



UGANDA NATIONAL BUREAU OF STANDARDS

P.O. BOX 6329 KAMPALA

TEL: 256-0417 -333250/1

E-MAIL info@unbs.go.ug

WEBSITE www.unbs.go.ug

INTERNAL ADVERTISEMENT

Uganda National Bureau of Standards (UNBS) is an Agency responsible for Standardization, Quality Assurance, Metrology and Laboratory Testing (SQMT) with the objective of facilitating fair trade, promoting local industries and protecting the health and safety of consumers and environment.

UNBS is seeking internally for a highly motivated candidate, result-oriented and qualified professional with integrity for employment on a three-year renewable contract depending on satisfactory performance to fill the following positions;

- 1. Principal Administrative Officer – 1 Position**
- 2. Senior Human Resource Officer – 1 Position**
- 3. Senior Systems Administrator - 1 Position**
- 4. Senior Procurement Officer – 1 Position**
- 5. Senior Public Relations Officer – 1 Position**

UNBS is an equal opportunities employer and women are particularly encouraged to apply.

The details of this Job Advert are on the UNBS website: www.unbs.go.ug

Mode of Application

Interested persons with the requirements are encouraged to apply as per the guidance below;

- i) Please follow the link; <https://hrm.unbs.go.ug/jobs/apply>
- ii) Use your email address for registration
- iii) Fill in all tabs as per the application as required
- iv) Attach your updated CV with mobile telephone numbers indicated, copies of academic qualifications and national identity card under the tab for documents
- v) Complete your application by clicking 'submit application'
- vi) No hand delivered applications will be received

Please NOTE:

- ✓ *Any form of canvassing will lead to automatic disqualification.*
- ✓ *UNBS does not request for any payments at any stage of recruitment and review process*
- ✓ *Only shortlisted candidates will be contacted*
- ✓ *Applications are open from **17th to 31st March 2023**, 5.00pm.*

1. Principal Administration Officer – 1 Position

Reporting to the Manager Finance and Administration, the successful candidate will perform the following duties;

- Develop a framework for maintaining Bureau's assets and installations through contract management of the contracted service providers.
- Establish and maintain an effective asset management system
- Coordinate and provide guidance on all construction projects and ensure that they are within the approved strategic plan and also adhere to PPDA regulations
- Maintain and ensure proper and effective utilisation of utilities
- Coordinate UNBS fleet management and establish a framework for its effective utilisation and maintenance.
- Maintain an up-to-date register of all contracted services and ensure timely procurement for any administrative services to avoid service gaps.
- Coordinate the maintenance of the Bureau work environment to standard through effective supervision and coordination of contracted firms.
- Effectively supervise all administrative and support staff in the division

QUALIFICATIONS AND OTHER REQUIREMENTS

- Master's Degree in Business, Management, Public Administration or any other related qualification from a recognized University/Institute
- Honours degree in Business/ Public Administration, management or in any science related field from a recognized University/Institute
- Minimum of 8 years' working experience with work involving Administrative roles, 3 of which at senior level
- Certificate in Administrative Law is an added advantage

Interested candidates should also;

- Be computer literate with excellent skills in MS Word, Excel, PowerPoint and the Internet applications
- Possess hands-on supervisory competencies with capacity to multi-task and deliver results efficiently with minimal supervision
- Have proven people leadership and functional management competencies with hands-on skills in Risk Management and internal controls functional areas

The successful candidate must have a high level of integrity and professionalism, Communication, Teamwork and Analytical skills and needs to be a team player, an excellent communicator with good oral communication and presentation skills.

2. Senior Human Resource Officer - Administration (1 Position)

Reporting to the Manager Human Resource Department, the successful candidate shall be required to perform the following duties;

MAIN DUTIES AND RESPONSIBILITIES

- Coordinate and implement the recruitment process, supervise the deployment of staff, and staff welfare management in line with the HRM
- Participate in reviewing the UNBS staff welfare policies and procedures, monitor /coordinate its implementation and provide professional guidance in line with the HRM.
- Develop tools to monitor and supervise the implementation of welfare services and programs
- Provide continuous guidance, assessment, coaching, and counselling of staff as may be required, in line with the Human resources manual
- Review and make recommendations of UNBS reward system in line with the UNBS Human Resource policy.
- Coordinate and advocate for the development and implementation of changes and improvements in the staff welfare services
- Profile existing vacancies, advise on recruitment as per Recruitment plan and create Data banks for all applications for reference purposes
- Participate in matters pertaining to Investigations, disciplinary process and grievance procedures.
- Compile and analyse quarterly statistical reports about staff recruitments in line with the recruitment policy.
- Supervise the performance of welfare Assistants in line with UNBS performance Management system to ensure efficient performance and productivity of staff.
- Coordinate, supervise and monitor contracted HR services in line with procurement guidelines
- Prepare periodic Performance reports for HR Administration and Welfare

QUALIFICATIONS AND OTHER REQUIREMENTS

Interested candidates should possess;

- Honours Degree in either Human Resource Management, Industrial Psychology, Business Administration (Human Resource Management option), SWSA, Social Sciences or related qualifications from a reputable and recognized University/Institution
- Minimum of 5 years' working experience in human resource management in a reputable firm or Institution, 3 of which at Officer level.
- Post Graduate Diploma in Human Resource Management or related field is essential

Interested candidates should also;

- Be computer literate with excellent skills in MS Word, Excel, PowerPoint and the Internet applications
- Possess hands-on supervisory competencies with capacity to multi-task and deliver results efficiently with minimal supervision
- Have proven people leadership and functional management competencies with hands-on skills in Risk Management and internal controls functional areas

The successful candidate must have a high level of integrity and professionalism, Communication, Teamwork and Analytical skills.

3. Senior Procurement Officer

Reporting to the Principal Procurement Officer, the successful candidate shall be required to perform the following duties;

- Draft and submit the initial annual procurement and disposal plans to the supervisor in line with the Organizations' work plans and budgets.
- Follow up the progress of the implementation of the approved procurement and disposal plan and generate periodic reports in line with the PPDA rules, regulations & guidelines
- Participate in the Preparation and evaluation of bids/ proposals for procurements in line with PPDA rules, regulations & guidelines
- Monitor contract implementation and compliance in line with the public procurement guidelines
- Cultivate and enhance relationships with suppliers to optimize supplier performance in line with PPDA rules, regulations & guidelines & UNBS policies
- Participate in the development of the PDU annual, quarterly and monthly budget, work plans and targets

- Supervise staff performance of Procurement Officers staff in PDU and ensure that targets, plans and outputs are achieved within schedules and budgets and regularly review their performance during performance review meetings and annual performance appraisal.
- Prepare monthly, quarterly and annual budgets and reports on activities of the department and progress on implementation of work plans

QUALIFICATIONS AND OTHER REQUIREMENTS

Interested candidates should possess;

- Honours degree in Commerce, Economics, Business Administration or Procurement/purchasing from reputable and recognized University/Institute
- Working experience of 5 years in a related field from a reputable organization 3 of which at Officer level
- Be in Possession of professional qualifications in CIPS, ISCM, Logistics Management

Proven Supervisory skills, high level of integrity and professionalism, Communication, Teamwork, Negotiation and contract Management skills and must be computer literate with skills in MS Word, Excel, PowerPoint, and the Internet applications

4. Senior Systems Administrator - 1 Position

Reporting to the Manager ICT; the successful candidate shall serve as a Senior Systems Administrator and be required to perform the following duties;

- Ensure the availability, security, and reliability of UNBS ICT systems and networks, performing highly complex duties in the design, development, installation, upgrade, integration and administration of the Bureau's ICT infrastructure.
- Monitor systems and networks for security breaches and other issues and implement appropriate measures to prevent and mitigate them.
- Develop and implement disaster recovery plans to ensure business continuity in the event of system failures or other disasters.
- Troubleshoot and resolve complex technical issues related to systems and networks, and provide support to other IT staff as needed.
- Manage all aspects of network security (load balancers, WAF, VPNs, and firewalls).
- Designs, develops, installs, configures, maintains and troubleshoots the VoIP System
- Maintain and monitor all patch releases, develop multiple patch installation procedures, and keep all systems up to date in accordance with NIST standards.

- Provide training and guidance to junior IT staff to develop their skills and knowledge in system and network administration.

QUALIFICATIONS AND OTHER REQUIREMENTS

- Possession of a Bachelor's degree in Computer science, Information technology, Telecommunications Engineering or a related field.
- A Post graduate qualification in Computer Science, Software Engineering, Computer Engineering, IT, or a related field
- Relevant systems and networks certifications, such as CCNA, Microsoft Azure, or VCP, are required.
- Relevant security certifications, such as CISA, CISM, CEH, and CompTIA Security+, are required.
- Minimum of 5 years of experience in systems and network administration role in public organizations.
- Linux system administration with in-depth knowledge of Linux, including RedHat, CentOS, Ubuntu, Rocky Linux, and Debian, as well as security hardening and testing concepts are required.
- Windows administration, including active directory, SSO, GPO, SCCM, MS Exchange, and security hardening and testing concepts are required.
- Digium-Certified Asterisk Professional (dCSE) certification is a must
- Working knowledge of MySQL and/or MariaDB
- Understanding of VMware and SAN administration and concepts
- Extensive knowledge of Shell, Perl, and/or Python scripting
- Thorough understanding of protocols such as DNS, HTTP, LDAP, SMTP, and SNMP

The successful candidate must have a high level of integrity and professionalism, Communication, Teamwork and Analytical skills and needs to be a team player, an excellent communicator with good oral communication and presentation skills.

5. Senior Public Relations Officer

Reporting to the principal Public Relations Officer, the successful candidate shall serve as Senior Public Relations Officer and be required to perform the following duties

- Participate in the implementation of public relations programs aimed at creating and maintaining a favorable public image of UNBS
- Develop and monitor media relations including scheduling press conferences, talk shows and press reception with media houses.

- Produce multimedia content on the Bureau's activities and other materials to promote a positive image of the Bureau.
- Produce annual company newsletters, brochures, calendars and posters
- Participate in developing and implementing strategies for branding and marketing the bureau services.
- Organize events including press conferences, exhibitions, publicity workshops, etc.
- Spearhead the preparation and production of UNBS publicity materials i.e. brochures, handouts, website content, direct mail leaflets, promotional videos, photographs, films and multimedia programmes.
- Propose innovative ideas for promoting the institution through use of online marketing tools and other cost effective means to ensure visibility of the UNBS mandate and programs
- Prepare monthly, quarterly and annual reports on activities of the unit and progress on implementation of work plans
- Perform any other duties as required by your supervisor in relation to the approved work plan.

REQUIRED QUALIFICATIONS & COMPETENCIES

- Honours degree in Marketing, Mass Communication, Journalism Or Public Relations from a Reputable and Recognized University/Institution.
- At least 5 years work experience in relevant field of operation preferably in a reputable organisation 3 of which at Officer Level.
- A postgraduate diploma degree in the relevant field is an added advantage.
- Should have excellent interpersonal and communication skills both written and verbal, proactive, and a team player with ability to work under pressure and meet the requirements of the job.
- Excellent independent judgment and decision-making skills
- Computer literacy skills i.e. proficiency in MS Word, Excel, PowerPoint, and the Internet applications

The successful candidate must have a high level of integrity and professionalism, Communication, Teamwork and Analytical skills and needs to be a team player, an excellent communicator with good oral communication and presentation skills.