



MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

JOB ADVERTISEMENT

Applications are invited from suitably qualified Ugandans to fill vacant posts tenable at the Ministry of Finance, Planning and Economic Development under the Private Sector Development Unit (PSDU) and Sustainable Public Procurement Secretariat as summarized below;

#	Position to be filled	Number of Positions to be filled
1.	Head Project Execution	One (1)
2.	Research Officer/Legal and Regulatory Reforms -	One (1)
3.	Research Officer/Value Chain and Product Development	One (1)
4.	Technical Officer – Capacity Building	One (1)
5.	Technical Officer – Sustainable Reporting	One (1)

Details of the scope of services, deliverables, required qualifications, experience and competences can be accessed on the Official Ministry Website: www.finance.go.ug

Applications must include a cover letter, curriculum vitae, certificates and transcripts, and be addressed as below and **submitted online** to humanresourcemanagement@finance.go.ug by **1700hrs on Wednesday 3rd December 2025**.

Address the email submitting your application as follows: POSITION – SURNAME- FIRST NAME – OTHER NAMES

Under Secretary/Accounting Officer
Ministry of Finance, Planning and Economic Development
Plot 2/12 Apollo Kaggwa Road
P O Box 8147
KAMPALA
Tel: 256-41-4707900

Please Note:

- 1) The Ministry of Finance, Planning and Economic Development is an equal opportunity employer. Any form of lobbying shall lead to disqualification.
- 2) Only shortlisted candidates will be contacted.

UNDER SECRETARY / ACCOUNTING OFFICER

Terms of Reference for the Head Project Execution (HPE).

Job Title : Head Project Execution

Reports to : Permanent Secretary/Secretary to Treasury

A. Job Purpose

1. To operationalize the framework for tracking implementation and performance of public investments through; review, scrutiny of project reports and immediate follow up of agreed actions to address implementation complexities.
2. To implement this framework aimed at improving project implementation and timely delivery of results.
3. Follow up, scrutinize and coordinate key responsible stakeholders to solve execution bottlenecks for the smooth implementation of Government Projects and other strategic interventions of Government in order to achieve timely execution and return on investment.

B. Qualifications and experience

The Head Project Execution must have the following qualifications and experience;

- i. Degree in; Economics, Statistics, Engineering, Administration, Business and Law.
- ii. Master's degree in Quantitative Economics, or MA Economics (CMAP), Statistics, Energy/Transport/Health Economics, Engineering, Administration, Business and Law.
- iii. A post graduate qualification in project planning, Monitoring, Management and implementation shall be an added advantage.

Experience

- i. At least 12 years of government experience dealing with, Project Planning and Investment for major Government projects and programs
- ii. At least 3 years' experience with project analysis and Public Investment Management System (PIMS).
- iii. Experience in management of Development Partners financed projects.
- iv. Experience in developing and analyzing complex financial models for infrastructure projects capable of sensitivity analysis.
- v. Experience in developing M& E systems and tools for public investments.
- vi. Must be able to analyze and solve complex problems.
- vii. Certified in Project management and appraisal
- viii. Certified in Project management and appraisal

C. Scope of the Assignment

4. The HPE shall perform the following key roles;
 - i. Profile all high impact investments of Government in line with the 10fold growth strategy and NDPIV.
 - ii. Undertake routine review of project monitoring and performance reports with view to identify implementation bottlenecks for immediate and timely remedying.
 - iii. Undertake the identification of high impact project execution risks for urgent management/mitigation by various stakeholders.
 - iv. Engage with project execution stakeholders including; financiers, donors, and various project; preparation, financing, monitoring and oversight departments/units at; MOFPED, OPM, OP, NPA, and Operation Wealth Creation (OWC to identify and propose means of addressing implementation challenges.
 - v. Hold Project Implementation and Coordination units at various MDAs accountable to delivering results timely.
 - vi. Maintain and regularly update a data base of all high impact projects.
 - vii. Maintain a data base of all PMUs and hold regular engagements to address initial project execution challenges.
 - viii. Ensure projects are delivered with value for money; within cost, time and quality standards
 - ix. Follow up on the implementation of agreed actions with various stakeholders to address the identified bottlenecks and profiled risks to logical conclusion.
 - x. Maintain alive Matrix of progress of implementation of project bottlenecks
 - xi. Undertake project financial absorption and cost structure tracking
 - xii. Develop systems and frameworks for real time project implementation progress reporting

D. Key deliverables

The Head Project Execution shall produce the following outputs

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 - i. Data base of all high impact projects
 - ii. Data base of all PMUs

- iii. Quarterly and Annual briefs on progress of high impact investments.
- iv. Percentage or number of target project implementation issues resolved in time to logical conclusion
- v. Routinely updated flagship project milestone tracker
- vi. Regular project identified risk assessment implementation updates
- vii. Cost structure tracking report

The lean staff will be allocated to Programmes as follows:

NDPIV National Programme	Staff allocation in line with clustered NDPIV programmes
1. Energy Development	i. Economist I ii. Statistician iii. Financial Analyst iv. Mechanical or Electrical engineer
2. Transport Infrastructure & Services	
3. STI, & Digital Transformation	
4. Extractive Industry Development	
5. Human Capital Development	
6. Agro-industrialisation	
7. Water, Land and Environment	
8. Housing & Urban development	i. Economist II ii. Statistician II iii. Civil Engineer or Mechanical engineer
9. Public sector Transformation	
10. Governance & Security	
11. Administration of Justice	
12. Regional Development	
13. Tourism Development	
14. Legislature	
15. Private sector Development	
16. Manufacturing	
17. Development Plan Implementation	

Terms of Reference and Scope of Services – Research Officer (RO) - Value Chains

Research Officer (RO): Value Chains

1. **Research officer (RO) – Value Chains** Supporting the function of Production Value Chain and Products Development Component, the RO will have the following roles and responsibilities with 10% fieldwork.

A. Roles and responsibilities

1. Conduct commodity situation analysis for selected commodities.
2. Data collection on selected commodities to enhance the ABCD portal performance
3. Develop commodity specific profiles.
4. Conduct commodity platforms for selected commodities.
5. Extraction of key actions from monthly Export-Import Think tank
6. Profile performance of Uganda's exports to EAC, COMESA and AfCTA
7. Track performance of MESO level interventions for NSPSD monitoring and evaluation.
8. Participation in development of the mid-term review, end term evaluation and development of the third National Strategy for Private Sector Development.

B. Reporting

9. He/she will report to lead Officer value chains and product development

C. Key deliverables;

1. Data base for selected commodities produced in terms of clusters of production, number of producers and volume.
2. Commodity clusters registered and created
3. Management notes and information papers on the selected agricultural commodities.
4. Updated ABCD portal with current information.
5. Monthly EXIM action matrix developed and followed up.
6. Quarterly progress reports on NDPIV assigned programs.

ACADEMIC QUALIFICATIONS.

1. Minimum, Bsc , Agribusiness, Bachelor of Commerce, Bachelor of Business Administration
2. Appropriate additional qualifications added advantage.

Technical Officer – Capacity Building

Purpose of the Job:

He will he/she will be responsible for providing basic technical assistance to users of the newly developed online learning platform focusing on Content Management.

Key responsibilities may include:

- i) Identify training requirements-both fresh and refresher at all level for various PDU's;
- ii) Provide technical support in reviewing and designing curriculum for training manuals;
- iii) Support in developing training materials for physical, virtual, and the ELMS system;
- iv) Compile and help maintain a database of trainers, trainees and other resource persons;
- v) Manage roster of trainers, trainees and system for nomination officers for various state and national training programmes;
- vi) Support in the preparations of all trainings organized by the Secretariat
- vii) Support in the developing training section on ELMS, to allow easy access to information, materials and guidance on SPP;
- viii) Assist in developing and uploading new eLearning content;
- ix) Review and edit existing course materials as and when required;
- x) Ensure consistency in formatting and quality of learning content;
- xi) Generate reports on user activity, course completion rates, and learning progress;
- xii) Analyse data to identify trends and inform improvements to the ELMS;
- xiii) Any other duty as assignment by the supervisor.

Minimum Qualifications:

Applicants should be Ugandans holding an Honours Bachelor's Degree in Supply Chain Management/BCOM/BBA with specialization in Procurement and Supply Chain Management; OR Full professional qualification/membership from recognized institutions.

Certifications in Sustainable Procurement will be added advantage.

Working Experience

Applicants should have a minimum of five (5) years relevant working experience which should have been served at the level of Senior Procurement Officer or equivalent level of experience in Government or equivalent level of experience in Government or a reputable Organization

Knowledge:

Strong practical working knowledge of the PPDA Act and Regulations of Uganda is essential, and knowledge of sustainable procurement concept will be an added advantage.

Key Skills for Capacity Building Officer:

- I. Excellent facilitation and communication skills
- II. Demonstrated experience facilitating trainings and workshops
- III. Strong ability to organize work, meet deadlines, maintain composure, prioritize work under pressure,
- IV. Coordinate multiple tasks and maintain attention to detail.
- V. Excellent computer skills especially MS Word, and PowerPoint.
- VI. Demonstrated high level of integrity and ethical conduct.

Technical Officer – Sustainability Reporting;

Purpose of the Job:

He/she will be responsible for overseeing the collection, analysis, and communication of the Ministry's environmental, social, economic, and governance (ESEG) performance data, ensuring accurate and comprehensive sustainability reports are produced in accordance with relevant frameworks and standards, while collaborating with internal stakeholders to integrate sustainability considerations into business operations.

Key responsibilities may include:

- i) Support the data collection and Management related to sustainability:
- ii) Develop and implement systems to collect, verify, and manage sustainability data from across the Ministry, including environmental metrics (energy consumption, emissions, etc), social indicators (employee engagement, community impact), and governance practices.
- iii) Collaborate with different departments to ensure accurate data collection and reporting.
- iv) Prepare and compile annual and periodic sustainability reports using established frameworks like Global Review on SPP for UNEP, GRI (Global Reporting Initiative) or SASB (Sustainability Accounting Standards Board) for the Ministry.
- v) Analyse data to identify key sustainability trends and impacts, and translate complex information into clear and concise reports.
- vi) Ensure reports are aligned with Ministry's sustainability strategy and comply with relevant regulations.
- vii) Support in the communication of sustainability performance to internal and external stakeholders, including, User Departments, employees, and CSOs.
- viii) Participate in all arrangements to engage with stakeholders to gather feedback and identify sustainability priorities.
- ix) Participate in the identification of opportunities to improve sustainability performance across operations in all PDE's.
- x) Support in the coordination with external auditors or Regulatory bodies to verify sustainability data.

- a and reporting accuracy.
- xi) Any other duty as assignment by the supervisor.

Minimum Qualifications:

Applicants should be Ugandans holding an Honours Bachelor's Degree in Supply Chain Management/BCOM/BBA with specialization in Procurement and Supply Chain Management; OR Full professional qualification/membership from recognized institutions.

Certifications in Sustainable Procurement will be added advantage

Working Experience

Applicants should have a minimum of five (5) years relevant working experience which should have been served at the level of Senior Procurement Officer or equivalent level of experience in Government or equivalent level of experience in Government or a reputable Organization.

Knowledge:

Strong practical working knowledge of the PPDA Act and Regulations of Uganda is essential, and knowledge of sustainable procurement concept will be an added advantage.

Key Skills for Sustainability Reporting Officer:

- I. Data Analysis - Ability to collect, analyse, and interpret complex data sets to derive meaningful insights and support decision-making.
- II. Strong analytical, and report writing skills.
- III. Proficiency in computer literacy and relevant procurement software systems.
- IV. Strong communication skills – He/she should have the ability to collaborate across departments, build strong relationships, and influence key decision-makers to drive sustainable practices;
- V. Demonstrated high level of integrity and ethical conduct.

TERMS OF REFERENCE- RESEARCH OFFICER, LEGAL AND REGULATORY REFORMS

The Research Officer Legal and Regulatory will be responsible for performing the legal regulatory function and will report to the **H/PSDU** through the **LO/LRR**.

ROLES AND RESPONSIBILITIES

1. Conduct performance assessment of the Business Environment and Investment Climate

- a) Produce quarterly updates to inform the annual National Business Environment Index.
- b) Produce quarterly Investment Climate updates aligned to the export agenda.
- c) Provide input to convening the annual Doing Business Forum
- d) Generate input to Policy Briefs.

2. Develop and conduct performance assessment of the Legal Reform Agenda for the Private Sector

- a) Generate quarterly updates/management briefs on the business licensing reform process
- b) Compile quarterly updates on the business environment and investment climate.
- c) Conduct quarterly assessment of regulatory coverage gap analysis of MDAs.
- d) Participate in Global Competitiveness or National Business Environment Surveys.
- e) Any other activity as may be assigned by the Supervisor.
- f) Participate in the mid term review and end term evaluation of the Second National Strategy for Private Sector Development.
- g) Participate in the development of the Third National Strategy for Private Sector Development.

3. Support Public-Private Dialogue (PPD)

- a) Management briefs on the Private Sector Donor Group
- b) Conduct Business Licensing and Regulatory Reform Activities
- c) Conduct field activities on NSPSD macro strategic benchmarks and other private sector related matters and generate briefs for management.

4. Any other tasks that may be assigned by Management from time to time.

DELIVERABLES

1. Produce quarterly input to inform the annual National Business Environment Index.
2. Produce quarterly updates to inform the Investment Climate Reports aligned to the export agenda.
3. Produce quarterly input to inform the annual Doing Business Forum Report.
4. Produce quarterly updates on performance of the Legal reform Agenda

5. Produce quarterly Macrolevel updates for the NSPSD 2 Benchmarks
6. Background papers to development of the Third National Strategy for Private Sector Development produced.

ACADEMIC QUALIFICATIONS.

1. Degree in Law
2. Diploma in legal practice.