



THE REPUBLIC OF UGANDA
MINISTRY OF EDUCATION AND SPORTS

JOB ADVERT

1.0 Background

Government adopted a Programmatic Planning and Budgeting approach under the NDP III. Accordingly, the Ministry of Education and Sports was designated as the lead agency for the Human Capital Development Programme. The Ministry, therefore, intends to set up a secretariat to support the coordination of activities under the Programme

The Secretariat will be responsible for coordinating MDAs that are contributing to the execution of strategic interventions under the Programme. The Programme, and its Secretariat, will be under the overall leadership of the Honorable Minister of Education and Sports, and the technical leadership of the Permanent Secretary/ Ministry of Education and Sports

Accordingly, the Ministry of Education and Sports invites suitably qualified and experienced individuals to apply for the following positions in the Human Capital Development Programme Secretariat.

2.0 Job Descriptions and Person Specifications

Title:	Secretariat Coordinator
Reports to:	Permanent Secretary / Technical Head of Programme
Duration:	24 months, subject to renewal
Duty Station:	Kampala
Job Reference	HCDP-SC001

Purpose of the Job

To manage, coordinate and provide strategic leadership for the Human Capital Development Programme

Key Duties and Responsibilities

The main responsibilities and duties of the Secretariat Coordinator are:

- a) Conduct planning and coordination of meetings for the Programme, including but not limited to the meetings of the Leadership Committee and the Programme Working Group.
- b) Responsible for the overall management of the Programme Secretariat.
- c) Participating and providing sound technical advice to the various sub programmes activities
- d) Monitoring and supervising activities of the Secretariat.
- e) Tracking the achievement of results in line with the National Development Plan
- f) Documenting and sharing progress and evaluation reports with Stakeholders.
- g) Organize and oversee the Annual Programme Review and documentation of activity reports
- h) Mobilizing resources for the Programme.
- i) Ensuring proper utilization of the resources provided by the Ministry and Partners.

Qualifications, Skills and Experience

Qualifications

- i. A Masters' Degree in either Project Planning and Management or Business Administration, or Economics or Education or Health, or Gender Studies, or Development Studies or management from a recognized Institution/ University.
- ii. An Honours Degree in either Economics, Commerce, Business Administration, Social Sciences or any humanity from a recognised University
- iii. Professional qualification in Project Planning and Management

Experience

- i. At least **nine (9) years** working experience in a reputable organization five of which should have been in a senior position in Project Management/ Leadership.
- ii. Demonstrable competence in the fields of financial planning and management, procurement management, monitoring and evaluation

Title: Secretariat Administrator
Reports to: Secretariat Coordinator
Duration: 24 months, subject to renewal
Duty Station: Kampala
Job Reference HCDP-AS001

Purpose of the Job

To provide general logistical and administrative support.

Key Duties and Responsibilities

The main responsibilities and duties of the Secretariat Administrator are:

- a) Monitor HCM Secretariat work plans, budgets and expenditures and contribute to preparation of budget revisions.
- b) Monitor procurement activities, review procurement processes, contracts and expenditures and update the procurement plan in compliance with the regulations.
- c) Schedule and organize meetings, travels and conferences.
- d) Prepare monthly payment requisitions in consultation with the coordinator
- e) Receive and attend to visitors/ clients –internal and external.
- f) Coordinate and oversee the operations of office facilities, equipment and machines and regularly maintain the Secretariat Asset Register.
- g) Prepare draft written responses and respond to requests for information by phone or email.
- h) Draw up and monitor programmes, activities and appointments.
- i) Maintain inventory control over office supplies and stores at the secretariat.
- j) Carry out any other administrative assignments as requested by the head of the Secretariat.

Qualifications and Experience:

- 1. The applicant should be a Ugandan in possession of an honors bachelor's degree in either Commerce or Economics,
- 2. Must have at least ten years' experience in Project Management and Administration from a reputable organization

Title: Sub-Programme Officer – Education, Sports and Skills Development

Reports to: Secretariat Coordinator

Duration: 24 months, subject to renewal

Duty Station: Kampala

Job Reference HCDP-ESSD01

Purpose of the Job

To coordinate activities under the Education, Sports and Skills Development Sub Programme

Key Duties and Responsibilities

The main responsibilities and duties of the Programme Officer:

- k) Act as a technical link between the Programme Secretariat and the various Agencies and Institutions under the Education, Sports and Skills Development Sub-Programme
- l) Monitor the Education Sports and Skills Development work plans, budgets and expenditures and contribute to preparation of reports.
- m) Schedule and organize meetings for the Education, Sports and Skills Development Sub Programme
- n) Provide technical knowledge to support the various Agencies and Institutions under the Education, Sports and Skills Development Sub-Programme
- o) Prepare work plans (annual and quarterly) and reports (progress, quarterly and annual) related to the sub programme activities
- p) Support preparation of the budget framework paper for the Education, Sports and Skills Development Sub-Programme
- q) Participate in quality assurance of Ministerial Policy statements for the Education, Sports and Skills Development sub-programme.
- r) Coordinate the Education, Sports and Skills Development Sub-programme Review activities
- s) Perform any other duties as assigned from time to time.

Qualifications and Experience:

Qualifications

- i. A Masters' Degree in either Project Planning and Management or Business Administration, or Economics or Education or Health, or Gender Studies, or Development Studies from a recognized Institution/ University.
- ii. An Honours Degree in either Economics, Business Administration, Social Sciences or any humanity from a recognised University
- iii. Professional qualification in Project Planning and Management

Experience

- i. At least six (6) years working experience in a reputable organization three of which should have been in relevant fields of education sports or skills development, at a senior level
- ii. Demonstrated competence in the fields of Planning, Resource Mobilisation, Project Management, Monitoring and Evaluation.

Title: Sub - Programme Officer – Health, Safety and Population Management

Reports to: Secretariat Coordinator

Duration: 24 months, subject to renewal

Duty Station: Kampala

Job Reference HCDP-HSP01

Purpose of the Job

To coordinate the Health, Safety and Population Sub Programme

Key Duties and Responsibilities

The main responsibilities and duties of the Programme Officer:

- a) Act as a technical link between the Programme Secretariat and the various Agencies and Institutions under the Health, Safety and Population Sub-Programme
- b) Monitor the Health, Safety and Population work plans, budgets and expenditures and contribute to preparation of reports.
- c) Schedule and organize meetings for the Health, Safety and Population Sub Programme
- d) Provide technical knowledge to support the various Agencies and Institutions under the Health, Safety and Population Sub-Programme
- e) Prepare work plans (annual and quarterly) and reports (progress, quarterly and annual) related to the sub programme activities
- f) Support preparation of the budget framework paper for the Health, Safety and Population Sub-Programme
- g) Participate in quality assurance of Ministerial Policy statements for the Health, Safety and Population sub-programme.
- h) Coordinate the Health, Safety and Population Sub-programme Review activities
- i) Perform any other duties as assigned from time to time.

Qualifications and Experience:

Qualifications

- i. A Masters' Degree in either Project Planning and Management or Business Administration, or Economics or Education or Health, or Gender Studies, or Development Studies from a recognized Institution/ University.
- ii. An Honours Degree in either Economics, Business Administration, Social Sciences or any humanity from a recognised University
- iii. Professional qualification in Project Planning and Management

Experience

- i. At least six (06) years working experience in a reputable organization three of which should have been in Project or Programme Management in health, population and safety at a senior level.
- ii. Demonstrated competence in the fields of Planning, Resource Mobilisation, Project Management, monitoring and evaluation.

Title: Sub - Programme Officer – Labour and Social Development

Reports to: Secretariat Coordinator

Duration: 24 months, subject to renewal

Duty Station: Kampala

Job Reference HCDP-LSD01

Purpose of the Job

To coordinate activities under the Labour and Social Development Sub Programme

Key Duties and Responsibilities

The main responsibilities and duties of the Programme Officer

- a) Act as a technical link between the Programme Secretariat and the various Agencies and Institutions under the Labour and Social Development Sub-Programme
- b) Monitor the Labour and Social Development work plans, budgets and expenditures and contribute to preparation of reports.
- c) Schedule and organize meetings for the Labour and Social Development Sub Programme

Provide technical knowledge to support the various Agencies and Institutions under the Labour and Social Development Sub-Programme

Prepare work plans (annual and quarterly) and reports (progress, quarterly and annual) related to the sub programme activities

Support preparation of the budget framework paper for the Labour and Social Development Sub-Programme

Participate in quality assurance of Ministerial Policy statements for the Labour and Social Development sub-programme.

Coordinate the Labour and Social Development Sub-Programme Review activities

Perform any other duties as assigned from time to time.

Qualifications and Experience:

Qualifications

- i. A Masters' Degree in either Project Planning and Management or Business Administration, or Economics or Education or Health, or Gender Studies, or Development Studies from a recognized Institution/ University.
- ii. An Honours Degree in either Economics, Business Administration, Social Sciences or any humanity from a recognised University
- iii. Professional qualification in Project Planning and Management

Experience

- i. At least six (06) years working experience in a reputable organization three of which should have been in Project or Programme Management in related fields under Labour and Social Development at a senior position
- ii. Demonstrated competence in the fields of Planning, Resource Mobilisation, Project Management, monitoring and evaluation.

Title: Sub - Programme Officer – Water Sanitation and Hygiene

Reports to: Secretariat Coordinator

Duration: 24 months, renewable

Duty Station: Kampala

Job Reference HCDP-WSH01

Purpose of the Job

To coordinate activities under the Water, Sanitation and Hygiene Sub Programme

Key Duties and Responsibilities

The main responsibilities and duties of the Programme Officer

- a) Act as a technical link between the Programme Secretariat and the various Agencies and Institutions under the Water, Sanitation and Hygiene Sub-Programme
- b) Monitor the Water, Sanitation and Hygiene work plans, budgets and expenditures and contribute to preparation of reports.
- c) Schedule and organize meetings for the Water, Sanitation and Hygiene Sub Programme
- d) Provide technical knowledge to support the various Agencies and Institutions under the Water, Sanitation and Hygiene Sub-Programme
- e) Prepare work plans (annual and quarterly) and reports (progress, quarterly and annual) related to the sub programme activities
- f) Support preparation of the budget framework paper for the Water, Sanitation and Hygiene Sub-Programme
- g) Participate in quality assurance of Ministerial Policy statements for the Water, Sanitation and Hygiene sub-programme.
- h) Coordinate the Water, Sanitation and Hygiene Sub-programme Review activities
- i) Perform any other duties as assigned from time to time.

Qualifications and Experience:

Qualifications

- i. A Masters' Degree in either Project Planning and Management or Business Administration, or Economics or Education or Health, or Gender Studies, or Development Studies from a recognized Institution/ University.
- ii. An Honours Degree in either Economics, Business Administration, Social Sciences or any humanity from a recognised University
- iii. Professional qualification in Project Planning and Management

Experience

- i. At least six (06) years working experience in a reputable organization three of which should have been in Project or Programme Management in related fields under water, sanitation and hygiene at a senior level
- ii. Demonstrated competence in the fields of Planning, Resource Mobilisation, Project Management, monitoring and evaluation.

Title: Legal Officer
Reports to: Secretariat Coordinator
Duration: 24 months, renewable
Duty Station: Kampala
Job Reference HCDP-LOF01

Purpose of the Job

To coordinate all legal activities under the Secretariat

Key Duties and Responsibilities

The main responsibilities and duties of the Legal Officer

The incumbent will be responsible to the Secretariat Coordinator for performing the following duties: -

- Advising the Ministry and its affiliated Institutions on legal matters;
- Participating in analysis and review of policies and laws;
- Assisting in representing the Ministry in Courts of Law or any other legal proceedings to which the Ministry is a party;
- Assisting in drafting Legislations relating to the Ministry and the Secretariat;
- Interpreting laws that have a bearing on the work of the Ministry;
- Providing legal support to the Secretariat
- Liaising with the Office of the Solicitor Secretariat on all legal matters;
- Evaluating all legal documents submitted to the Ministry;
- Developing and writing legal memoranda and statements as may be directed by the Permanent Secretary;
- Any other duties as may be assigned from time to time.

Qualifications and Experience:

Qualifications

- i) An Honors Bachelor's Degree in Law from a recognized University / Institution plus a Post Graduate Diploma in Legal Practice from the Law Development Centre.
- ii) Applicants should have three (3) years' relevant working experience in legal practice from a reputable organization/firm.

Title: Economist / Secretariat Support Officer
Reports to: Secretariat Coordinator
Duration: 24 months, renewable
Duty Station: Kampala
Job Reference HCDP-ECO01

Key Duties and Responsibilities:

- Carry out macroeconomic analysis and forecasting;
- Coordinating the implementation of fiscal and monetary policy;
- Reviewing external and domestic debt strategies;
- Updating and maintaining a statistical database to support macroeconomic analysis and forecasting;
- Reviewing development policies, strategies, projects and programmes prepared at Sectoral level;
- Coordinating sectoral development plans;
- Controlling, directing, guiding and supporting professional staff and non-junior professionals;
- Actively participating in the analysis of national and sector development policies, plans and public expenditure programs.
- Coordinating the participation of sector Secretariat and other stakeholders in the economic development planning and budgeting processes;
- Perform any other duties as may be assigned from time to time.

Qualifications and Experience:

Qualifications

- i) An Honors Bachelor's Degree degree in either Economics, Statistics, Quantitative Economics or Business Administration from a recognized University/Institution.
- ii) Applicants should have at least three (3) years' working experience in a reputable organization or institution

3.0 How to apply

Applications are therefore invited from suitably qualified candidates to fill the vacant position as specified in the job description above. All applicants should attach photocopies of their certificates and testimonials, curricula vitae, referee letters, plus recent passport size photograph.

Eligible female candidates are encouraged to apply. Only short-listed applicants shall be contacted for the interview and final selection process.

Deadline for submission: 11th November, 2022, 5:00pm East African Standard Time.

Applications, quoting the job reference, should be addressed to:

The Permanent Secretary, Ministry of Education and Sports,
Floor 4 Room 4.10, Embassy House, King George VI Way,
P.O Box 7063, Kampala, UGANDA

Hard copies should be hand delivered to
Security Registry (Floor 4, Room 1), Embassy House

Electronic submissions are acceptable, but shall be in addition to the hard copies, and should be emailed to hcdp@education.go.ug. All applicants should quote the job reference, and ensure that the submission package is as concise as possible, not exceeding 5MB.

Ssekabembe Ronald Kiberu
FOR: PERMANENT SECRETARY