



UGANDA BUREAU OF STATISTICS

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UBOS /10/2/1

In any correspondence on
this subject please quote No:

January 23, 2019

VACANCY ANNOUNCEMENT

The Uganda Bureau of Statistics (UBOS) is a semi-autonomous body established by the Uganda Bureau of Statistics Act, 1998, to promote the production of reliable official statistics and ensure the development and maintenance of the National Statistical System (NSS). The mandate of the Bureau is the production, coordination and dissemination of official statistics.

The Bureau intends to conduct a survey to develop the Master List of Education institutions in Uganda (MEIU) 2019. It is therefore seeking to recruit highly competent, motivated, results oriented, dynamic, team players of good character and high integrity to lead the business in the various positions indicated below:

DIRECTORATE OF POPULATION AND SOCIAL STATISTICS

Job Title	: Field Supervisor (30)
Job Ref	: UBOS/EDU/FS/1/19
Terms of Employment	: Temporary for a period of two months
Salary Scale	: UBOS Scale
Reporting	: Senior Statistician- Social Statistics

DUTIES /KEY RESPONSIBILITY:

1. Responsible for the quality and accuracy of the information collected by the enumerators
2. Organize, deploy interviewer to their work stations on daily basis and direct the field workers
3. Make all the necessary preparation for all survey /materials allocated to the team for field work
4. Control the field activity for the team, meeting daily with the enumerator to discuss issues of the day.


23/01/19

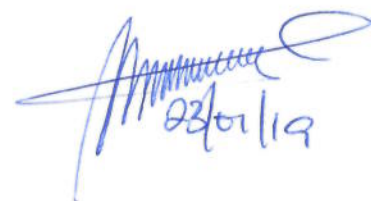
5. Initiate contacts with the local authorities to inform them about the purpose of the survey and obtain permission in order to facilitate implementation of field activities.
6. Liaise with UBOS supervision to ensure successful implementation of the field activity.
7. Edit all completed questionnaires in the field before leaving the enumeration area
8. Conduct regular review sessions with each interviewer and make an appraisal report to the Human Resource and Senior Statistician.
9. Supervise the appraisal process for the field interviewers and present the performance field report to Human Resource through his /her supervisor.
10. Submit duly completed questionnaires to the Senior Statistician in charge of the project.

MINIMUM ACADEMIC QUALIFICATIONS AND OTHER REQUIREMENTS

- At least Diploma or the equivalent and must have scored a credit in **Mathematics' and English at O' Level.**
- Must be fluent, both written and oral, in at least two local languages:
- Should have participated in data collection exercises for at least one year.
- Age limit; 25 years and above but not exceeding 45 years.
- At least one year's cumulative demonstrated experience as a field worker in a national survey, with evidence.
- Prior use of computers or other digital devices for data collection is an added advantage;

SKILLS

- Ability to conduct interviews and record data accurately.
- Knowledge of overall data management is an added advantage.
- Ability to work independently with minimum Supervision.
- Ability to communicate clearly and concisely, both orally and in writing
- Attention to detail.
- Sound judgment to identify and report field problems to his/her supervisor.
- High quality inter-personal skills.



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Job Title : **Field Interviewers / Enumerators (120)**
Job Ref : **UBOS/EDU/FI/1/19**
Terms of Employment : **Temporary for a period of two months**
Salary Scale : **UBOS Scale**
Reporting : **Field Supervisor**

DUTIES /KEY RESPONSIBILITY:

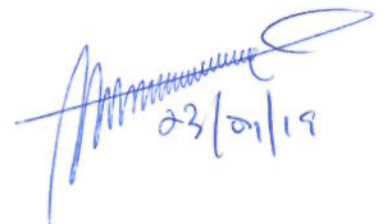
1. Administer the respective questionnaire to all selected institutions by interviewing heads of education institutions and collecting the required information.
2. Ensure that all questionnaires are filled accurately
3. Edit and cross check errors in the collected data
4. Write field reports and check errors in the data collected
5. Responsible for all survey equipment/materials allocated to them.
6. Ensure confidentiality of the data collected.
7. Submit duly completed questionnaires to the field supervisor.
8. Any other duties assigned from time to time by the field supervisor in relation to work.
9. Ensure appraisal performance field report is submitted to human resource through your supervisor

MINIMUM ACADEMIC QUALIFICATIONS AND OTHER REQUIREMENTS

- A minimum of Uganda Advanced Certificate of Education with credit in Math's and English at 'O' Level as a must or its equivalent.
- At least one year's cumulative experience as a field worker in a national survey, with evidence.
- Must be fluent, both written and oral, in at least two local languages.
- Age limit; 22years and above but not exceeding 45 years.
- Prior use of computers or other digital devices for data collection is an added advantage.

SKILLS

- Ability to conduct interviews and record data accurately.
- Knowledge of overall data management is an added advantage
- Ability to work independently with minimum supervisor.
- Ability to communicate clearly and concisely, both orally and in writing
- Attention to detail.
- Sound judgment to identify and report problems to supervisors
- High quality inter-personal skills.



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Job Title	: Office Editors/ Statistician (10)
Job Ref	: UBOS/UBI/OE/01/19
Terms of Employment	: Temporary for a period of two months
Salary Scale	: UBOS Scale
Reporting	: Senior Statistician- Social Statistics.

DUTIES /KEY RESPONSIBILITY:

1. Run tables and check for inconsistencies in the data
2. Edit and code questionnaires.
3. Validate the data, sort and batch questionnaires.
4. Write field reports and check errors in the collected data.
5. Monitoring coverage and providing online support to the field staff.
6. Ensure consistency of data collected.
7. Test the Tabulation Plan for the MEIU Analytical Report.
8. Closely work with the field supervisors to ensure high quality of the data collected.
9. Carry out office editing, review and edit the data sets to identify and rectify any field related errors.
10. Submit duly completed questionnaires to the statistician in charge of the project.

MINIMUM ACADEMIC QUALIFICATIONS AND OTHER REQUIREMENTS

- Must have a Bachelor of Statistics, Quantitative & Economics, Population Studies or related field and must have scored a credit in Math's and English at 'O' Level.
- Must be knowledgeable of CPro and STATA.
- Experience in large survey data editing and analysis will be preferred but not mandatory.
- Ability to work under pressure and able to work with the communities.
- 1 year cumulative demonstrated working experience as a Field Editor or Data Editor.
- Must be fluent, both written and oral, in at least two local languages.
- Age limit; 25 years and above but not exceeding 45 years.
- Prior use of computers or other digital devices for data collection is an added advantage.

SKILLS

- Ability to conduct interviews and record data accurately.
- Knowledge of overall data management is an added advantage.
- Ability to work independently with minimum direction.
- Ability to communicate clearly and concisely, both orally and in writing
- Attention to detail.
- Sound judgment to identify and report problems in the questionnaire/reports to the Senior Statistician.
- High quality inter-personal skills.

MODE OF APPLICATION:

If you believe you fit the required profile, please submit your application through the **online application system available on the UBOS Website: www.ubos.org** using this link. <https://bit.ly/2OTwYR9>

Not Later than close of business on Wednesday 30 January, 2019 at 5pm. No hardcopies shall be submitted.


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

Only shortlisted candidates shall be contacted. All tendered in document will 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.

Note: Supervisors shall be identified after all successful candidates have undergone training.

UGANDA BUREAU OF STATISTICS IS AN ALL EQUAL EMPLOYMENT OPPORTUNITY ORGANISATION

MANAGEMENT



23/1/19