



MINISTRY OF TRADE INDUSTRY AND COOPERATIVES

GREAT LAKES TRADE FACILITATION PROJECT

Reducing trade costs and increasing the capacity for commerce

Vacancies

The Ministry of Trade, Industry and Cooperatives (MTIC) has received financing from the World Bank towards the Great Lakes Trade Facilitation Project (GLTFP) which aims at facilitating cross-border trade (CBT) by increasing the capacity for commerce and reducing the costs faced by cross borders traders, especially women traders. Implementation is coordinated with Ministry Works and Transport in collaboration with the border agencies.

The GLTF Project will support improvement of the border trade infrastructure and border market facilities at Mpondwe, Goli and Bunagana. Other activities include CBT Policy and Procedure Reforms and Performance Based Management. Infrastructure related activities will require preparation and implementation of comprehensive ESIA's, ESMP's, and RAP's in accordance with the law and governing procedures of Uganda and the World Bank.

It is on the basis of the above that MTIC now seeks to acquire the services of a Project Assistant and Officer Administrator to strengthen the capacity of the Project implementation Unit in managing the Project.

JOB TITLE: PROJECT ASSISTANT

Responsibility: The Project Assistant will assist in strengthening administrative, financial and operational capacities of the project. Specifically, the Project Assistant will follow up and on Project transactions, monitor usage of office consumables, compile and submit statutory returns /reports, compile and maintain accounts and procurement records, organize and manage logistics under the project, coordinate and facilitate processing of documents, coordinate project events and perform any other tasks as assigned.

Reports to: Project Coordinator through the respective Component Managers

Terms of Employment: Individual Consultant

Duration of the Contract: Two years, subject to probation period of six month. Renewable upon satisfactory performance and availability of funds

Qualifications: A honors Bachelor's degree in Business Administration (BBA), Commerce, Economics, Procurement, or any equivalent university Degree and a post graduate Diploma in Accounting or Procurement.

Experience: A minimum of three years' working experience in Accounting, Administration and event management, or Procurement in a reputable organization. Experience Computer literacy skills in office applications such as Microsoft Excel & Word

JOB TITLE: OFFICE ADMINISTRATOR/SECRETARY

Responsibility: The Office Administrator/Secretary will provide general administrative and support services to the Project Implementation Unit. Key duties and responsibilities will include provision of secretarial services, coordinating travels, coordinating administrative systems and communications, facilitating compilation and production of reports, maintaining the office, providing information to project clients, supervising project drivers and performing any other duties as assigned by the supervisor.

Reports to: Project Coordinator through the respective Component Managers

Terms of Employment: Individual Consultant

Duration of the Contract: Two years, subject to probation period of six month. Renewable upon satisfactory performance and availability of funds.

Qualifications: Holder of a bachelor's degree in Secretarial services.

Experience: A minimum of three years' working experience in secretarial administrative and office management. Computer literacy skills in office applications such as Microsoft Excel and Word. High communication skills in both verbal and written English.

Interested persons are encouraged to get the details of the above two positions on www.mtic.go.ug

How to Apply: Applications should be addressed to;

The Permanent Secretary

Ministry of Trade, Industry and Cooperatives (MTIC)

Plot 6/8 Parliament Avenue, Farmers House, 4th Floor, Room 408

Attention: GLTF Project Coordinator

All applications should be hand delivered to the above address ps@mtic.go.ug
or sent by email to gltf@mtic.go.ug and copy to Submission Deadline: 20 October 2017