



MINISTRY OF WATER AND ENVIRONMENT

VACANCY ANNOUNCEMENT

ADVERT

Background

The project of IFPA-CD under Government of Uganda funding component is to seek qualified competent applicants to apply for the position of **Communications Officer, Procurement Officer & Accountant**.

Application procedure

All applications should be accompanied with recent (3) passport size photographs and CVs detailing work experience, professional and educational qualifications.

Applicants must also include contact details (telephone and email) of three (3) referees.

Applications should be addressed to the Permanent Secretary, Ministry of Water and Environment, Old Port Bell Road, Luzira P.O Box 20026, Kampala and should be delivered to the Ministry Registry not later than **31st July 2024**.
For further details, please refer to the website: www.mwe.go.ug.

1. Job title: Communications Officer

Reports to: Technical Project Coordinator

Duty station: Head Office- Luzira

No of Vacancies: 01 (One) Vacancy

Job Purpose: To provide support to the project coordination Unit (PCU) by ensuring effective communications and outreach activities of the IFPA-CD project.

Key functions:

1. Lead the development of a budgeted communication strategy for funding by WB.
2. Implement the approved communication strategy.

The CO, will work closely with PCU Staff and designated project coordinators in implementing Agencies (MWE, UWA and NFA) and perform the following functions/tasks.

- Develop information Education and communication materials across a wide range of partners and stakeholders.
- Preparing public awareness materials and facilitating their dissemination.
- Providing inputs into preparation of project progress report and other technical publications, including designs and layouts.
- Updating IFPA-CD website, tracking and reporting usage of IFPA-CD website.
- Initiating and carrying out an elaborate but targeted internal communication program to raise stakeholder awareness and knowledge on IFPAC-CD among staff of the implementing agencies and technical support partners.
- Initiating and producing appropriate public information for supporting campaign to promote effective participation (of) and disseminate knowledge (to), and build support for IFPA- CD among different stakeholders.
- Monitoring the performance of the IFPA-CD Communications and Awareness strategy.
- Organizing project visibility and accountability events such as project Steering committee meeting, World bank missions, talk shows.
- Production of communication stories and periodic electronic newsletter about IFPAC-CD Project activities, impacts and lessons across all implementing agencies.



Person Specification

- a) At least an honours Degree in Mass Communication or journalism or related field.
- b) Experience of work in water sanitation and environment is an added advantage.
- c) Experience in virtual and digital management will also be an added advantage.

Experience:

- i. Minimum of 1 year of progressively professional experience in a communication for programmes / projects, corporations and Government institutions
- ii. Demonstrated ability in writing, packaging messages, publishing and outreach activities
- iii. Excellent computer skills, including word processing, publishing packages

2. Job Title: Procurement Officer

Reports to: Procurement Specialist

Duty station: Head Office-Luzira

No of Vacancies: 01(One) Vacancy

Terms of employment.

The assignment shall be for a period of two years' subject to a probation period of six months, and may be renewable subject to satisfactory performance.

Job purpose

Effective delivery of procurement services to the project.

Key functions

- Assistance with the preparation of requests for quotation, initiations to bid, requests for proposal and coordination of their timely dispatch.



- Assist the procurement officer in maintaining current up to date procurement documents and manuals.
- Assist in developing and implementation of the joint program procurement plan and identifying procurement related priorities.
- Assist with the coordination with the selected bidder to ensure completion of administrative processes including bid security, contract award notice and that contract documents are distributed accordingly.
- Assist with managing the administrative process throughout the duration of the preparation of all the documentation until the award of the contract.
- Maintain appropriated records to ensure that procurement process, decision, and contractual agreement is accurately documented for accountability and audit purpose.
- Ensure regular update of a database of contract documentation, terms of references, list of suppliers of goods and services.
- Perform other related field as assigned by supervisor.

Qualifications

An honours Bachelor's Degree in Procurement and Logistics Management or a related field and CIPS.

Experience

At least one (1) year of work experience in the field of project administration with emphasis on procurement and contracting management. Relevant work experience with World Bank and/or other international development organizations is an added advantage.

3. Job Title: Accountant

Reports to: Financial Management Specialist

Duty station: Head Office- Luzira

No of Vacancies: 01 (One) Vacancy



Terms of Employment.

The assignment shall be for a period of two years' subject to probation period of six months, and may be renewable subject to satisfactory performance.

Job Purpose

To support the planning and execution of financial accounting and budgeting functions of the Uganda investing in forests and protected areas of Climate Smart Development project.

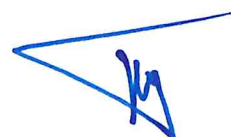
Key functions

- To support establishment and proper maintenance of the finance and accounts in accordance with the financial rules and procedures of the government of Uganda and the World bank.
- Assist in the preparation of periodic financial reports in the standard format(s) required by the donor(s) and submit to the national project coordinator.
- Prepare annual and periodic project budget plans and submit to the Project Accountant for approval and coordination.
- Prepare, implement and review the funding of the budgeted and actual annual cash flows and ensure adequate follow up on any matters needing clarification
- Prepare periodic statement of expenditure reports
- Liaise with other units to ensure that financial and administrative aspects are always taken into account when making technical and strategic decisions
- Support the project accountant in the facilitation of external financial audits and during all discussions /supervision visits of donors
- Contribute to the design or improvement of accounting and financial tools to be used by the communities managing subprojects
- Other reasonably related duties as may be assigned by the NPC

Qualification

An honours Bachelor in Accounting, Finance or Business Administration or CPA qualification will be an added advantage.

Experience: One-year experience required from a reputable organisation.



All applications must be accompanied with recent (3) passport size photographs and CVs detailing work experience, current remuneration, professional and educational qualifications. Applicants must also include contact details (telephone and email) of three (3) referees.

Applications should be addressed to the Permanent Secretary, Ministry of Water and Environment, Old Port Bell Road, Luzira P.O Box, 20026, Kampala and should be delivered to the Ministry Headquarter not later than Wednesday 31st July, 2024 or sent by email to ps@mwe.go.ug



Alfred Okot Okidi

PERMANENT SECRETARY