural resource management;
7. Undertake presentation and thematic map development and design, based on the needs of the Authority;
8. Support the preparation of the National and District Environment Action Plans and state of the environment reports; and
9. Supervise and appraise staff under the division
10. 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 Environment and Natural Resources Management or Geographical Information Systems and Remote Sensing

COMPETENCES AND SKILLS:

- a) Excellent scientific analytical skills
- b) Knowledge and skills in Strategic Planning
- c) Knowledge and skills in Conservation Planning
- d) Leadership, team building and supervision skills
- e) Strong interpersonal, communication and negotiation skills
- f) Good understanding of mitigation hierarchy
- g) Scholarly writing, publication and presentation skills
- h) Risk Management skills
- i) High moral integrity
- j) Knowledge Management skills

JOB TITLE	Human Resources Officer
DEPARTMENT	Human Resources, Finance and Administration
REPORTS TO	Senior Human Resources Officer
SALARY SCALE	NEMA E5
NO. OF POSTS	02

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, Psychology, Social Work and Social Administration, Business Administration, Social Sciences, Organizational development

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
- 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	Information Communication Technology Officer
DEPARTMENT	Environment Planning and Coordination
REPORTS TO	Senior Information Technology Officer
SALARY SCALE	NEMA E5
SUPERVISES	None

MAIN PURPOSE OF THE JOB

To assist in the management of a robust Information Communication Technology Management at NEMA

DUTIES AND RESPONSIBILITIES

1. Assist in the development and implementation of Work Plans, Budgets and prepare timely reports for the division
2. Assist in the management of the Information and Communication Technology services at NEMA

3. Assist in the management of Information Communication and Technology Networks
4. Assist all departments and staff with ICT support services, skills and knowledge
5. Assist in the acquisition and maintenance of ICT hardware and software
6. Assist in network and internet service facilities management across the organization
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 Information Communication Technology or Computer engineering

COMPETENCES AND SKILLS:

- a) Excellent scientific analytical skills
- b) Leadership, team building and supervision skills
- c) Strong interpersonal, communication and negotiation skills
- d) Risk Management skills
- e) High moral integrity
- f) Knowledge Management skills

JOB TITLE	Environment Innovations Officer
DEPARTMENT	Environment Planning and Coordination
REPORTS TO	Senior Research and Innovations Officer
SALARY SCALE	NEMA E5
SUPERVISES	None

MAIN PURPOSE OF THE JOB

To support Environment Innovations development and uptake

DUTIES AND RESPONSIBILITIES

Assist Senior Research and Innovations Officer to:

1. Develop and implement Work Plans, Budgets and timely reporting
2. Support development and promote sustainable environment Science,Technology and Innovations
3. Support development and implementation of National Environment Action Plan
4. Develop bankable proposals for sustainable resource mobilization and collaboration efforts
5. Coordinate with other divisions/departments to mainstream Environment Innovations
6. Supervise and appraise the staff under him/her
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 Environment and Natural Resources Management or Natural Sciences

COMPETENCES AND SKILLS:

- a) Scholarly writing, publication and presentation skills
- b) Excellent scientific analytical skills
- c) Strong interpersonal, communication and negotiation skills
- d) Knowledge and skills in Strategic Planning
- e) Knowledge and skills in Conservation Planning
- f) Team building and supervision skills
- g) Risk Management skills
- h) High moral integrity
- i) Knowledge Management skills

JOB TITLE	Environment Laboratory Technician
DEPARTMENT	Environment Planning and Coordination
REPORTS TO	Senior Laboratory Analyst
SALARY SCALE	NEMA E5
SUPERVISES	None

MAIN PURPOSE OF THE JOB

To support Environment Management Laboratory program

DUTIES AND RESPONSIBILITIES

Assist Senior Laboratory Analyst to:

1. Develop and implement Work Plans, Budgets and timely reporting
2. Develop and manage a robust environment monitoring and compliance Laboratory Service
3. Collect samples, prepare them and run tests and timely provide reports
4. Conduct Registration and accreditation of laboratories inline with the National Environment Act
5. Develop and manage environment Laboratory Services Strategy and Programs
6. Promote sustainable environment Science, Technology and Innovations
7. Support development and implementation of National Environment Action Plan
8. Support development and implementation of Local Governments and Urban Authorities Environment Action Plans
9. Support Environment Monitoring, Audit and Prosecution functions

10. Support environment research and innovations
11. Support compilation of the State of Environment Reports for Uganda
12. Develop bankable proposals for sustainable resource mobilization and collaboration efforts
13. Coordinate with other divisions/departments to mainstream Environment Laboratory Service
14. Supervise and appraise the staff under him/her
15. 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 Environment and Natural Resources Management or Natural Sciences Laboratory Technology

COMPETENCES AND SKILLS:

- a) Scholarly writing, publication and presentation skills
- b) Excellent scientific analytical skills
- c) Strong interpersonal, communication and negotiation skills
- d) Knowledge and skills in Strategic Planning
- e) Knowledge and skills in Conservation Planning
- f) Leadership, team building and supervision skills
- g) Risk Management skills
- h) High moral integrity
- i) Knowledge Management skills

JOB TITLE	Lead Agency Coordinator
DEPARTMENT	Environment Planning and Coordination
REPORTS TO	Senior Lead Agency Coordinator
SALARY SCALE	NEMA E5
NO. OF POSTS	02

MAIN PURPOSE OF THE JOB

To assist in Lead Agency Coordination in Uganda

DUTIES AND RESPONSIBILITIES

Support the Senior Lead Agency Coordinator to:

1. Support development and implementation of division Work Plans, Budgets and timely reporting
2. Establish an effective and functional Lead Agency Coordination Framework
3. Develop and Implement a Performance Management Scheme for Lead Agencies on Environment Planning, Management and Reporting

4. Coordinate with other departments to ensure that all matters relevant to Environment Lead Agency Coordination are mainstreamed
5. Support and promote applied research on best practices on Environment Stakeholder coordination
6. Support the development and implementation of the National Environment Management Plan
7. Support development and implementation of Local Governments and Urban Authorities' Environment Action Plans
8. Support preparation of the State of Environment Reports for Uganda
9. Support public awareness and education about Environment Lead Agency Coordination
10. Supervise and appraise staff
11. Perform any other official duties as may be assigned by the Supervisor

PERSON SPECIFICATIONS

QUALIFICATIONS:

An Honors Bachelor of Science Degree in the relevant field of Environment and Natural Resources Management or Development Studies

COMPETENCES AND SKILLS:

- a) Excellent scientific analytical skills
- b) Strategic planning knowledge and skills
- c) Conservation planning knowledge and skills
- d) Leadership, team building and supervision skills
- e) Strong interpersonal, communication and negotiation skills
- f) Command of excellent Information Communication Technology skills

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 from a recognized University

KEY COMPETENCIES/SKILLS

- a) Leadership, team building 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) Risk management skills
- g) Command of excellent Information Communication Technology skills

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

MAIN PURPOSE OF THE JOB

To develop and maintain strategic partnerships for effective functioning of the Authority

DUTIES AND RESPONSIBILITIES

Assist the Senior Partnership Officer to:

1. Develop and implement section Work Plans, Budgets and timely reporting
2. Coordinate development and implementation of Partnership Strategies, Plans and Initiatives
3. Manage partnership agreements and memoranda and ensure that parties are meeting obligations
4. Mobilize partners to support NEMA programs and initiatives
5. Perform any other official duties as may be assigned by the supervisor

QUALIFICATIONS

An Honors Bachelor's degree in the relevant field of Environment and Natural Resources or Natural Sciences

KEY COMPETENCIES

- 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

JOB TITLE	Environment Research Officer
DEPARTMENT	Environment Planning and Coordination
REPORTS TO	Senior Research and Innovations Officer
SALARY SCALE	NEMA E5
SUPERVISES	None

MAIN PURPOSE OF THE JOB

To assist in Environment Research development

DUTIES AND RESPONSIBILITIES

Assist Senior Research and Innovations Officer to:

1. Develop and implement Work Plans, Budgets and timely reporting
2. Develop and manage environment Research Agenda, Strategy and Programs
3. Support development and implementation of National Environment Action Plan
4. Support development and implementation of Local Governments and Urban Authorities Environment Action Plans
5. Contribute to compilation of the State of Environment Reports for Uganda
6. Develop bankable proposals for sustainable resource mobilization and collaboration efforts
7. Coordinate with other divisions/departments to mainstream Environment Research
8. 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 Environment and Natural Resources Management or Natural Sciences

COMPETENCES AND SKILLS:

- a) Scholarly writing, publication and presentation skills
- b) Excellent scientific analytical skills
- c) Strong interpersonal, communication and negotiation skills
- d) Knowledge and skills in Strategic Planning
- e) Knowledge and skills in Conservation Planning
- f) Team building and supervision skills
- g) Risk Management skills
- h) High moral integrity
- i) Knowledge Management skills

JOB TITLE	Driver
DEPARTMENT	Human Resources, Finance and Administration
REPORTS TO	Transport and Logistics Officer
SALARY SCALE	E7
SUPERVISES	None
NUMBER OF POSTS	14

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, 2 of which should have been in similar position in a reputable Institution.
- 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

Job Title	Office Assistant
Department	Human Resource, Finance and Administration
Reports to	Administrative Officer
Salary scale	E8
Supervises	None
No of posts	02

Purpose of the Job:

Support administrative functions of the Authority.

Key Duties and Responsibilities

1. Open and close NEMA Offices on time
2. Collect and deliver mail, parcels and other communications to and from the Post Office, suppliers and other Institutions;
3. Sort, deliver and pick up mails from various offices and premises at regular intervals and keep records as required;
4. Pack materials received for dispatch from out-tray and package them for dispatch;
5. Perform any other official duties as may be assigned.

Persons Specifications

Qualifications:

A minimum of Uganda Advanced Certificate of Education (UACE)

Key competences and skills

- a) Ability to work independently
- b) Good communication and interpersonal skills
- c) Time management
- d) High moral integrity