



THE REPUBLIC OF UGANDA
OFFICE OF THE PRIME MINISTER
PLOT 9-11 APOLLO KAGGWA ROAD. P.O. BOX 341, KAMPALA, UGANDA
TELEPHONES: General Line 0417 770500, Web: www.opm.go.ug, E-mail: ps@opm.go.ug

In any correspondence on this subject, please quote No: **R/88/160/03**

JOB ADVERT NO. 001 OF MARCH 2023

Applications are invited from qualified Ugandan Nationals to fill the under listed vacant positions available at Arua Refugee Desk, Mbarara Refugee Desk, Hoima Refugee Desk, Lamwo Refugee Desk, Adjumani Refugee Desk and the Department of Refugees Head Office Kampala.

VACANT POSTS TO BE FILLED

SN	VACANT POSITION	NUMBER OF VACANCIES	REFERENCE NUMBER
1.	Registration Officer	7	001/RD/2023
2.	Community Services Officer	1	002/RD/2023
3.	Protection Officer (Legal)	1	003/RD/2023
4.	Integration/Legal Matters Officer	1	004/RD/2023
5.	Assistant Registration Officer	12	005/RD/2023
6.	Assistant Settlement Commandant	4	006/RD/2023
7.	Assistant Protection Officer	3	007/RD/2023
8.	Assistant Monitoring and Evaluation Officer	1	008/RD/2023
9.	Assistant Information Technology Officer	1	009/RD/2023
10.	Driver	1	0010/RD/2023
11.	Assistant Procurement Officer	1	0011/RD/2023

Interested candidates should submit their applications to; **The Permanent Secretary, Office of the Prime Minister, P.O. Box 341, KAMPALA.**

All application letters should include; Certified Copies of Academic Certificates, record of experience, a detailed CV with personal contact addresses e.g. phone contacts, e-mail addresses, and a recent passport photograph of the applicant and indicate three referees. The applicant should be a person of high moral character and integrity willing to work in the remote rural settlements and should **apply for only one (1) post.**


All applicants must quote the Reference Number of the post advertised, indicate the reference number on the top left hand side corner of the application letter's envelope, seal it and submit the application letter to the following physical addresses;

Human Resource Department, Open Registry on 3rd Floor, Office of the Prime Minister, Plot 9-11, Apollo Kaggwa Road, KAMPALA

Closing date for receiving applications will be on **Thursday 04th May, 2023 at 5.00 pm.**

Applicants should access the details of each post including person and job specifications from all Regional Refugee Desk Notice Boards, OPM Website at www.opm.go.ug or OPM Headquarters First Floor Notice Board. The detailed advert will also be available in the above mentioned settlements.

All services in relation to this recruitment are free of charge and equal opportunity will be given to all qualified applicants. Only shortlisted applicants will be contacted.



Geoffrey Sseremba
For: PERMANENT SECRETARY

FIND BELOW THE DETAILED JOB SPECIFICATIONS AND JOB DESCRIPTIONS

POST	:	REGISTRATION OFFICER
AGE	:	21 -45 YEARS
DURATION OF EMPLOYMENT	:	07 MONTHS (RENEWABLE)
SALARY SCALE	:	PROJECT SCALE
REPORTS TO	:	SETTLEMENT COMMANDANT

MINIMUM QUALIFICATION AND WORKING EXPERIENCE

Applicants should be Ugandans holding an honours Degree in Information Technology or Computer Science or Social Sciences or Economics or Statistics or Arts in Arts with a relevant subject combination or Public Administration or Development Studies. Postgraduate qualification in above is an added advantage. Knowledge and ability to use Computers is MUST.

WORK EXPERIENCE

Three years relevant working experience. Applicants with knowledge of Refugee Information Management Systems have an added advantage.

DUTIES

1. Register new arrivals, asylum seekers, family reunion cases and prima-facie cases.
2. Enter and update new birth and death registration.
3. Handle registration related complaints.
4. Generate core relief item distribution list.
5. Generate monthly settlement refugee and asylum seeker population statistics.
6. Generate monthly food log.
7. Generate relocation list.

8. Any other duty assigned by the supervisor.

POST	:	COMMUNITY SERVICES OFFICER
AGE	:	21 - 45 YEARS
DURATION OF EMPLOYMENT	:	07 MONTHS (RENEWABLE)
SALARY SCALE	:	PROJECT SCALE
REPORTS TO	:	SETTLEMENT COMMANDANT

MINIMUM QUALIFICATION AND WORKING EXPERIENCE

Applicants should be a holder of an Honours Bachelor's degree in Social Sciences or Development Studies or Social Work and Social Administration or Bachelor of Community Psychology from a recognised University. A Post Graduate Diploma in Human Rights or Humanitarian field is an added advantage.

DUTIES

1. In charge of community services in the settlement; handling child protection, counselling, vulnerable and providing / linking assistances to persons with specific needs.
2. Liaises with partners regarding community services issues that affect the refugees.
3. Liaise with partners and Government Ministries, Departments and Agencies (MDAs) to ensure prevention, response and mitigation of gender based violence.
4. Ensure that the welfare of refugees and asylum seekers is provided through partnership programmes such as livelihoods.
5. Handle other any other duties assigned from time to time.

POST	:	PROTECTION OFFICER (LEGAL)
AGE	:	21 -45 YEARS
DURATION OF EMPLOYMENT	:	07 MONTHS
SALARY SCALE	:	PROJECT SCALE
REPORTS TO	:	PRINCIPAL SETTLEMENT OFFICER

MINIMUM QUALIFICATION AND WORKING EXPERIENCE

Applicant should be a holder of Bachelor's Degree in Law from a recognised University.

A post graduate diploma in Legal practice is a MUST

Minimum of three (3) years relevant working experience.

DUTIES

The incumbent will be responsible to the Principal Settlement Officer for performing the following duties

1. Provide legal advice/counsel on protection issues.
2. Ensure legal assistance is accessible to refugees.
3. Handle protection cases.
4. Handles and liaises with registration sector for all registration related complaints.
5. Coordinate Refugee Status determination processes and activities.
6. Follow up court cases involving refugees.

7. Conducts regular prison monitoring visits to assess protection concerns of refugees in custody with partners.
8. Handle refugee relocation and provision of legal assistance.
9. Follow up the issuances of birth and death certificates to refugees.
10. Submit situational, weekly, monthly and quarterly reports.
11. Handle any other duties assigned from time to time.

POST : INTEGRATION/LEGAL MATTERS OFFICER
AGE : 21 - 45 YEARS
REPORTS TO : PRINCIPAL SETTLEMENT OFFICER
DURATION OF EMPLOYMENT : 07 MONTHS (RENEWABLE)
SALARY SCALE : PROJECT SCALE

MINIMUM QUALIFICATIONS AND WORK EXPERIENCE

Applicant should be a holder of University Degree in Law. Postgraduate Diploma in Legal Practice from LDC is MUST. Minimum of three years' experience in Refugees management or related field.

DUTIES

1. Advice on all legal matters related to refugees
2. To keep abreast with relevant country of origin information as well as procedures for Refugee status determination.
3. Conducting comprehensive interviews for asylum seekers and assess their situation.
4. Identification of people with special needs and reporting such cases to a protection officer.
5. Compiling and organizing of asylum seekers' interview records.
6. Perform any other official duties assigned by Senior Management.

POST : ASSISTANT REGISTRATION OFFICER
AGE : 21 TO 45 YEARS
DURATION OF EMPLOYMENT : 07 MONTHS
SALARY SCALE : PROJECT SCALE
REPORT TO : REGISTRATION OFFICER

MINIMUM QUALIFICATION AND WORKING EXPERIENCE

Applicant should be a holder of an honours Degree in Information Technology or Computer Science or Social Sciences or Economics or Statistics or Development Studies or a Diploma in Public Administration with not less than One-year experience in management of Refugees. Computer knowledge is a Must. Knowledge of proGRESS data base is an added advantage.

DUTIES

1. Registers new arrivals, asylum seekers, family re-union cases and prima-facie cases
2. Enter and updates births and deaths registration
3. Keep an up dated register of refugees and asylum seekers in the settlement
4. Assists the registration Officer in compiling, updating and sharing the food log.

5. Handle other duties as assigned from time to time by the supervisor.

POST : ASSISTANT SETTLEMENT COMMANDANT
AGE : 21 - 45 YEARS
DURATION OF EMPLOYMENT : 07 MONTHS
SALARY SCALE : PROJECT SCALE

MINIMUM QUALIFICATION AND WORKING EXPERIENCE

Applicant should be a holder of honours degree, in Social work and Social Administration or Bachelor of Social Science or Bachelors of Development Studies or Public Administration from a recognised University. A post graduate diploma in the relevant field is an added advantage.

DUTIES

1. Reports to the Settlement Commandant Officer.
2. Assist the Settlement Commandant in managing a refugee settlement.
3. Focal Officer for RWCs and RWC's activities in the settlement.
4. Focal Officer for Environment activities, WASH Sector activities, Health, Education, Sexual Gender Based Violence.
5. Responsible in assisting the Settlement Commandant in settling refugees through land allocation.
6. Liaise with Security Agencies for the safety of refugees.
7. Responsible for issuance of movement permits.
8. Handle any other duties as may be assigned by the supervisor.

POST : ASSISTANT PROTECTION OFFICER
AGE : 21 -45 YEARS
DURATION OF EMPLOYMENT : 07 MONTHS
SALARY SCALE : PROJECT SCALE
REPORTS TO : SETTLEMENT COMMANDANT

MINIMUM QUALIFICATION AND WORKING EXPERIENCE

Applicant should be a holder of a honours Degree in Bachelors of Social Science or Development Studies or Social Work and Social Administration from a recognised University. A post graduate diploma in Law, Human Rights or Humanitarian studies is an added advantage.

DUTIES

The incumbent will be responsible to the Settlement Commandant for performing the following duties

1. Reports to the Settlement Commandant
2. Handle protection cases
3. Handles and liaises with registration sector for all registration related complaints
4. Focal person for Refugee Status determination in the Settlement
5. Follow up court cases involving refugees
6. Follow up cases of refugees missing food
7. Conducts regular prison monitoring visits to assess protection concerns of refugees in custody with partners
8. Handle refugee relocation and provision of settlement assistance
9. Follow up the issuances of birth and death certificates to refugees

10. Submit situational, weekly, monthly and quarterly reports
11. Handle any other duties assigned from time to time.

POST : ASSISTANT MONITORING & EVALUATION OFFICER
AGE : 21 -45 YEARS
SALARY : ATTRACTIVE
DURATION : 7 MONTHS (RENEWABLE)
REPORTS TO : MONITORING AND EVALUATION OFFICER

MINIMUM QUALIFICATION AND WORKING EXPERIENCE

- Applicant should possess a Bachelor's Degree in Statistics, Quantitative Economics or Economic and Statistics or its equivalent from recognized institution. Must have three (3) years and above direct experience in designing and/or implementing organizational level systems for M&E.
- Postgraduate Diploma in M&E is an advantage.
- Experience in designing and/or implementing data collection and data management systems
- Knowledge of data analysis software (e.g. SAS, SPSS, and Excel) and 2 basic computer skills (word-processing, spread sheets, and databases) is required.
- Strong knowledge of/expertise in evaluation techniques (quantitative and qualitative methodologies, questionnaire development, statistical analysis, logic models, evaluation plans, etc.)
- Strong experience in the entire evaluation cycle, from design and formulation to implementation, analysis and presentation of results and recommendations.

Duties

- Assists in design of the framework for the process and results based monitoring of refugees programmes;
- Support in coordinating the preparation of all monitoring and evaluation reports; guide staff and executing partners in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission.
- Assist in consolidating progress reports for management. Including preparation of work plans, receiving reports from staff and partners, sharing feedback, preparing statistical analysis summaries, and providing specific recommendations.
- Undertakes regular field visits relating to monitoring and evaluation, monitoring programs within refugee settlements, follow-up of evaluation recommendations, supporting field staff and partners in reporting, making physical observations and spot checks to ascertain progress of programs.
- Participate in different fora as resource person, representing the Department of Refugees and OPM, including facilitating at events, and joining in relevant internal and external discussions
- Support in improvement and maintenance of the Refugees Management Database; aiding the improvement of the available M&E database system and participating in data management activities
- Assist to produce work plans for implementing refugee programs, by using the available tools, extracting plans from documents for refugee's project executors, including partners and OPM-Refugees Department internal structures;

- Assist to produce periodical progress reports, including monthly, quarterly, semi-annual or annually.
- Assist to appraise the refugees' projects by applying appropriate statistical methods to carry out statistical analysis of data and provide evidence statistical advice to OPM management;
- Perform any other duties as assigned from time to time.

POST : ASSISTANT INFORMATION TECHNOLOGY OFFICER
AGE : 21 - 45 YEARS
DURATION OF EMPLOYMENT : 07 MONTHS (RENEWABLE)
SALARY SCALE : PROJECT SCALE

MINIMUM QUALIFICATION AND WORKING EXPERIENCE

Applicant should be a holder of a Bachelor's Degree in Information Technology, Computer hard ware engineering, Computer Science, Information Systems or any equivalent from a recognized University. SQL Programming skills, familiarity with MS SQL, Microsoft SQL Server 2008 R2 and 2012, understanding basic statistical concept and reports, Certificates in professional studies in computer repairs are an added advantage. Applicants must have three years working experience of MS SQL Server integration and programming.

DUTIES

1. To provide IT support, to monitor and maintain the computer systems and networks. Install and configure computer systems, diagnose hardware and software faults and solve technical and applications problems.
2. Responsible for the smooth running of computer systems and ensuring users get maximum benefits from them, provide technical support and teach the clients the basic skills they need to operate newly installed programs.
3. To interpret data from proGRESS and communicate results often to management, ensure that statistical concepts are explained and often advise on strategy.
4. Prepare and circulate refugee statistics from proGRESS, update refugee population statistics and data clean up; oversee data management operations
5. Responsible for the maintenance and repair of IT equipment.
6. Responsible for the provision of support and relevant reports on proGRESS, hence Contributes to team effort by accomplishing related results as needed.
7. Working continuously on various tasks until completion cycles (or referral to third parties, if appropriate) agreeing timescales or responding within agreed time limits to call-outs
8. Training and mentoring personnel through a series of proGRESS actions to help resolve issues and offering technical support (End-user support to all staff)
9. Analyzes and recovers system when malfunction occurs and performs back-up, recovery and systems monitoring, follow up on recommended changes in the system
10. Monitors job output, ensure proper printing, correct breakdown and accurate delivery of documents or files.
11. Analyze and interpret statistical data in order to identify significant differences in relationships among sources of information.

12. Any other duty assigned by the supervisor

POST	:	DRIVER
AGE	:	21 YEARS & ABOVE
DURATION OF EMPLOYMENT	:	07 MONTHS
SALARY SCALE	:	PROJECT SCALE
REPORTS TO	:	SETTLEMENT COMMANDANT

MINIMUM QUALIFICATION AND WORKING EXPERIENCE

A Ugandan holding a Uganda Certificate of Education with a pass in English, Valid Driving Permit with classes C, B, competence Driving Test from Ministry of Works and Transport with minimum of 3 Years driving experience.

DUTIES

- In charge of the official Vehicle.
- Ensures that the Vehicle is in a sound mechanical condition.
- Reports faults on the Vehicle.
- Reports accidents to the Police and the Ministry's Transport Officer.
- Ensures that the Vehicle is always clean.
- Ensures that the Vehicle is serviced on time.
- Any other related duties as may be assigned from time to time.

POST	:	ASSISTANT PROCUREMENT OFFICER
AGE	:	21 -45 YEARS
DURATION OF EMPLOYMENT	:	07 MONTHS
SALARY SCALE	:	PROJECT SCALE
REPORTS TO	:	REFUGEES DESK OFFICER

MINIMUM QUALIFICATION AND WORKING EXPERIENCE

Applicant should be a holder of a honours Bachelor's Degree in Procurement or Procurement and Supply Chain Management or Logistics management or full membership to CIPS or any related field from a recognised University or Institution. A post graduate Diploma in Procurement or Logistics or Supplies management is an added advantage.

One-year experience in procurement handling in a reputable organization.

DUTIES

The incumbent will be responsible to the Refugees Desk Officer for performing the following duties: -

- Support in the preparation of specifications, terms of reference & statement of requirements in liaison with user Departments/Units.
- Preparing and issuing Requests for quotations or Requests for Proposals.
- Initiate the evaluation of quotes and responses to bids and make appropriate recommendations to the Contracts Committee and users.

- In liaison with stores staff, verify the delivered items for completeness of requested quantities and compliance with quality specifications.
- Ensure safe custody and systematic filing of purchase orders, agreements and all relevant records.
- Monitors contractor/vendor performance to ensure compliance with all terms and conditions.
- Present evaluation reports to the Contracts Committee for consideration and award.
- Take minutes of the Contracts Committee and secure approvals from respective approving authorities for the needs handled.
- Prepare Purchase Orders and Agreements for the respective suppliers/providers.
- In Liaison with the finance team, follow up vendor invoices to ensure timely payment.
- Any other assignments as may be allocated by the supervisor.