

# UGANDA BUREAU OF STATISTICS

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

**13<sup>th</sup> March 2024**

## EXTERNAL ADVERT

### EMPLOYMENT OPPORTUNITY

UBOS is a semi-autonomous agency of Government responsible for maintenance, coordination, supervising and monitoring of the National Statistical System to ensure the collection, analysis and dissemination of standardised statistical information. The Bureau is also mandated as the principal official statistics producing agency in the country.

UBOS will be undertaking the National Housing and Population Census and is therefore seeking dynamic, competent, self-motivated, result oriented, and good team players of strong character and high integrity to fill the positions below; -

<b>JOB TITLE:</b>	<b>Stores Assistant (06)</b>
<b>JOB REFERENCE:</b>	<b>UBOS /SO-NPHC/03/2024</b>
<b>REPORTS TO:</b>	<b>Stores Officer</b>
<b>SALARY SCALE:</b>	<b>UBOS SP4</b>
<b>EMPLOYMENT TERMS:</b>	<b>Contract (6 Months)</b>

#### Job Summary:

Implement systems for safeguarding census assets and stores items in line with UBOS corporate objectives.

#### Key Results Areas

1. Participate in the inspection and receipt of all inventories.
2. Participate in loading and offloading of stock during dispatch and retrieval.
3. Participate in sorting, shelving, and packaging of stock.
4. Participate in engraving/Tagging of Assets and maintain a census inventory database.
5. Ensure timely issuing stock to field Teams and generate weekly reports.

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6. Ensure that stock cards are in place and stores are chronologically arranged/labelled.
7. Ensure timely posting/updating of stock issues and management of census stores records in a bid to provide a high level of accountability in line with the Stores Manual
8. Carry out regular reconciliation between stock records, inventory database, and physical stock.
9. Ensure that stock cards are in place and stores are chronologically arranged/labelled.
10. Ensure the neatness of stores and stock at all times.
11. Participate in the stock taking exercise.
12. Carry out other related duties as may be assigned by the supervisor.

**Minimum Qualifications:**

- A Diploma in Stores Management, Purchasing and supplies, Commerce or Business Administration
- Possession of professional qualifications in procurement and management would be an added advantage

**Experience**

- Should have atleast one (1) years' experience in a similar position.

**Other requirements**

1. Should be a person of high integrity.
2. Ability to communicate clearly and concisely, both orally and in writing
3. Ability to work with minimal supervision.
4. Team Player with high quality inter-personal skills and ability to work under pressure.

  
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**JOB TITLE** : Assistant IT Officer (07)  
**JOB REFERENCE** : UBOS/IT- NPHC/03/2024  
**REPORTS TO** : IT Officer  
**SALARY SCALE** : UBOS SP4  
**EMPLOYMENT TERMS:** Contract (6 Months)

**Job Summary:**

Provide ICT Support to the NPHC 2024 through ICT Training, Systems, and Infrastructure support in accordance with Bureau requirements.

**Key Results Areas:**

1. Carry out Preventive Maintenance and Servicing of ICT Equipment
2. Perform minor ICT hardware diagnostics and repairs.
3. Manage and maintain the access rights to the UBOS servers and applications.
4. Install, configure, and maintain IT systems, operating systems and Active Directory objects and security policies.
5. Develop applications, databases, and interfaces for identified business functionality and reports in line with good programming practices.
6. Review and validate technical requirements of key stakeholders and translate functional specifications into design specifications.
7. Design, write/modify code, test, debug, and document programs', which are tailored to user needs, as packages adapted to support specific user requirements in accordance with agreed specifications.
8. Pack, distribute and install developed software at the end-user's client site in accordance with software installation guidelines.
9. Write test requirements, develop test schedules, perform system testing and review testing plans.
10. Ensure all Software is well documented through its life cycle and develop user guidelines and manuals for the developed solutions.
11. Build and test Application Program Interfaces (APIs) for applications to exchange data.

  
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## **Job Specifications**

### **Minimum Qualifications:**

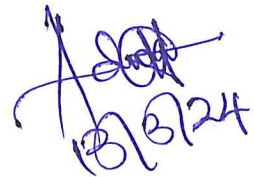
- Degree in Computer science, software engineering, information Systems, Information Technology or a related field
- IT Industry Certifications will be an added advantage.

### **Experience**

- Should have at least One (1) years' experience in a fast paced and robust ICT environment.

### **Other requirements**

1. Ability apply Logic to solve problems.
2. Possess analytical capabilities, excellent attention to detail and good communication skills.
3. Proficiency in High-level programming and related technical skills.
4. Excellent understanding of business processes and constraints.
5. Ability to work with Programming languages: C/C++, Java, PHP, python.
6. Possess knowledge of relational database systems MS SQL Server, MySQL.

  
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**JOB TITLE** : Administrative Assistant (02)  
**JOB REFERENCE** : UBOS/AA-NPHC/03/2024  
**SALARY SCALE** : UBOS SP4  
**REPORTS TO** : Administrative Officer  
**EMPLOYMENT TERMS** : Contract (6 Months)

**Job Summary:**

Provide day to day administrative and logistical support and data management services support to Administration Department.

**Key Results Areas**

1. Open and close the processing center.
2. Supervise the cleaners at the processing center.
3. Provides any other administrative support to ensure efficient operations at the processing center.
4. Maintain physical and digital filing systems.
5. Answers phone calls and directs callers to appropriate personnel, schedules appointments, signs for incoming packages, and assists clients and other visitors.
6. Coordinates logistics for meetings, including room setup and catering.
7. Operates and maintains office equipment at the data processing center, including printers & copiers
8. Works with maintenance staff and outside vendors to ensure equipment at the data processing center is in good working order and supplies are always on hand.
9. Works closely with other administrative staff and supports other colleagues in providing them with drinking water and tea.
10. Undertake regular inspection of the furniture and fittings and reports to the officer in charge.

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**Minimum requirements**

- Diploma in Business Administration, Public Administration, or any other relevant qualification.

**Experience**

- At least one (1) years' experience in the field of administration.

**Skills**

- Computer literate, able to use Microsoft office Applications (MS Excel, MS Word, Power point)

**Behavioral attributes**

- Excellent communication, planning and organising skills.
- Interpersonal teamwork skills.
- Ability to multitask.

  
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## **MODE OF APPLICATION**

If you believe you meet the required profile, please see the job details on the UBOS Website and 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 26<sup>th</sup> March, 2024 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**

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**MANAGEMENT**