



UGANDA BUREAU OF STATISTICS

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

April 4, 2022

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 is seeking dynamic, competent, self-motivated, result oriented, and good team players of strong character and high integrity to fill the positions below;-

JOB TITLE: **Head of Department, Data Capability (1)**
JOB REFERENCE: UBOS/HoDDC/07/2021
REPORTS TO: Director Digital Solutions and Data Capability
SALARY SCALE: UBOS SP1
EMPLOYMENT TERMS: Permanent

Job Summary:

To ensure Statistical databases are up and full-time running smoothly with a goal of providing a seamless flow of information throughout UBOS, considering both back-end data structure and front-end accessibility for end-users. The job holder is responsible for technical execution on systems design; database development; Geo Information Systems, Dissemination and Communication portals.

Key Results Areas

1. Design and implement database systems of high performance and quality including the National Statistical Databank
2. Update website specifications and resolve technical issues.
3. Implement business intelligence and analytics solutions and develop applications for disseminating statistical products riding on trending options like info graphics, spatial data analytics, and dashboards

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4. Manage the integration and usage of Geo-information System capabilities for statistical production and dissemination
5. Implement formal data governance approach and increase maturity of enterprise data capability and environment.
6. Ensure Databases are well structured and develop secure procedures for data management with attention to all technical details
7. Undertake capacity building in data management in a proactive and reactive manner to users
8. Administration and Human Resource management of the Department

Job Specifications

Qualifications:

- A Master's Degree in Information Technology, Computer Science, Geographical Information Systems or other information Systems.
- A Bachelor's Degree in Information Technology, Computer Science, Information Systems, Statistics, Natural Sciences or Geography.
- IT Industry Certifications with a bias to software development / engineering eg. Microsoft Certified Solutions Developer, Certified Software Development Professional will be an added advantage
- Post graduate training in Geographical Information Systems (GIS) or Management will be an added advantage.

Experience

- At least 10 years of proven working experience in ICT or GIS, three of which should have been at a level of Principal Officer from a public institution or large reputable organisation.
- Extensive experience in building web pages from scratch or Arc GIS applications is preferred.

Competencies and Knowledge

- Proven working experience as a Database Administrator
- In-depth knowledge of at least one programming language: Javascript, Ruby or PHP.
- Previous experience with DBA case tools (frontend/backend) and third party tools
- Experience in developing of mobile data collection applications
- Excellent knowledge of data backup, recovery, security, integrity and SQL
- Familiarity with database design, documentation and coding
- Familiarity with master data management
- Expertise in key data management and communication principles in a sensitive and complex environment

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Behavioural attributes

- Strong leadership and Management Skills,
- Excellent Interpersonal, people management, presentation and team playing skills.
- Communication skills
- Problem solving skills and ability to think algorithmically
- Exemplary and honest character, integrity, energy, dynamism

JOB TITLE: **Head of Department, Human Resource (1)**
JOB REFERENCE: UBOS/HoDHR/03/2022
REPORTS TO: Director Corporate Service
SALARY SCALE: UBOS SP1
EMPLOYMENT TERMS: Permanent

Job Summary:

To manage, supervise and provide support in the management and development of Human resources, Performance Management and Staff Development that are necessary to retain and maintain a motivated, skilled, competent and committed workforce that shares in the success of the organization.

Key Results Areas

1. Develop and manage HR budgets and work plans and monitor their effective implementation.
2. Prepare and implement succession plans for optimizing organizational growth, effectiveness and retention of organizational knowledge.
3. Develop and review human resource management policies, strategies, procedures and terms and conditions of service.
4. Evaluate the adequacy of the human resources and plan for recruitment accordingly.
5. Manage and monitor the effective implementation of the UBOS performance management system.
6. Develop and guide the Human resource development strategy with the relevant interventions for capacity development and implement a cost-effective UBOS consolidated training plan in line with the strategy of the Bureau.
7. Management of the payroll according to the payroll management cycle.
8. Design and implement appropriate pay, benefit, incentive, and severance systems and programs.
9. Design and administer systems and programs that support motivation and retention (Monetary and non-monetary).
10. Align the UBOS Human Resource Manual to comply with the laws and regulations regulating employment in Uganda.
11. Guide and oversee handling of staff grievances, investigations, follow up on disciplinary proceedings and manage employee relations.
12. Develop and implement policies and codes of conduct and counsel staff where necessary.
13. Examine and provide guidance on potential HR related risks threats to the organization.

14. Maintain and manage Staff bio data in line with the UBOS policy and relevant laws.
15. Manage post-employment programs in line with the HR Manual

Job Specifications

Qualifications:

- A Master's Degree in Human Resource Management, Organizational Psychology or Public Administration & Management (Majoring in Human Resource Management)
- An honors Bachelors' Degree in Human Resource Management or Organizational Psychology

OR

- An honors Degree in Social work & Social Administration or Social Sciences with a Master's Degree in Human Resource Management.

Professional Membership

1. Membership to professional associations like HRMAU is a must.
2. Professional qualifications like CIPD, SHRM, SPHRi and CHRA will be an added advantage

Experience

- At least 10 years of proven working experience in Human Resource Management, three of which should have been at a level of Principal Officer from a public institution or large reputable organisation.

Competencies and Knowledge

- Good knowledge of existing National and International labour laws and regulations, and Government of Uganda systems and procedures on human resource matters

Behavioural attributes

- Strong leadership and Management Skills,
- Excellent interpersonal, people management, presentation and team playing skills.
- Communication skills
- Problem solving skills and ability to think strategically
- Exemplary and honest character, impeccable integrity, energy, dynamism
- Passionate, high energy drive, a balanced ego and the drive to achieve results
- Highly organized, resourceful and professional.

MODE OF APPLICATION:

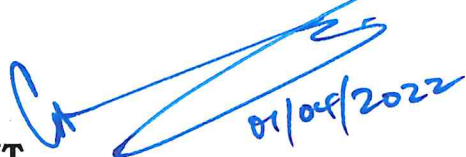
If you believe you meet the required profile, please see the job details on the UBOS Website and submit your application through the **online application system available on the UBOS Website: <https://www.ubos.org/uboshr/public/login>** **Not Later than close of business on the, 19th April, 2022 at 5pm. 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 tendered in documents 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


01/04/2022