



## **UGANDA WILDLIFE AUTHORITY**

**PLOT 7 KIRA ROAD KAMWOKYA**

**P. O. BOX 3530, KAMPALA UGANDA**

**VACANCY ANNOUNCEMENT**

**EXTERNAL ADVERT**

### **BACKGROUND**

Uganda Wildlife Authority (UWA) is a semi-autonomous agency under the Ministry of Tourism, Wildlife and Antiquities. UWA was established in 1996 and is managed in accordance with the Uganda Wildlife Act, 2019.

The Mission of UWA is: **“To conserve, economically develop and sustainably manage the wildlife and protected areas of Uganda in partnership with neighbouring communities and other stakeholders for the benefit of the people of Uganda and the global community.”**

UWA, an equal opportunity employer, wishes to recruit a high calibre, self-motivated and result oriented Ugandan nationals to fill the positions below:

1. Manager Species Management (1 position)
2. Senior Resource Mobilisation Officer (1 position)
3. Senior Monitoring & Evaluation Officer (1 position)
4. Warden Tourism (3 positions)
5. Public Relations Officer (1 position)
6. Warden Environment Impact Assessment (1 position)
7. Warden Engineering (Civil) (1 position)
8. Accountant (1 position)
9. Human Resource Officer (2 positions)
10. Assistant Warden Tourism (2 positions)

11. Accounts Clerk (8 positions)
12. Stores Clerk (2 positions)

## **DETAILED DESCRIPTION**

### **1) MANAGER SPECIES MANAGEMENT**

**REPORTS TO : DIRECTOR BIODIVERSITY MANAGEMENT**

**DIRECTORATE : BIODIVERSITY MANAGEMENT**

**SUPERVISES : SPECIES MANAGEMENT OFFICER**

**DUTY STATION : UWA HEADQUARTERS**

**SALARY SCALE : UWA 04**

**CONTRACT DURATION : FOUR (4) YEARS**

### **MAIN PURPOSE OF THE JOB**

Formulation and implementation of species specific plans and strategies for conservation and management of threatened wildlife.

### **DUTIES AND RESPONSIBILITIES**

- (i) Develop and implement species specific conservation strategies and actions plans
- (ii) Spearhead reintroductions or introductions of wildlife species as identified in the species specific conservation strategies and actions plans  
Engage stakeholders and partner to support the recovery and growth of wildlife populations.
- (iii) Conducting scientific studies to support the conservation and management of threaten species.
- (iv) Participate in international technical fora and other species specific conferences and conventions.
- (v) Support the implementation of human-wildlife conflict strategy by offering technical expertise and guidance from time to time.
- (vi) Recommend country positions on the listing of threatened species.
- (vii) Support staff capacity building in species conservation and management
- (viii) Develop and implement annual and quarterly work plans and prepare timely unit performance reports
- (ix) Supervise and appraise staff in the unit
- (x) Perform any other official duties as maybe assigned by the Supervisor

**PERSON SPECIFICATIONS:**

**QUALIFICATIONS:**

The candidate must possess Bachelor's Degree in Zoology, Wildlife Management, Conservation Biology, Veterinary Science with a Master's in the above areas or Natural Resources management.

**EXPERIENCE:**

Should have at least six (6) years relevant working experience in wildlife management from a reputable Organization, three (3) of which should have been at a senior officer level.

**COMPETENCES:**

- a) Team building and staff supervision
- b) Excellent analytical and presentation skills.
- c) Resource mobilization skills
- d) Leadership and Teamwork
- e) High level of professionalism
- f) Human resource management skills
- g) Excellent report writing skills.
- h) Strong interpersonal, communication and negotiation skills.

**2) SENIOR RESOURCE MOBILISATION OFFICER**

**REPORTS TO : PRINCIPAL ECONOMIST**  
**DIRECTORATE : FINANCE AND ADMINISTRATION**  
**SALARY SCALE : UWA 05**  
**DUTY STATION : UWA HEADQUARTERS**  
**SUPERVISES : NONE**  
**VACANCIES : 01**  
**CONTRACT DURATION : FOUR (4) YEARS**

**MAIN PURPOSE OF THE JOB**

To develop and maintain partnerships with various stakeholders and mobilise resources for the Organisation

**DUTIES AND RESPONSIBILITIES**

- (i) Develop and implement the partnership policy for the Organization

- (ii) Identify and develop new partnerships for the Organization
- (iii) Regularly review the existing partnerships and make appropriate recommendations to management.
- (iv) Develop and support the marketing of bankable proposals for the implementation of UWA plans, programmes and strategies.
- (v) Coordinate all the processes for the development of grants and other fundraising proposals for timely submissions to calls for proposals
- (vi) Ensure compliance with the terms and conditions of the various partnerships
- (vii) Develop and implement annual and quarterly work plans and prepare timely unit performance reports
- (viii) Perform any other official duties as may be assigned by the supervisor.

## **PERSONS SPECIFICATIONS**

### **QUALIFICATIONS:**

- a) Should possess an Honour's Bachelor's Degree in either Economics, or Natural resources management from a recognized Institution.
- b) Possession of a Master's Degree in either Economics, Natural Resources Management, Project Planning and Management or International Relations is an added advantage.

### **EXPERIENCE:**

At least three (3) years' experience in resource mobilization or project planning and management from a large and reputable organization, two (2) of which should have been at a senior officer level.

### **COMPETENCES:**

- a) Resource mobilization
- b) Team building
- c) Communication and advocacy
- d) Excellent analytical and presentation skills.
- e) Finance management skills
- f) Excellent report and proposal writing skills.
- g) Strong lobbying and negotiation skills.
- h) Stakeholder management skills

### **3) SENIOR MONITORING & EVALUATION OFFICER**

<b>REPORTS TO</b>	<b>: PRINCIPAL ECONOMIST</b>
<b>DIRECTORATE</b>	<b>: FINANCE AND ADMINISTRATION</b>
<b>SALARY SCALE</b>	<b>: UWA 05</b>
<b>DUTY STATION</b>	<b>: UWA HEADQUARTERS</b>
<b>SUPERVISES</b>	<b>: MONITORING AND EVALUATION OFFICERS</b>
<b>VACANCIES</b>	<b>: 01</b>
<b>CONTRACT DURATION</b>	<b>: FOUR (4) YEARS</b>

#### **MAIN PURPOSE OF THE JOB**

To support implementation of the monitoring and evaluation system for the Organization

#### **DUTIES AND RESPONSIBILITIES:**

- (i) Develop and implement a monitoring and evaluation framework.
- (ii) Support training of staff in monitoring and evaluation.
- (iii) Prepare periodic monitoring and evaluation reports.
- (iv) Participate in the development of strategic, general management and operational plans.
- (v) Prepare organizational quarterly and annual performance reports
- (vi) Design and implement monitoring and evaluation tools.
- (vii) Undertake monitoring and evaluation data collection and analysis.
- (viii) Develop and implement annual and quarterly work plans and prepare timely unit performance reports
- (ix) Perform any other official duties as may be assigned by the supervisor.

#### **PERSON SPECIFICATIONS**

##### **QUALIFICATIONS:**

Should possess an Honours Bachelor's Degree in Economics, Statistics and Social Sciences (with economics) or Project Planning and Management from a recognized institution with a post graduate diploma in monitoring and evaluation.

##### **EXPERIENCE:**

Should have at least three (3) years' experience in Monitoring and Evaluation in a reputable organisation.

## **COMPETENCES:**

- a. Professionalism
- b. Excellent analytical and presentation skills.
- c. Strong interpersonal skills.
- d. Excellent communication and report writing skills
- e. Concern for quality and standards
- f. Time Management skills
- g. Ability to multitask

## **4) WARDEN TOURISM**

<b>REPORTS TO</b>	<b>: CHIEF WARDEN/BUSINESS DEVELOPMENT MANAGER</b>
<b>DEPARTMENT</b>	<b>: TOURISM AND BUSINESS SERVICES</b>
<b>SALARY SCALE</b>	<b>: UWA 06</b>
<b>DUTY STATION</b>	<b>: CONSERVATION AREA/UWA HEADQUARTERS</b>
<b>SUPERVISES</b>	<b>: TOURISM STAFF UNDER HIM/HER</b>
<b>VACANCIES</b>	<b>: 03</b>
<b>CONTRACT DURATION</b>	<b>: FOUR (4) YEARS</b>

## **MAIN PURPOSE OF THE JOB**

To support the development and implementation of the tourism and business development programme in the PA/sector

## **DUTIES AND RESPONSIBILITIES:**

- (i) Support the development and implementation of tourism and business development plans for the PA/sector.
- (ii) Develop tourism products, services and facilities in the PA in line with the product development strategy for UWA
- (iii) Promote, market and sale tourism products and services at the Protected Area level.
- (iv) Ensure development and maintenance of tourism and business service facilities in the PA
- (v) Support development and implementation of tourism and business services quality assurance standards
- (vi) Support, supervise and oversee private sector tourism investments in the PA
- (vii) Collect, analyse and share visitor information and statistics including concessions data with Management

- (viii) Coordinate with private sector players and other stakeholders to ensure smooth implementation of tourism and business development programme
- (ix) Support community tourism development initiatives around the PA
- (x) Receive, process and timely respond to clients' enquiries and complaints
- (xi) Build capacity of staff in tourism and business management
- (xii) Prepare and implement work plans, performance and other reports to the supervisor
- (xiii) Perform any other relevant duties as assigned by supervisor from time to time.

**PERSONS SPECIFICATIONS:**

**QUALIFICATIONS:**

Should possess an Honours Bachelor's Degree in either; Tourism, Business Administration (Marketing option) or Natural Resources Management from a recognized University or Institution.

**EXPERIENCE:**

Should have at least three (3) years working experience in tourism and hospitality management from a reputable Organization.

**COMPETENCES:**

- a) Ability to work with minimum supervision.
- b) Excellent analytical and presentation skills.
- c) Excellent Customer care skills.
- d) Concern for quality and standards
- e) Financial and human resource management skills
- f) Excellent report writing skills.
- g) Eco tourism management skills
- h) Strong interpersonal and communication skills.
- i) Team building
- j) Market research skills

**5) WARDEN PUBLIC RELATIONS (MEDIA)**

**REPORTS TO** : COMMUNICATION MANAGER  
**DEPARTMENT** : EXECUTIVE DIRECTOR'S OFFICE  
**SALARY SCALE** : UWA 06  
**DUTY STATION** : UWA HEADQUARTERS

**SUPERVISES : NONE**  
**VACANCIES : 01**  
**CONTRACT DURATION : FOUR (4) YEARS**

**MAIN PURPOSE OF THE JOB:**

To implement the Communication and Public Relations Policy through electronic and social media to enhance the corporate image and credibility of UWA

**DUTIES AND RESPONSIBILITIES**

- (i) Manage all UWA social media platforms and ensure that they are kept up to date
- (ii) Manage the content of UWA website
- (iii) Receive, process and timely respond to all online information requests and queries.
- (iv) Publish UWA events on the website and social media platforms
- (v) Take appropriate measures to promote visibility and/or following of UWA's website and social media platforms
- (vi) Monitor electronic and social media technological trends and timely advise the organisation to adopt where necessary
- (vii) Monitor Search Engine Optimization (SEO) and user engagement and suggest content optimization.
- (viii) Support the development and implementation of the organization's Communication Strategy.
- (ix) Assist in the attainment of organization public relations targets.
- (x) Initiate and implement electronic and social media campaigns.
- (xi) Prepare and implement work plans, performance and other reports to the supervisor
- (xii) Perform any other relevant duties as assigned by supervisor from time to time.

**PERSON SPECIFICATIONS**

**QUALIFICATIONS:**

Should possess an Honours Bachelor's Degree in either; Public Relations, Journalism, Mass communication, or English/or creative writing or Social Science or Education with Literature in English as one the subjects from a recognized Institution.

**EXPERIENCE:**



Should have at least three (3) years relevant working experience in public relations or communications, at least one (1) of which should have been in conventional and print media in a reputable organization.

**COMPETENCES:**

- a) Strong website and social media management skills
- b) Crisis management skills
- c) Strong publishing skills
- d) Communication skills
- e) High level of creative writing skills
- f) Ability to generate content
- g) Team player
- h) Excellent interpersonal and analytical skills
- i) Ability to multi task.

**6) WARDEN ENVIRONMENTAL IMPACT ASSESSMENT**

**REPORTS TO : MANAGER OIL MONITORING & ENVIRONMENTAL  
IMPACT ASSESSMENT**

**DEPARTMENT : CONSERVATION**

**SALARY SCALE : UWA 06**

**DUTY STATION : UWA HEADQUARTERS**

**SUPERVISES : (NONE)**

**VACANCIES : 01**

**CONTRACT DURATION : FOUR (4) YEARS**

**MAIN PURPOSE OF THE JOB**

To support management of environmental and social impacts on wildlife and wildlife protected areas.

**DUTIES AND RESPONSIBILITIES**

- (i) Study environmental & social impact statements and raise issues of conservation concern for mitigation
- (ii) Support implementation of environmental management plans arising from approved ESIA's
- (iii) Support environmental audits on wildlife and wildlife conservation areas.
- (iv) Monitor and evaluate compliance of developments in wildlife conservation areas to ESIA approval conditions.

- (v) Develop and process for approval of project briefs and/or ESIA's for UWA developments
- (vi) Support the development of standards and guidelines for developments that significantly affect wildlife
- (vii) Prepare and implement work plans, performance and other reports
- (viii) Perform any other relevant duties as assigned by supervisor from time to time.

## **PERSON SPECIFICATIONS**

### **QUALIFICATIONS:**

Possession of an Honours Bachelor's Degree in Natural Resource Management, from a recognized University or institution Plus a valid Practicing License for environmental practitioners.

### **EXPERIENCE:**

Possession of at least three (3) years working experience in environment and social impact assessment from a reputable organization

### **COMPETENCES**

- a) Planning skills
- b) Excellent research skills
- c) Team building skills
- d) Ethics and integrity
- e) Strong proposal writing skills
- f) Excellent analytical and presentation skills
- g) Excellent report writing skills
- h) Strong interpersonal and communication skills
- i) Time management
- j) Good ICT skills including Geographical Information Systems and Remote Sensing.

## **7) WARDEN ENGINEERING (CIVIL)**

<b>REPORTS TO</b>	<b>: CHIEF WARDEN</b>
<b>DEPARTMENT</b>	<b>: FINANCE AND ADMINISTRATION</b>
<b>SALARY SCALE</b>	<b>: UWA 06</b>
<b>DUTY STATION</b>	<b>: CONSERVATION AREA/ UWA HEADQUARTER</b>
<b>SUPERVISES</b>	<b>: MASONS, PLUMBERS, ELECTRICIANS, CARPENTERS</b>
<b>VACANCIES</b>	<b>: 01</b>
<b>CONTRACT DURATION</b>	<b>: FOUR (4) YEARS</b>

### **MAIN PURPOSE OF THE JOB**

To ensure proper maintenance of Conservation Area infrastructure

### **DUTIES AND RESPONSIBILITIES**

- (i) Maintain Conservation Area infrastructure including buildings, roads, bridges, trails, tracks, trenches, fences, firebreaks/lines and boundary marks
- (ii) Develop and implement infrastructure maintenance plans
- (iii) Support the development of building plans and bills of quantities (BoQs) for works.
- (iv) Support technical evaluation of works and infrastructure development proposals.
- (v) Supervise the construction of new infrastructure as per the approved Conservation Area plans
- (vi) Supervise and appraise staff under him/her
- (vii) Prepare and timely submit work plans and performance reports
- (viii) Perform any other official duties as assigned from time to time by the supervisor

### **QUALIFICATIONS AND EXPERIENCE**

Possession of an Honours Degree in civil engineering from a recognized university or institution with at least three (3) years' experience in civil engineering

### **COMPETENCES:**

- a) Excellent analytical and presentation skills.
- b) Excellent report writing skills.
- c) Strong interpersonal and communication skills.
- d) Concern for quality and standards

- e) Team player
- f) Knowledge of Public Procurement and Disposal processes
- g) High moral integrity

## **8) ACCOUNTANT**

<b>REPORTS TO</b>	<b>: MANAGEMENT ACCOUNTANT/SENIOR WARDEN ACCOUNTS</b>
<b>DEPARTMENT</b>	<b>: FINANCE AND ADMINISTRATION</b>
<b>SALARY SCALE</b>	<b>: UWA 06</b>
<b>DUTY STATION</b>	<b>: UWA HEADQUARTERS/FIELD BASED</b>
<b>SUPERVISES</b>	<b>: ACCOUNTS CLERKS, STORES CLERKS</b>
<b>VACANCIES</b>	<b>: 01</b>
<b>CONTRACT DURATION</b>	<b>: FOUR (4) YEARS</b>

### **MAIN PURPOSE OF THE JOB:**

To prepare and maintain proper financial records for sound financial management

### **DUTIES AND RESPONSIBILITIES**

- (i) Support preparation of the annual operating plan and budget estimates in line with the strategic plan.
- (ii) Where assigned, ensure proper collection, receipting and banking of revenue
- (iii) Verify, confirm and post entries for revenue transactions
- (iv) Where assigned, manage the budget tracker to ensure compliance with the budget
- (v) Verify adequacy and accuracy of payment requests for entry into the accounting system
- (vi) Undertake bank and ledger reconciliations including journal entries
- (vii) Compile and submit work plans and performance reports
- (viii) Prepare timely and accurate monthly staff payroll in liaison with Human Resource Unit
- (ix) Prepare schedules and file returns for statutory deductions and taxes
- (x) Support the updating of the asset register and inventory ledgers in the accounting system
- (xi) Ensure proper filing and archiving of accounting documents
- (xii) Support the preparation of financial statements
- (xiii) Prepare and maintain an up to date cashbook
- (xiv) Supervise and appraise staff under him/her

(xv) Perform any other official duties assigned by the supervisor

**QUALIFICATIONS:**

Possession of an Honours Bachelor's Degree in either Bachelor of Commerce (Accounting option), Bachelor's Degree in Accounting and Finance, Bachelor of Business Administration (Accounts Option) from a recognised University or Institution and membership to either CPA or ACCA.

**EXPERIENCE:**

Must have at least three (3) years' experience in Accounting from a reputable Organization

**COMPETENCES:**

- a) Planning, organising and coordinating
- b) Customer care
- c) Communication
- d) Ethics and integrity
- e) Concern for quality and standards
- f) Accountability
- g) Leadership and teamwork
- h) Time management

**9) HUMAN RESOURCE OFFICER**

**REPORTS TO : HUMAN RESOURCE MANAGER**  
**DEPARTMENT : HUMAN RESOURCE**  
**SALARY SCALE : UWA 06**  
**DUTY STATION : UWA HEADQUARTERS**  
**SUPERVISES : NONE**  
**VACANCIES : 02**  
**CONTRACT DURATION : FOUR (4) YEARS**

**MAIN PURPOSE OF THE JOB:**

To develop and implement human resource management policies, strategies and plans to ensure an efficient and effective workforce

## **DUTIES AND RESPONSIBILITIES:**

- (i) Develop and implement human resource management strategies and plans
- (ii) Undertake regular manpower planning to enable UWA achieve its strategic objectives.
- (iii) Develop and implement UWA recruitment plans
- (iv) Develop and Implement Human Resource Capacity Development programmes
- (v) Develop and implement an effective staff motivation and retention strategy
- (vi) Develop and implement human resource capacity development plans.
- (vii) Implement an effective Performance Management plan
- (viii) Manage Occupational Health and Safety programmes
- (ix) Ensure the Implementation of Organizational disciplinary policy and procedures
- (x) Manage the Human Resource information system.
- (xi) Effectively manage staff welfare schemes.
- (xii) Prepare regular human resource work plans and reports
- (xiii) Supervise and appraise the warden Human Resource and other staff in Human Resource Unit
- (xiv) Perform any other official duties as may be assigned by the supervisor

## **PERSON SPECIFICATIONS**

### **QUALIFICATIONS:**

Must possess an Honours Bachelor's Degree in Human Resource Management or Social Sciences with Human Resource Management option from a recognised University or Institution.

Must be a member of the Human Resource Managers Association of Uganda.

### **EXPERIENCE**

Possession of at least three (3) years relevant experience in human resource management from a reputable Organization

### **COMPETENCES:**

- a) Ability to work with minimum supervision.
- b) Excellent analytical and presentation skills.
- c) Financial management skills
- d) Fundraising skills
- e) Excellent report writing skills.
- f) Strong interpersonal, communication and negotiation skills.

- g) Excellent Customer care skills.
- h) Concern for quality and standards;
- i) Leadership and Team Work
- j) Guidance and counselling skills
- k) Coaching and mentoring skills
- l) High moral integrity

#### **10) ASSISTANT WARDEN TOURISM**

<b>REPORTS TO</b>	<b>: WARDEN TOURISM</b>
<b>DEPARTMENT</b>	<b>: TOURISM AND BUSINESS SERVICES</b>
<b>SALARY SCALE</b>	<b>: UWA 07</b>
<b>DUTY STATION</b>	<b>: CA/UWA HEADQUARTERS</b>
<b>SUPERVISES</b>	<b>: TOURISM STAFF UNDER HER</b>
<b>VACANCIES</b>	<b>: 02</b>
<b>CONTRACT DURATION</b>	<b>: FOUR (4) YEARS</b>

#### **MAIN PURPOSE OF THE JOB**

To support the development and implementation of the tourism and business development programme in the PA/sector

#### **DUTIES AND RESPONSIBILITIES:**

- i. Support the development and implementation of tourism and business development plans for the PA/sector.
- ii. Develop tourism products, services and facilities in the PA in line with the product development strategy for UWA
- iii. Promote, market and sale tourism products and services at the Protected Area level.
- iv. Ensure development and maintenance of tourism and business service facilities in the PA
- v. Support development and implementation of tourism and business services quality assurance standards
- vi. Support, supervise and oversee private sector tourism investments in the PA
- vii. Collect, analyse and share visitor information and statistics including concessions data with Management
- viii. Coordinate with private sector players and other stakeholders to ensure smooth implementation of tourism and business development programme
- ix. Support community tourism development initiatives around the PA
- x. Receive, process and timely respond to client's enquiries and complaints

- xi. Build capacity of staff in tourism and business management
- xii. Prepare and implement work plans, performance and other reports to the supervisor
- xiii. Perform any other relevant duties as assigned by supervisor from time to time.

**PERSONS SPECIFICATIONS:**

**QUALIFICATIONS:**

Should possess an Honours Bachelor's Degree in either; Tourism, Business Administration (Marketing option) or Natural Resources Management from a recognised University or Institution

**COMPETENCES:**

- a) Ability to work with minimum supervision.
- b) Excellent analytical and presentation skills.
- c) Excellent Customer care skills.
- d) Concern for quality and standards
- e) Financial and human resource management skills
- f) Excellent report writing skills.
- g) Eco tourism management skills
- h) Strong interpersonal and communication skills.
- i) Team building
- j) Market research skills

**11) ACCOUNTS CLERK**

**REPORTS TO : ACCOUNTANT/WARDEN ACCOUNTS**  
**DEPARTMENT : FINANCE AND ADMINISTRATION**  
**SALARY SCALE : UWA 07**  
**DUTY STATION : UWA HEADQUARTER/CONSERVATION AREA**  
**SUPERVISES : NONE**  
**VACANCIES : 08**  
**CONTRACT DURATION : FOUR (4) YEARS**

**MAIN PURPOSE OF THE JOB:**

To prepare all financial documents, keeping visitor records and collections at revenue points of the Organization.



### **DUTIES AND RESPONSIBILITIES:**

- (i) Receive visitors at entry points or reception centres and provide information about the PA tourism products and history of the park.
- (ii) Receive cash payments and issue receipts for respective transactions undertaken.
- (iii) Reconcile cash collections with the receipts on a daily basis before banking
- (iv) Maintain revenue records and visitor statistics at entry points and reception centres.
- (v) Manage the retail gift shops and maintain records.
- (vi) Maintain petty cash float.
- (vii) Capture invoices, requisitions and payment vouchers in the accounting system following appropriate accounting codes
- (viii) Ensure payment requests are fully supported with adequate documents.
- (ix) File financial documents and maintain accurate records of transactions.
- (x) Perform any other duty assigned by Assistant Warden Accounts from time to time.

### **PERSON SPECIFICATIONS:**

#### **QUALIFICATIONS:**

Should possess a Diploma in Business Studies from a recognised University or Institution.

#### **COMPETENCE:**

- a) Planning, organising and coordinating
- b) Customer care
- c) Communication
- d) Ethics and integrity
- e) Concern for quality and standards
- f) Accountability
- g) Leadership and teamwork
- h) Time management

### **12) STORES CLERK**

**REPORTS TO : WARDEN ACCOUNTS**

**DEPARTMENT : FINANCE**

**SALARY SCALE : UWA 08**

**DUTY STATION : UWA HEADQUARTER/CONSERVATION AREA**

**SUPERVISES : NONE**  
**VACANCIES : 02**  
**CONTRACT DURATION : FOUR (4) YEARS**

#### **MAIN PURPOSE OF THE JOB**

Responsible for receiving goods in stores, documentation of store items, safe custody and issuance of the same to users.

#### **DUTIES AND RESPONSIBILITIES**

- (i) Receive items against approved LPOs and storing them properly on pallets, shelves and any other recommendation by the supplier
- (ii) Liaise with the Internal Audit and user departments to verify that goods received are as requested, that no damaged items are received in the store by proper inspection of items received. Items of special specifications are to be received and verified by technical staff
- (iii) Acknowledging receipt of goods against delivery notes and the invoices and capturing these into the accounting system to issue a Goods Received Note (GRN)
- (iv) Issue items to staff against the approved store requisition before issuance in a timely manner using an appropriate system to avoid the expiry of the items in the stores
- (v) Ensure recipients acknowledge the received items from the stores
- (vi) Regular update of the accounting system to maintain updated store records
- (vii) Ensure stores are locked and that keys are kept at designated place on site
- (viii) Ensure clean stores with items kept in order and stacked as per manufacturers recommendation
- (ix) Report to management accountant any anomaly that may be observed within the storage system
- (x) Maintain a register of assets, plant, equipment and vehicles.
- (xi) Replenish store items in accordance with re -order levels of various store items.
- (xii) Provide oversight in management of all sub - stores
- (xiii) Perform any other duty as assigned from time to time by the Supervisor.

## **PERSON SPECIFICATIONS**

### **QUALIFICATIONS:**

Should possess a Diploma in Stores Management from a recognised University or Institution

### **COMPETENCES:**

- a) Record keeping and management skills
- b) Planning, organising and coordinating
- c) Customer care
- d) Communication
- e) Ethics and integrity
- f) Concern for quality and standards
- g) Accountability
- h) Leadership and teamwork
- i) Time management
- j) ICT skills

### **APPLICATION PROCEDURE:**

Suitable candidates should send their application with a detailed Curriculum Vitae bearing contacts of three (3) competent referees, a daytime telephone contact, copies of academic documents and relevant appointment letters to the address below:

**Either: Email: [hr-recruit@wildlife.go.ug](mailto:hr-recruit@wildlife.go.ug)**

Or:

**The Executive Director  
Uganda Wildlife Authority  
Plot 7 Kira Road Kamwokya  
P.O. Box 3530, Kampala Uganda**

**Hand deliver to the UWA Headquarters Central Registry.**

The Job Advert can be accessed from the UWA website below;  
<https://www.ugandawildlife.org> and UWA notice boards.

**APPLICATION DEADLINE: All applications should reach the address by 10<sup>th</sup> August 2023 at 5.00 pm.**

**NOTE:**

1. Applicants are required to scan and attach **CERTIFIED** copies of the required academic documents only i.e. (Degree Certificates and Transcripts plus O and A level certificates).
2. Academic documents for the successful candidates will be vetted and background checks conducted before they are considered for appointment into the Authority.
3. Only shortlisted candidates will be contacted. Please note that any form of lobbying will lead to automatic disqualification.
4. All appointments shall be subject to a probationary period of not less than six (6) months and subsequent confirmation in service will be based on satisfactory performance of the individual.

**EXECUTIVE DIRECTOR  
UGANDA WILDLIFE AUTHORITY**