



UGANDA BUREAU OF STATISTICS

Plot 9, Colville Street, Kampala

Tel: 256-41-706000, Fax: 256-41-237553

E-mail: ubos@ubos.org, Website: www.ubos.org



EXTERNAL ADVERT: EMPLOYMENT OPPORTUNITIES

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: Senior Accountant (1)
JOB REFERENCE: UBOS/SA/06/2022
REPORTS TO: Principal Accountant
SALARY SCALE: UBOS SP3
EMPLOYMENT TERMS: Permanent

Job Summary:

Job Description:

1. Develop unit Workplans and Budget for Government of Uganda and Projects.
2. Implement proper accountability systems for the accountable advances made to staff.
3. Timely processing of payments of all UBOS planned activities, statutory deductions and filing of returns to relevant authorities.
4. Collection of Non Tax Revenue from appropriate sources.
5. Prepare draft periodic financial reports for management and others as may be required financial policies, regulations and guidelines.
6. timely bank reconciliation and review of all UBOS Accounts
7. Mentor and Supervise all the Accountants
8. Any other duties as may be assigned from time to time

Qualifications:

- A Bachelor's Degree Honors in Commerce, Bachelor's Business Administration, Statistics, Economics OR any other equivalent discipline.

- Must have completed a Professional Accounting course such as CPA, ACCA.
- Must be registered with ICPAU
- Postgraduate in Business Administration, or any other equivalent discipline will be an added advantage.

Experience:

- Minimum of 3 years gained working experience in relevant large entity or reputable private sector organisation.
- Working knowledge of Integrated Financial Management Systems (IFMIS), Program Budgeting System (PBS) and other Financial Systems.
- Proficient with Microsoft products (Excel, Access, Word, PowerPoint, Outlook, Vision)

Competencies and Knowledge:

- Good analytical skills
- Strong attention to detail
- Problem solving and report writing skills
- Excellent negotiation, Communication, interpersonal and presentation skills
- Innovative with a proven high level of integrity;
- Ability to work independently and in a team;
- Self-motivation and ability to work under tight deadlines in a competitive environment

Behavioral 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: Transport Officer (1)
JOB REFERENCE: UBOS/TO/06/2022
REPORTS TO: Senior Transport Officer
SALARY SCALE: UBOS SP4
EMPLOYMENT TERMS: Permanent

Job Summary:

To Plan and coordinate UBOS transport functions for effective and efficient service delivery.

Job Descriptions:

1. Prepare monthly vehicle status and fleet performance report in accordance with the transport policy
2. Authorize vehicle movement permit and deploy drivers in accordance with approved itineraries.
3. Carry out pre & post inspection of UBOS vehicles to effective and timely maintenance of UBOS vehicles.
4. Pre-inspection of vehicles for hire to ascertain road worthiness.
5. Prepare disposal and replacement plan for UBOS vehicles.
6. Update and maintain the fuel UBOS register.
7. Mentor, supervise and appraise UBOS drivers in accordance to HR manual

Job specifications:

- A diploma in Mechanical or Automotive engineering is **A MUST**
- A Bachelor's Degree Honors in Mechanical or automotive engineering, Transport Economics, Business Management and Social Sciences,
- Must have Passed Maths and English at Ordinary level with a Credit.
- Practical knowledge using computerized fleet management systems is an added advantage

Professional Membership:

Member of the Chartered Institute of Logistics and Transport Management, UIPE will be an added advantage.

Experience:

- Experience in management of fleet at least 30 vehicles is essential from a public institution or large reputable organisation.
- Working knowledge of Government of Uganda Vehicle Management regulation is essential
- Ability to work under pressure and with minimum supervision.

- Be able to appreciate diversity and possess excellent team building and management skills

Competencies and Knowledge:

- Good analytical skills
- Problem solving and report writing skills
- Good knowledge of existing National Traffic laws and regulations, procedures on transport matters

Behavioral attributes:

- Excellent interpersonal, people management, and team playing skills.
- Communication skills
- Problem solving skills and
- Exemplary and honest character, spotless integrity, energy, dynamism
- Passionate, high energy drive, a balanced ego and the drive to achieve results
- Highly coordination, resourceful and professional drive.

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 1st July, 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