



THE REPUBLIC OF UGANDA

MINISTRY OF PUBLIC SERVICE

**RATIONALISATION OF THE GOVERNMENT
AGENCIES AND PUBLIC EXPENDITURE
(RAPEX)**

FY 2021/22 – 2024/25

**A JOB MANUAL FOR THE
UGANDA FREE ZONES AND EXPORT
PROMOTION AUTHORITY
3RD VERSION**

NOVEMBER, 2024



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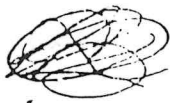
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INTRODUCTION

Cabinet on the 22nd of February 2021, under Cabinet Minute Extract 43 (CT 2021), approved the recommendations for the rationalization of Government Agencies, Commissions, Authorities and Public Expenditure; and the road map for implementation over a period of two and a half (2.5) years. This roadmap has since been adjusted to July 2024; under Minute No 15 (CT 2024).

The overall objective of implementing the recommendations of this reform is to rationalize Government institutions and public expenditure, with a view of eliminating structural ambiguities, functional duplications and overlaps, wasteful expenditures and realize the resultant short term and long-term savings, which would be used to facilitate other critical Government activities.

The structures for the implementation of the Cabinet decisions have since been designed and approved under Cabinet Minutes Nos. 237 (CT 2022), 387 (CT 2022), 60 (CT 2023) and 286 (CT 2024).

Notably, the Implementation of structures will require comprehensive Job Descriptions and Person Specifications; to enable the appointment and placement of staff into the approved structures.

BACKGROUND

A Job Description and Person Specification is a detailed description of the role, including all responsibilities objectives, qualifications and competences an employee will require to successfully perform a particular job. It is of paramount importance that the criteria used to select candidates for particular jobs be directly related to the duties of the Job Description and contain the minimum requirements essential to do the job effectively. This information should also form the basis of the advert in order to attract the most suitable candidates for ~~the jobs~~. A Job Description and Person Specification is of great importance both in the recruitment process and the subsequent management of job practices including appointments, induction and training.

Job Description and Person Specification can be used as a checklist of evaluating Curriculum Vitae (CVs) for accuracy and to save on time during the recruitment process.

PRINCIPLES OF STANDARD AND DETAILED JOD DESCRIPTIONS AND PERSON SPECIFICATIONS (JDs & PSs)

The Job Descriptions and Person Specifications prepared for the Uganda Free Zones and Export Promotion Authority have taken into consideration the principles and standards of a detailed JDs and PSs. These are:

- (i) Be specific as possible about the responsibilities of the job, including any deadlines for delivery and measurements of success;
- (ii) Leave room for flexibility within the Job Specification and make it obvious if the role is likely to change or grow in the near future. This helps to avoid employees resenting taking on responsibilities not in their original Job Description;
- (iii) Provide for alternatives or equivalents in case some required qualification can be equaled, qualified by experience or other sets of qualifications but still be suitable;
- (iv) Be non-discriminative on grounds of gender, age ethnicity sexuality; and
- (v) Consider the clients' opinion on the type of person they would prefer to work with if the role involves service delivery.

STANDARD JOB DESCRIPTION AND SPECIFICATION

Job Descriptions and Personal Specifications for the Uganda Free Zones and Export Promotion Authority were prepared using a recognized and consistent template which clearly states the following:

- (i) Employer details: including name and location of employer and where the post is based
- (ii) The Job Title and the Position in the Uganda Free Zones and Export Promotion Authority including the supervisor and any other staff reporting to the job;
- (iii) Salary Scale and/or Grade;
- (iv) Reporting Relationship: the position to which the post reports to and the positions (if any) or numbers of staff for which the post is responsible;
- (v) A summary of the general nature, main purpose and the objectives of the job;
- (vi) Duties and Responsibilities: A list of the main duties or tasks the employee is expected to deliver on. This provides details of the Scope of the job.
- (vii) Qualifications and training required to perform the Job;
- (viii) The experience necessary to perform the job;

- (ix) Skills, knowledge and attitudes that are directly related to the job;
- (x) Competences and qualities that the successful candidates must be able to demonstrate;
- (xi) Personal qualities that you are looking for in a person to do the job. Any criteria relating to personal qualities or circumstances must be essential and directly related to the job role; and must be applied equally to all groups irrespective of sex, race, age, nationality, disability, religion, or belief. If it is applied otherwise, then it tantamount to discriminatory;
- (xii) Other criteria are any other desirable competences and qualities that are not essential but would help someone perform the role. It is important that you consider which criteria are essential and which are desirable for the position and how these requirements will be tested and assessed during the selection process;
- (xiii) The Essential Criteria should be crucial to the position and only applicants that meet all of the essential criteria should be interviewed;
- (xiv) The Desirable Criteria may not be crucial to the job but will help someone perform the role and therefore be an advantage; if the applicant has them. This can assist when choosing between applicants that meet all the essential criteria; but the required number is less.
- (xv) Final statement: a position can change and adapt other requirements over time. It is therefore wise to include a final statement on the job description define the authenticity and applicability. For example: A Job Description will be correct at the time of printing and gives the main responsibilities and tasks of the role. However, these may change overtime, as appropriate. This allows the employer to make changes to the tasks and responsibilities without having to necessarily change the Job Description.



BENEFITS OF JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

The benefits of standard and detailed Job Descriptions and Person Specifications are to:


- (i) Provide details of the purpose, tasks and responsibilities of the position/job;
- (ii) Enable jobseekers to read about the position and match themselves to the job role before applying for it;
- (iii) Provide a basis for short listing applicants;
- (iv) Use as a reference for interviewing applicants;
- (v) Provide the interview panel with the selection criteria by which to assess the best candidate for the role;
- (vi) Assist with organizing and designing the new staff members' induction and training program;
- (vii) Detail what the person needs to fulfill the requirements of the position by providing a profile of the skills and knowledge considered essential and desirable;
- (viii) Assist with organizing and designing the new staff Members induction and training program;
- (ix) Use appraisals as an ongoing tool through the employment;

The Job Description should always be checked and referred to before the job is advertised as over time the position can change. The Job Description should be updated to reflect these changes. For the new positions it's important to allow sufficient time to write up a suitable description.



**JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR UGANDA
FREE ZONES AND EXPORT PROMOTIONS AUTHORITY VERSION
III**

OFFICE OF THE EXECUTIVE DIRECTOR

Job Title:	Executive Director
Salary Scale:	UFZEPA-1
Reports to:	Board
Responsible for:	Deputy Executive Director Senior Manager Finance and Administration Senior Manager Export Development & Promotion Senior Manager Infrastructure Development Senior Manager Operations and Compliance Manager Legal Senior Communications Officer 

Job Purpose:

To provide strategic leadership and guidance in the management of the Uganda Free Zones and Export Promotions Authority.

Key Duties and Responsibilities:

- (1) Coordinating and managing the Board members plans and programs that are elaborated in terms of the Authority Vision;
- (2) Coordinating the development and implementation of strategies, Policies, regulations and Plans of the Authority;
- (3) Supervising the development and maintenance of a sound financial management and budgetary control systems based on effective and up to-date financial regulations, and in compliance with UFZEPA policies and procedures;
- (4) Monitoring procurement and disposal of assets for compliance with the legal framework;
- (5) Coordinating the management and implementation of human resource plans including recruitment, succession Planning and development;
- (6) Establishing collaborative linkages with; Ministries, Departments and Agencies (MDA's) and Local Governments and other Stake Holders, including Members of the Public Institutions, Civil Society and International Community stakeholders;

- (7) Coordinating the development and provision of economic infrastructure support to the private sector.

Person Specifications

(a) Academic qualifications

- (i) An Honor's Bachelor's Degree in either Economics, Development Economics, International Trade, Marketing, Business Administration, Commerce or any relevant Humanities from a recognized university/institution.
- (ii) A master's Degree in any of the above-mentioned field from a recognized institution.
- (iii) Professional Qualifications in either Marketing, Procurement, Logistics Strategic Management, Organizational Leadership or Finance.

(b) Working Experience

At least fifteen (15) years working experience, three (3) of which should have been at Senior Manager Level.

(c) Required Competencies

(i) Technical

- Policy management
- Knowledge management
- Research and analytical skills
- Risk management
- Financial management and Quality Management
- Coordinating, Planning and Organizing
- Strategic Management and thinking

(ii) Behavioral

- Leadership
- Negotiation and mediation skills
- Communicating effectively
- Ethics and integrity
- Concern for quality and standards



Job Title : **Deputy Executive Director**
Salary Scale : **UFZEPA-1b**
Reports to : **Executive Director**
Responsible for: **Manager Planning, Research and
Development
Senior IT Officer**

Job Purpose:

To provide technical leadership and guidance in the management of the Authority.

Key Duties and Responsibilities:

- (1) Coordinating development planning of sectors at Central and Local Levels. Directs timely production of quality comprehensive national development plans elaborated in terms of the National Vision
- (2) Providing trade promotional services and market information services.
- (3) Monitoring the performance of programme areas, effectiveness and impact of development policies, plans, programs and performance of the economy, to ensure the achievement of strategic initiatives
- (4) Coordinate research activities relating to export market development including export promotion
- (5) Providing customized advisory services such as basic business skills, export distribution channels, foreign trade practice, trade preferences available to Uganda, pre-shipment credit and other trade financing, and export.
- (6) Providing technical advice to the Executive Director and other stakeholders on export marketing
- (7) Coordinating and monitoring the human resource and administration function and activities thereunder of UFZEPA
- (8) Coordinating the development of a functional systems including the Records Management Information Systems, communication systems, financial, procurement and audit systems.

Person Specifications

(a) Academic qualifications

Either:

- (i) An Honor's Bachelor's Degree in Economics, Development Economics, International Trade, Marketing, Business Administration, Commerce or any relevant Humanities from a recognized university/institution.
- (ii) A master's Degree in any of the above-mentioned field from a recognized institution.

Or:

- (iii) Professional Qualifications in either Marketing, Procurement, Logistics Strategic Management, Organizational Leadership or Finance.

Plus:

A master's Degree in any of the above-mentioned field from a recognized institution.



(b) Working Experience

At least twelve (12) years working experience, three (3) of which should have been at Senior Manager Level.

(c) Competencies

(i) Technical

- Policy management
- Knowledge management
- Research and analytical skills
- Risk management
- Financial Management
- Coordinating, Planning and Organizing

(ii) Behavioral

- Leadership
- Negotiation and mediation skills
- Communicating effectively
- Ethics and integrity
- Concern for quality and standards and Time management

Job Title : **Executive Assistant**
Salary Scale : **UFZEPA-5**
Reports to : **Executive Director**
Responsible for : **None**

Job Purpose:

To provide administrative support services to the office of the Executive Director.

Key Duties and Responsibilities

- (1) Making travel arrangements for the executive officer they work for and keeping track of their itineraries
- (2) Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department
- (3) Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters
- (4) Handling memos, reports, invoices, and related documents, including sensitive information
- (5) Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf
- (6) Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary



Person Specifications

(a) Academic Qualifications

An honors Bachelor's Degree in either secretarial studies, Hospitality or Office Administration and Management from a recognized university or institution.

(b) Working Experience

Nil

(c) Required Competencies

(i) Technical

- Management of office equipment
 - Planning, Organizing and Coordinating
 - Records and Information Management
 - Information and Communication Technology

(ii) Behavioral

- Communicating Effectively
- Ethics and Integrity
- Customer Care
- Management of office ambiance
- Time Management



Job Title : **Driver**
Salary Scale : **UFZEPA-8**
Reports to : **Administrative Officer**
Responsible for : **None**

Purpose of the Job;

To drive and maintain assigned vehicle in accordance with prevailing Government policies, regulations and guidelines.

Key Duties and Responsibilities;

- (1) Carrying out daily vehicle maintenance checks and generate reports in line with the administrative guidelines and Authority's policy;
- (2) Driving the vehicle for official duty and assignments;
- (3) Maintaining updating record of vehicle movement logbook, insurance, license service card in line with UFZEPA administrative policies & procedures;
- (4) Reporting technical/Mechanical faults to the supervising officer/Transport officer;
- (5) Maintaining cleanliness and safety of the assigned vehicle.

Person Specifications

(a) Academic Qualifications

- (i) A Uganda Advanced Certificate of Education or its equivalent
- (ii) Valid driving permit

(b) Work Experience

Nil

(c) Required Competencies

(i) Technical

- Responsible driving
- Demonstrated competencies in vehicle Driving
- Basic Motor vehicle maintenance
- Records and Information Management

- Abide with Traffic rules, regulations and guidelines

(ii) Behavioral

- Communicating effectively
- Team work
- problem solving
- Ethics and integrity
- Results orientation
- Time Management



DIVISION OF CORPORATE AFFAIRS

Job title : **Manager**
Salary Scale : **UFZEPA - 3**
Reports to : **Executive Director**
Responsible for : **Senior Legal Officer**

Job purpose

To provide strategic leadership and guidance in the management of legal services to the authority.

Key Duties and Responsibilities

- (1) Reviewing Laws, regulations, agreements, internal policies and propose amendments.
- (2) Providing technical guidance to the Board and Management in all the Laws and Regulations relevant to the entity.
- (3) Coordinating the negotiation, evaluation, management of MoUs, contracts and mitigation of legal risks.
- (4) Coordinating the preparation of Board meeting schedules, agenda and minutes in consultation with the Board Chairperson and the Executive Director.
- (5) Coordinating the necessary follow ups of Board resolutions with action Officers in line with Board's guidelines.
- (6) Monitoring changes in relevant legislation and the regulatory environment and taking appropriate action.
- (7) Managing litigation portfolio and representation in courts of law or any legal proceedings in liaison with the Attorney General.
- (8) Coordinating investigations for arbitration, litigation and prosecution relating to Uganda Free Zones and Export Promotion Authority.
- (9) Coordinating the development and review of the work-plans for Legal and Board Affairs
- (10) Arbitrating complaints relating to export promotion, free zones and take appropriate action
- (11) Providing technical support in the roll out of Enterprise Risk Management (ERM) and culture.
- (12) Supervising and appraising staff

Person specifications

(a) Academic Qualifications

- (i) An Honour's Bachelor's Degree in Law from a recognized university;
- (ii) A master's Degree in either Law, Business Administration, Public Administration or Management from a recognized university/institution; and
- (iii) Diploma in legal Practice.

(b) Working Experience

At least nine (9) years working experience three (3) of which should have been served at Senior Legal Officer level or an equivalent level from a reputable organization

(c) Required Competencies

(i) Technical

- Policy management
- Financial management
- Knowledge management
- Risk Management
- Human Resource Management
- Information Communication Technology
- Strategic thinking



(ii) Behavioural

- Leadership
- Decision Making and Problem Solving
- Concern for quality and standards
- Communicating effectively
- Negotiations and mediation skills Ethics and integrity

Job title : **Senior Legal Officer**
Salary Scale : **UFZEPA - 4**
Reports to : **Manager**
Responsible for: **None**

Job purpose

To provide legal services to the authority.

Key Duties and Responsibilities

- (1) Providing Legal Advice to the departments and management.
- (2) Reviewing contractual instruments, MoUs and trade agreements to facilitate various business activities.
- (3) Reviewing legal documents including proposals for amendment of the Act, regulations, contracts and agreements.
- (4) Reviewing and monitoring the Board's litigation portfolio and advise Management on appropriate strategies.
- (5) Providing technical support and guidance in the arbitration process of complaints relating to export and business in the special economic zones
- (6) Monitoring progress in investigations, and prosecution of offenders and updating Management on status.
- (7) Developing and maintaining a risk register for the authority.



Person specifications

(a) Academic qualifications

- i. An Honor's Bachelor's Degree in Law from a recognized institution; and
- ii. Diploma in legal Practice.

(b) Working Experience

At least three (3) years working experience served at Legal Officer level or an equivalent level from a reputable organization

(c) Required Competencies

(i) Technical

- Policy management
- Knowledge management
- Risk Management
- Records and information management
- Information Communication Technology



(ii) Behavioural

- Concern for quality and standards
- Decision Making and Problem Solving
- Communicating effectively
- Team work
- Negotiations and mediation skills
- Ethics and integrity

COMMUNICATIONS UNIT

Job Title : **Senior Communications Officer**

Salary Scale : **UFZEPA – 4**

Reports to : **Executive Director**

Responsible for : **Communications Officer**



Job Purpose

To provide technical support and guidance in the management of communications and public relations plans and programs of the authority.

Key Duties and Responsibilities

- (1) Developing the annual communications and public relations work plan and coordinate implementation in line with the approved budget.
- (2) Developing, reviewing and updating public relations and communications policies of UFZEPA as per the Authority objectives and core values
- (3) Planning, monitoring and coordinating implementation of the corporate social responsibility and the corporate social investments activities of UFZEPA in line with the Authority Business Plan,
- (4) Representing the UFZEPA at local, regional and international events to identify learning points and engage Directors on the key issues identified in line with the public relations policies and procedures
- (5) Receiving and reviewing complaints, responding to queries and advising stakeholders and make recommendations to the Executive Director in line with the departmental policy, and guidelines.
- (6) Preparing and submitting performance reports.
- (7) Reviewing content media houses on publications /stories that may affect the reputation of the Authority
- (8) Developing and monitoring the implementation of programs aiming at promoting the UFZEPA visibility among the public by proactively monitoring to ensure that the Authority's events and achievements attract attention and publicity in the media.

Person Specifications

(a) Academic Qualifications

An Honors Bachelor's Degree in Mass Communication, Journalism, Communication Studies or Public Relations from a recognized University/Institution.

(b) Working Experience

A minimum of three (3) years of working experience in Public Relations at Communication Officer Level in Government or from a reputable organization.

(c) Required Competencies

(i) Technical

- Information technology
- Knowledge in corporate marketing
- Human resource management
- Strategic thinking
- Planning, organizing and coordinating
- Policy management



(ii) Behavioral

- Concern for quality and standards
- Results orientation
- Ethics and Integrity
- Communicating effectively
- Leadership

Job title : **Communication Officer**
Salary Scale : **UFZEPA -4**
Reports to : **Senior Communications Officer**
Responsible for : **None**

Job purpose

To implement communication and public relations plans and programs of the authority.

Key Duties and Responsibilities:

- (1) Identifying pertinent issues in the media for necessary action.
- (2) Implementing public relations and information dissemination programmes in the Municipal Council.
- (3) Responding to information related concerns and queries from the public.
- (4) Disseminating materials (newsletters, brochures, etc) for raising awareness about the institution and other government programmes.
- (5) Updating a repository (electronic and/or otherwise) of records on press releases and other relevant communication materials.
- (6) Conducting research and providing content on specific issues on all media platforms.
- (7) Liaising with other Government communication entities for appropriate information dissemination whenever necessary.
- (8) Planning, budgeting and accounting for the communications function in the municipal



Person specifications

(a) Academic Qualifications

An Honors Bachelor's Degree in Mass Communication, Journalism, Communication Studies or Public Relations from a recognized University/Institution.

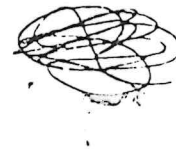
(b) Working Experience:

Nil

(c) Required Competencies

(i) Technical

- Information technology
- Knowledge in corporate marketing
- Human resource management
- Strategic thinking
- Planning, organizing and coordinating
- Policy management



(ii) Behavioral

- Concern for quality and standards
- Results orientation
- Ethics and Integrity
- Communicating effectively
- Team work

Job Title : **Senior Manager Finance and Administration**

Salary Scale : **UFZEPA -2**

Reports to : **Executive Director**

Responsible for : **Manager Human Resource**
Senior Accountant
Senior Administrative Officer
Senior IT Officer
Senior Procurement Officer
Records Officer



Job Purpose

To provide strategic leadership and guidance in the management of financial resources and administration of UFZEPA in the accordance with the financial laws;

Key Duties and Responsibilities

- (1) Developing financial and administrative guidelines, processes and procedures.
- (2) Coordinating the development, review and submitting periodic financial statements to the respective offices
- (3) Establishing and maintaining sound internal financial management controls system and mechanism for monitoring compliance with regulations.
- (4) Coordinating the development of the authority's annual work plans, and budgets.
- (5) Supervising the procurement unit and ensure that the procurement process is transparent, timely and there is value for money
- (6) Coordinating the management of IT facilities and infrastructure of the authority.
- (7) Reviewing and responding to audit queries.
- (8) Oversee HR function including recruitments, trainings, performance management, staff development, staff welfare, succession planning, HR policies
- (9) Ensure that Assets and stores are managed in accordance with Asset Management Framework and stores management guidelines.

Person Specifications

(a) Academic Qualifications

Either:

- (i) An Honors Bachelor's Degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting plus full Professional Accounting Qualifications such as ACCA, CPA, ACIS and CPE from a recognized University/institution.
- (ii) A master's Degree in either Business Administration or Finance and Accounting from a recognized institution

OR:

- (iii) Full professional qualification in Accounting such as ACCA, CPA, ACIS and CPE obtained from a recognized Institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU) plus a master's Degree Financial Management or Business Administration from a recognized awarding institution.



(b) Working Experience

At least twelve (12) years' experience in accounting three (3) of which should have been served at the level of Manager in Government or equivalent level of experience from a reputable organization.

(c) Competencies

(i) Technical

- Financial Management;
- Planning, Budgeting and coordinating
- Information and Communication Technology
- Accountability
- Analytical skills
- Planning, organizing and coordinating

(ii) Behavioral

- Ethics and Integrity
- Communication
- Time management.
- Concern for quality and standards and Team work

Job Title : **Manager Human Resource**
Salary Scale : **UFZEPA -3**
Reports to : **Senior Manager Finance and Administration**
Responsible for : **Senior Human Resource Officer**

Job Purpose

To provide technical support and guidance in the management and implementation of human resource policies and strategies of the organization

Key Duties and Responsibilities

- (1) Coordinating the implementation of human Resource policies, regulations, practices and monitor their implications in the Authority;
- (2) Coordinating the Performance Management function in the Authority;
- (3) Planning and coordinating implementation of staff training and Development (Human Resource Development) programs;
- (4) Planning and monitoring implementation and management of staff welfare, wellness programs, activities and terminal benefits programs;
- (5) Coordinating compensation and payroll management process;
- (6) Providing technical guidance in the formulation, review and implementation Human Resource planning programs and policies;
- (7) Interpreting, implementing and proposing the review of Human Resource policies, regulations and practices;
- (8) Receiving and attending to matters pertaining to employee relations, grievances and complaints handling;
- (9) Providing guidance and counseling services to staff on Human Resource Management issues;
- (10) Supervising and appraising staff.



Person Specifications

(a) Academic Qualifications

- (i) An Honors Bachelor's Degree in either Human Resource Management, Social Work and Social Administration, Management Science, Business Administration (Management Option), Business Studies (Management option), Organizational Psychology or any other Degree with Personnel/Human Resource Management as an option from a recognized institution
- (ii) A Master's Degree in any of the above fields from a recognized institution.

(b) Working Experience

At least nine (9) years working experience, three of which should have been served at Senior Human Resource Officer Level in government. Or equivalent level from a reputable organization



(c) Competencies

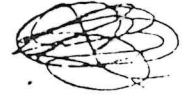
(i) Technical

- Policy Management
- Managing employee performance
- Human Resource Management
- Coaching and mentoring
- Records and information management
- Knowledge in ICT

(ii) Behavioral

- Ethics and integrity
- Concern for quality and standards
- Results Orientation
- Team Work
- Time Management
- Communicating Effectively

Job Title : **Senior Accountant**
Salary Scale : **UFZEPA - 4**
Report to : **Senior Manager Finance and Administration**
Responsible for : **Accountant**
Senior Assistant Accountant



Job purpose

To provide technical support in budget formulation, execution and accountability to ensure sound management of financial resources.

Key Duties and Responsibilities

- (1) Coordinating preparation of Work plans, budget process, consolidation and facilitate budget execution.
- (2) Supervising timely preparation of routine and periodic financial statements and reports, review and approve correctness of the statements.
- (3) Verifying and approving micro procurement requisitions and advice Accounting Officer on transactions of higher thresholds.
- (4) Reviewing responses and advice on oversight issues, including audit queries relating to financial management and accountability.
- (5) Supervising accounts operations, monitor and evaluate staff performance.
- (6) Maintaining up-to-date books of accounts, financial records and, assets register are properly maintained.
- (7) Providing technical support and guidance on financial management matters to ensure compliance.
- (8) Developing sound internal financial management controls system and mechanism for monitoring to ensure compliance with regulations and, efficient and effective management of financial resources.
- (9) Maintaining value for money compliance, verify and approve payment prior to authorisation.

Person specifications

(a) Academic Qualifications

- (i) An Honor's Bachelor's Degree in either Commerce (Accounting option), Business Administration (Accounting option), Business Studies (Accounting option) or Finance and Accounting plus full Professional Accounting Qualifications such as ACCA, CPA, ACIS and CPE from a recognized institution.
- (ii) A Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized Institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU).

(b) Working Experience

At least 3 years of working experience at the level of Accountant in Government or equivalent level from a reputable organization.

(c) Required Competencies

(i) Technical

- Financial Management
- Information and Communication Technology
- Accountability
- Analytical skills
- Planning and budgeting

(ii) Behavioral

- Ethics and Integrity
- Communicating Effectively
- Time management.
- Team work

Job Title : Senior Human Resource Officer
Salary Scale : UFZEPA - 4
Reports to : Manager Human Resource
Responsible for : Human Resource Officer

Job Purpose

To interpret implement and provide technical guidance in regard to Human Resource Policies, regulations, procedures and practices in the Authority.

Key Duties and Responsibilities

- (1) Managing performance and development of staff;
- (2) Preparing draft submissions to Service commissions for appointments, confirmations, discipline and study leave for staff;
- (3) Updating and verifying payroll before submission for payment of salaries and pensions;
- (4) Organizing and conducting training in Human resource functions;
- (5) Providing technical guidance during the implementation of human resource Board decisions;
- (6) Providing technical guidance to staff on matters relating to their terms and conditions of service;
- (7) Maintaining up-to-date Human Resource Management data in the form of staff list, and other personnel tools such as leave roster, probationers' register and schedule of staff on training;
- (8) Compiling and disseminating information on HR-policies, rules, regulations and practices to Authority management and staff;
- (9) Supervising and appraising staff.



Person/Job Specifications

(a) Academic Qualifications

An Honors Bachelor's Degree in either Human Resource Management, Social Work and Social Administration, Management Science, Business Administration (Management Option), Business Studies (Management option), Organizational Psychology or any other Degree with Personnel/Human Resource Management as an option from a recognized institution

(b) Working Experience

Three (3) years working experience at Human Resource Officer level in Government or equivalent level from a reputable organization.

(c) Required Competencies

(i) Technical

- Policy management
- Human resource management
- Human Resource Management

(ii) Behavioral

- Team Work
- Public relations and customer care
- Ethics and integrity



Job Title : **Senior Administrative Officer**
Salary Scale : **UFZEPA - 4**
Reports to : **Senior Manager Finance and Administration**
Responsible for : **Administrative Officer**

Job Purpose:

To provide day to day administrative services to the authority.

Key Duties and Responsibilities.

- (1) Monitoring and supervising the maintenance of the Authority's assets and facilities;
- (2) Developing fleet management work plans and budgets;
- (3) Preparing reports and maintaining detailed records on the authority's assets and condition of fleet;
- (4) Registering and licensing all vehicles under the authority's;
- (5) Drafting letters of routine nature;
- (6) Requisitioning and accounting for office imprest;
- (7) Managing office records in accordance with established security and records management procedures and guidelines;
- (8) Requisitioning and managing office stationery and equipment;
- (9) Appraising performance of assigned support staff;



Person Specifications

(a) Academic Qualifications

A Bachelor's Degree in Either Social Sciences, Arts, Public Administration or Business and Office Management or Business Administration from a recognized Institution;

(b) Working Experience

Three (3) years working experience at Administrative Officer level in Government or equivalent level from a reputable organization.

(c) Required Competencies

(i) Technical

- Management of office equipment
- Records and information management
- Information Communication Technology
- Accountability

(ii) Behavioral

- Communicating Effectively
- Ethics and Integrity
- Public Relations and Customer Care
- Management of office ambiance
- Results Orientation
- Time Management



Job Title : **Senior IT Officer**
Salary Scale : **UFZEPA - 4**
Reports t : **Manager Finance and Administration**
Responsible for : **IT Officer**

Job purpose

To maintain and ensure effective provision of IT support services to users in a UFZEPA.

Key Duties and Responsibilities

- (1) Providing effective and efficient Systems Administration, Web Management, Network and Database Administration;
- (2) Managing the LAN and WAN systems in accordance with Government and industry standards;
- (3) Provide routine support to UFZEPA staff on LAN, WAN and other IT Functional areas;
- (4) Planning, conducting and managing staff training and development programs to ensure optimum application of the available IT infrastructure and equipment;
- (5) Supervising implementation of service level agreements with contractors;
- (6) Providing technical support in development of IT security policies, guidelines and ensure adherence by the various users/applicants;
- (7) Providing technical support and guidance in the acquisition and utilization of appropriate technologies supporting institution program needs;
- (8) Monitoring the use of internal data and voice communication equipment and facilities (equipment and software).
- (9) Identifying and recommending specific improvements of the network infrastructure and facilities.



Person Specification

a) Academic Qualification

- (i) An Honors Bachelor's Degree in either Computer Science, Information Technology and Computing, Computer Information Systems and Administration, Business Information Systems, Business Computing, System Administration or Software Engineering System Design and Analysis.

b) Working Experience

Must have a minimum of three (3) years working experience at IT Officer Level or equivalent level of experience in Government or reputable organization

c) Competences:



(i) Technical

- Accountability for resources
- Information Communication Technology
- Research and innovations
- Coaching and mentoring subordinate staff
- Planning, Organizing and coordinating

(ii) Behavioral

- Ethics and integrity
- Cooperative and team work
- Concern for quality and standards
- Communicating effectively
- Result oriented

Job Title : **Accountant**
Salary Scale : **UFZEPA -5**
Reports to : **Senior Accountant**
Responsible for : **Accounts Assistant**

Job Purpose:

To perform general accounting duties involving tracking accountability, vouching for completeness, up-dating and maintaining books of accounts and, producing routine financial statements and reports.

Key Duties and Responsibilities

- (1) Examining correctness of payment requests, completeness of documentation and certify requisition or, transactions for further processing;
- (2) Verifying receipts, matching and undertaking on-line reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments;
- (3) Compiling accountability returns, verifying and retiring advance ledgers;
- (4) Maintaining primary financial records and up-to-date books of account;
- (5) Preparing periodic reconciliations of financial statements and carry out monthly cash book reconciliations to bank statements; and
- (6) Verifying payroll change requests and reports to ensure correctness of computations, payments and deductions; and certifying and following-up approval and payment to beneficiaries.



Person Specification

(a) Academic Qualifications

Either;

- (ii) An Honor's Bachelor's Degree in either Commerce (Accounting option), Business Administration (Accounting option), Business Studies (Accounting option) or Finance and Accounting from a recognized university or institution

OR

- (iii) A Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized Institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU).

(b) Working Experience

Nil



(c) Competencies

(i) Technical

- Expenditure management and budgetary controls
- Financial Record Keeping and reporting
- Information and Communications Technology.
- Risk Management and Assurance
- Planning and Budgeting

(ii) Behavioural

- Inter-personal relations
- Ethics and Integrity
- Innovative and Proactive
- Communicating Effectively
- Decision making and problem solving
- Intra-personal management and Time Management

Job Title : **Human Resource Officer**
Salary Scale : **UFZEPA -5**
Reports to : **Senior Human Resource Officer**
Responsible for : **None**

Job Purpose

To implement, interpret and give technical guidance to the authority in the implementation of Human Resource Management policies, procedures, and guidelines.

Key Duties and Responsibilities



- (1) To manage performance and development of staff;
- (2) To prepare draft submissions to the board for appointments, confirmations, discipline and study leave for staff;
- (3) To verify payroll before payment of salaries;
- (4) To organize and conduct training in Human resource functions;
- (5) To implement decisions of the board;
- (6) To advise staff on matters relating to their terms and conditions of service;
- (7) To maintain up-to-date personnel data in the form of staff list, and other personnel tools such as leave roster, probationers' register and schedule of staff on training;
- (8) To manage the pay roll of the entity and ensure that it is in harmony with the staff list and wage bill.
- (9) To gather information on HR policies, rules, regulations for dissemination to management and staff;
- (10) Supervise and appraise direct reports.

Person Specifications

a) Academic Qualifications

An Honors Bachelor's Degree in either Human Resource Management, Social Work and Social Administration, Management Science, Social Sciences, Business Administration (Management Option), Business Studies (Management option), Organizational Psychology or any other Degree with Personnel/Human Resource Management as an option from a recognized institution

b) Work Experience

Nil

c) Competencies

(i) Technical

- Policy management
- Human resource management
- Records and Information Management
- Information Communication Technology
- Coaching and mentoring

(ii) Behavioral

- Team Work
- Public relations and customer care
- Ethics and integrity
- Concern for quality and standards
- Result oriented



Job Title : **Administrative Officer**
Salary Scale : **UFZEPA - 5**
Reports to : **Senior Administrative Officer**
Responsible for : **Assistant Inventory Management Officer**
Front Desk Officer
Drivers
Security Assistant
Cleaners
Couriers

Job Purpose:

To provide office management, Secretarial and administrative support in the office of deployment.

Key Duties and Responsibilities;

- (1) Drawing up and monitoring programs, activities and appointments of the immediate supervisor;
- (2) Taking dictation, transcribing and presenting accurate and error free work;
- (3) Providing timely responses to inquiries and correspondences to and from the Office;
- (4) Organizing meetings, taking minutes and conveying decisions of such meetings to the relevant Officers/Offices;
- (5) Drafting letters of routine nature;
- (6) Requisitioning and accounting for office imprest;
- (7) Managing office records in accordance with established security and records management procedures and guidelines;
- (8) Requisitioning and managing office stationery and equipment; and
- (9) Appraising performance of assigned support staff.

Person Specifications

(a) Academic Qualifications

A Bachelor's Degree in Either Social Sciences, Arts, Public Administration or Business and Office Management or Business Administration from a recognized Institution;

(b) Working Experience

Nil



(c) Competencies

(i) Technical

- Management of office equipment
- Records and information management
- Information Communication Technology
- Accountability

(ii) Behavioral

- Communicating Effectively
- Ethics and Integrity
- Public Relations and Customer Care
- Management of office ambiance
- Results Orientation
- Time Management



Job Title : **Records Officer**
Salary Scale : **UFZEPA-5**
Reports to : **Senior Records Officer**
Responsible for : **None**

Job Purpose

To receive, keep and provide records according to established standards and procedures.

Key Duties and Responsibilities

- (1) Receiving, sorting and opening mail;
- (2) Dispatching mail;
- (3) Filing correspondences;
- (4) Forwarding files for action;
- (5) Monitoring file movement;
- (6) Maintaining a 'Bring Up' (BU) diary;
- (7) Carrying out file census; and
- (8) Weeding files.



Person Specifications

(a) Academic Qualifications

An Honor's Bachelor's Degree in either Records and Archives Management or Library and Information Science or its equivalent from a recognized awarding Institution.

(b) Work Experience

Nil

(c) Competencies

(i) Technical

- Information and Communications Technology
- Records and Information Management
- Risk Management
- Accountability

Behavioral

- Energy, zeal, self-drive
- Results oriented
- Attention to detail
- Ethics and integrity
- Time management
- Communicating effectively



Job Title : **IT Officer**
Salary Scale : **UFZEPA -5**
Reports to : **Senior IT Officer**
Responsible for : **None**

Job purpose

To provide technical support and guidance in the maintenance of IT support services to users in the Authority.



Key Duties and Responsibilities:

- (1) Managing the Web, Network, effective and efficient Systems Administration and Database Administration.
- (2) Managing and maintaining of LAN and WAN systems in accordance with industry standards.
- (3) Providing routine support to Division staff on LAN, WAN and other IT issues.
- (4) Conducting and organizing staff development training in order to ensure optimum use of the available IT infrastructure.
- (5) Requisitioning and using of appropriate technologies to support institution program needs.
- (6) Monitoring the use of internal data and voice communication facilities (equipment and software).
- (7) Proposing, specifying and implementing improvements to the network facilities.
- (8) Developing and maintaining the website of the organization.
- (9) Providing user support in the organization.

Person Specification:

a) Academic Qualifications:

An Honors Bachelor's Degree in either Computer Science, Information Technology and Computing, Computer Information Systems and Administration, Business Information Systems, System Administration or Software Engineering System Design and Analysis.

b) Work Experience
Nil

c) Key Competencies

(i) Technical

- Planning, organizing and coordinating
- Information Communication Technology
- Risk Management
- Analytical skills

(ii) Behavioral

- Energy, zeal, self-drive
- Results oriented
- Attention to detail
- Ethics and integrity
- Time management
- Communicating effectively



Job Title : Assistant Accountant
Salary Scale : UFZEPA -6
Reports to : Accountant
Responsible for : None

Job Purpose

To carry out basic accounting processes and support processing of general payments.

Key Duties and Responsibilities

- (1) Providing custody for accounting records and documents.
- (2) Processing deferred tax payments, tax returns and keep records thereof.
- (3) Posting financial transactions, cashbooks, subsidiary ledgers to General ledger and maintain up-to-date record of books of accounts.
- (4) Preparing and reconciling payroll transaction reports.
- (5) Entering transactions into the commitment control register.
- (6) Keeping custody of cash/ imprest, effect payments, and maintain up-to-date cash book records.
- (7) Preparing draft monthly reconciliation reports.

Person Specification



(a) Academic Qualifications

Either:

- (i) A Diploma in Accounting or Business Studies/Administration with Accounting obtained from a recognized awarding Institution.

Or

- (ii) Uganda Advanced Certificate of Education with Pre-Professional Accounting qualification like: Accounts Technician Certificate (ATC) or, Certificate in Accounting Technician (CAT) awarded from recognized professional body accredited by Institute of Public Accountants of Uganda (ICPAU).

(b) Work Experience

Nil

(c) Competencies

(i) Technical

- Expenditure management and budgetary controls
- Financial Record Keeping
- Information and Communications Technology
- Risk analysis and Reporting

(ii) Behavioural

- Inter-personal relations
- Ethics and Integrity
- Innovative and Proactive
- Listening and Communicating Effective
- Time Management
- Decision Making and Problem solving



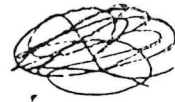
Job title : **Front Desk Officer**
Salary scale : **UFZEPA - 6**
Reports to : **Administrative Officer**
Responsible for : **None**

Job purpose

To receive, welcome, direct clients and visitors within the Authority.

Key Duties and Responsibilities;

- (1) Answering telephone, screen and direct calls
- (2) Taking and relaying messages
- (3) Providing information to callers
- (4) Greeting persons entering organization
- (5) Receiving and directing visitors and clients to correct destination
- (6) Responding to inquiries and queries from the public and customers
- (7) Confirming knowledge of staff movements in and out of organization
- (8) Monitoring visitor access and maintaining security awareness
- (9) Providing general administrative and clerical support
- (10) Cleaning and organizing the reception area



Person Specification

(a) Academic Qualifications

A diploma in either Administrative, Customer Care, hospitality management, marketing or clerical studies from a recognized institution

(b) Work Experience

Nil

(c) Competences

(i) Technical

- Records and information management
- Information Communication Technology
- Planning, Organizing and Coordinating
- Risk management

(ii) Behavioral

- Communicating effectively
- Ethic and integrity
- Customer service orientation
- Concern for quality and standards
- Team work
- Time management



Job Title : Assistant Inventory Management Officer

Salary Scale : UFZEPA 6

Reports To : Administrative Officer

Responsible for : None

Job Purpose

To receive, record and issue stores at the UFZEPA.

Key Duties and Responsibilities

- (1) Receiving, keeping, retrieving and issuing stores in accordance with the established procedures.
- (2) Receiving and compiling of requisition orders.
- (3) Verifying invoices against goods received notes.
- (4) Posting and maintaining stores records; and
- (5) Stock-taking and stock-inspection in the division stores.



Person Specification

a) Academic Qualifications

A Diploma in Stores/Supplies Chain Management or Procurement or equivalent qualification from a recognized Institution.

b) Work Experience

Nil

c) Competencies

Technical

- Planning and Organizing
- Basic foundation Knowledge of inventory management
- Records and information Management
- Information and Communications Technology (ICT)
- Accountability

Behavioral

- Concern for quality and standards
- Ethics and Integrity
- Customer Care and Public Relations
- Communicating effectively
- Time management



Job Title : Security Assistant
Salary Scale : UFZEPA 8
Reports to : Administrative Officer
Responsible for : None

Job Purpose

To provide security services to the UFZEPA office buildings and equipment.

Key Duties and Responsibilities

- (1) Checking and properly locking premises at the close of the day;
- (2) Apprehending and questioning suspects for proper identification;
- (3) Directing visitors to the reception for more information;
- (4) Reporting theft cases and preparing reports to the authorities;
- (5) Patrolling premises to ensure security;
- (6) Maintaining security of government vehicles; and
- (7) Guarding entry points to ensure effective security.

Person Specifications



(a) Academic Qualifications

A Uganda Certificate of Education.

(b) Working Experience

Nil

(c) Competencies

(i) Technical

- Operation of security equipment/tools
- Records and information management
- Planning, organizing and coordinating
- Investigation and reporting skills

(ii) Behavioral

- Self-confidence;
- Ethics and integrity;
- Communicating effectively;
- Public relations and customer care;
- Time Management; and
- Physical fitness.



Job Title : Driver
Salary Scale : UFZEPA - 8
Reports to : Administrative Officer

Purpose of the Job;

To drive and maintain assigned vehicle in accordance with prevailing UFZEPA and Authority policies, regulations and guidelines.

Key Duties and Responsibilities;

- (1) Carrying out daily vehicle maintenance checks and generate reports in line with the administrative guidelines and Authority's policy;
- (2) Driving the vehicle for official duty and assignments;
- (3) Maintaining updating record of vehicle movement logbook, insurance, license service card in line with UFZEPA administrative policies & procedures;
- (4) Reporting technical/Mechanical faults to the supervising officer/Transport officer;
- (5) Maintaining cleanliness and safety of the assigned vehicle.

Person Specifications

(a) Academic Qualifications

- i. A Uganda Advanced Certificate of Education or its equivalent
- ii. Valid driving permit

(b) Work Experience

Nil



(c) Competencies

(i) Technical

- Responsible driving
- Demonstrated competencies in vehicle Driving
- Basic Motor vehicle maintenance
- Records and Information Management
- Abide with Traffic rules, regulations and guidelines

(ii) Behavioral

- Communicating effectively
- Team work
- problem solving
- Ethics and integrity
- Results orientation
- Time Management



DIVISION OF PLANNING, RESEARCH AND DEVELOPMENT

Job Title : **Manager Planning, Research and Development**
Salary Scale : **UFZEPA -3**
Reports to : **Executive Director**
Responsible for : **Senior Research Officer**
Senior Monitoring and Evaluation Officer
Senior Economists

Job Purpose

To provide technical and administrative leadership of the Division

Key Duties and Responsibilities

- (1) Tendering technical advice to the Executive Director and other stakeholders on matters relating to Planning, Research and Development;
- (2) Coordinating, Monitoring and evaluating the Research and Development system in the Authority
- (3) Coordinating the development, implementation and review of the authority's strategic plans
- (4) Facilitating the preparation and implementation of the annual work plans, programs and budgets for the Authority
- (5) Coordinating research activities relating to export market development including export promotion (buyers and sellers, organize trade fairs, expos, etc.).
- (6) Advising government economic development.



Person/Job Specifications

(a) Academic Qualifications

- i. An Honors Bachelor's Degree in either Economics or Statistics from a recognized institution
- ii. A Master's Degree in any of the above fields from a recognized institution.

(b) Work Experience

At least Nine (9) years working experience, three (3) of which should have been served at Senior Level in government or equivalent level from a reputable organization.

(c) Required Competencies

(i) Technical

- Policy Management
- Managing employee performance
- Human Resource Management
- Coaching and mentoring
- Records and information management
- Knowledge in ICT



(ii) Behavioral

- Ethics and integrity
- Concern for quality and standards
- Results Orientation
- Team Work and Time Management

Job title : **Senior Economist**
Salary scale : **UFZEPA -4**
Reports to: **Manager Planning, Research and Development**
Responsible for : **Economist**

Job purpose:

To study the production and distribution of resources, goods, and services by collecting and analyzing data, researching and evaluation trends of economic issues and recommended solutions in the Authority.

Key Duties and Responsibilities;



- (1) Researching and analyzing economic issues supporting fiscal and monetary policy management;
- (2) Conducting surveys, collecting data and preparing in-depth analytical reports in the development public interventions.
- (3) Analyzing data using mathematical models and statistical techniques
- (4) Preparing and submitting reports, tables, and charts that present research results to the UFZEPA planners;
- (5) Interpreting and forecasting market trends for products in the Authority;
- (6) Conducting feasibility studies, determining project viability and setting project priorities;
- (7) Identifying, preparing and evaluating development projects and programs and monitoring their implementation;
- (8) Providing technical guidance to the authority and individuals on economic development topics in the Authority.
- (9) Providing technical support and guidance in designing policies or making recommendations for solving economic problems within the Authority;
- (10) Providing technical support and guidance to project teams to increase the technical rigor of project deliverables in the Authority

Person specifications

(a) Academic qualifications

An Honor's Bachelor's Degree in either Economics or Statistics from a recognized University.

(b) Working Experience

A Three (3) years' working experience at Economist level in Government or equivalent level of experience from a reputable organization.

(c) Competences

(i) Technical

- Strategic Research and Analytical skills.
- Critical-thinking skills.
- Mathematical /statistical modeling.
- Report writing and presentation.
- Information and Communication technology
- Financial Management.



(ii) Behavioral

- Ethics and integrity
- Communication skills.
- Professionalism;
- Innovation and self-initiative
- Time Management
- Coaching and mentoring skills.

Job Title : **Economist**
Salary Scale : **UFZEPA - 4**
Reports to : **Senior Economist**
Responsible for : **None**

Job Purpose

To collect, analyze and process data and information to support the planning, and budgeting function of UFZEPA.

Key Duties and Responsibilities

- (1) Collecting, collating and analyzing data for end users;
- (2) Developing and maintaining a data bank for planning and decision-making purposes;
- (3) Providing technical advice on matters related to planning to the senior Economist;
- (4) Providing technical support in organizing and implementing National Surveys;
- (5) Drafting and submitting work plans, budgets and performance report for UFZEPA; and
- (6) Conducting a feasibility studies and appraising projects and programmes in the UFZEPA.

Person specifications

(a) Academic Qualifications

An Honors' Bachelor's Degree in either Economics or Statistics from a recognized University or Institution.



(b) Working Experience

Nil

(c) Required Competencies

(i) Technical

- Planning, organizing and coordinating
- Knowledge of Financial management
- Information Communication Technology
- Research and analytical skills
- Negotiation and mediation

(ii) Behavioral

- Concern for Quality and Standards
- Ethics and integrity
- Teamwork
- Networking
- Communicating effectively
- Time management



Job Title : **Senior Research Officer**
Salary Scale : **UFZEPA - 4**
Reports to: **Manager Planning, Research and
Development**
Responsible for : **Research Officer**

Job Purpose

To undertake research and disseminate information on Free Zones.

Key Duties and Responsibilities

- (1) Conducting annual Enterprise Surveys to establish the performance of Free Zones
- (2) Preparing Annual Report of the Authority
- (3) Developing and implementing annual Research Agenda to inform policy and strategy for the growth and development of Free Zones
- (4) Carrying out Market Research and Intelligence on Products and Export markets for Free Zones
- (5) Developing Value chains in Sectors and Products to support the Marketing of Free Zones
- (6) Creating strategic partnerships with Policy & Research Organizations/ Institutions to increase research and information dissemination on Free Zones
- (7) Preparing Policy Papers and Briefs on Free Zones to inform policy formulation and decision making on matters affecting Free Zones

Person Specifications

(a) Academic Qualifications

Bachelor's Degree in either Economics, Statistics, or Quantitative Economics from a recognized University.

(b) Work Experience

A minimum of three (3) years' working experience at the level of Research Officer in Government or a reputable institution.

(c) Competencies

(i) Technical

- Research skills
- Analytical skills
- Planning, Organizing and coordinating
- Information Communication Technology
- Human Resources Management

(ii) Behavioral

- Team work
- Concern for Quality and Standards
- Accountability
- Ethics and Integrity
- Communicating Effectively



Job Title : **Research Officer**
Salary Scale : **UFZEPA -5**
Reports to : **Senior Research Officer**
Responsible for : **None**

Job Purpose

Support the Senior Research Officer in undertaking research on best practices for implementing Free Zones

Key Duties and Responsibilities

- (1) Conducting comparative studies on best practices for incentives and tax regimes;
- (2) Preparing statistical profiles on various regions across the country
- (3) Preparing policy briefs;
- (4) Building database for Free Zones activity reports;
- (5) Producing research papers on Uganda's investment performance and investment opportunities;
- (6) Maintaining market intelligence service in support of all operating departments

Person Specifications

(a) Academic Qualifications

Bachelor's Degree in Economics, Statistics or Quantitative Economics from a recognized institution.

(b) Work Experience

Nil

(c) Competencies

(i) Technical

- Research skills
- Analytical skills
- Planning, Organizing and coordinating
- Information Communication Technology
- Human Resources Management

(ii) Behavioral

- Team work
- Concern for Quality and Standards
- Accountability
- Ethics and Integrity
- Communicating Effectively



DIVISION OF INTERNAL AUDIT

Job Title : **Manager Internal Audit**
Salary Scale : **UFZEPA - 3**
Reports to : **Executive Director**
Responsible for : **Internal Auditor**

Job Purpose

To provide technical support and guidance on financial management and performance, quality assurance, forensic, and IT audits; and coordinate implementation of Internal Audit engagements in liaison with Audit Committee to ensure sound management of internal audit functions.

Key Duties and Responsibilities

- (1) Coordinating and reviewing audit plans and programs based on risk profile of the Authority.
- (2) Monitoring compliance to rules and regulations in all audit engagements.
- (3) Guiding, directing and supervising audit execution.
- (4) Coordinating internal audit activities with Audit Committees and other relevant stakeholders.
- (5) Developing the annual risk based-audit plan and ensure efficient and effective execution.
- (6) Developing the Internal Audit Manual and the Internal Audit Charter.
- (7) Coordinating period risk-based internal audits.
- (8) Prepare periodic reports to the Board on progress of the annual audit plan.
- (9) Developing and executing the Audit department work plan and budgets and provide periodic progress on the same.
- (10) Supervising and appraising staff in the Audit Unit.



Person Specification

a) Academic Qualifications

- (i) An Honor's Bachelor Degree in either Finance and Accounting, Business Administration/Studies (Accounting Option) or Commerce (Accounting Option) from a recognized University/ Institution

- (ii) Full professional qualification in Accounting such as ACCA, APA, ACIS or CIMA obtained from a recognized awarding Institution/Body accredited by ICPAU
- (iii) A Master's Degree in Finance and Accounting, Business Administration/Studies or Commerce from a recognized university/institution.

Work Experience

At least nine (9) years of working experience, 3 (three) of which should have been served as a Senior Internal Auditor in Government or, an equivalent level of Internal Audit/Accounting work experience from a reputable organization.

b) Required Competencies

(i) Technical

- Planning, organizing and coordinating
- Audit Strategy and Planning
- Risk, Control and Governance
- Audit Execution
- Audit Reporting
- Audit monitoring and evaluation/Audit follow up
- Information Communications Technology



(ii) Behaviors

- Ethics and Integrity
- Innovative and Proactive
- Inter-personal relations
- Decision Making and Problem Solving
- Communicating Effectively
- Intra-personal Management
- Leadership
- Time management

Job Title : **Internal Auditor**
Salary Scale : **UFZEPA - 5**
Reports to : **Manager Internal Auditor**
Responsible for : **None**

Job Purpose

To provide technical support and carry out routine internal audit engagements, management, supervision, review and monitoring progress of day-to-day internal audit activities.

Key Duties and Responsibilities

- (1) Evaluating internal controls to assess level of audit risks and, the appropriateness of risk management policies and procedures;
- (2) Providing technical support in preparation of audit plans;
- (3) Monitoring execution of audit programs including routine financial audit; performance audit, IT audit and other special audits;
- (4) Reviewing work papers and documentation;
- (5) Following up the recommendations from previous audits;
- (6) Drafting audit findings and conclusions;
- (7) Compiling audit findings for discussion with management.



Person Specification

a) Academic Qualifications

Either:

- (i) An Honor's Bachelor Degree in either Finance and Accounting, Business Administration/Studies (Accounting Option) or Commerce (Accounting Option) from a recognized University/ Institution

Or:

- (ii) Full professional qualification in Accounting such as ACCA, APA, ACIS or CIMA obtained from a recognized awarding Institution/Body accredited by ICPAU.

b) Work Experience

Nil

c) Required Competencies

(i) Technical

- Planning, organizing and coordinating
- Audit Strategy and Planning
- Audit Execution
- Audit Reporting
- Information, Communications Technology

(ii) Behavioral

- Ethics and Integrity
- Innovative and Proactive
- Inter-personal and intra-personal relations management
- Decision Making and Problem Solving
- Communicating Effectively
- Team work
- Time Management



Job Title : **Senior Procurement Officer**
Salary Scale : **UFZEPA - 4**
Reports to : **Senior Manager Finance and Administration**
Responsible for : **Procurement Officer**

Purpose of the Job

To provide guidance and technical advice regarding planning, budgeting and controlling of Procurement and Disposal of Assets function and activity of the Authority to ensure value for money.



Key Duties and Responsibilities

- (1) Preparing, compiling and submitting appropriate reports to Contracts committee, Accounting Officer and user departments.
- (2) Establishing and maintaining appropriate internal controls system for compliance and conformity with legal and regulatory framework governing Public Procurement and Disposal of Assets function.
- (3) Receiving and consolidating the procurement plan of UFZEPA.
- (4) To coordinate effective management of evaluation process like constitution of evaluation team, timely evaluation and submission to the Contracts Committee.
- (5) Coordinating, monitoring and assessing implementation of procurement and disposal of assets policies and guidelines and make appropriate recommendations.
- (6) Planning, organising and conducting effective Procurement and disposal of Assets and contracts within the Authority.
- (7) Monitoring and appraising contract management processes and procedures in the Authority.
- (8) Overseeing Inventory management function within the Authority.
- (9) Supervising and appraising staff.

Person Specification

(a) Academic Qualifications

Either:

- (i) Honours Bachelor's Degree in either Procurement or Supply Chain Management, or Bachelor of Commerce (BCOM), Bachelors of Business Administration (BBA) with specialisation in Procurement and Supply Chain Management from a recognized institution.

OR:

- (ii) An honours Bachelor's Degree in Commerce or Business Administration or Economics Plus Full Professional qualification in Procurement/Purchasing and Supply Chain Management (like CIPS, ISM, CILT) from a recognised institution.

OR:

- (iii) Full professional qualification/membership of Procurement/Purchasing and Supply Chain Management (like CIPS, ISM, CILT) from a recognised awarding institution

(b) Work experience

At least three (3) years of relevant working experience at Procurement Officer Level in a Government or a reputable organization

(c) Required Competencies

(i) Technical

- Accountability
- Procurement Planning, Disposal and contract Management
- Team leadership and Network
- Risk Management
- Information & Communications Technology (ICT)

(ii) Behavioural

- Ethics and integrity
- Concern for quality and standards
- Networking and Inter-personal relations
- Effective communication
- Innovative and Proactive
- Decision-making and Problem-solving
- Leadership



Job title : **Procurement Officer**
Grade : **UFZEPA - 5**
Reports to : **Senior Procurement Officer**
Responsible for : **NIL**

Purpose of the Job

To coordinate, monitor and provide technical support in the implementation of Procurement and Disposal of Assets function for the Authority to ensure value for money.

Key Duties and Responsibilities

- (1) Providing technical support in the development of appropriate internal procurement and disposal of assets controls and procedure consistent with the legal and regulatory framework.
- (2) Facilitating and providing technical support on Procurement planning process, budgeting, control of public resources and, any other matter concerning Procurement and Disposal of Assets in the Authority.
- (3) Preparing the procurements and disposal bids and participate in evaluation processes.
- (4) Preparing, administering and issuing approved contracts
- (5) Liaising with suppliers and other stakeholders to ensure timely delivery of procured products.
- (6) Following-up with User departments to provide information required for procurement planning.
- (7) Preparing Statement of Requirements (Bill of Quantities)
- (8) Supervising and appraising staff.
- (9) Monitoring, establishing and reporting on progress in regard to contracts implementation.



Person Specification

(a) Academic Qualifications

Either:

- (i) Honours Bachelor's Degree in either Procurement or Supply Chain management, or Bachelor of Commerce (BCOM), Bachelors of Business Administration (BBA) with specialisation in Procurement and Supply Chain Management from a recognized institution

OR:

- (ii) An honours Bachelor's Degree in Commerce or Business Administration or Economics Plus Full Professional qualification in Procurement/Purchasing and Supply Chain Management (like CIPS, ISM, CILT) from a recognised institution

OR:

- (iii) Full professional qualification/membership of Procurement/Purchasing and Supply Chain Management (like CIPS, ISM, CILT) from a recognised awarding institution

(b) Work Experience

Nil



(c) Required Competencies:

(i) Technical

- Procurement Planning, Disposal and contract Management
- Accountability
- Risk Management
- Information & Communications Technology (ICT)
- Leadership and teamwork

(ii) Behavioural

- Ethics and Integrity
- Concern for quality and standards
- Networking and Inter-Personal Relations
- Effective Communication
- Innovative and Proactive
- Decision-making and Problem-solving

**DEPARTMENT OF EXPORT DEVELOPMENT AND
PROMOTION**

Job title : Senior Manager
Salary Scale : UFZEPA - 2
Reports to : Executive Director
Responsible for : Manager Regions and SMEs
Manager Export Development
Manager Export Marketing (products)
Manager Export Marketing (Services)
Manager Exporter Education and Capacity

Building



Job Purpose

To provide strategic leadership and guidance in the development of promotion and management of exports.

Key Duties and Responsibilities

- (1) Developing and supervising the implementation of regulations, policies, guidelines and standards on export marketing requirements.
- (2) Developing and supervising the implementation of data driven export strategies and analyzing market trends.
- (3) Overseeing the identification of opportunities for automation to increase efficiency and reduce costs in export processes.
- (4) Providing technical Support and guidance to Ugandan firms in marketing their exports.
- (5) Tendering technical advice to the Executive Director and other stakeholders in exports marketing.
- (6) Developing product profiles for selected products & services for the guidance of exporters, export associations, exporters and other business community.
- (7) Profiling services for developed and selected services for the guidance of exporters, export associations, exporters and other business community.
- (8) Supervising and appraising staff.

Person specifications

(a) Academic Qualifications

Either:

- (i) An Honors' Bachelor's Degree in either Marketing, International Business, Business Administration Economics, Information Technology, Computer Science and Data Communications, Information Management Systems, Agricultural Economics or Agribusiness from a recognized University or Institution.

Or: Full professional qualification/membership of marketing (e.g. CIM) from a recognized awarding institution.

And

A master's Degree in either Marketing, International Business, Business Administration, Economics, or Agribusiness from a recognized Institution.

(b) Working Experience

At least twelve (12) years working experience, three (3) of which should have been at Manager Level from a reputable organization

(c) Competencies:

(i) Technical Competencies

- Policy management
- Data Analysis and Management
- Risk Management
- Financial Management
- Procurement Planning, Disposal and contract Management
- Information & Communications Technology (ICT)



(ii) Behavioural Competencies

- Ethics and Integrity
- Leadership
- Concern for quality and standards
- Networking
- Communicating effectively
- Innovative and Proactive and Decision-making and Problem-solving

Job Title : **Manager Export Development**
Salary Scale : **UFZEPA - 3**
Reports to : **Senior Manager Export Development &**
Promotion Responsible for : **Senior Export Marketing Officer**

Job Purpose

To provide technical leadership and guidance in the development of the Business environment for exports development.

Key Duties and Responsibilities

- (1) Developing and implementing comprehensive export strategies to achieve UFZEPA's goals and objectives.
- (2) Developing digital marketing efforts, creating online campaigns to reach global customers and promote products and services.
- (3) Analyzing competitors, market conditions and client needs using data analytics to provide insights and recommendations for improvement.
- (4) Conducting market analysis to identify new export opportunities, including market trends, competitors, and client needs
- (5) Collaborating with other UFZEPA units, trade associations, and other stakeholders to identify export-ready companies for market linkages.
- (6) Managing agency programs and services to support export development, including export financing, logistics, and compliance.
- (7) Collaborating with other government agencies, industry associations, and stakeholders to support export development and coordination
- (8) Develop and manage budgets, grants, and other funding sources to support export development initiatives.



Person Specifications

(a) Academic Qualifications

Either:

- (i) An Honors' Bachelor's Degree in either Marketing, International Business, Business Administration Economics, Information Technology, Computer Science and Data Communications, Information Management Systems, Agricultural Economics or Agribusiness from a recognized University or Institution.

Or: Full professional qualification/membership of marketing (like CIM) from a recognized awarding institution.

And:

- (i) A master's Degree in any of the above fields from a recognized Institution.

(b) Work Experience

At least nine (9) years' working experience three (3) of which should have been at Senior Officer Level from a reputable organization

(c) Competencies

(i) Technical

- Policy management
- Data Analysis and Management
- Planning, Organizing and coordinating
- Information Communication Technology
- Human Resources Management
- Financial management
- Strategic thinking.



(ii) Behavioral

- Leadership
- Concern for Quality and Standards
- Accountability
- Ethics and Integrity
- Communicating Effectively

Job Title : **Manager Regions and SMEs**
Salary Scale : **UFZEPA - 3**
Reports to : **Senior Manager**
Responsible for : **Senior Export Marketing Officer (Regions & SMEs)**

Job Purpose

To provide technical leadership and guidance in the management and growth of Small and Medium Enterprises in the different regions of the country.

Key Duties and Responsibilities

- (1) Facilitating the identification of potential products and services for export from the different regions of Uganda.
- (2) Overseeing the availability and protection of stakeholder data to ensure utmost confidentiality and integrity
- (3) Contributing to the development of export related programs and policies supporting SMEs and regional growth.
- (4) Facilitate exporters access to sector specific government intervention schemes and other local and international export finance packages
- (5) Organizing and participating in national, regional and international export promotion activities/events.
- (6) Coordinating the dissemination of guidelines on export market requirements and standards.
- (7) Liaising with other units to conduct market research/ intelligence on priority Ugandan products of export potential.
- (8) Supervising the development and maintenance of database on all registered exporters and potential exporters from the regions.
- (9) Supervising and appraising staff.



Person Specifications

(a) Academic Qualifications

Either:

- (i) An Honors' Bachelor's Degree in either Marketing, International Business, Business Administration Economics, Information Technology, Computer Science and Data Communications, Information Management Systems, Agricultural Economics or Agribusiness from a recognized University or Institution.

Or: Full professional qualification/membership of marketing (like CIM) from a recognized awarding institution.

And:

A master's Degree in any of the above fields from a recognized Institution.

(b) Work Experience

At least nine (9) years' working experience three (3) of which should have been

at Senior Officer level from a reputable organization/entity

(c) Competencies

(i) Technical

- Policy management
- Planning, Organizing and coordinating
- Information Communication Technology
- Human Resources Management
- Financial management
- Strategic thinking.



(ii) Behavioral

- Leadership
- Concern for Quality and Standards
- Accountability
- Ethics and Integrity
- Communicating Effectively

Job Title : **Manager Export Marketing (Products/Services)**
Salary Scale : **UFZEPA -3**
Reports to : **Senior Manager**
Responsible for : **Senior Export Marketing Officer**
(Products/Services)

Job Purpose

To provide technical leadership and guidance on the promotion and marketing of products and services for export

Key Duties and Responsibilities

- (1) Undertaking market research, and market intelligence on priority Ugandan products/ services of export potential
- (2) Providing technical support and facilitation to private sector in accessing technical and advisory services on product, and supply development, and value addition to meet export standards, quality control and assurance requirements.
- (3) Developing digital marketing efforts, creating online campaigns to reach global customers and promote products and services.
- (4) Organizing and participating in national, regional, and international export promotional activities/ events.
- (5) Coordinating the dissemination of guidelines on export market requirements and standards
- (6) Facilitating Ugandan products/ services firms in marketing their exports using different E-commerce platforms.
- (7) Developing product/services profiles for selected products for the guidance of exporters, export associations, and other business community,
- (8) Facilitating outreach programs and services to associations of producer's manufacturers, exporters, and other identifiable groupings.
- (9) Studying and providing feedback and input to the relevant MDAs on operational issues relating to WTO, EAC, COMESA, AfCFTA, and other related organized trading blocks
- (10) Supervising and appraising staff.

Person Specifications

(a) Academic qualifications

Either:

- (i) An Honors' Bachelor's Degree in either Marketing, International Business, Business Administration Economics, Information Technology, Computer Science and Data Communications, Information Management Systems, Agricultural Economics or Agribusiness from a recognized University or Institution.

Or: Full professional qualification/membership of marketing (like CIM) from a recognized awarding institution.

And:

Masters' Degree in either Marketing, International Business, International Trade, Economics, Commerce, Business Administration or Agribusiness from a recognized University or Institution.



(b) Work Experience

At least nine (9) years' working experience three (3) of which should have been at Senior Officer level from a reputable organization

(c) Competencies

(i) Technical

- Financial Management;
- Planning, Budgeting and coordinating
- Information and Communication Technology
- Accountability
- Analytical skills
- Planning, organizing and coordinating

(ii) Behavioral

- Ethics and Integrity
- Communication
- Time management.
- Concern for quality and standards
- Team work

Job Title : **Manager Exporter Education and Capacity building**
Salary Scale : **UFZEPA -3**
Reports to : **Senior Manager**
Responsible for : **Senior Exporter Education and Capacity Building Officer**

Job Purpose

To oversee and implement capacity-building initiatives designed to enhance the skills and knowledge of exporters and potential exporters



Key Duties and Responsibilities

- (1) Designing, developing, and managing training programs and workshops for exporters on various topics including international trade regulations, market entry strategies, and export best practices,
- (2) Providing training, technical support and recommendation to exporters on the most viable E-commerce tools and E-buyer directories.
- (3) Identifying gaps in exporters' knowledge and skills and develop capacity-building initiatives to address these needs.
- (4) Coordinating the development of a curriculum and resources tailored to different levels of exporter experience and industry needs.
- (5) Collaborating with industry experts, trade associations, and educational institutions to ensure the relevance and quality of UFZEPA training programs,
- (6) Developing training materials, guides, and online content to support capacity building of export stakeholders.
- (7) Facilitating and coordinating workshops, seminars, and webinars, both in-person and virtually, to deliver training and information.
- (8) Monitoring and assessing the effectiveness of the capacity-building programs and make recommendations.
- (9) Supervising and appraising staff.

Person Specifications

(a) Academic Qualifications

Either:

- (i) An Honors' Bachelor's Degree in either Marketing, International Business, Business Administration Economics, Information Technology, Computer Science and Data Communications, Information Management Systems, Agricultural Economics or Agribusiness from a recognized University or Institution.

Or: Full professional qualification/membership of marketing (like CIM) from a recognized awarding institution.

And:

A Masters' Degree in any of the above fields from a recognized Institution.



(b) Work Experience

At least nine (9) years' working experience three (3) of which should have been

at Senior Officer level from a reputable organization

(c) Competencies

(i) Technical

- Financial Management;
- Planning, Budgeting and coordinating
- Information and Communication Technology
- Accountability
- Analytical skills
- Planning, organizing and coordinating

(ii) Behavioral

- Ethics and Integrity
- Communication
- Time management.
- Concern for quality and standards
- Leadership

Job Title : **Senior Export Marketing Officer**
(Products/Services)
Salary Scale : **UFZEPA -4**
Reports to : **Manager Export Marketing Officer**
Responsible for : **Export Marketing Officer (Products/Services)**

Job Purpose

To provide technical support and guidance on the management of international trade and export of products and services

Key Duties and Responsibilities

- (1) Developing and disseminating guidelines on export marketing requirements and standards for products/ services.
- (2) Developing product and service profiles for selected products and services for the guidance of exporters, export associations, and other business community
- (3) Monitoring and reporting on export performance and marketing trends using data analytics tools.
- (4) Providing exporter-after-care services and hand holding of potential exporters.
- (5) Conducting market scoping studies on products / services in specific foreign markets.
- (6) Carrying out trade data analysis; examining trade data statistics on trade volumes, values, trends, and patterns.
- (7) Monitoring and facilitating Ugandan firms in online marketing of their products / services.
- (8) Executing digital marketing campaigns to reach international markets.
- (9) Facilitating outreach programs and export clinics to associations of producer's manufacturers, exporters, and other identifiable groupings.
- (10) Supervising and appraising staff.

Person Specifications

(a) Academic Qualifications

Either:

- (i) An Honors' Bachelor's Degree in either Marketing, International Business, Business Administration Economics, Information Technology, Computer Science and Data Communications, Information Management Systems, Agricultural Economics or Agribusiness from a recognized University or Institution.

Or: Full professional qualification/membership of marketing (like CIM) from a recognized awarding institution

(b) Work Experience

At least three (3) years' working experience at Officer Level from a reputable Organization/entity

(c) Competencies



(i) Technical

- Knowledge Management
- Information Communication Technology
- Human Resources Management
- Financial management
- Risk Management
- Research and analytical Skills

(ii) Behavioral

- Teamwork
- Concern for Quality and Standards
- Accountabilities
- Ethics and Integrity
- Communicating Effectively
- Time management

Job Title : Senior Exporter Marketing Officer (Regions and SMEs)

Salary Scale : UFZEPA -3

Reports to : Manager Export Marketing (Regions and SMEs)

Responsible for : Export Marketing Officer

Job Purpose

To provide technical support and guidance on the management of international trade and export of products and services from the different regions of Uganda.

Key Duties and Responsibilities

- (1) Guiding regional Export Marketing Officers to identify potential products and services for export from the different regions of Uganda.
- (2) Identifying new markets and opportunities for products and services from the different regions.
- (3) Monitoring and reporting on export performance and marketing trends using data analytics tools.
- (4) Developing region specific product and service profiles to guide development and promotion of exports from the regions.
- (5) Developing and executing regional export marketing plans
- (6) Organizing and coordinating regional export awareness activities,
- (7) Building relationships with regional current and potential exporters, development partners and other stakeholders.
- (8) Facilitating outreach programmes to associations of producers, exporters, and other identifiable groupings such as PWDs.
- (9) Liaising with internal organization departments for export promotion and development.
- (10) Supervising and appraising staff



Person Specifications

(a) Academic qualifications

Either:

- (i) An Honors' Bachelor's Degree in either Marketing, International Business, Business Administration Economics, Information Technology, Computer Science and Data Communications, Information Management Systems, Agricultural Economics or Agribusiness from a recognized University or Institution.

Or: Full professional qualification/membership of marketing (like CIM) from a recognized awarding institution

(b) Work Experience

At least three (3) years' working experience at Officer Level from a reputable organization/entity



(c) Competencies

(i) Technical

- Knowledge Management
- Information Communication Technology
- Human Resources Management
- Financial management
- Risk Management
- Research and analytical Skills

(ii) Behavioral

- Teamwork
- Concern for Quality and Standards
- Accountabilities
- Ethics and Integrity
- Communicating Effectively
- Time management

Job Title : **Senior Exporter Officer –Exporter Education and Capacity Building**
Salary Scale : **UFZEPA -4**
Reports to : **Manager Exporter Education and Capacity Building**
Responsible for : **Export Marketing Officer**

Job Purpose

To execute capacity-building initiatives designed to enhance the skills and knowledge of exporters and other key stakeholders.



Key Duties and Responsibilities

- (1) Executing training programs and workshops for exporters on various topics including international trade environment, regulations, market entry strategies, and export best practices.
- (2) Providing training, technical support and recommendation to exporters on the most viable E-commerce tools and E-buyer directories.
- (3) Identifying gaps in exporters' knowledge and skills and develop capacity-building initiatives to address these needs.
- (4) Executing of a curriculum and resources tailored to different levels of exporter experience and industry needs.
- (5) Conducting capacity building sessions on export markets and sensitizing stakeholders on different government export promotion schemes and benefits.
- (6) Participating in the development of training materials, guides, and online content to support capacity building of export stakeholders.
- (7) Coordinating workshops, seminars, and webinars, both in-person and virtually, to deliver training and information.
- (8) Ensuring that all capacity building programs comply with relevant regulations and industry standards.
- (9) Preparing reports on program outcomes, participant feedback, and overall impact to senior management and stakeholders.

Person Specifications

(a) Academic Qualifications

Either:

- (i) An Honors' Bachelor's Degree in either Marketing, International Business, Business Administration Economics, Information Technology, Computer Science and Data Communications, Information Management Systems, Agricultural Economics or Agribusiness from a recognized University or Institution.

Or: Full professional qualification/membership of marketing (like CIM) from a recognized awarding institution

(b) Work Experience

At least three (3) years' working experience at Officer Level from a reputable Organization.

(c) Competencies

(i) Technical

- Knowledge Management
- Information Communication Technology
- Human Resources Management
- Financial management
- Risk Management
- Research and analytical Skills



(ii) Behavioral


- Teamwork
- Concern for Quality and Standards
- Accountabilities
- Ethics and Integrity
- Communicating Effectively
- Time management

Job Title : Senior Trade Information Officer
Salary Scale : UFZEPA - 4
Reports to : Manager Regions and SMEs
Responsible for : Trade Information Officer

Job Purpose

To analyze data and disseminate trade related information and insights to support informed decision-making.

Key Duties and Responsibilities

- (1) Operate, manage and maintain a modern integrated Export Management Information System (EMIS).
 - (2) Verify, and certify exporters' documentation to ensure accuracy, compliance and authenticity to meet regulatory requirements.
 - (3) Identify and recommend relevant E- commerce platforms for onboarding export ready companies.
 - (4) Carry out trade data analysis; examine trade data statistics on trade volumes, values, trends, and patterns.
 - (5) Carry out client analysis to understand their needs, preferences, and behavior.
 - (6) Analyze targeted international markets, industries, and competitor countries.
 - (7) Assess industry trends to identify emerging trends, opportunities, and challenges.
 - (8) Carry out firm level competitor analysis, strengths, and weaknesses.
 - (9) Undertake outreach programmes and services to associations of producers, manufacturers, exporters and other identifiable groupings.
 - (10) Monitor and evaluate the performance of Trade information officers.
 - (11) Supervise and appraise staff.
- 

Person Specifications

(a) Academic Qualifications

Either:

- (i) An Honors' Bachelor's Degree in either Marketing, International Business, Business Administration Economics, Information Technology, Computer Science and Data Communications, Information Management Systems, Agricultural Economics or Agribusiness from a recognized University or Institution.

Or:

- (ii) Full professional qualification/membership of marketing (like CIM) from a recognized awarding institution

(b) Work Experience

At least three (3) years' working experience at Officer Level from a reputable Organization.

(c) Competencies

(i) Technical

- Knowledge Management
- Information Communication Technology
- Human Resources Management
- Financial management
- Risk Management
- Research and analytical Skills

(ii) Behavioral

- Teamwork
- Concern for Quality and Standards
- Accountabilities
- Ethics and Integrity
- Communicating Effectively
- Time management



Job Title : **Trade Information Officer**
Salary Scale : **UFZEPA 5**
Reports to : **Senior Manager**
Responsible for : **None**

Job Purpose

To collect data and disseminate trade-related information and insights to support informed decision-making.

Key Duties and Responsibilities

- (1) Operating a modern integrated Export Management Information System (EMIS).
- (2) Carrying out preliminary verification of exporters' documentation to ensure accuracy, compliance and authenticity to meet regulatory requirements.
- (3) Supporting export ready companies on registering on different E- commerce platforms.
- (4) Carrying out trade data analysis; examining trade data statistics on trade volumes, values, trends, and patterns.
- (5) Carrying out client analysis to understand their needs, preferences, and behavior.
- (6) Analyzing targeted international markets, industries, and competitor countries.



Person Specifications

(a) Academic Qualifications

Either:

- (i) An Honors' Bachelor's Degree in either Marketing, International Business, Business Administration Economics, Information Technology, Computer Science and Data Communications, Information Management Systems, Agricultural Economics or Agribusiness from a recognized University or Institution.

Or:

- (ii) Full professional qualification/membership of marketing (like CIM) from a recognized awarding institution

(b) Work Experience

Nil

(c) Competencies

(i) Technical

- Knowledge Management
- Information Communication Technology
- Human Resources Management
- Financial management
- Risk Management
- Research and analytical Skills



(ii) Behavioral

- Teamwork
- Concern for Quality and Standards
- Accountabilities
- Ethics and Integrity
- Communicating Effectively
- Time management

Job Title : **Export Marketing Officer**
Salary Scale : **UFZEPA 5**
Reports to : **Senior Export Marketing Officer**
Responsible for : **None**

Job Purpose

To collect export market related cues and support management on exports and branding issues.

Key Duties and Responsibilities

- (1) Developing and disseminating guidelines on export marketing requirements and standards
- (2) Providing technical support and guidance to Ugandan firms in marketing their exports including branding
- (3) Supporting potential exporting companies to carry out online export readiness assessment.
- (4) Preparing product profiles for selected products for the guidance of exporters, export associations, and other business community
- (5) Undertaking outreach programs and services to associations of producers, manufacturers, exporters, and other identifiable groupings



Person Specifications

(a) Academic Qualifications

Either:

- (i) An Honors' Bachelor's Degree in either Marketing, International Business, Business Administration Economics, Information Technology, Computer Science and Data Communications, Information Management Systems, Agricultural Economics or Agribusiness from a recognized University or Institution.

Or:

- (i) Full professional qualification/membership of marketing (like CIM) from a recognized awarding institution.

(b) Work Experience

Nil

(c) Competencies

(i) Technical

- Knowledge Management
- Information Communication Technology
- Human Resources Management
- Financial management
- Risk Management
- Research and analytical Skills



(ii) Behavioral

- Teamwork
- Concern for Quality and Standards
- Accountabilities
- Ethics and Integrity
- Communicating Effectively
- Time management

**DEPARTMENT FOR SPECIAL ECONOMIC ZONES DEVELOPMENT
AND MAINTENANCE**

**Job title : Senior Manager Infrastructure Development and
Maintenance**
Salary Scale : UFZEPA - 2
Reports to : Executive Director
Responsible for : Manager Technical Services

Job Purpose

To provide strategic leadership and guidance in the review of the infrastructure development and maintenance of special economic zones.

Key Duties and Responsibilities



- (1) Planning, developing and reviewing the economic infrastructure development and maintenance Plan, set benchmarks for the implementation of the planned projects, evaluate the performance of the plan and generate Reports to management as required;
- (2) Coordinating the work of the inter- agency technical committee on infrastructure development and maintenance
- (3) Setting comprehensive goals for performance and growth of the Department and lead the staff to meet those goals;
- (4) Developing and implementing budgets for the realization of set Department goals;
- (5) Preparing and presenting periodic reports to management and the board;
- (6) Coordinating the plans, designs and managing the construction and maintenance of the economic free zones in line with the approved work plan;
- (7) Designing and implementing a system for Planning and repair and maintenance of the economic free zones;
- (8) Coordinating the design, development and implementation of engineering projects
- (9) Developing and sustaining a culture of high performance and innovation to improve service delivery in the special economic zones;
- (10) Supervising and appraising staff.

Person Specifications

(a) Academic Qualifications

- (i) An honors Bachelor's Degree in Civil Engineering from a recognized university or Institution.
- (ii) A Master's Degree in Civil Engineering from a recognized awarding institution.
- (iii) Must be registered with the Uganda Engineers Registration Board (UERB)

(b) Work Experience

At least of twelve (12) years working experience in construction (3) of which must have been gained at Manager level in Government or from a reputable organization.

(c) Competences

(i) Technical

- Knowledge in Engineering
- Planning, organizing and coordinating
- Financial management
- Human resource management
- Project management
- Strategic thinking
- Information, Communication Technology.
- Records and Information Management



(ii) Behavioral

- Concern for quality and standards
- Leadership
- Innovativeness and problem solving
- Integrity and Confidentiality.
- Accountability.

Job title : **Manager Technical Services**
Salary Scale : **UFZEPA - 3**
Reports to : **Senior Manager Infrastructure Development & Maintenance**
Responsible for : **Senior Engineer (technical Services)**
Senior land management officer (Technical services)

Job Purpose

To provide technical leadership and administrative support in the development and Maintenance of the special economic free zones.

Key Duties and Responsibilities

- (1) Providing technical support in the formulation and implementation of the Special Economic Zones Strategies and Initiatives in line with the strategic plan.
- (2) Manage all project implementation activities, including ensuring that architectural, environmental and codes of practice are adhered to in the SEZ's.
- (3) Monitoring cost, quality and time performance of projects and preparing regular reports and comments on variances.
- (4) Preparing recommendations and standards for project safeguards for consideration.
- (5) Collaborating with cross functional teams, such as business development and Investor support to provide seamless infrastructure support services to the SEZs enterprises.
- (6) Identifying and mitigating technical risks and resolving complex technical issues in the Public Customs areas.
- (7) Provide quality control for civil works in the Public SEZ.
- (8) Supervising and appraising staff.



Person Specifications

(a) Academic Qualifications

- (i) An honors Bachelor's Degree in Civil Engineering from a recognized university or institution of higher learning.
- (ii) A Master's Degree in Civil Engineering from a recognized awarding institution.

(iii) Must be registered with the Uganda Engineers Registration Board (UERB)

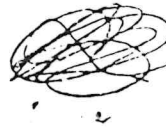
(b) Work Experience

At least nine (9) years' working experience (3) of which must have been gained at senior officer level in Government or a reputable organization.

(c) Competencies

(i) Technical

- Policy management
- Planning, Organizing and coordinating
- Information Communication Technology
- Human Resources Management
- Financial management
- Strategic thinking.



(ii) Behavioral

- Leadership
- Concern for Quality and Standards
- Accountability
- Ethics and Integrity
- Communicating Effectively

Job title : **Senior Engineer (Technical Services)**
Salary Scale : **UFZEPA - 4**
Reports to : **Manager technical Services**
Responsible for : **Engineer**

Job Purpose

To provide technical support in the planning, reviewing, development and maintenance of the Public Special Economic Zones infrastructure.

Key Duties and Responsibilities

- (1) Preparing standard tender, contract documents, design standards and specifications for development of economic free zones infrastructure;
- (2) Preparing and participating in the review of Public Special Economic Zones infrastructure and implementation guidelines;
- (3) Preparing documents and supervising the development of economic free zones;
- (4) Monitoring and reporting on the performance of the free zones infrastructure;
- (5) Supervising and appraising staff.



Person Specifications

(a) Academic Qualifications

An Honor's Bachelor's Degree in Civil Engineering from a recognized University or Institution;

(b) Work Experience

At least three (3) years working experience at Civil Engineer level in Government or a reputable organization as an Engineer or its equivalent.

(c) Competencies

(i) Technical

- Knowledge Management
- Information Communication Technology
- Human Resources Management
- Financial management
- Risk Management
- Research and analytical Skills

(ii) Behavioral

- Teamwork
- Concern for Quality and Standards
- Accountabilities
- Ethics and Integrity
- Communicating Effectively
- Time management



Job title : **Senior Land Management Officer (Technical Services)**
Salary Scale : **UFZEPA - 4**
Reports to : **Manager technical Services**
Responsible for : **Land Management Officer**

Job Purpose

To Plan, review, and coordinate the development and implementation of special economic free zones infrastructure.

Key Duties and Responsibilities

- (1) Preparing and implementing land zoning and utilization procedures in line with the free zones mandate;
- (2) Developing and implementing both long- and short-term plans regarding the use of land in the free zones;
- (3) Monitoring the process of demarcating areas for public facilities and infrastructure;
- (4) Reviewing and reporting on the status of land in the demarcated free zones;
- (5) Initiating surveys and valuation of economic zone properties in line with the Land Management guidelines.
- (6) Supervising and appraising staff;

Person Specifications

(a) Academic Qualifications

An honors Bachelor's Degree in Land Surveying and Geomatics, Land surveying and geo-spatial science, Land surveying and information systems, Land Economics, Urban Planning, Physical Planning, Land Use Management and Land Valuation from a recognized Institution.



(b) Work Experience

At least of three (3) years' working experience in land management in Government or a Reputable organization.

(c) Competencies

(i) Technical

- Knowledge Management
- Information Communication Technology
- Human Resources Management
- Financial management
- Risk Management
- Research and analytical Skills



(ii) Behavioral

- Teamwork
- Concern for Quality and Standards
- Accountabilities
- Ethics and Integrity
- Communicating Effectively
- Time management

Job title : Engineer
Salary Scale : UFZEPA - 5
Reports to : Senior Engineer (Technical Services)
Responsible for : None

Job Purpose

To manage the repair and servicing of the free zones infrastructure and maintenance equipment, and machinery.

Key Duties and Responsibilities:

- (1) Preparing and submitting the annual work plans, programmes and budgets for Special Economic zones development and maintenance;
- (2) Providing Special Economic zones with maintenance schedules;
- (3) Carrying out field supervision and inspection of the Special Economic zones;
- (4) Receiving, assessing, and recommending samples of spare parts from dealers for procuring and purchase;
- (5) Compiling and submitting quarterly activity reports for submission to the senior Engineer;

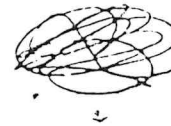
Person Specifications:

(a) Academic Qualifications

An Honor's Bachelor's Degree in Civil Engineering from a recognized Institution.

(b) Work Experience

Nil



(c) Competencies

(i) Technical

- Knowledge Management
- Information Communication Technology
- Human Resources Management
- Financial management
- Risk Management
- Research and analytical Skills



(ii) Behavioral

- Teamwork
- Concern for Quality and Standards
- Accountabilities
- Ethics and Integrity
- Communicating Effectively
- Time management

Job title : Land Management Officer
Salary Scale : UFZEPA - 5
Reports to : Senior Land Management Officer
Responsible for : None

Job Purpose

To manage and review the development and land use in the free zones.

Key Duties and Responsibilities

- (1) Carrying out land zoning and utilization procedures;
- (2) Implementing both long- and short-term plans regarding land use in the free zones;
- (3) Demarcating areas for public facilities in the free zones;
- (4) Reviewing and reporting on the status of the Authority's land leases;
- (5) Liaising with the respective controlling authorities of properties to protect land allocated for free zones.

Person Specifications

(a) Academic Qualifications

An honors Bachelor's Degree in either Land Surveying and Geomatics, Land surveying and geo-spatial science, Land surveying and information systems, Land Economics, Urban Planning, Physical Planning, Law, Land Use Management or Land Valuation from a -recognized awarding institution.



(b) Work Experience

Nil

(c) Competencies

(i) Technical

- Project Management
- Planning, Organizing and coordinating
- Information Communication Technology
- Records and Information Management

(ii) Behavioral

- Concern for Quality and Standards
- Accountability
- Ethics and Integrity
- Communicating Effectively



**DEPARTMENT FOR SPECIAL ECONOMIC ZONES OPERATIONS
AND COMPLIANCE**

Job title : **Senior Manager Operations and Compliance**
Salary Scale : **UFZEPA - 2**
Reports to : **Executive Director**
Responsible for : **Manager Custom Supervision and Control**
Manager Investor Support
Manager Business Development

Job Purpose

To provide strategic leadership and guidance in the management of the Free Zones to ensure compliance with management requirements for supervision and control of Free Zones.



Key Duties and Responsibilities

- (1) Recommending for approval of applications, business plans and feasibility studies for designation of Private SEZs;
- (2) Coordinating feasibility studies for areas to be designated as Public SEZs;
- (3) Determining application procedures, criteria, and conditions for the gazette and de-gazette of SEZ areas;
- (4) Promoting importation of Free Zones inputs from the Customs Territory of Uganda;
- (5) Coordinating the Mobilization of finances/resources for conducting Feasibility Studies, Master Plans, Environmental & Social Impact Assessments and basic infrastructure;
- (6) Formulating and overseeing the implementation of marketing strategies for attracting domestic and foreign developers, and operators to invest in private and public SEZs;
- (7) Liaising with MDAs, LGs and Utility Service Providers for expeditious issuance of secondary licenses, permits, approvals, tax incentives, and services;
- (8) Advocating for competitive policies and best practices in SEZs and analyze the impact of new policies made by the Government, and multilateral institutions among others, on SEZ operations;
- (9) Liaising with URA to enforce compliance with customs procedures and other requirements by SEZs Developers, Operators and Enterprises;
- (10) Overseeing the effective operations of SEZ One Stop Centre activities in Public Free Zones;
- (11) Monitoring and supervising the activities of private developers and

- operators in SEZs and prepare statutory annual reports accounting for all SEZs activities;
- (12) Providing technical guidance in the preparation of comprehensive operational manuals and guidelines setting standards for operating in SEZs.

Person Specifications

(a) Academic Qualifications

- (i) Bachelor's Degree in Business Administration, Management, Commerce, Business Statistics, Social Sciences, International Trade or Economics from a recognized institution.
- (ii) A master's Degree in any of the above-mentioned fields from a recognized institution

(b) Work Experience

At least of twelve (12) years working experience in the operations of SEZs, Export Processing Zones and Free Zones (3) of which must have been gained at Management level in Government or from a reputable organization.

(c) Competencies

(i) Technical

- Financial Management;
- Planning, Budgeting and coordinating
- Information and Communication Technology
- Accountability
- Analytical skills
- Planning, organizing and coordinating

(ii) Behavioral

- Ethics and Integrity
- Communication
- Time management.
- Concern for quality and standards and Leadership



Job title : **Manager Customs Supervision and Control**
Salary Scale : **UFZEPA - 3**
Reports to : **Senior Manager Operations & Compliance**
Responsible for : **Senior Customs Officer**

Job Purpose

To provide technical guidance and support on the administrative and regulatory management of the special economic zones

Key Duties and Responsibilities

- (1) Liaising with Uganda Revenue Authority to facilitate the Customs rules for utilisation of SEZs;
- (2) Facilitating proper Customs management and administration in SEZs during the importation and exportation of goods and services;
- (3) Liaising with Uganda Revenue Authority to approve enclosures to separate designated Customs Areas within customs territory, for the proper and efficient functioning of SEZs;
- (4) Liaising with Uganda Revenue Authority to declare Customs areas within SEZs;
- (5) Providing technical advice and guidance on customs infrastructure to ensure that contraband products and services are not used in SEZs, & implementation of the market access requirements on exports to the customs territory are adhered to;
- (6) Liaising with Uganda Revenue Authority to coordinate regular Customs compliance visits in planned and operational SEZs;
- (7) Enforcing compliance with Customs requirements for preventing the unauthorised use of SEZs; and
- (8) Coordinating the development of SEZs and maintaining a defined register and record of all goods imported, warehoused, produced and disposed of as required by other Government Agencies.
- (9) Providing technical guidance on the smooth operations of the free zones module on the Uganda Electronic Single window.



Person specifications

(a) Academic Qualifications

- (i) An Honors Bachelor's Degree in Economics, Business Administration, Marketing, Commerce, or International Trade from a recognized awarding University or Institution.

- (ii) Masters' Degree in any of the above fields from a recognized University.

(b) Working Experience

At least nine (9) years' relevant working experience, three (3) of which should have been at a Senior Officer level in Government/ reputable organization.

(c) Competencies

(i) Technical

- Policy management
- Planning, Organizing and coordinating
- Information Communication Technology
- Human Resources Management
- Financial management
- Strategic thinking.



(ii) Behavioral

- Leadership
- Concern for Quality and Standards
- Accountability
- Ethics and Integrity
- Communicating Effectively

Job Title : **Manager Investor Support**
Salary Scale : **UFZEPA - 3**
Reports to : **Senior Manager**
Responsible for : **Senior Investor Support Officer**

Job Purpose

To provide technical support and guidance in the development of Free Zones to facilitate Business environment within the Zones is competitive.

Key Duties and Responsibilities

- (1) Providing authorizations, services, in a speedy and professional manner in order to implement and operate their licensed/registered projects within the Special Economic Zones;
- (2) Facilitating the promotion of the Special Economic Zones in Uganda;
- (3) Providing technical support and guidance to investors undertaking development or management of Special Economic Zones;
- (4) Attracting new investments in the Free Zones;
- (5) Appraising new investments/projects and prepare opinions/ technical advice on due diligence on applicants for licenses;
- (6) Developing close working relationships & manage investor facilitation services for all Special Economic Zones to ensure retention of licenced Zones;
- (7) Monitoring and supervising activities of free zone operators;
- (8) Facilitate backward and forward linkages within SEZs by ensuring SEZs give priority on sourcing goods and services to local enterprises;
- (9) Monitoring the smooth operation of SEZ One Stop Centers in all public Free Zones;
- (10) Facilitating statutory inspection of premises for prospective and existing SEZs to monitor performance, & ensure provision of external physical amenities, and relevant infrastructure by relevant MDAs;
- (11) Monitoring implementation of local content in Free Zones; ensure locally available resources and raw materials for the investors in the development and operations of SEZs are sourced in the customs territory over materials imported from outside of Uganda.



Person Specifications

(a) Academic Qualifications

- (i) An Honors Bachelor's Degree in Economics, Business Administration, Commerce, International Trade, Entrepreneurship or Social Sciences from a recognized Institution.
- (ii) A Master's Degree in any of the above fields from a recognized Institution;

(b) Work Experience

At least nine (9) years working experience three (3) of which must have been at Senior Officer Level in Government/Reputable organization.

(a) Competencies

(i) Technical

- Policy management
- Planning, Organizing and coordinating
- Information Communication Technology
- Human Resources Management
- Financial management
- Strategic thinking.



(ii) Behavioral

- Leadership
- Concern for Quality and Standards
- Accountability
- Ethics and Integrity
- Communicating Effectively

Job Title : **Manager Business Development**
Salary Scale : **UFZEPA -3**
Reports to : **Senior Manager Operations and Compliance**
Responsible for : **Senior Business Development Officer**

Job Purpose

To provide strategic leadership and guidance in development of investment and promotion of products and services in the special economic zones

Key Duties and Responsibilities

- (1) Providing technical support to ensure that all required measures to facilitate business activities in a Free Zone are identified;
- (2) Providing technical guidance in the development of the department strategic plan and business process.
- (3) Identifying investments projects and preparing opinions.
- (4) Providing technical guidance on due diligence on applicants for licenses;
- (5) Developing close working relationships & manage investor facilitation services for all Free Zones to ensure retention of licensed Free Zones
- (6) Liaising with Ministries, Departments and Government agencies, to effectively address Developers' challenges and concerns and provide current information to Developers on business services;
- (7) Undertaking research, and policy activities to create a competitive business environment in Free Zones;
- (8) Undertaking environmental and social impact assessment of the proposed free Zone sites;
- (9) Monitoring and supervising activities of free zone operators;

Person Specifications

(a) Academic Qualifications

- (i) An Honors' Bachelor's Degree in either Marketing, International Business, Business Administration, Management, Economics, Entrepreneurship or Information Technology from a recognized University or Institution.
- (ii) A Master's Degree in any of the above fields from a recognized University;



(b) Work Experience

At least nine (9) years' relevant working experience three (3) of which must have been served at Senior Officer level in Government or a reputable organization.

(c) Competencies

(i) Technical

- Policy management
- Planning, Organizing and coordinating
- Information Communication Technology
- Human Resources Management
- Financial management
- Strategic thinking.



(ii) Behavioral

- Leadership
- Concern for Quality and Standards
- Accountability
- Ethics and Integrity
- Communicating Effectively

Job Title : **Senior Business Development Officer**
Salary Scale : **UFZEPA -4**
Reports to : **Manager Business Development**
Responsible for : **Business Development Officer**

Job Purpose

To provide technical support and guidance in market research and business development.

Key Duties and Responsibilities

- (1) Identifying and developing new business opportunities for Special Economic Zones, export processing zones and Free Ports;
- (2) Analyzing market feasibility studies carried out in public Special Economic Zones, Export Processing zones and Free ports;
- (3) Providing technical support in establishment of Ports to private developers and operators;
- (4) Developing and promoting cluster strategies for priority target sectors;
- (5) Promoting and marketing the Free Zones Program, its products and services among investors and other stakeholders;
- (6) Developing linkages with the relevant institutions both locally and internationally;
- (7) Preparing proposals for resource mobilization for Free Zones projects
- (8) Reviewing business and project implementation plans;
- (9) Providing technical support to Public-Private Partnerships, and Joint Ventures in the development of Special Economic Zones;
- (10) Liaising with Ministries, Government Agencies and Local Governments with regard to development and facilitation of free Zones, Export Processing Zones and Free Ports



Person Specifications

(a) Academic Qualifications

An Honors' Bachelor's Degree in either Marketing, International Business, Business Administration, Management, Economics, Entrepreneurship from a recognized University or Institution.

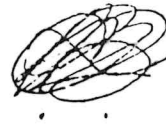
(b) Work Experience

A minimum of three (3) years' working experience at Investor Support Officer Level in Government or in a reputable institution.

(c) Competencies

(i) Technical

- Knowledge Management
- Information Communication Technology
- Human Resources Management
- Financial management
- Risk Management
- Research and analytical Skills



(ii) Behavioral

- Teamwork
- Concern for Quality and Standards
- Accountabilities
- Ethics and Integrity
- Communicating Effectively
- Time management

Job Title : **Senior Customs Officer**
Salary Scale : **UFZEPA - 4**
Reports to Control : **Manager Customs Supervision and**
Responsible for : **None**

Job Purpose

To provide technical support in the administrative management of the Economic free zones

Key Duties and Responsibilities

- (1) Identifying stakeholders to support the protection of the free zones infrastructure;
- (2) Organizing engagements with contractors regarding the appropriateness of the UFZEPA standards and specifications;
- (3) Providing technical support in the establishment of suitable targets, outcomes and evaluation criteria for each defined area of work;
- (4) Preparing and submitting progress reports to the Manager Customs;
- (5) Supervising and appraising staff

Person Specifications

(a) Academic Qualifications

An Honors Bachelor's Degree in Economics, Business Administration, Marketing, Commerce, or International Trade from a recognized University or Institution.

(b) Working Experience

At least three (3) years working experience at officer level from Government/ reputable organization.



(c) Competencies

(i) Technical

- Planning, Organizing and coordinating
- Information Communication Technology
- Financial management
- Customs and Taxation

(ii) Behavioral

- Leadership
- Concern for Quality and Standards
- Accountability
- Ethics and Integrity
- Communicating Effectively



Job Title : **Business Development Officer**
Salary Scale : **UFZEPA - 5**
Reports to : **Senior Business Development Officer**
Responsible for : **None**

Job Purpose

To implement marketing strategies that promote Special Economic Zones.

Key Duties and Responsibilities

- (1) Conducting research on new business opportunities for Special Economic Zones, export processing zones and Free Ports;
- (2) Undertaking market feasibility studies carried out in public Free Zones, Export Processing zones and Free;
- (3) Preparing proposals for resource mobilization for Special Economic Zones projects;
- (4) Developing business and project implementation plans;
- (5) Monitoring investments for financial compliance and understanding of the reporting requirements.

Person Specifications

(a) Academic Qualifications

An Honors' Bachelor's Degree in either Marketing, International Business, Business Administration, Management, Economics, Entrepreneurship from a recognized University or Institution.

(b) Work Experience
Nil



(c) Competencies

(i) Technical

- Knowledge Management
- Information Communication Technology
- Human Resources Management
- Financial management
- Risk Management
- Research and analytical Skills

(ii) Behavioral

- Teamwork
- Concern for Quality and Standards
- Accountabilities
- Ethics and Integrity
- Communicating Effectively
- Time management



Job Title : **Investor Support Officer**
Salary Scale : **UFZEPA - 5**
Reports to : **Senior Investor Support Officer**
Responsible for : **None**

Job Purpose

To provide technical support in the promotion of Special Economic Zones

Key Duties and Responsibilities

- (1) Guiding investors on the process of securing authorizations, services, in a speedy and professional manner in order to implement and operate their licensed/registered projects within the Free Zone;
- (2) Conducting research in order to promote Free Zones in Uganda;
- (3) Undertaking the development and management of Free Zones;
- (4) Attracting new investments in the Free Zones;
- (5) Appraising new investments/projects and prepare opinions/ technical advice on due diligence on applicants for licenses;
- (6) Monitoring and supervising activities of free zone operators.

Person Specifications

(a) Academic Qualifications

An Honors Bachelor's Degree in Economics, Commerce, Marketing, Business Administration, Entrepreneurship, International Trade, Law or Social Sciences from a recognized University.



(b) Work Experience

Nil

(c) Competencies

(i) Technical

- Knowledge Management
- Information Communication Technology
- Human Resources Management
- Financial management
- Risk Management and Research and analytical Skills

(ii) Behavioral

- Teamwork
- Concern for Quality and Standards
- Accountabilities
- Ethics and Integrity
- Communicating Effectively
- Time management





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