



# UGANDA BUREAU OF STATISTICS

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In any correspondence on  
this subject please quote **UBOS/40/4/10**

**24<sup>th</sup> June 2024**

## EXTERNAL ADVERT

### EMPLOYMENT OPPORTUNITIES

UBOS is an 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.

The Bureau intends to conduct the **Post Enumeration Survey (PES)**. It is therefore seeking to recruit highly competent, motivated, results oriented, dynamic, team players of good character and high integrity to carry out the exercise.

**JOB TITLE** : **Data Matching Editing Supervisor (03)**  
**JOB REFERENCE** : UBOS/DMES/PES/06/24  
**REPORTS TO** : Statistician  
**EMPLOYMENT TERMS** : Temporary (Two Months)

#### Job Summary:

To undertake effective PES supervision of the enumeration exercise in the assigned supervision area.

#### Key Result Areas

1. Attend and participate in all training sessions
2. Scrutinize data edited by the matching staff
3. Scrutinize records that have not matched and compile a list for the reconciliation visit(s).
4. Supervise field reconciliation visits
5. Maintain all PES materials/equipment assigned in perfect working condition
6. Assign work to the matching staff
7. Compile a PES 2024 editing, matching and reconciliation report
8. Handover the PES materials and tools to the immediate supervisor immediately after the enumeration exercise.
9. Perform any other functions for the PES as may be assigned from time to time

**Minimum Qualifications:**

- Bachelor's degree in Statistics, BSc in Quantitative Economics, Computer Science or IT.

**Experience:**

- 3 Months experience of continuous Data Editing

**Skills and other attributes**

- Practical experience of at least one years as a statistician / Editor with a credible Organisation.
- Good knowledge of statistical packages and applications especially STATA, Excel and Computer Assisted Personal Interview applications.
- Data management skills.
- Excellent interpersonal and communication skills.
- Ability to work effectively with minimal supervision
- Ability to communicate clearly and concisely, both orally and in writing
- Must be available exclusively for the PES activity.
- Working experience in compiling statistics from a reputable organization is an added advantage.

**JOB TITLE** : **Data Matching Editor (20)**  
**JOB REFERENCE** : UBOS/DME/PES/06/24  
**REPORTS TO** : Data Matching Editing Supervisor  
**EMPLOYMENT TERMS** : Temporary (Two Months)

**Job Summary:**

To undertake effective PES Data Matching exercise as assigned by the supervisor.

**Key Result Areas**

1. Attend and participate in all training sessions
2. Editing of all PES data for completeness in sample, Households and variables
3. Match NPHC 2024 households' records against the PES 2024 households
4. Identify and report unmatched records
5. Maintain all PES materials/equipment assigned in perfect working condition
6. Conduct household interview during the reconciliation visits.
7. Handover the PES materials and tools to the immediate supervisor immediately after the enumeration exercise.
8. Perform any other functions for the PES as may be assigned from time to time

  
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**Minimum Qualifications:**

- Uganda Advanced Certificate of Education.
- A credit in Mathematics and English at O-level.
- Qualification in Computer applications is an added advantage.

**Experience:**

- 3 Months experience of continuous Data Editing

**Skills and other attributes**

- Practical experience of at least three months of continuous data editing
- Good computer knowledge.
- Data processing skills.
- Excellent interpersonal and communication skills.
- Ability to work effectively with minimal supervision
- Ability to communicate clearly and concisely, both orally and in writing
- Must be available exclusively for the PES activity.

**JOB TITLE** : **Enumerators (1,000)**  
**JOB REFERENCE** : UBOS/EN/PES/06/24  
**REPORTS TO** : Parish Supervisor  
**EMPLOYMENT TERMS** : Temporary (One Week)

**Job Summary:**

To conduct post enumeration census in all the Enumeration Areas assigned.

**Key Result Areas**

1. Attend and participate in all training sessions.
2. Collect information using a tablet on all persons and households in the assigned EA following instructions given.
3. Transmit all collected data to the server on a daily basis.
4. Notify the parish supervisor of the field progress on a daily basis.
5. Prepare an end of assignment report at the end of the enumeration exercise.
6. Maintain all PES materials/equipment assigned in perfect working condition.
7. Handover the PES materials and tools to the immediate supervisor immediately after the enumeration exercise.
8. Perform any other functions for the PES as may be assigned from time to time

**Minimum Qualifications:**

- Should possess at least an A - level Certificate or its equivalent.

  
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### **Experience:**

- Participation in National Surveys and Censuses
- Those who participated during the conduct of the National Population and Housing Census (NPHC) 2024 should **NOT** apply.

### **Skills and other attributes**

- Must have a National Identity Card.
- Aged between 18 and 50 years.
- Must have NOT participated in NPHC 2024
- Knowledge in basic computer applications.
- Should be responsible citizens of good character and integrity.
- Must ordinarily be a resident of the District they wish to work in.
- Must have good communication skills.
- Must have good public relations.
- Must possess a smartphone.
- Must have a phone number that is registered on Mobile Money in their **OWN NAMES** matching names on the national ID.
- Must be available exclusively for the PES activity

### **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://censusrecruitment.ubos.org> Not Later than close of business on the, 01<sup>st</sup> July 2024 at 5pm. Hardcopies shall not be accepted.**

### **INSTRUCTIONS TO APPLY**

- **Create an Account:**  
Go to the account creation page. Enter a valid email address for future communications.
- **Verify Your Email:**  
Check your inbox for a confirmation email. Click the confirmation link to activate your account.
- **Log In:**  
Use your registered email and password to log in.
- **Navigate to Vacancies:**  
After logging in, you'll be directed to the Job Vacancies page.
- **Choose a Job:**  
Browse available jobs. Click "Details" for more information on each vacancy.
- **Review Eligibility and Requirements:**

  
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Ensure you meet the specified criteria and skills for the job.

- **Application Process:**

Click "Apply Now" for the job you're interested in.

- **Fill Out the Form:**

Enter your personal data, educational qualifications, relevant training, employment history, and referees. Ensure you use your national ID and a phone number that is registered in your name.

- **Accept Terms:**

Agree to the declaration to proceed with your application.

- **Finalize and Logout:**

After completing your application, remember to log out. You can return later for edits if necessary.

- **Note:**

Application Notice: You will be considered only for the positions you've applied for. Ensure you complete your applications on the Job Vacancies page.

***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**  
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