THE REPUBLIC OF UGANDA

NATIONAL BUREAU FOR NGOs

MINISTRY OF INTERNAL AFFAIRS

EMPLOYMENT OPPORTUNITIES

The **National Bureau for Non-Governmental Organizations (NGO Bureau)** was established by the NGO Act, 2016 as a semi-autonomous entity under the Ministry of Internal Affairs with the mandate to register, regulate, inspect, monitor and coordinate activities of all NGOs in Uganda. The NGO Bureau is also charged with the duty to ensure that the NGO sector is accountable and transparent and is making useful contributions to national development. The NGO Bureau's stakeholders include Government Ministries, Agencies and Departments, Development Partners, District Local Governments and other state and non-state actors.

The NGO Bureau is seeking to engage and therefore invites applications from suitably qualified Ugandans to take up the positions of the **Secretary to the Bureau, Senior Administration & Human Resource Officer**, **Senior Compliance Officer**, **Procurement Officer, Front Desk Officer** and **Driver in the organization**. The specifications for the stated positions are as follows;

JOB DESCRIPTIONS, SPECIFICATIONS, CORE COMPETENCIES AND WORKING EXPERIENCES

1. JOB TITLE : SECRETARY TO THE BUREAU (1 Position)

Salary Scale : NGO Bureau LV 2
Reports to : The Executive Director
Responsible for : Legal Manager

Purpose of the Job
To provide strategic and technical guidance to the NGO Bureau on Legal matters.

Key duties and responsibilities
i. Arrange meetings of the Board of Directors, giving clear notices of meeting times and places.
ii. Coordinate the affairs of the Board, and provide the Bureau with legal counsel, guidance and representation.
iii. Take minutes of the meetings of the Board of Directors;
iv. Keep records of the decisions and other policy records of the Board of Directors;
v. Prepare reports for the Board of Directors;
vi. Prepare and update the Board Charter;
vii. Coordinate Board evaluation;
viii. Handle all formal communication between the Executive Director and the Board of Directors;
ix. Lead in legal matters in accordance with new laws, manage the performance and development of staff in the department, in line with the goals, objectives, policies and regulations of the Bureau.
x. Manage and monitor the progress of all legal proceedings including litigation and alternative dispute resolution;
xi. Provide legal advice on drafting contracts and other documents of the Bureau;
xii. Ensure that the Bureau operates in compliance with the law; and enforce compliance with the Bureau's laws.

PERSON SPECIFICATIONS
Qualifications
1) A Bachelor's degree in Law or any other applicable qualifications.
2) A Master's Degree in any of the above fields from a recognized institution of higher Learning.
3) A Post-Graduate Diploma in Legal Practice

Experience
Applicants should have a minimum of ten (10) years relevant working experience, three (3) years of which should have been served at Principal level in Government or equivalent level of experience from a reputable organization. He/She should be an Enrolled Advocate for at least five years.

Competences
Technical
1) Knowledge on the laws of Uganda and other relevant International laws
2) Must have good arbitration/mediation skills
3) Have experience and knowledge on Public Service Standing Orders, ability to represent the Bureau in any legal matters at all times, good interpersonal and communication skills

Behavioural
a) High level of professionalism, ethics and integrity
b) Maintain high level of confidentiality
c) Accountability
d) Communicating effectively
e) Judgment, decision making and problem solving
f) Teamwork

2. JOB TITLE : SENIOR ADMINISTRATION AND HUMAN RESOURCE OFFICER (1 Position)

Salary Scale : NGO Bureau LV 4
Reports to : Manager Administration & Human Resource
Responsible for : Coordinating the implementation and management of the Human Resource Function in the Bureau

Purpose of the Job
To coordinate the implementation and management of the Human Resource Function in the Bureau.

Key functions:
i. Oversee the entire recruitment process of staff, provide guidance on selection and placement of employees in positions to achieve objectives, prepare letters of appointment, contracts and other related documentation, and ensure an effective internal disciplinary processes including sound payroll management.
ii. Coordinate the recruitment process;
iii. Provide guidance on the Bureau's salary scales and employees' salaries and benefits;
iv. Prepare Performance Management Contracts and appraisal systems;
v. Promote and maintain sound employer and employee relations;
vi. Advise Managers on the relevant disciplinary actions;
vii. Coordinate the execution of exit interviews;
viii. Identify training needs as per line management requirements, skills audits, strategic skill requirements and performance processes;
ix. Research and identify appropriate and accredited service providers;
x. Coordinate training and development activities;
xi. Perform any other duties as may be assigned from time to time by the Manager Admin and HR.

Qualifications
1) An Honours Bachelor's degree in either Human Resource or Social Sciences.
2) A Post Graduate Diploma in related fields.
3) A professional qualification in the related field is an added advantage.

Experience
At least 3 years working experience in a related field with a reputable organization.

Competencies
a) Very professional and extremely confidential;
b) Excellent mediation skills with the ability to assist in finding suitable and viable resolutions.
c) High propensity for change and a natural inclination to drive and manage change in the organization;

Technical
a) Understanding of the Public Service Standing Orders particularly Human Resource.
b) Managing employee performance
c) Has analytical skills needed to make sound HR decisions

Behavioural
a) Ability to work under pressure and according to tight deadlines.
b) Strong attention to detail;
c) Consistent to follow through on tasks and projects through to completion

3. JOB TITLE : SENIOR COMPLIANCE OFFICER (1 Position)

Salary Scale : NGO Bureau LV 4
Reports to : Manager Inspection, Monitoring & Evaluation
Responsible for : Ensuring NGOs/CSOs comply to the NGO Regulatory framework

Purpose of the Job
To oversee the branch offices and coordinate their activities with the Secretariat.

Key functions:
i. Oversee the Branch Offices;
ii. Support the District and Sub-County NGO Monitoring Committees;
iii. Identify training needs of monitoring committees and report to the Bureau;
iv. Ensure compliance with the NGO Act;
v. Coordinate capacity building programmes for NGO Monitoring Committees;
vi. Participate in district coordination meetings and other relevant activities;
vii. Work with the Offices of District Community Development, Planner and others;
viii. Perform any other duties as may be assigned from time to time by the Manager Inspection, M & E.

Qualifications
1. A Bachelor's degree in Law, Social Sciences, Development Studies, Social Work and Social Administration.
2. A Master's degree in a related field is an added advantage.

Experience
At least 3 years working experience in a related field with a reputable organization

Competencies
a) Knowledge of the NGO sector.
b) Working knowledge of the Government structure.
c) Good oral and written communication skills.
d) Capacity building skills.

Technical
a) Result oriented
b) Good understanding of the NGO sector
c) Ability to provide leadership at the districts

Behavioural
a) Self-driven.
b) Work as a team to achieve desired results
c) Professionalism and honesty

4. JOB TITLE : PROCUREMENT OFFICER (1 Position)

Salary Scale : NGO Bureau LV 5
Reports to : Senior Procurement Officer
Responsible for : Supporting the department in coordinating, monitoring and providing technical support for the implementation of procurement and disposal of assets function of the Bureau to ensure value for money.

Purpose of the Job
To provide support role in coordinating, monitoring and providing technical support for the implementation of procurement and disposal of assets function of the Bureau to ensure value for money.

Key functions:
i. Compile schedules of procurement requirements;
ii. Prepare draft bidding documents and procurement plan;
iii. Reference, verify and manage procurement documentation;
iv. Enter sanctioned transactions in the procurement system for further processing;
v. Advise end users on development of procurement specifications;
vi. Store procurement records and information on suppliers;
vii. Receive and attend to inquiries from bidders and suppliers;
viii. Distribute bidding documents and notices;
ix. Facilitate and manage the bidding process;
x. Receive and register bids;
xi. Advertise tenders.
xii. Prepare monthly reports to PPDA
xiii. Perform any other duties as assigned by the Senior Procurement officer.

Qualifications
1) A Bachelor's Degree in Procurement and Logistics Management; or
2) Full professional qualification in Supply Chain Management (CIPS)
3) A post graduate Diploma in Procurement Management will be an added advantage

Experience
A minimum of two (2) years of experience in procurement and contract management in public sector is required; Membership of any professional body e.g. IPPU, CIPS; Good knowledge of procurement policies and procedures of a multilateral financial institution (preferably the PPDA, Government of Uganda, Donor Projects); and good knowledge of the institutional, technical, and commercial aspects of procurement will be an added advantage.

Competencies
a) Result oriented
b) Understands the PPDA Act
c) Knowledge of Procurement and Supply Chain/ Logistics Management or Purchasing & Supplies/Materials Management.

Technical
a) Understands the Government procurement system
b) Knowledge of the PPDA Act.
c) Good analytical skills

Behavioural
a) High level of integrity and honesty.
b) High level of professionalism
c) Serves the interests of bidders equally
d) Upholds principle of value for money in every procurement.

Core competences:
a) Computer literacy skills;
b) Excellent interpersonal skills;
c) Good communication and reporting skills;

5. JOB TITLE : FRONT DESK OFFICER (1 Position)

Salary Scale : NGO Bureau LV 6
Reports to : Administration & Human Resource Officer
Responsible for : Providing administrative support to the front desk and reception area

Purpose of the Job
Provide administrative support to the Front Desk and Reception area.

Key functions:
i. Receive, welcome and sit visitors, and draw the attention of the relevant officer;
ii. Receive, record and summarize incoming applications for interns and job applicants ensuring that all applications and correspondences received are secure and directed to the responsible office;
iii. Receive visitors and telephone callers and find out the nature of their enquiry;
iv. Provide information to assist clients or refer them to appropriate contacts, either in the organization or elsewhere.
v. Arrange appointments for callers or for people working in the organization and keep records of the appointments;
vi. In liaison with cleaners, ensure that the Reception Area is tidy and well arranged;
vii. Ensure comfortable sitting and waiting for incoming visitors;
viii. Work hand in hand with the Assistant Administrative Officers in the management of incoming and outgoing correspondences;
ix. Answer calls, take electronic messages, direct calls, **manage** the correspondences book or register;
x. Carry out word processing and formatting directing incoming mail and relevant information for action points to the Bureau's officials and /or to the official email address;
xi. Manage the Duty Attendance Book at the reception;
xii. Keep keys safe and passwords/ avoid unauthorized access to lockers at the reception desk;
xiii. Report faults on office equipment used at the Front Desk to the responsible person;
xiv. Perform any other lawful duties as assigned by the supervisor or higher authorities;
xv. Receive clients and direct them to the responsible officers;
xvi. Receive phone calls and provide appropriate feedback or forwarding for action;
xvii. Maintain a registration book for all clients on appointment
xviii. Perform any other duties that may be assigned from time to time by the Admin and HR Officer.

Qualifications
1. A Bachelor's Degree in Secretarial studies or equivalent but relevant degree from a recognized University; or "A" Level with a Diploma in Front Office Management, or a related field.
2. Post graduate qualifications in relevant field is an added advantage
3. Advanced Level qualification in Microsoft Office or a similar set of computer application packages is an added advantage.

Experience
A minimum experience of at least two (2) years as Receptionist or Front Desk in a reputable development-oriented institution/ organization involving management and administration of cross-functional activities.

Competencies
a) Very professional and extremely confidential;
b) Good command of English both oral and written
c) Excellent Interpersonal skills.
d) Good planning and organization skills

Technical
a) Good customer care
b) Knowledge of the NGO Regulatory framework
c) Understanding of the Bureau's operations
d) Result oriented
e) Good people management
f) Computer skills
g) Use of on-line applications

Behavioural
a) Good interpersonal skills
b) Provides good reception
c) Ability to multi-task
d) Strong attention to detail;
e) Ability to address basic problems
f) Computer literate with proficiency in MS Word, Outlook and Excel
g) Passionate
h) Exceptionally high level of honesty and integrity;
i) Ability to work with high levels of confidentiality;
j) Intelligent, organized, creative and proactive problem solver; and
k) Ability to cooperate effectively in a multi-cultural environment.

6. JOB TITLE : DRIVER (1 Position)

Salary Scale : NGO Bureau LV 8
Reports to : Administration and Human Resource Officer
Responsible for : To provide driving and vehicle management services to the Bureau as required.

Purpose of the Job
Provision of driving and vehicle management services to the Bureau as required

Key functions:
i. Drive staff and other authorized persons to various destinations as and when instructed;
ii. Deliver and collect documents and goods as assigned;
iii. Ensure that the vehicle is well maintained, kept in serviceable and sound condition;
iv. Promptly report all faults detected on the vehicle to the Supervisor / Admin & HR Officer;
v. Perform all simple routine maintenance on the vehicles as and when necessary;
vi. Maintain cleanliness of the vehicle at all times;
vii. Ensure the safety of the vehicles and adhere to all traffic, safety and other relevant laws and regulations;
viii. Provide safe and reliable transportation to the staff;
ix. Ensure proper security of the official vehicles;
x. Drive defensively and handle unexpected events on the road and discourteous driving of other drivers;
xi. Maintain an accurate and complete vehicle use, fuel and maintenance logs;
xii. Maintain high level of security consciousness;
xiii. Assist the responsible officers to ensure all invoices for services on the vehicles provided are received and processed for payment so that there is no disruption of transport;
xiv. Perform any other duties as may be signed from time to time by the Administration and Human Resource Officer.

Qualifications
1. Hold at least' A' level Certificate
2. A valid driving license
3. Defensive driving skills, time management skills, excellent communication skills and good interpersonal skills are an added advantage.

Experience
Working experience of at least 5 continuous years as a Driver in a busy and reputable organization and accident-free driving record;

Competencies
Basic knowledge in vehicle mechanics and basic vehicle maintenance

Technical
a) Defensive driving skills
b) Knowledge of basic mechanics and maintenance
c) Understands government policy on vehicle usage.

Behavioural
a) Good interpersonal skills
b) Good time management
c) Good spoken and written skills
d) Take charge of the vehicle(s) under his care

APPLICATION PROCEDURE:

1) Interested candidates are invited to submit their application letters together with the following:
   a) Detailed and updated curriculum vitae signed and dated by the candidate;
   b) Certified copies of academic transcripts and certificates;
   c) Copy of the applicant's National Identity Card.
   d) Names and addresses of three (3) referees who should forward their recommendations directly to the Executive Director by **1.00 p.m.** on **Friday 26th June, 2020**. Referees should attest to the candidate's academic credentials, managerial skills and integrity.

2) Sealed applications should be addressed and delivered to the address below not later than **Friday, 26th June, 2020 at 1:00 p.m.** East African Time. Application letters with accompanying documents can also be emailed to **outlook@ngobureau.com** with the subject clearly indicating the position applied for.

The Executive Director
National Bureau for NGOs
3rd Floor, Kingdom Kampala Building
Plot 31A-35A, 37A-39A, Nile Avenue
P. O. Box 24216,
Kampala, Uganda

The envelopes should be clearly marked **"APPLICATION FOR THE POSITION OF ….. (please indicate the specific position applied for)"** on the top right corner. Incomplete applications or applications delivered or emails sent after the closing time will not be considered.

For inquiries please contact:
+256-393-241241, +256-393-241232
(during work hours only).

MANAGEMENT