

UGANDA BUREAU OF STATISTICS

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In any correspondence on
this subject please quote No:

UBOS/10/2/1

19th October 2023

EXTERNAL ADVERT

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 National Human Resource Survey (NHRS) 2023**. It is therefore seeking to recruit highly competent, motivated, results oriented, dynamic, team players of good character and high integrity to carry out the survey.

DIRECTORATE OF METHODOLOGY AND STATISTICAL COORDINATION SERVICES

Job Title : SUPERVISORS(16) – Listing
Job Ref : UBOS/NHRS/SUL/23
Terms of Employment : Temporary for a period of 2 months
Reporting : Statistician

KEY DUTIES / RESPONSIBILITIES

- Responsible for the quality and accuracy of the information collected by the enumerator.
- Organize and deploy the interviewer to their workstations on daily basis and direct the field workers.
- Make all the necessary preparations for the survey / materials allocated to the team for fieldwork.
- Control field activities for the team, meeting daily with the enumerators to discuss issues of the day.
- Conduct regular review sessions with interviewers.

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19/10/23

MINIMUM ACADEMIC QUALIFICATIONS

- Should have a minimum qualifications of "A" Level certificate.
- At least a credit in Maths and English at "O" Level.

EXPERIENCE

- Conducting surveys and censuses

SKILLS AND OTHER ATTRIBUTES

- Should have proven organisational skills and ability to mobilise.
- Must have effective communication skills.
- Must have leadership and team building skills.
- Must have good public relations.
- Aged between 25 and 50 years.

Job Title : LISTERS (32)

Job Ref : UBOS/NHRS/LI/23

Terms of Employment : Temporary for a period of 2 months

Reporting : Supervisors

KEY DUTIES / RESPONSIBILITIES

- Participate in all training sessions.
- Collect information on all the persons, households, in the assigned Enumeration Areas.
- Ensure that all households in the EAS have been listed.
- Ensure that all the Survey materials/equipment are properly handled, used and returned to the supervisor after the listing exercise.
- Document any challenges and report immediately
- Perform any other functions for the Survey which the immediate Supervisor may assign from time to time.

MINIMUM ACADEMIC QUALIFICATIONS

- Should have a minimum qualification of "A" Level certificate.
- At least a credit in English and Mathematics at "O" level.

EXPERIENCE

- Previous experience in household listing

SKILLS AND OTHER ATTRIBUTES

- Must have legible and neat handwriting.
- Must be of good conduct and responsible citizens and of sound mind.
- Should be a socially acceptable person.
- Aged between 20 and 45 years old.
- Be fluent in at least one of the main local languages.


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Job Title : SUPERVISORS (16)
Job Ref : UBOS/NHRS/SUE/23
Terms of Employment : Temporary for a period of 6 months
Reporting : Statistician

KEY DUTIES / RESPONSIBILITIES

- Participate in all training sessions for the NHRS.
- Ensure that all information on all the assigned EAs, MDAs, HLGs is correctly and fully collected.
- Ensure that all the survey materials/equipment are properly handled, used and returned the Centre.
- Document any challenges and report immediately
- Perform any other functions for the Survey which the immediate Supervisor may assign from time to time.
- Each team Supervise will be in charge of supervising the assigned Enumerators.

MINIMUM ACADEMIC QUALIFICATIONS

- Should have a minimum qualification of "A" Level certificate.
- At least a credit in English and mathematics at "O" level.

EXPERIENCE

- In conducting surveys and censuses

SKILLS AND OTHER ATTRIBUTES

- Must have a legible and neat handwriting.
- Must be of good conduct and responsible citizens
- Should be of sound mind.
- Aged between 25 and 50 years


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Job Title : ENUMERATORS (80)
Job Ref : UBOS/NHRS/EN/23
Terms of Employment : Temporary for a period of 6 months
Reporting : Supervisors

KEY DUTIES / RESPONSIBILITIES

- Participate in all training sessions.
- Collect information on all the persons, households, in the assigned areas (EAs, MDAs, HLGs, etc).
- Ensure that all the Survey materials/equipment are properly handled, used, and returned to the supervisor after the enumeration exercise.
- Document any challenges and report immediately
- Perform any other functions for the Survey which the immediate Supervisor may assign from time to time.
- Locate the structures and households in the samples assigned.

MINIMUM ACADEMIC QUALIFICATIONS

- Should have a minimum qualification of "A" Level certificate.
- At least a credit in English and mathematics at "O" level.

EXPERIENCE

- Conducting surveys and censuses
- Use of computer or other digital devices for data collection exercise

SKILLS AND OTHER ATTRIBUTES

- Must be of good conduct and responsible citizens.
- Must have a legible and neat handwriting.
- Aged between 20 and 45 years old.
- Should be a socially acceptable person.
- Be fluent in at least one of the main local languages.
- Should be of sound mind.
- Computer literacy
- Good Inter – personal skills.


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Job Title : EDITORS / STATISTICIANS (4)
Job Ref : UBOS/NHRS/ES/23
Terms of Employment : Temporary for a period of 12 months
Reporting : Senior Statistician

KEY DUTIES / RESPONSIBILITIES

1. Develop data analysis, validation, and tabulation programs; and produce tables in line with tabulation schemes for the NHRS.
2. Develop survey analysis procedure including Co-efficiency of Variations (CVs) and sampling errors for the NHRS data.
3. Design batch edits and data editing checks.
4. Document common errors in data processing and ensure that the field teams are informed.
5. Any other duties as may be assigned by the Supervisor.

MINIMUM ACADEMIC QUALIFICATIONS

- Bachelor's Degree in Statistics, Statistics & Economics, Quantitative Economics and Business Administration
- Post graduate training will be an added advantage.
- Membership to a statistical professional body will also be an added advantage.

EXPERIENCE

1. Practical experience of at least two years as a statistician / Editor with a credible organisation.
2. Practical experience in compiling statistics of at least one year with a credible organisation
3. Good knowledge of Statistical concepts
4. A good understanding of the principles of survey design and data collection methods.
5. Good Knowledge and appreciation of statistical techniques including their application especially STATA, Excel and Computer Assisted Personal Interview application.
6. Practical working knowledge in survey methodologies and statistical analysis of household data.
7. Working experience in compiling statistics from a reputable organization is an added advantage.

SKILLS AND ATTRIBUTIES

- Data management skills
- Excellent interpersonal and communication skills.


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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:** <https://www.ubos.org/uboshr/public/login> **Not Later than close of business on 27th October 2023 at 5pm.**

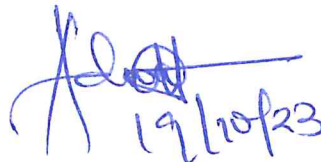
Hardcopies shall not be accepted.

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.

NB: Please note that staff on currently running projects are NOT eligible to apply.

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MANAGEMENT