

UGANDA BUREAU OF STATISTICS

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In any correspondence on **UBOS/10/2/1**
this subject please quote No:

10 August, 2020

EXTERNAL ADVERT

EMPLOYMENT OPPORTUNITY

Uganda Bureau of Statistics is a semi-autonomous agency of Government responsible for the maintenance of the National Statistical System to ensure the collection, analysis and dissemination of Statistical information. The Bureau has a dual role as the principal statistics producing agency and coordinator of the National Statistical System (NSS).

UBOS is seeking dynamic, competent, self-motivated, result oriented, and good team professionals of good character and high integrity to fill the following position.

JOB TITLE: **Senior Legal Officer**
JOB REFERENCE: UBOS/SLO/- 2020
REPORTS TO: Manager, Legal Services/Secretary to the Board
SALARY SCALE: UBOS SP2
EMPLOYMENT TERMS: Permanent

Senior Legal Officer

Purpose and objective

To conduct legal research, support contract management, promote legal awareness, develop legal compliance mechanisms as well as assist the Manager Legal Services in the performance of duties.

Duties and Key Responsibilities

- a) Conduct research and prepare comprehensive briefs to the Manager Legal Services as required
- b) Identify any new legislation or trend or practice that may have an impact on the operations of the Bureau.
- c) Develop and maintain a legal and operational compliance catalogue.
- d) Participate in legal compliance monitoring within UBOS and for the NSS.
- e) Participate in legal awareness creation in the Bureau and NSS.

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Agm/HR
10/08/2020

- f) Support contract management at all levels including employment contracts and other contracts.
- g) Attend court sessions whenever required.
- h) Review legal documents to ensure compliance with the relevant legal regimes;
- i) Perform any other duties as may be assigned from time to time.

PERSON SPECIFICATIONS

Qualifications

- An Honour's Degree in Law from a reputable University
- A Post graduate Diploma in Legal Practice from the Law Development Centre, Kampala
- Must be an advocate of the High Court with at least three practicing certificates
- A Masters' Degree in the relevant field would be an added advantage
- A Post graduate Diploma in Public Administration and Management or ICOSA would be an added advantage

Expected knowledge and experience

- A minimum working experience of at least 4 years in a reputable organization at an officer level and above.
- Working knowledge of public administration and management and procurement regulations will be an added advantage.

Desired competencies/Personal Qualities

1. Should be innovative and with a proven high level of integrity.
2. Must have the ability to work independently and in a team.
3. Must have the ability and the drive to achieve results
4. Proven track record of outstanding performance.
5. Possession of excellent interpersonal and communication skills.
6. Possess good administrative and negotiation skills.
7. Excellent analytical skills.
8. Proficiency in the necessary computer packages


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JOB TITLE: Senior Human Resource Officer (Development)
JOB REFERENCE: UBOS/SHRO/- 2020
REPORTS TO: Principal Human Resource Officer
SALARY SCALE: UBOS SP2
EMPLOYMENT TERMS: Permanent

Purpose/Objective

To provide proactive people development support services in accordance with the UBOS Human Resource manual and implement the staff development initiatives and performance management system.

Duties/Key Responsibilities

1. Initiate the staff development initiatives in line with the Human Resource Development Strategy.
2. Guide staff in career development and the development of individual personal development plans.
3. Coordinate the Annual Staff Performance appraisal exercise in line with the Human Resource Manual and prepare the annual staff performance appraisal report.
4. Prepare and regularly update the Staff Induction Manual and management of staff induction programmes.
5. Evaluate the Training programmes of the Bureau so as to inform the subsequent training programme designs and co-ordinate all professional development courses.
6. Identify talent and come up with concrete proposals for talent management.
7. Monitor probation periods and advice employees and managers in relation to this process.
8. Any other Human Resource Development functions as may be assigned by the immediate supervisor from time to time.


PERSON SPECIFICATIONS

Qualifications

- An Honours degree in Human Resource Management or Organizational Psychology. A Post Graduate Training in Human Resource Management will be an added advantage.

OR

- An honours Degree in Social work & Social Administration, Social Sciences, Humanities or any other Human Resource related course and a post graduate Degree in Human Resource Management.


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- Membership to CIPD, HRMAU or other Human Resource professional bodies will be an added advantage.

Expected Knowledge and experience

- A minimum of 3 years' experience as a Human Resource Officer handling the development and management of human resource systems and procedures in a reputable organisation.
- Proven background in developing and implementing the Human Resource Development Strategy.
- Experience in implementing modern performance management systems.
- Proficiency in Ms Office packages.
- Knowledge of computerized Human Resource Management packages.
- Must possess good counselling and guidance skills.
- Paying attention to detail, high level analytical and problem solving skills.

Desired competencies/Personal Qualities

1. She/he must have the ability to lead a motivated team of professional and energized human resource base with a focus on a results oriented based performance.
2. Must be firm but polite and collegial in style; earns respect from 90% of the surrounding team members.
3. Should possess excellent planning and organizational skills; Capacity to translate strategy into action and enable employees know where they are going through the organizational and individual goals.
4. Must be dependable, honest and of impeccable integrity. Should be passionate and have high energy drive with a balanced ego and the drive to achieve results.
5. Ability to meet timelines
6. Good analytical, planning, interpersonal, communication skills are essential.

If you believe you meet the required profile, please submit your application through the **online application system available on the UBOS Website: <https://www.ubos.org/uboshr/public/login>** **Not Later than close of business on the, 21st August, 2020 at 5pm. Hardcopies shall not be accepted.**

All applicants must attach relevant soft copies of academic transcripts, certificates and relevant appointment letters. *(PDF copies maximum 10MB).*

Only shortlisted candidates shall be contacted. All documents tendered in shall be verified with the relevant authorities. Any falsification of documents will lead to prosecution and any form of lobbying and canvassing will lead to automatic disqualification.

UGANDA BUREAU OF STATISTICS IS AN ALL EQUAL EMPLOYMENT OPPORTUNITY ORGANISATION.

MANAGEMENT