

## STRENGTHENING OF NDP IV PROGRAMME SECRETARIATS - RECRUITMENT OF PROGRAMME SECRETARIAT STAFF

<b>1.Programme:</b>	<b>Sustainable Energy Development Programme</b>
<b>Ministry:</b>	Ministry of Energy and Mineral Development
<b>1.1 Position:</b>	<b>Programme Officer (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Technical Leader, Sustainable Energy Development Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• A Bachelor's Degree in Environmental Management, Energy Systems or Natural Resource Planning.</li> <li>• Master's degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; Development Studies or Natural Resource Planning</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum nine (9) years' experience in environmental/energy planning, policy coordination, and project implementation.</li> <li>• Proven experience working within or in close collaboration with public sector institutions, preferably at national or local government level, with demonstrated understanding of public administration systems, government coordination frameworks, and reporting protocols under Uganda's National Development Plans (NDPs)</li> <li>• Demonstrated experience in stakeholder engagement, compliance monitoring, and inter-institutional coordination</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Provision of Technical Support to the Sub-committee to; <ul style="list-style-type: none"> <li>○ Identify priority interventions for integration into the five year and Annual Program Implementation Action Plan, as aligned to NDP IV;</li> <li>○ Identify priorities, outputs, targets and resources required for incorporation into the Program Budget Framework Paper (PBFP), and consolidate the Sub-committee Budget Framework Papers priorities, as aligned to the Program Implementation Action Plan; and</li> <li>○ Identify Administrative Reforms to facilitate achievements of the Program goals and objectives</li> </ul> </li> <li>• Preparation of the Project Concept Papers and submission to the Program Technical Working Group for consideration;</li> <li>• Organization and coordination of meetings of the Program Technical Working Group to execute tasks assigned by the Program Working Group and prepare</li> </ul>

	<p>Minutes;</p> <ul style="list-style-type: none"> <li>• Coordination of the implementation of decisions made by the Technical Working Group and provision of feedback to the Program Officer and Program Technical Leader;</li> <li>• Coordination of the Institutions that contribute to the relevant Program objectives during the planning and implementation of the Program Interventions;</li> <li>• Preparation of quarterly performance reports on the implementation of Annual Implementation Action Plans (AIAPs) and presentation to the Program Technical Working Group;</li> <li>• Development of a monitoring and evaluation framework and alignment to the interventions under objectives relevant to the Program;</li> <li>• Undertake joint monitoring and evaluation of implementation of Programme interventions and preparation of periodic reports to the Program Technical Leader through the Head Programme Secretariat;</li> <li>• Identification of key policy gaps and preparation of briefs with recommendations for improvement to the Program Technical Leader;</li> <li>• Undertaking periodic capacity needs assessment within the institutions relevant to the assigned objectives to identify skills gaps, develop a capacity development plan and ensure integration of the relevant priorities in the Annual Program Implementation Action Plan (APIAP) and Budget Framework Papers;</li> <li>• Documentation of success stories and submission to the Program Officer and Technical Working Group for dissemination to relevant Stakeholders; and</li> <li>• Execution of any other duties as assigned by the Head Program Secretariat.</li> </ul>
<b>1.2 Position:</b>	<b>Sub-Programme Officer - Energy Access, Infrastructure, and Systems Modernization (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Sustainable Energy Development Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Electrical or Energy Engineering</li> <li>• Master's degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; Development Studies, Electrical or Energy Engineering.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum of five (5) years' experience in power systems planning or energy infrastructure development.</li> </ul>

	<ul style="list-style-type: none"> <li>• Proven ability to analyze technical data and prepare policy or investment briefs.</li> <li>• Knowledge of grid modernization, energy access, and performance reporting systems</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Organise and coordinate meetings of the Technical Working Groups (TWG) to execute tasks assigned by the SED Program Working Group that are in line with the interventions on the different energy resources under implementation.</li> <li>• prepare Minutes for the SED Programme; Support in the coordination process of the Institutions that contribute to the relevant SED Program objectives especially on the different energy resources interventions like Energy efficiency and clean cooking interventions, Renewable Energy and the different Off-grid solutions like Mini-grids and solar.</li> <li>• Draft quarterly performance reports on the implementation of Annual Implementation Action Plans (AIAPs) and present to the Program;</li> <li>• Identify key policy gaps and prepare briefs with recommendations for improvement to the Program Officer;</li> <li>• Document success stories in the power component of the program and submit to the Program Officer; and (6) Execute any other duties as assigned by the Program Officer.</li> </ul>
<b>1.3 Position:</b>	<b>Sub-Programme Officer - Clean Cooking, Energy Efficiency, and Climate Finance (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Sustainable Energy Development Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• A Bachelor's degree in Environmental Science, Renewable Energy, Economics, or related discipline</li> <li>• Postgraduate degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; Development Studies, Environmental Science or Renewable Energy.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least five (5) years' experience in clean cooking, energy efficiency, or climate finance programmes</li> <li>• Strong coordination and stakeholder engagement skills.</li> <li>• Familiarity with carbon markets, productive use of energy, and donor-funded project management.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Organise and coordinate meetings of the Technical Working Group (TWG) to execute tasks assigned by the</li> </ul>

	<p>SED Program Working Group in line with the power sector;</p> <ul style="list-style-type: none"> <li>• prepare Minutes for the SED Programme;</li> <li>• Support in the coordination process of the Institutions that contribute to the relevant Program objectives. Institutions include; UEGCL, UETCL, UEDCL ERA and other MDAs that directly contribute to the programme.</li> <li>• Draft quarterly performance reports on the implementation of the Implementation Action Plans (AIAPs) and present to the Program;</li> <li>• Identify key policy gaps and prepare briefs with recommendations for improvement to the Program Officer;</li> <li>• Document success stories in the power component of the program and submit to the Program Officer; and</li> <li>• Execute any other duties as assigned by the Program Officer</li> </ul>
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<b>2. Programme:</b>	<b>Sustainable Extractives Industry Development Programme</b>
<b>Ministry:</b>	Ministry of Energy and Mineral Development
<b>2.1 Position:</b>	<b>Programme Officer (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Technical Leader, Sustainable Extractives Industry Development Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• A Bachelor's Degree in Oil &amp; Gas or Natural Resources Engineering and any subjects relevant to the mandate of the Program lead Ministry from a recognized Institution.</li> <li>• Master's degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; Development Studies, Environmental Management or Natural Resource Planning.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum nine (9) years' experience in environmental/Oil &amp; Gas/Natural Resources planning, policy coordination, and project implementation.</li> <li>• Proven experience working within or in close collaboration with public sector institutions, preferably at national or local government level, with demonstrated understanding of public administration systems, government coordination frameworks, and reporting protocols under Uganda's National Development Plans (NDPs)</li> <li>• Demonstrated experience in stakeholder engagement, compliance monitoring, and inter-institutional coordination.</li> <li>• Strong analytical and report-writing skills; familiarity with NDP frameworks</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Support the head secretariat on SEDP coordination, reporting, and performance reviews.</li> <li>• Coordinate all four thematic clusters (Geological Exploration and Resource Assessment, Production and Commercialization, Resource Utilization and Value addition, and Governance, Coordination, and Innovation)</li> <li>• Ensure PIAPs, workplans, and budgets align with NDP IV targets and Cabinet priorities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide technical guidance on sustainable extractives' development, environment, and climate-related interventions.</li> <li>• Advise the PWG on cross-cutting issues (environmental safeguards, gender, and social inclusion).</li> <li>• Review project concepts for environmental and economic soundness before submission to the Public Investment Plan.</li> <li>• Lead coordination with MDAs, Development Partners, private sector, academia, and civil society.</li> <li>• Represent the SEIDPWG in inter-programme coordination meetings and high-level forums.</li> <li>• Supervise preparation of annual SEIDPWG workplans, progress reports, and performance scorecards.</li> <li>• Coordinate quarterly and annual review meetings, ensuring timely submission to OPM and MoFPED.</li> <li>• Mentor Secretariat staff, ensuring efficient knowledge capture and dissemination.</li> <li>• Promote innovation in extractives industry.</li> </ul>
<b>2.2 Position:</b>	<b>Sub-Programme Officer (1)- Mineral and Oil Resources Development, Infrastructure and System Modernization</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Sustainable Extractives Industry Development Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Oil &amp; Gas or Natural Resources Engineering</li> <li>• Master's degree either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; Development Studies or Natural Resources Management/Planning.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum five (5) years' experience in oil &amp; gas planning or natural resources infrastructure development.</li> <li>• Proven ability to analyze technical data and prepare policy or investment briefs.</li> <li>• Knowledge of extractives modernization, commercialization, and performance reporting systems.</li> </ul>

<b>Duties</b>	<ul style="list-style-type: none"> <li>• Coordinate with UNOC, PAU, and other Agencies on project planning, implementation tracking, and reporting at the SEIDPWG level.</li> <li>• Support Programmatic preparation of investment profiles for extractives projects aligned with NDP IV.</li> <li>• Facilitate integration of extractives production and commercialization across the Programme.</li> <li>• Track performance indicators on extractives production, commercialization and export for SEIDP.</li> <li>• Assist in drafting policy briefs on infrastructure financing, maintenance standards, and tariff rationalization.</li> <li>• Maintain documentation and contribute to quarterly progress reports for the Programme.</li> </ul>
<b>2.3 Position:</b>	<b>Sub-Programme Officer (1)- Resource Utilization and Value addition</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Sustainable Extractives Industry Development Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Environmental Science, Natural Resources, Economics or related discipline.</li> <li>• Postgraduate degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; Development Studies.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least five (5) years' experience in international trade, or natural resources programmes.</li> <li>• Strong coordination and stakeholder engagement skills.</li> <li>• Familiarity with extractives, government and donor-funded project management</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Support design and implementation of commercialization and value addition programmes under MEMD.</li> <li>• Coordinate data collection and performance tracking for the Oil &amp; Gas Strategic Plan, Sustainable Development of Petroleum Resources Programme Implementation Action Plan and among other strategies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Facilitate stakeholder dialogues with financiers, development partners and private sector on financing and uptake mechanisms.</li> <li>• Support integration of financing mechanisms, and concessional financing within programme activities.</li> <li>• Prepare policy and progress reports, thematic briefs, and communication materials.</li> <li>• Contribute to national and sub-national awareness, capacity building, and knowledge-sharing initiatives.</li> </ul>
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<b>3. Programme:</b>	<b>Public Sector Transformation Programme</b>
<b>Ministry:</b>	Ministry of Public Service
<b>3.1 Position:</b>	<b>Programme Officer (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Technical Leader, Public Sector Transformation Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Economics, Development Economics, Quantitative Economics, Statistics, Monitoring and Evaluation</li> <li>• A Master's Degree in Economics, Statistics, Economic Policy Management, Economic Policy and Planning, Monitoring and Evaluation from a recognized University /Institution.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of nine (9) years relevant working experience, three (3) of which must have been served at Senior Monitoring and Evaluation Officer level in Government or reputable Organization.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Proposes the Strategies for the effective implementation of the Programme Interventions;</li> <li>• Management of the development and implementation of the Programme monitoring and evaluation system;</li> <li>• Generation and analysis of vital Statistics relating to the Programme.</li> <li>• Undertaking Research and Generation of policy proposals on issues affecting the Programme and new developments/best practices on Public Sector transformation related matters.</li> <li>• Development of synergy and professional working relationship with key Stakeholders in the implementation of the Programme objectives.</li> <li>• Provision of strategic guidance for the development and implementation of the Programme Implementation Action Plan (PIAP).</li> <li>• Provision of technical and policy advice to the Programme Technical Working Groups.</li> <li>• Ensure functionality of Programme working group, Programme Technical Working Group and Programme Leadership Committee.</li> <li>• Appraisal of performance of the Programme Reforms on a quarterly, semi-annually, annually; preparation of Quarterly Performance Reports and Policy Briefs to the Programme Head of Secretariat.</li> <li>• Offering technical support to Institutions within the Programme as necessary to attain Programme objectives;</li> <li>• Present weekly reports to the Programme Head of Secretariat.</li> </ul>

	<ul style="list-style-type: none"> <li>• Facilitation of communication, coordination and cooperation between the Programme and other Stakeholders or Development Partners; and</li> <li>• Perform any other duties as assigned by the Head of the Secretariat.</li> </ul>
<b>3.2 Position:</b>	<b>Sub-Programme Officer (2)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Public Sector Transformation Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Economics, Social Sciences, Business Administration, Office and Information Management, Information System or Information Science.</li> <li>• A Master's degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; Development Studies</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum of five (5) years relevant working experience in Economics, Social Sciences, Business Administration, Office and Information Management, Information System or Information Science.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Identify priority interventions for integration into the five year and Annual Program Implementation Action Plan, as aligned to NDP IV.</li> <li>• Identify priorities, outputs, targets and resources required for incorporation into the Program Budget Framework Paper (PBFP), and consolidate the Sub-committee Budget Framework Papers priorities, as aligned to the Program Implementation Action Plan.</li> <li>• Identify Administrative Reforms to facilitate achievements of the Program goals and objectives.</li> <li>• Identify Administrative Reforms to facilitate achievements of the Program goals and objectives.</li> </ul>

<b>4. Programme:</b>	<b>Programme: Digital Transformation Programme</b>
<b>Ministry:</b>	<b>Ministry of ICT and National Guidance</b>
<b>4.1 Position:</b>	<b>Programme Officer (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Technical Leader, <b>Digital Transformation Programme</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in either Economics, Commerce, Business Administration, Statistics or any other related field.</li> <li>• Master's Degree in either Economics or Economic Policy and Planning or Public Policy or Financial Management from a recognized University/Institution.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least nine (9) years of working experience, three (3) years of which should have been served at the minimum level of a Principal Economist in Government or a reputable organization.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Ensure that Digital Transformation Programme activities are consistent with the overall national strategies and policy frameworks</li> <li>• Produce periodic monitoring reports on DT Programme development and recurrent interventions.</li> <li>• Produce Semi-Annual and Annual DT Programme Performance reports.</li> <li>• Tracking results performance through the national monitoring and evaluation system of indicators for the DT Programme.</li> <li>• Conduct, oversee, and take lead in the periodic DT Programme and Joint Programmes and sub-Programme reviews and organize the annual DT Programme Performance Reviews.</li> <li>• Coordinate the implementation of the Programme Working Group activities</li> <li>• Participate in the preparation of Programme development plans, policies and expenditures</li> <li>• Support the Planning function in the preparation of the Budget Framework Paper (BFP), to ensure that program objectives are fully adhered to and incorporated into the BFP</li> <li>• Organize and coordinate meetings of the Programme Working Group and prepare Minutes</li> </ul>
<b>4.2 Position:</b>	<b>Sub-Programme Officer (2)</b>
<b>Nature of position:</b>	Full Time

<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, <b>Ministry of ICT And National Guidance</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in either Economics, Commerce, Business Administration, Statistics or any other related field.</li> <li>• A Master's Degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; Development Studies.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least nine (5) years of working experience, three (3) years of which should have been served at the minimum level of a Principal Officer, in Government or in a reputable organization.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Provision of technical support to the Technical Working Groups (TWGs) to; <ul style="list-style-type: none"> <li>◦ Identify priority interventions for integration into the five-year and Annual Program Implementation Action Plan, as aligned to NDP;</li> <li>◦ Identify priorities, outputs, targets and resources required for incorporation into the Program Budget Framework Paper, and consolidate the Sub-committee Budget Framework Papers priorities aligned to the Program Implementation Action Plan; and</li> <li>◦ Identify administrative reforms to facilitate achievements of the Programme goals and objectives.</li> </ul> </li> <li>• Preparation of the Project Concept Papers and submission to the Program Liaison Officer, in charge of projects and resource mobilization, for consideration by the Program Technical Working Group;</li> <li>• Organization and coordination of meetings of the Technical Working Groups to execute tasks assigned by the Programme Working Group and prepare Minutes;</li> <li>• Coordination of the implementation of decisions made by the Technical Working Groups and those made to the Sub-committee by the Technical Working Group, and provision of feedback to the Programme Officer and Programme Technical Leader;</li> <li>• Coordination of the Institutions that contribute to the relevant Program objectives during the planning and implementation of the Program Interventions.</li> <li>• Preparation of quarterly performance reports on the implementation of Annual Implementation Action Plans (AIAPs) and present to the Program Technical Working</li> </ul>

	<p>Group;</p> <ul style="list-style-type: none"> <li>• Development of a monitoring and evaluation framework in collaboration with the Programme Officer in charge of Planning and Budgeting, aligned to the interventions under objectives relevant to the Technical Working Groups;</li> <li>• Undertaking joint monitoring and evaluation sessions, interventions under the relevant program objective and preparation of periodic reports to the Programme Technical Leader through the Programme Coordinator;</li> <li>• Identification of key policy gaps and preparation of briefs with recommendations for improvement to the Program Technical Leader;</li> <li>• Undertaking periodic capacity needs assessment within the institutions relevant to the assigned objectives to identify skills gaps, develop a capacity development plan and ensure integration of the relevant priorities in the Annual Program Implementation Action Plan (APIAP) and Budget Framework Papers;</li> <li>• Documentation of success stories for dissemination to relevant stakeholders; and</li> <li>• Execution of any other duties as assigned by the Programme Officer or the Programme Leader.</li> </ul>
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<b>5. Programme:</b>	<b>Natural Resources, Environment, Climate Change, Lands and Water Management (Nrecclwm) Programme</b>
<b>Ministry:</b>	Ministry of Water and Environment
<b>5.1 Position:</b>	<b>Programme Officer</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Technical Leader, Natural Resources, Environment, Climate Change, Lands and Water Management (Nrecclwm) Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree (Honors) in either Economics, Environmental Management, Climate Science, Land Use Planning, Water Resources Management or related fields from a recognized University /Institution.</li> <li>• A Masters' Degree either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; or Development Studies.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least nine (9) years of relevant experience in research, project management, Programme coordination, policy analysis, or environmental/natural resources management</li> <li>• Demonstrable experience in the fields of program/project Planning and Management, Budgeting, Procurement Management, Monitoring and Evaluation.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Support to ensure that the project ideas are mapped to the comprehensive National Development Planning Framework and other Government development policies as issued from time to time. Ensure that the proposed interventions are not duplicating an existing project within the Programme.</li> <li>• Enhance the capacity of PWG members throughout the project cycle stages and phases.</li> <li>• Ensure that all stakeholders are involved in the project cycle from the inception to ex-post evaluation stage.</li> <li>• Support the periodic review of ongoing and commissioned projects to assess the level of implementation, identify challenges, recommend corrective actions to inform new projects and evaluate the attainment of objectives.</li> <li>• Support the custody of all pipeline ideas and profiles submitted by the respective MDAs pending submission to the DC.</li> <li>• Review all project reports from the MDAs within the Programme pending submission to the DC.</li> <li>• Ensure all DC actionable points and recommendations are comprehensively addressed by the Votes under the Programme.</li> <li>• Facilitating M&amp;E, joint monitoring missions and Annual Programme performance reviews,</li> <li>• Supporting preparation of the Annual Programme Performance Reports (APPR), M&amp;E Reports and midterm</li> </ul>

	and end term reviews of projects, policies and strategies
<b>5.2 Position:</b>	<b>Sub-Programme Officer (2)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Natural Resources, Environment, Climate Change, Lands and Water Management (Nrecclwm) Programme.
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Environmental Science, Forestry, Natural Resources Management, Economics, Climate Change, or related field.</li> <li>• A Master's degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; or Development Studies.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum of five (5) years of experience in Programme management or project coordination within government, NGO, or development partners.</li> <li>• Demonstrable experience in the fields of program/project Planning and Management, Budgeting, Procurement Management, Monitoring and Evaluation.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Support coordination among implementing MDAs and local governments to ensure smooth delivery of sub-Programme activities.</li> <li>• Assist in developing sub-Programme work plans and budgets, and monitor activity progress.</li> <li>• Collect and compile data for Programme indicators, supporting effective performance tracking.</li> <li>• Provide technical input for policies, assessments, and proposals related to the Sub-Programme.</li> <li>• Draft performance summaries, briefing notes, and success stories. Key Outputs / Deliverables:</li> <li>• Sub-Programme work plans and progress reports.</li> <li>• M&amp;E data sets and indicator tracking summaries.</li> <li>• Meeting minutes and technical briefs.</li> <li>• Documentation of best practices and policy recommendations.</li> <li>• Maintain updated databases of Programme stakeholders and partners.</li> </ul>

<b>6. Programme:</b>	<b>Regional Development Programme</b>
<b>Ministry:</b>	Ministry of Local Government
<b>6.1 Position:</b>	<b>Programme Officer (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Technical Leader, Regional Development Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• A Ugandan with an Honors Bachelor's Degree in Economics, Development Economics, Quantitative Economics, Statistics, or Monitoring and Evaluation</li> <li>• A Master's Degree in Economics, Statistics, Economic Policy Management, Economic Policy and Planning or Monitoring and Evaluation from a recognized University /Institution</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum of nine (9) years relevant working experience, three (3) of which must have been served at Senior Monitoring and Evaluation Officer level in Government or reputable Organization</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Proposes the strategies for the effective implementation of the programme Interventions;</li> <li>• Management of the development and implementation of the programme monitoring and evaluation system;</li> <li>• Undertaking Research and Generation of policy proposals on issues affecting the programme and new developments/best practices on Public Sector transformation related matters;</li> <li>• Development of synergy and professional working relationship with key Stakeholders in the implementation of the programme objectives;</li> <li>• Provision of strategic guidance for the development and implementation of the Programme Implementation Action plan (PIAP);</li> <li>• Provision of technical and policy advice to the Programme Technical Working Groups</li> <li>• Ensure functionality of programme working group, Programme Technical Working Group and Programme Leadership Committee;</li> <li>• Appraisal of performance of the Programme Reforms on a quarterly, semi-annually, annually; preparation of Quarterly Performance Reports and Policy Briefs to the Programme Technical Leader;</li> <li>• Offering technical support to Institutions within the Programme as necessary to attain programme objectives;</li> <li>• Advocacy for high standards of accountability in the management of public resources;</li> <li>• Representation of the Programme Lead Ministry at the Heads of Programme Secretariat Coordination meetings;</li> </ul>



	<ul style="list-style-type: none"> <li>Facilitation of communication, coordination and cooperation between the Programme and other Stakeholders or Development Partners;</li> <li>Perform any other duties as assigned by the Head of the Secretariat and Programme Technical Leader.</li> </ul>
<b>6.2 Position:</b>	<b>Sub-Programme Officer (2)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Regional Development Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>Bachelor's Degree in Economics, Social Sciences, Business Administration, Office and Information Management or Information Science.</li> <li>Post Graduate degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; or Development Studies</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Minimum of five (5) years of experience in Programme management or project coordination within government, NGO, or development partners.</li> <li>Demonstrable experience in the fields of program/project Planning and Management, Budgeting, Procurement Management, Monitoring and Evaluation</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>Provision of Technical support to the sub-committee to; <ul style="list-style-type: none"> <li>(a) Identify priority interventions for integration into the five year and Annual Program Implementation Action Plan, as aligned to NDP IV;</li> <li>(b) Identify priorities, outputs, targets and resources required for incorporation into the Program Budget Framework Paper (PBFP), and consolidate the Sub-committee Budget Framework Papers priorities, as aligned to the Program Implementation Action Plan; and</li> <li>(c). Identify Administrative Reforms to facilitate achievements of the Program goals and objectives.</li> </ul> </li> <li>Preparation of the Project Concept Papers and submission to the Program Technical Working Group for consideration;</li> <li>Organization and coordination of meetings of the program Technical working Group to execute tasks assigned by the Program Working Group and prepare Minutes;</li> <li>Coordination of the implementation of decisions made by the Technical Working Group and provision of feedback to the Program Officer and Program Technical Leader;</li> <li>Coordination of the Institutions that contribute to the</li> </ul>

	<p>relevant Program objectives during the planning and implementation of the Program Interventions;</p> <ul style="list-style-type: none"> <li>• Preparation of quarterly performance reports on the implementation of Annual Implementation Action Plans (AIAPs) and presentation to the Program Technical Working Group;</li> <li>• Development of a monitoring and evaluation framework and alignment to the interventions under objectives relevant to the Program;</li> <li>• Undertake joint monitoring and evaluation of implementation of programme interventions and preparation of periodic reports to the Program Technical Leader through the Head Programme Secretariat;</li> <li>• Identification of key policy gaps and preparation of briefs with recommendations for improvement to the Program Technical Leader;</li> <li>• Undertaking periodic capacity needs assessment within the institutions relevant to the assigned objectives to identify skills gaps, develop a capacity development plan and ensure integration of the relevant priorities in the Annual Program Implementation Action Plan (APIAP) and Budget Framework Papers;</li> <li>• Documentation of success stories and submission to the Program Officer and Technical Working Group for dissemination to relevant Stakeholders; and</li> <li>• Execution of any other duties as assigned by the Head Program Secretariat</li> </ul>
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<b>7. Programme:</b>	<b>Integrated Transport Infrastructure Services Programme</b>
<b>Ministry:</b>	Ministry of Works and Transport
<b>7.1 Position:</b>	<b>Programme Officer (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Technical Leader, Ministry of Works and Transport
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Economics, Statistics, Commerce, Finance and any studies relevant for Development Planning</li> <li>• Master's Degree in Development Planning, Public Finance, Economics, Statistics, Business Administration, Mass Communication, Computer Science/ICT, Project Management, Monitoring and Evaluation, Management Studies or any other related discipline with specific post graduate training.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum of nine (9) years of practical working experience of which, six (6) years should be hands-on in Development Planning, Research Budgeting, Resource Mobilization, Monitoring and Evaluation in a management position in a reputable Organization.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Support the Head of the Secretariat in providing overall leadership and strategic direction for the ITIS Programme Secretariat.</li> <li>• Undertake period institutional reviews or analyses to generate advise on policy, legal, institutional reforms and regulatory requirements of the program in consultation with the Head of the ITIS Programme Secretariat.</li> <li>• To coordinate Ministry Departments and Agencies under the program to ensure compliance with the national planning and budgeting frameworks in line with the set objectives of ITIS Programme in NDP IV.</li> <li>• Coordinate ITIS Programme reporting to higher organs of the NDP IV Coordination framework in close consultation with the Head of the Secretariat and the Department of Statistics, Monitoring and Evaluation.</li> <li>• Coordinate the planning, implementation, and monitoring of ITIS activities in collaboration with the technical officers in the Planning Division, Programme Officers and TWG Chairs.</li> <li>• Organize and facilitate meetings of the Leadership Committee, PWG and TWGs, including preparation of agendas, documentation, and follow-up actions in close consultation with the Head of the Secretariat.</li> <li>• Ensure alignment of TWG activities with the overall objectives of the ITIS Programme, the National Transport Integrated Master Plan and the National Transport and Logistics Policy frameworks.</li> </ul>

	<ul style="list-style-type: none"> <li>• Supervise and provide technical guidance to the Programme Officers.</li> <li>• Maintain communication and coordination with DPI, and other development Programmes.</li> <li>• Coordinate preparation of progress reports, and programme performance indicators in close consultation with the Department of Statistics, Monitoring and Evaluation.</li> <li>• Support the harmonization of outputs from the TWGs and ensure timely submission of consolidated reports to the PWG.</li> <li>• Facilitate knowledge sharing, documentation of best practices, and dissemination of outputs.</li> <li>• Represent the ITIS Secretariat in relevant meetings, workshops, and consultations as required by other programmes.</li> </ul>
<b>7.2 Position:</b>	<b>Sub-Programme Officer (1) -Engineering Services</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Integrated Transport Infrastructure Services Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Development Planning, Public Finance, Economics, Statistics, Business Administration, Project Planning and Management, Monitoring and Evaluation.</li> <li>• Masters in Development Planning, Public Finance, Taxation, Economics, Statistics, Business Administration, Project Planning and Management, Monitoring and Evaluation will be an added advantage.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least five (5) years of practical working experience in development planning, budgeting, public financial management, audit, monitoring and evaluation</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Support Leadership Committees, PWGs and TWGs in executing their respective programme coordination functions.</li> <li>• Coordinate and support the activities of the Engineering TWG under the ITIS Programme.</li> <li>• Assist in the development and review of standards, specifications, and guidelines for transport infrastructure design, construction, and maintenance.</li> <li>• Facilitate the collection and analysis of data related to engineering and infrastructure performance.</li> <li>• Support preparation of technical reports, workplans, and concept notes for the Engineering TWG.</li> <li>• Liaise with ministries, agencies, and stakeholders involved in engineering and infrastructure development.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure integration of engineering inputs into the overall ITIS workplan and reporting framework.</li> <li>• Assist the Programme Coordinator in monitoring engineering-related project implementation and progress.</li> <li>• Maintain a database of engineering-related studies, designs, and policy documents under the ITIS Programme.</li> <li>• Support the organization of capacity-building initiatives, workshops, and technical review meetings</li> </ul>
<b>7.3 Position:</b>	<b>Sub-Programme Officer (1) -Transport Infrastructure Services and Transport Regulation</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Integrated Transport Infrastructure Services Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Development Planning, Public Finance, Economics, Statistics, Business Administration, Project Planning and Management, Monitoring and Evaluation.</li> <li>• Masters in Development Planning, Public Finance, Taxation, Economics, Statistics, Business Administration, Project Planning and Management, Monitoring and Evaluation.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least five (5) years of practical working experience in development planning, budgeting, public financial management, audit, monitoring and evaluation.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Support Leadership Committees, PWGs and TWGs in executing their respective programme coordination functions.</li> <li>• Support organization of TWG meetings, workshops, and consultative sessions.</li> <li>• Support and facilitate regular programme-level planning, budgeting, and performance engagements.</li> <li>• Coordinate activities of both the Transport and Transport Regulation TWGs under the ITIS framework.</li> <li>• Support the development and harmonization of Policies, Strategies, and Regulations governing transport operations, safety, and compliance in consultation with the Division of Policy Analysis and the Department of Transport regulation and Safety</li> <li>• Mobilize Programme actors including MDAs, Development partners, private sector, Academia and civil society participation.</li> <li>• Facilitate stakeholder engagement across public and private sector entities involved in transport operations and regulation.</li> </ul>

<b>8. Programme:</b>	<b>Administration of Justice Programme</b>
<b>Ministry:</b>	Ministry of Justice and Constitutional Affairs
<b>8.1 Position:</b>	<b>Programme Officer (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Technical Leader, Administration of Justice Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor of Laws Degree with Honors.</li> <li>• Post Graduate diploma in Law from Law Development Centre.</li> <li>• A Master's degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; or Development Studies.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum of nine (9) years of professional experience in justice systems, preferably in a developing country context.</li> <li>• Proven expertise in justice and judicial reforms including alternative dispute resolution and alternative justice systems.</li> <li>• Experience working with justice chain service delivery at judicial institutions, government agencies, and civil society organizations in Uganda or similar contexts.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Provide technical support to the Programme governance structures;</li> <li>• Coordinate the activities of AJP.</li> <li>• Be responsible for the AJP day to day operations and supervision of staff.</li> <li>• Coordinate preparation of AJP work plans and budgets.</li> <li>• Participate in the development of the Programme Monitoring and Evaluation framework for the AJP Programme.</li> <li>• Provide strategic thinking to the Programme.</li> <li>• Review existing reforms in criminal and civil justice and guide on improvements.</li> <li>• Provide technical guidance in policy, short and medium-term planning to the Programme.</li> <li>• Develop proposals to mobilize resources for Administration of Justice Programme.</li> <li>• Liaising with other secretariats to create synergies in the implementation of the Programme.</li> <li>• Develop the strategy and Implementation Action Plan for the Programme.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate review/ research AJP Programme agenda in line with the Programme results areas and propose corrective action for improvements;</li> <li>• Coordinate integration of the cross-cutting issues of gender, conflict and environment.</li> <li>• Prepare periodic Programme progress report.</li> <li>• Coordinate all Programme stakeholders for effective and efficient delivery of Programme results in Criminal and Civil Justice.</li> <li>• Execute any other duties as assigned by the head Programme Secretariat.</li> </ul>
<b>8.2 Position:</b>	<b>Sub-Programme Officer- Criminal Justice</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Administration of Justice Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Law, Criminology, Human Rights, or a related field</li> <li>• A Master's degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; or Development Studies.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum of 10 years of professional experience in criminal justice systems, preferably in a developing country context</li> <li>• Proven management experience of at least 7 years as a Manager or Coordinator</li> <li>• Proven expertise in criminal justice reforms, case management, and access to criminal justice initiatives</li> <li>• Experience working with criminal justice chain service delivery at judicial institutions, government agencies, and civil society organizations in Uganda or similar contexts</li> <li>• Strong understanding of Uganda's Administration of Justice system and Programme</li> <li>• Excellent hands-on experience in justice actors' coordination</li> <li>• Excellent analytical, communication, and report-writing skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work collaboratively with diverse stakeholders and facilitate multi-sectoral coordination</li> <li>• Fluency in English language.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Provide technical support to Criminal Justice Technical Working Group in identification of priorities and administrative reforms that facilitate achievements of the Programme goals and objectives, and tracking implementation of criminal justice interventions.</li> <li>• Prepare project concept papers and submit to the Programme Officer for consideration by the Programme Working Group.</li> <li>• Organize and coordinate meetings of the Criminal Justice Technical Working Group.</li> <li>• Liaise with the coordination Secretariat for Case Management Committee and its respective subcommittees to compile and analyze emerging issues and proposed actions for better coordination of the Programme.</li> <li>• Coordinate the implementation of decisions made by the Criminal Justice Technical Working Group, and provide feedback to the Programme Officer;</li> <li>• Support the Programme level implementation of Alternative Dispute Resolution (ADR) mechanisms, such as, plea bargaining, diversion and reconciliation to reduce criminal case backlogs.</li> <li>• Participate in the coordination of Programme Institutions that contribute to the relevant AJP objectives during the planning and implementation of the Criminal Justice Interventions.</li> <li>• Prepare of quarterly performance reports on the implementation of AJP PIAP and present to the Program Technical Working Group.</li> <li>• Identify key policy gaps in criminal justice and prepare briefs with recommendations for improvement to the Programme Officer.</li> <li>• Undertake periodic criminal justice capacity needs assessment within the AJP institutions relevant to the assigned objectives to identify skills gaps, develop a capacity development plan and ensure integration of the relevant priorities in the PIAP and Budget Framework Papers.</li> <li>• Document success stories and submit to the Programme Officer for dissemination to relevant stakeholders.</li> </ul>



	<ul style="list-style-type: none"> <li>• Support the Secretariat in building relationships with key stakeholders, including development partners, civil society organizations, legal fraternity and academia in line with the Programme objectives.</li> <li>• Execute any other duties as assigned by the Programme Officer.</li> </ul>
<b>8.3 Position:</b>	<b>Sub-Programme Officer- Civil Justice</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Administration of Justice Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Law, Judicial Administration, Human Rights, or a related field</li> <li>• Master's degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; or Development Studies</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum of 10 years of professional experience in civil justice systems, preferably in a developing country context;</li> <li>• Proven expertise in civil justice reforms in alternative dispute mechanisms, case management, and access to civil justice initiatives such as mediation, reconciliation among others;</li> <li>• Experience working with civil justice chain service delivery at judicial institutions, government agencies, and civil society organizations in Uganda or similar contexts;</li> <li>• Strong understanding of Uganda's Administration of Justice system and Programme;</li> <li>• Excellent hands-on experience in justice actors' coordination;</li> <li>• Excellent analytical, communication, and report-writing skills;</li> <li>• Ability to work collaboratively with diverse stakeholders and facilitate multi--institutional coordination;</li> <li>• Fluency in English language.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Provide technical support to Civil Justice Technical Working Group in identification of priorities and administrative reforms that facilitate achievements of</li> </ul>

	<p>the Programme goals and objectives, and tracking implementation of civil justice interventions.</p> <ul style="list-style-type: none"> <li>• Prepare the Project Concept Papers and submit to the Programme Officer for consideration by Programme Working Group.</li> <li>• Organize and coordinate meetings of the Civil Justice Technical Working Group.</li> <li>• Participate in Programme level implementation of Alternative Dispute Resolution (ADR) mechanisms, such as mediation and small claims procedure to reduce case backlogs and enhance civil justice delivery.</li> <li>• Participate in the coordination of Programme institutions that contribute to the relevant AJP objectives during the planning and implementation of the civil justice interventions including in land, commercial, taxation and family among others.</li> <li>• Prepare of quarterly performance reports on the implementation of AJP PIAP and present to the Program Technical Working Group.</li> <li>• Identify key policy gaps in civil justice and prepare briefs with recommendations for improvement to the Programme Officer.</li> <li>• Undertake periodic civil justice capacity needs assessment within the AJP institutions relevant to the assigned objectives to identify skills gaps, develop a capacity development plan and ensure integration of the relevant priorities in the PIAP and Budget Framework Papers.</li> <li>• Document success stories and submit to the Programme Officer for dissemination to relevant stakeholders.</li> <li>• Support the Secretariat in building relationships with key stakeholders, including development partners, civil society organizations, legal fraternity and academia in line with the Programme objectives.</li> <li>• Execution of any other duties as assigned by the Programme officer.</li> </ul>
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<b>9. Programme:</b>	<b>Sustainable Urbanization, Housing and Land Management Programme</b>
<b>Ministry:</b>	Ministry of Lands, Housing and Urban Development
<b>9.1 Position:</b>	<b>Programme Officer (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Technical Leader, Sustainable Urbanization, Housing and Land Management Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Economics, Statistics or Quantitative Economics</li> <li>• Master's Degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; or Development Studies</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum of nine (9) years of practical working experience of which, five (5) years should be related to Lands, Housing and Urban Development initiatives in Government or a reputable Organization</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Support Sustainable Urbanization and Housing (SUH) Programme Planning and Budgeting activities</li> <li>• Ensure effective implementation of the SUH Programme Implementation Action Plan</li> <li>• Manage the Integrated National Development Plan Monitoring and Evaluation Management Information System and other systems capturing Programme related data</li> <li>• Facilitate in organizing all SUH Programme structure meetings including Programme Working Group meetings, Programme Leadership meetings, Technical working Group meetings, Secretariat meetings, Joint M&amp;E subcommittee meetings, among others.</li> <li>• Consolidate Sub-Programme Performance Reports (quarterly, semi-annual and annual)</li> <li>• Facilitate Sustainable Urbanization and Housing Programme (SUHP) Reviews</li> <li>• Support the identification, costing/budgeting and implementation of SUHP priorities</li> <li>• Support the development, approval, implementation, reporting, monitoring and evaluation of SUHP Projects</li> <li>• Support the execution of SUHP related Research, Studies and Policy Dialogues</li> </ul>
<b>9.2 Position:</b>	<b>Sub-Programme Officer (1)- Physical Planning &amp; Urban development</b>
<b>Nature of position:</b>	Full Time

<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Sustainable Urbanization, Housing and Land Management Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• A Ugandan with an Honors Bachelor's Degree in Economics or Statistics from a recognized University/Institution or any other relevant field from a recognized institution.</li> <li>• Master's degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; or Development Studies</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least five (5) years working experience in Planning, Budgeting and Performance reporting in public sector programmes or projects related to Physical Planning and Urban Development sub-Programme initiatives in Government or a reputable Organization</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Support the Physical Planning and Urban Development Sub-Programme in planning and Budgeting</li> <li>• Support the Management of the Integrated National Development Plan Monitoring and Evaluation Management Information System</li> <li>• Develop and publish the Physical Planning and Urban Development (PPUD) Sub-Programme Performance Reports (quarterly, semi-annual and annual);</li> <li>• Facilitate PPUD Sub-Programme Reviews</li> <li>• Facilitate Housing Technical Working Group meetings for the PPUD sub-Programme</li> <li>• Support the identification, costing/budgeting and implementation of PPUD sub-Programme priorities</li> <li>• Support the development, approval, implementation, reporting, monitoring and evaluation of PPUD Sub-Programme Projects</li> <li>• Support the execution of PPUD Sub-Programme Research, Studies and Policy Dialogues</li> </ul>
<b>9.3 Position:</b>	<b>Sub-Programme Officer (1)- Housing Experience</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Sustainable Urbanization, Housing and Land Management Programme.
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Economics or Statistics from a recognized University/Institution or any other relevant field from a recognized institution.</li> <li>• Masters in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance</li> </ul>

	Management; Economics; Public Policy and Administration; or Development Studies
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least five (5) years working experience in Planning, Budgeting and Performance reporting in public sector programmes or projects related to Housing Sub-Programme initiatives in Government or a reputable Organization</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Support the Housing Sub-Programme in planning and Budgeting</li> <li>• Support the Management of the Integrated National Development Plan Monitoring and Evaluation Management Information System</li> <li>• Develop and publish the Housing Sub-Programme Performance Reports (quarterly, semi-annual and annual)</li> <li>• Facilitate Housing Sub-Programme Reviews</li> <li>• Facilitate Housing Technical Working Group meetings</li> <li>• Support the identification, costing/budgeting and implementation of Housing sub-Programme priorities</li> <li>• Support the development, approval, implementation, reporting, monitoring and evaluation of Housing Sub-Programme Projects</li> <li>• Support the execution of Housing Sub-Programme Research, Studies and Policy Dialogues</li> </ul>

<b>10. Programme:</b>	<b>Agro-Industrialisation Programme</b>
<b>Ministry:</b>	Ministry of Agriculture, Animal Industry and Fisheries
<b>10.1 Position:</b>	<b>Programme Officer (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Technical Leader, Agro-Industrialisation Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• A Ugandan Holding an Honors Bachelor's Degree in Economics, Development Economics, Quantitative Economics, Statistics, Agriculture Economics</li> <li>• Master's Degree in Economics, Statistics, Economic Policy Management, Economic Policy and Planning, Monitoring and Evaluation, Business Administration from a recognized University /Institution.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum of nine (9) years relevant working experience, three (3) of which must have been served at Principal Monitoring and Evaluation Officer level in Government or reputable Organization.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Proposes the Strategies for the effective implementation of the Programme Interventions.</li> <li>• Management of the development and implementation of the programme monitoring and evaluation system.</li> <li>• Undertaking Research and Generation of policy proposals on issues affecting the programme and new developments/best practices on Public Sector transformation related matters.</li> <li>• Development of synergy and professional working relationship with key Stakeholders in the implementation of the programme objectives.</li> <li>• Provision of strategic guidance for the development and implementation of the Programme Implementation Action Plan (PIAP).</li> <li>• Provision of technical and policy advice and support to the Programme Technical Working Groups.</li> <li>• Ensure functionality of programme working group, Programme Technical Working Group and Programme Leadership Committee.</li> <li>• Appraisal of performance of the Programme Reforms on a quarterly, semi-annually, annually; preparation of Quarterly Performance Reports and Policy Briefs to the Programme Technical Leader.</li> <li>• Offering technical support to Institutions within the Programme as necessary to attain programme objectives;</li> <li>• Advocacy for high standards of accountability in the management of public resources;</li> <li>• Representation of the Programme Lead Ministry at the Heads of Programme Secretariat Coordination meetings;</li> </ul>

	<ul style="list-style-type: none"> <li>• Facilitation of communication, coordination and cooperation between the Programme and other Stakeholders or Development Partners; and</li> <li>• Perform any other duties as assigned by the Head of the Secretariat and Programme Technical Leader.</li> </ul>
<b>10.2 Position:</b>	<b>Sub-Programme Officer (2)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Agro-Industrialisation Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Economics, Social Sciences, Business Administration, Office and Information Management or Information Science.</li> <li>• Masters in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; or Development Studies</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of five (5) years relevant working experience in a related Field with bias in government work environment</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Provision of Technical Support to the Sub-committee to; <ol style="list-style-type: none"> <li>1. Identify priority interventions for integration into the five year and Annual Program Implementation Action Plan, as aligned to NDP IV.</li> <li>2. Identify priorities, outputs, targets and resources required for incorporation into the Program Budget Framework Paper (PBFP), and consolidate the Sub-committee Budget Framework Papers priorities, as aligned to the Program Implementation Action Plan.</li> <li>3. Identify Administrative Reforms to facilitate achievements of the Program goals and objectives.</li> </ol> </li> <li>• Preparation of the Project Concept Papers and submission to the Program Technical Working Group for consideration.</li> <li>• Organisation and coordination of meetings of the Program Technical Working Group to execute tasks assigned by the Program Working Group and prepare Minutes.</li> <li>• Coordination of the implementation of decisions made by the Technical Working Group and provision of feedback to the Program Officer and Program Technical Leader.</li> <li>• Coordination of the Institutions that contribute to the relevant Program objectives during the planning and implementation of the Program Interventions.</li> <li>• Preparation of quarterly performance reports on the implementation of Annual Implementation Action Plans (AIAPs) and presentation to the Program Technical Working Group.</li> </ul>

	<ul style="list-style-type: none"> <li>• Development of a monitoring and evaluation framework and alignment to the interventions under objectives relevant to the Program.</li> <li>• Undertake joint monitoring and evaluation of implementation of programme interventions and preparation of periodic reports to the Program Technical Leader through the Head Programme Secretariat.</li> <li>• Identification of key policy gaps and preparation of briefs with recommendations for improvement to the Program Technical Leader.</li> <li>• Undertaking periodic capacity needs assessment within the institutions relevant to the assigned objectives to identify skills gaps, develop a capacity development plan and ensure integration of the relevant priorities in the Annual Program Implementation Action Plan (APIAP) and Budget Framework Papers.</li> <li>• Documentation of success stories and submission to the Program Officer and Technical Working Group for dissemination to relevant Stakeholders.</li> <li>• Execution of any other duties as assigned by the Head Program Secretariat.</li> </ul>
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<b>11. Programme:</b>	<b>Manufacturing Programme</b>
<b>Ministry:</b>	Ministry of Trade, Industry and Cooperatives
<b>11.1 Position:</b>	<b>Programme Officer; Manufacturing</b>
<b>Nature of Position</b>	Full Time
<b>Location</b>	Kampala
<b>Contract Period</b>	24 months
<b>Reports to</b>	Technical Leader, Manufacturing Programme
<b>Qualifications</b>	<p>A Bachelor of Science in Degree in Industrial Chemistry, Industrial Manufacturing, Engineering Industrial Technology and Industrial Economics or Quantitative Economics</p> <p>Masters in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; or Development Studies</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum nine (9) years' experience in Industrial Manufacturing/Trade planning, policy coordination, and project implementation.</li> <li>• Proven experience working within or in close collaboration with public sector institutions, preferably at national or local government level, with demonstrated understanding of public administration systems, government coordination frameworks, and reporting protocols under Uganda's National Development Plans (NDPs)</li> <li>• Demonstrated experience in stakeholder engagement, compliance monitoring, and inter-institutional coordination</li> </ul>
<b>Duties</b>	<p>Provision of Technical Support to the Programme i.e.:</p> <ul style="list-style-type: none"> <li>• Identify priority interventions for integration into the five year and Annual Program Implementation Action Plan, as aligned to NDP IV;</li> <li>• Identify priorities, outputs, targets and resources required for incorporation into the Program Budget Framework Paper (PBFP), and consolidate the Sub-committee Budget Framework Papers priorities, as aligned to the Program Implementation Action Plan;</li> <li>• Identify Administrative Reforms to facilitate achievements of the Program goals and objectives</li> <li>• Preparation of the Project Concept Papers and submission to the Program Technical Working Group for consideration;</li> <li>• Organization and coordination of meetings of the Program Technical Working Group to execute tasks</li> </ul>

	<p>assigned by the Program Working Group and prepare Minutes;</p> <ul style="list-style-type: none"> <li>• Coordination of the implementation of decisions made by the Technical Working Group and provision of feedback to the Program Officer and Program Technical Leader;</li> <li>• Coordination of the Institutions that contribute to the relevant Program objectives during the planning and implementation of the Program Interventions;</li> <li>• Preparation of quarterly performance reports on the implementation of Annual Implementation Action Plans (AIAPs) and presentation to the Program Technical Working Group;</li> <li>• Development of a monitoring and evaluation framework and alignment to the interventions under objectives relevant to the Program;</li> <li>• Undertake joint monitoring and evaluation of implementation of Programme interventions and preparation of periodic reports to the Program Technical Leader through the Head Programme Secretariat;</li> <li>• Identification of key policy gaps and preparation of briefs with recommendations for improvement to the Program Technical Leader;</li> <li>• Undertaking periodic capacity needs assessment within the institutions relevant to the assigned objectives to identify skills gaps, develop a capacity development plan and ensure integration of the relevant priorities in the Annual Program Implementation Action Plan (APIAP) and Budget Framework Papers;</li> <li>• Documentation of success stories and submission to the Program Officer and Technical Working Group for dissemination to relevant Stakeholders; and</li> <li>• Execution of any other duties as assigned by the Head Program Secretariat.</li> </ul>
<b>11.2 Position:</b>	<b>Sub-Programme Officer, Value Addition and Industrial Development (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Manufacturing Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Economics, Statistics, Business Administration, International Business, Bachelor of commerce.</li> <li>• A Masters degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public</li> </ul>

	Finance Management; Economics; Public Policy and Administration; or Development Studies
<b>Experience:</b>	<ul style="list-style-type: none"> <li>At least five (5) years of working experience,3(three) of which should have been served at a minimum level of Principal officer, handling trade and M&amp;E related matters in government or in a reputable organization.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>Provides technical Support to the Sub-committee to;               <ol style="list-style-type: none"> <li>Identify priority interventions for integration into the five year and Annual Programme Implementation Action Plan, as aligned to NDPIII;</li> <li>Identify priorities, outputs, targets and resources required for incorporation into the Programme Budget Framework Paper's priorities aligned to the Programme Implementation Action Plan.</li> <li>Identify administrative reforms to facilitate achievements of the Programme Goals and objectives.</li> </ol> </li> <li>Prepare Project Concept papers and submission to the Programme liaison Officer, in charge of projects and resource mobilization for consideration by the Programme Technical Working Group.</li> <li>Organize and coordinate meetings of the Programme Technical Working Group Sub -committee to execute tasks assigned by the Programme Working Group and prepare minutes.</li> <li>Coordinate the implementation of decisions made by the Technical Working Group Sub-committees and those made to the Subcommittee by the TWG and provision of feedback the Programme Coordinator and Programme Technical Leader.</li> <li>Coordinate the institutions that contribute to the relevant Programme objectives during the planning and implementation of the Programme interventions.</li> <li>Prepare quarterly performance reports on the implementation of Annual Implementation Action Plans (AIAPS) and present to the Programme Technical Working Group.</li> <li>Develop Monitoring and evaluation framework in collaboration with the Programme Liaison Officer in charge of planning and Budgeting, aligned to the interventions under objectives relevant to the sub-committee.</li> <li>Undertake joint Monitoring and evaluation session interventions under the relevant program objective and preparation of periodic reports to the Programme Technical Leader through the Programme Coordinator.</li> <li>Identify key policy gaps and preparation of briefs with recommendations for improvement to the Programme Technical Leader.</li> </ul>

	<ul style="list-style-type: none"> <li>Undertake periodic capacity needs assessment within the institutions relevant to the assigned objectives to identify skills gaps, develop a capacity development plan and ensure integration of the relevant priorities in the annual program Implementation Action Plan and budget framework papers.</li> <li>Document success stories and submission to the Programme Officer in charge of communication and Public Relations for dissemination to relevant stakeholders.</li> <li>Execute any other duties as assigned by the Head Programme Secretariat or the Programme Technical Leader.</li> </ul>
<b>11.3 Position:</b>	<b>Sub-Programme Officer (1) Program Efficiency and Support</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Programme Officer, Manufacturing Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>An honors Bachelor's Degree in Economics, Statistics, Business Administration, International Business, Bachelor of commerce.</li> <li>A Master's degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; or Development Studies</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>At least five (5) years of working experience, 3 (three) of which should have been served at a minimum level of Principal officer, handling trade and M&amp;E related matters in government or in a reputable organization.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>Program Performance and Accountability: Design, implement, and manage an integrated Monitoring &amp; Evaluation (M&amp;E) system that tracks progress against indicators, measures outcomes, and supports data-driven decision-making in line with NDPIV and PIAP priorities.</li> <li>Operational Efficiency: Lead initiatives that enhance program and operational efficiency through Business Process Re-engineering (BPR), promoting continuous improvement, and fostering a results-oriented and adaptive culture a cross team.</li> <li>Decision Intelligence: Provide timely, accurate, and actionable data analytics and intelligence to guide leadership decisions, ensuring that interventions remain evidence-based, performance-focused, and aligned with strategic goals.</li> <li>Risk Management and Compliance: Oversee the identification, analysis, and mitigation of program risks, developing and monitoring risk management and</li> </ul>

	<p>compliance frame works that safe guard program integrity and sustainability.</p> <ul style="list-style-type: none"> <li>• Performance Monitoring and Reporting: Develop and maintain interactive dashboards and reporting tools to facilitate real-time performance tracking, trend analysis, and early identification of implementation challenges.</li> <li>• Capacity Strengthening: Build internal capacity by training and mentoring staff on M&amp;E methodologies, data analytics, and risk management practices to improve institutional learning and accountability.</li> </ul>
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<b>12. Programme:</b>	<b>Development Plan Implementation Programme</b>
<b>Ministry:</b>	Office of the Prime Minister
<b>12.1 Position:</b>	<b>Programmes Coordinator (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Technical leader, Development Plan Implementation Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in any of the following fields: Economics, Development Studies, Social Sciences, Public Administration, Business Administration, Statistics from a recognized University.</li> <li>• Master's degree in Economics, Development Studies, Social Sciences, Public Administration, Business Administration, Project Planning and Management. Statistics Project Planning and Management, Monitoring and Evaluation, Public Policy or Public Administration.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of nine (9) years of relevant working experience in Multi Programme and stakeholder implementation coordination, monitoring and evaluation, or project management, three (3) of which should have been served at a senior officer level in Government or a reputable organization involved in national planning or development coordination.</li> <li>• Experience in records and documentation management, maintaining action trackers, and supporting inter-agency coordination will be an added advantage.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Coordinating implementation of NDP IV programmes, ensuring timely execution of agreed actions across Ministries, Departments, Agencies (MDAs), and Local Governments;</li> <li>• Collecting, collating, and analyzing programme data, progress reports, and implementation updates from MDAs and other stakeholders;</li> <li>• Maintaining an updated action log and follow-up tracker for decisions and deliverables from NDP IV coordination platforms;</li> <li>• Recording, documenting, and managing official programme records, meeting minutes, reports, and correspondence in accordance with OPM record management guidelines;</li> <li>• Ensuring timely follow-up on agreed actions and recommendations, and providing regular status updates to supervisors and stakeholders;</li> <li>• Assisting in preparation of technical briefs, periodic performance reports, and policy summaries related to NDP IV programme implementation;</li> </ul>

	<ul style="list-style-type: none"> <li>• Supporting the organization of inter-programme meetings, technical working groups, and NDP IV programme progress review sessions;</li> <li>• Contributing to the preparation and consolidation of programme work plans, budgets, and quarterly progress reports in line with NDP IV programme secretariat results matrix;</li> <li>• Liaising with the Monitoring and Evaluation (M&amp;E) team to ensure that data collection and analysis are aligned with the issues / recommendation from programme implementation coordination platforms;</li> <li>• Providing administrative and coordination support to ensure effective engagement between OPM, MDAs, Development Partners, and Local Governments;</li> <li>• Ensuring safe custody and accessibility of programme documentation and maintaining proper version control of official records;</li> <li>• Performing any other duties as may be assigned from time to time by the supervisors or other authorized officers.</li> </ul>
<b>12.2 Position:</b>	<b>Programme Officer (2)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with frequent travel countrywide
<b>Contract Period:</b>	24 months
<b>Reports to:</b>	Senior Programme Officer, <b>Development Plan Implementation Programme</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Masters' degree in in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; or Development Studies</li> <li>• Bachelor's Degree in Development Studies, Social Sciences, Economics, Statistics or a related discipline.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years' experience in a similar role in the development sector</li> <li>• Experience in coordinating Government of Uganda Programmes and reporting.</li> <li>• Experience with development partner coordination.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Provide Support to the Commissioner Strategic Coordination and Implementation in the development, implementation and monitoring of the fourth National Development Plan 2025/26 - 2029/30</li> <li>• Provide technical and administrative support, through identifying problems and issues to be addressed with proposed corrective actions,</li> <li>• Liaise with relevant programme units and MDAs, identifying and tracking follow-up actions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide support in organizing for National governance structures meetings (PWG and Leadership Committees) meetings</li> <li>• Compile information and draft/edit documents in response to scheduled and emerging calls for support, including project programme proposals, background papers, analysis, concept notes, briefs, presentations, etc.</li> <li>• Provide support in the development of collaborative work in integrated programme development across technical teams in NOP IV programme implementation.</li> <li>• Support programme coordination for OPM/SCI and partnership</li> <li>• Participate in coordination meetings, and advancing follow-up actions; and Support the office's participation in coordination fora</li> <li>• Undertake field missions as and when required</li> <li>• Perform any other related duties as required.</li> <li>• Ensure that quarterly reports are completed for the secretariat.</li> <li>• Support coordination of partner and donor engagements with Programmes, MDA</li> <li>• Ensure donor correspondence and key information are filed in appropriate folders, and support other donor communication and material development as needed.</li> <li>• Support in our partner on-granting processes including coordinating their onboarding, monitoring and tracking progress once onboard.</li> <li>• Coordinate with the programme leads to track and document participation in external coordination meetings and events, that staff are attending and ensure notes are shared and saved on SharePoint.</li> <li>• Respond to ad-hoc requests at the department for document or information that may arise and respond proactively.</li> <li>• Ensure all PPT presentations follow GoU branding guidelines (project and external presentations)</li> <li>• Record minutes and actions from all meetings attended, circulating, and saving notes and updating the Action Tracker in a timely manner.</li> <li>• Ensure all folders are up to date, new folders and</li> </ul>
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	<p>folder structures and Teams Channels are set up in a timely way, and relevant people have access links</p> <ul style="list-style-type: none"> <li>• Ensure weekly and monthly briefs/reports are submitted on time, in the right format, shared with the Team Leader.</li> <li>• Ensure the Department has timely access to relevant documents, including contracts, MoUs, reports, meeting minutes and key actions to support country programme compliance and coordination.</li> <li>• Support Programme Team to submit required paperwork and file documents.</li> </ul>
<b>Ministry:</b>	Ministry of Finance, Planning and Economic Development
<b>12.3 Position:</b>	<b>Programme Officer - Change Management and Quality Assurance (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with occasional travel country wide
<b>Contract Period:</b>	2 Year
<b>Reports to:</b>	Head, Secretariat for PSD/DPI Programmes
<b>Qualification:</b>	<p>(i) An Honors Bachelor's Degree in Economics, Statistics, Commerce, Finance, Taxation, M&amp;E, Development Studies, Business Administration or equivalent qualification from a reputable University.</p> <p>(ii) A Masters' Degree in Economics, Statistics, Commerce, Finance, Taxation, M&amp;E, Development Studies, Business Administration Public Sector Management, Public Administration, Management Studies from a reputable University.</p>
<b>Experience:</b>	At least nine (9) years of working experience, three (3) years of which should have been served at the minimum level of a Principal Officer in Government or reputable organization.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Progress/performance analysis and reporting on plan implementation</li> <li>• Synthesize and assess trends and raise red flags on emerging issues impeding or affecting NDP implementation</li> <li>• To develop analytical papers on issues affecting NDP implementation</li> <li>• Follow – up and provide insights and assurances and identify risks (red flags) on key areas of the Programmes performance to the PWG during the year.</li> <li>• Collect and analyze data and provide strategic advice to the PWG on execution of key on functions of the NDP Programme institutions relating to coordination, plan monitoring, oversight and other aspects of plan implementation</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep a log of implementation challenges and issues identified through various mechanisms (reviews, etc.) and follow-up with concerned DPI institutions on their implementation</li> <li>• Follow up with NDP Programmes institutions on implementation of other key actions mandated by the PWG regarding NDP implementation</li> <li>• Undertake specialized studies cutting across programmes, to generate research findings/evidence for improving plan implementation.</li> <li>• Integration of change management activities into Program planning, budgeting and implementation;</li> <li>• Supporting the design, development, delivery and management for different programs;</li> <li>• Conducting impact analysis and assessment of Institutions/Programs readiness for change and identification of key Stakeholders that need engagement;</li> <li>• Creation of actionable deliverables for different change management levels to neutralize resistance;</li> <li>• Preparation and updating of quality assurance documents, basing on recognized standards, such as ISO 9000 – Quality Management, published by the International Organization for Standardization;</li> <li>• Training Officers and provision of documented quality standards, as guidelines for the day-to-day operations;</li> <li>• Promotion of a culture of quality, run awareness and award programs, which observe quality in service delivery;</li> <li>• Reviewing of statistical data from different programs to identify challenges of implementing quality standards and guidelines; and</li> <li>• Development and monitoring of continuous improvement programs in service delivery, aiming at reducing costs and improving the overall quality of services in the Public Sector.</li> </ul>
<b>12.4 Position:</b>	<b>Sub-Programme Officer - Change Management and Quality Assurance (2)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with occasional travel country wide
<b>Contract Period:</b>	2 Year
<b>Reports to:</b>	Programme Officer - Change Management and Quality Assurance
<b>Qualification:</b>	(i) An Honors Bachelor's Degree in Economics, Statistics, Commerce, Finance, Taxation, M&E, Development Studies, Business Administration or equivalent qualification from a reputable University.

	(ii) A Masters' Degree in Economics, Statistics, Commerce, Finance, Taxation, M&E, Development Studies, Business Administration Public Sector Management, Public Administration, Management Studies from a reputable University.
<b>Experience:</b>	At least nine (5) years of working experience, three (3) years of which should have been served at the minimum level of a Senior Officer in Government or reputable organization.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Maintain a database on all aspects of the NDP implementation, including financial (by programme) and progress reporting</li> <li>• Collect/track data on NDP plan implementation focusing on key priorities</li> <li>• Integration of change management activities into Program planning, budgeting and implementation;</li> <li>• Supporting the design, development, delivery and management for different programs;</li> <li>• Conducting impact analysis and assessment of Institutions/Programs readiness for change and identification of key Stakeholders that need engagement;</li> <li>• Creation of actionable deliverables for different change management levels to neutralize resistance;</li> <li>• Preparation and updating of quality assurance documents, basing on recognized standards, such as ISO 9000 – Quality Management, published by the International Organization for Standardization;</li> <li>• Training Officers and provision of documented quality standards, as guidelines for the day-to-day operations;</li> <li>• Promotion of a culture of quality, run awareness and award programs, which observe quality in service delivery;</li> <li>• Reviewing of statistical data from different programs to identify challenges of implementing quality standards and guidelines; and</li> <li>• Development and monitoring of continuous improvement programs in service delivery, aiming at reducing costs and improving the overall quality of services in the Public Sector.</li> </ul>

<b>13. Programme:</b>	<b>Private Sector Development</b>
<b>Ministry:</b>	Ministry of Finance, Planning and Economic Development
<b>13.1 Position:</b>	<b>Programme Liaisons Officer (1)</b>
<b>Nature of position:</b>	Full Time
<b>Location:</b>	Kampala with occasional travel country wide
<b>Contract Period:</b>	2 Year
<b>Reports to:</b>	Head, Secretariat for PSD/DPI Programme
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• An honors Bachelor's degree in Economics, Statistics, Commerce, Entrepreneurship, Law, Finance and any studies relevant for Private Sector Development.</li> <li>• A Master's degree in either Statistics; Monitoring and Evaluation; Project Planning and Management; Public Finance Management; Economics; Public Policy and Administration; or Development Studies</li> </ul>
<b>Experience:</b>	At least nine (9) years of Private Sector Development work experience, of which three (3) years should have been served as a Private Sector Development resource at Principal level in Government or a reputable organization.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Coordination of the development and implementation of Annual Programme Work Plans and Budgets;</li> <li>• Facilitation of the communication, coordination and cooperation within Programme Institutions;</li> <li>• Coordination of the programme performance review and reporting in accordance with the guidelines issued by the Ministry of Finance, Planning and Economic Development and Office of the Prime Minister;</li> <li>• Organization of Programme meetings, preparation and submission of Minutes and reports to the Head Program Secretariat;</li> <li>• Coordination of the development of Programme Project Proposals, for Key Programme Reforms, in collaboration with programme institutions;</li> <li>• Coordination of periodic surveys on programme outcome indicators and other topical public service delivery issues, to support evidence-based decision making;</li> <li>• Coordination of the functionality of all Programme Working Groups, Programme Technical Working Groups and Programme Leadership Committee; and</li> <li>• Perform any other duties as assigned by the Head of Programme Secretariat;</li> </ul>