

APPROVED COSTED STAFF ESTABLISHMENT AND STRUCTURE FOR THE UGANDA FREE ZONES AND EXPORT PROMOTION AUTHORITY SEPTEMBER, 2024

	JOB TITLE	APPROVED ESTAB	SALARY SCALE
	OFFICE OF THE EXECUTIVE DIRECTOR		
1	Executive Director	1	UFZEPA - 1
2	Deputy Executive Director	1	UFZEPA - 1b
3	Exec Assistant	2	UFZEPA - 6
4	Driver	2	UFZEPA - 8
5	Administrative Assistant	2	UFZEPA - 8
	Sub Total	8	
	DIVISION FOR CORPORATE AFFAIRS		
1	Manager Legal	1	UFZEPA - 3
2	Senior Legal	1	UFZEPA - 4
	Sub Total	2	
	COMMUNICATIONS UNIT		
1	Senior Communications Officer	1	UFZEPA - 4
2	Communications Officer	1	UFZEPA - 5
	Sub Total	2	
	INTERNAL AUDIT DIVISION		
1	Manager Internal Audit	1	UFZEPA - 3
2	Internal Auditor	1	UFZEPA - 5
	Sub Total	2	

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	PROCUREMENT AND DISPOSAL UNIT			
1	Senior Procurement Officer	1	UFZEPA - 4	
2	Procurement Officer	2	UFZEPA - 5	
	Sub Total	3		
	<i>Total for the Office of Executive Director</i>	17		
	DEPARTMENT FOR FINANCE AND ADMINISTRATION			
	Office of the Senior Manager Finance and Administration			
1	Senior Manager - Finance and Administration	1	UFZEPA - 2	
2	Driver	1	UFZEPA - 8	
3	Administrative Assistant	1	UFZEPA - 8	
	Sub Total	3		
	Division for Human Resource Management			
1	Manager Human Resource Management	1	UFZEPA - 3	
2	Senior Human Resource Officer	1	UFZEPA - 4	
3	Human Resource Officer	1	UFZEPA - 5	
	Sub Total	3		
	Division for Planning Research and Development			
1	Manager Planning Research and Development	1	UFZEPA - 3	
2	Senior Economist	1	UFZEPA - 4	

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3	Senior Research Officer		
4	Senior Monitoring and Evaluation Officer	1	UFZEPA - 4
5	Economist	1	UFZEPA - 4
6	Research Officer	1	UFZEPA - 5
	Sub Total	2	UFZEPA - 5
		7	
	Accounts Unit		
1	Senior Accountant		
2	Accountant	1	UFZEPA - 4
3	Assistant Accountant	1	UFZEPA - 5
	Sub Total	1	UFZEPA - 6
		3	
	Administration Unit		
1	Senior Administrative Officer		
2	Administrative Officer	1	UFZEPA - 4
3	Records Officer	1	UFZEPA - 5
4	Assistant Administrative Officer - Front Desk Officer	1	UFZEPA - 5
5	Assistant Inventory Management Officer	1	UFZEPA - 6
6	Security Assistant	1	UFZEPA - 6
7	Administrative Assistant	2	UFZEPA - 8
8	Driver	6	UFZEPA - 8
	Sub Total	6	UFZEPA - 8
		19	
	Information Technology Unit		
1	Senior IT Officer	1	UFZEPA - 4

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2	IT Officer	1	UFZEPA -5
	Sub Total	2	
	Total for the Department of F&A	37	
	DEPARTMENT FOR EXPORT DEVELOPMENT AND PROMOTION		
1	Senior Manager	1	UFZEPA -2
2	Manager Export Development	1	UFZEPA -3
3	Manager Regions and SMEs	1	UFZEPA -3
4	Manager Export Marketing (Products)	1	UFZEPA -3
5	Manager Export Marketing (Services)	1	UFZEPA -3
6	Manager Exporter Education and Capacity Building	1	UFZEPA -3
7	Senior Export Marketing Officer (Products)	1	UFZEPA -4
8	Senior Export Marketing Officer (Services)	1	UFZEPA -4
9	Senior Export Marketing Officer (Regions & SMEs)	1	UFZEPA -4
10	Senior Exporter Educ. & Capacity Building Officer	1	UFZEPA -4
11	Senior Trade Information Officer	1	UFZEPA -4
12	Trade Information Officer	6	UFZEPA -5
13	Export Marketing Officer	5	UFZEPA -5
14	Driver	1	UFZEPA -8
	Total for the Department of Export Devp't & Prom	23	
	DEPARTMENT FOR SPECIAL ECONOMIC ZONES DEVELOPMENT AND MAINTENANCE		
1	Senior Manager - Infrastructure Devp't &	1	UFZEPA -2
2	Manager Technical Services (registered engineer)	1	UFZEPA -3

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2	IT Officer	1	UFZEP A -5
	Sub Total	2	
	Total for the Department of F&A	37	
DEPARTMENT FOR EXPORT DEVELOPMENT AND PROMOTION			
1	Senior Manager	1	UFZEP A -2
2	Manager Export Development	1	UFZEP A -3
3	Manager Regions and SMEs	1	UFZEP A -3
4	Manager Export Marketing (Products)	1	UFZEP A -3
5	Manager Export Marketing (Services)	1	UFZEP A -3
6	Manager Exporter Education and Capacity Building	1	UFZEP A -3
7	Senior Export Marketing Officer (Products)	1	UFZEP A -4
8	Senior Export Marketing Officer (Services)	1	UFZEP A -4
9	Senior Export Marketing Officer (Regions & SMEs)	1	UFZEP A -4
10	Senior Exporter Educ. & Capacity Building Officer	1	UFZEP A -4
11	Senior Trade Information Officer	1	UFZEP A -4
12	Trade Information Officer	6	UFZEP A -5
13	Export Marketing Officer	5	UFZEP A -5
14	Driver	1	UFZEP A -8
	Total for the Department of Export Devp't & Prom	23	
DEPARTMENT FOR SPECIAL ECONOMIC ZONES DEVELOPMENT AND MAINTENANCE			
1	Senior Manager - Infrastructure Devp't &	1	UFZEP A -2
2	Manager Technical Services (registered engineer)	1	UFZEP A -3

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3	Senior Engineer (Technical Services)	3	UFZEP A - 4
4	Senior Land Management Officer (Tech. Services)	3	UFZEP A - 4
5	Engineer	2	UFZEP A - 5
6	Land Management Officer	2	UFZEP A - 5
7	Driver	1	UFZEP A - 8
	Total for the Department of SEZ Devp't & Mantn'ce	13	
Department for Special Economic Zones Operations and Compliance			
1	Senior Manager - Operations and Compliance	1	UFZEP A - 2
2	Manager Customs Supervision and Control	1	UFZEP A - 3
3	Manager Investor Support	1	UFZEP A - 3
4	Manager Business Development	1	UFZEP A - 3
5	Senior Business Development Officer	1	UFZEP A - 4
6	Senior Investor Support Officer	1	UFZEP A - 4
7	Senior Customs Officer	1	UFZEP A - 4
8	Business Development Officer	1	UFZEP A - 4
9	Investor Support Officer	3	UFZEP A - 5
10	Driver	5	UFZEP A - 5
	Total for the Department of SEZ Operations and Compliance	16	
	Grand Total	106	