



UGANDA NATIONAL COUNCIL FOR SCIENCE AND TECHNOLOGY

VACANCY ANNOUNCEMENT

The Uganda National Council for Science and Technology (UNCST) is a Government agency established in 1990 by an Act of Parliament (CAP. 209) of the Laws of Uganda. The agency is mandated to facilitate the development and implementation of strategies for integrating Science and Technology (S&T) into the national development process.

The UNCST is hereby inviting applications from suitably qualified and motivated individuals to fill the following positions on the **National Science, Technology, Engineering and Innovation Skills Enhancement (NSTEI-SE) Project**. The NSTEI-SE Project is a five (5) year intervention by the Government of Uganda to provide state-of-the-art specialized infrastructure and equipment, including techno training facilities to ensure that Ugandans acquire skills for designing, implementing and managing key infrastructural projects and create globally competitive businesses.

1. Position (1)	Project Engineer and Retooling Specialist
Contract Period	3 years
Reports to	Project Coordinator
Job Purpose	The Project Engineer will conduct scientific and technical analysis of the facilities, equipment required and provide the input-output coefficients for different training and production facilities of the Project.

Key duties and responsibilities:

1. Design, review and develop civil engineering systems, engineering workshops, mechanical system parameters and solutions in line with the prevailing technology/engineering trades, national and industry standards and Occupational Health and Safety guidelines.
2. Design and implement a framework for organizing, supervising, monitoring and evaluating the training and retooling aspects of the Project in line with M&E/L framework, technology/engineering trades and standard Instructional Design & Evaluation competencies
3. Initiate and provide input in a project functional analysis with reference to competency-based curriculum and training components, fees and collection structure, recruiting trainees including scientists & innovators, certification, assessment and placement in line with the project mission, mandate and prevailing national and industry standards.
4. Review training and learning resources and processes including trainers of trainers (ToTs) and equipment–student ratio in line with technology/engineering trades and standard Instructional Design & Evaluation competencies

5. Design and implement a framework for networking with industries in each technology/engineering trade for industry-led training programs, customized training programs and job placement opportunities for the trainees in line with the mission and mandate of the project
6. Design and implement an end to end framework for project planning, design, workflow, monitoring and evaluation, post-closure and support internal and external resources to ensure timely delivery of the project, expected quality and allotted budget in line with the national and industry standards.
7. Design and implement a framework for operationalization of project components, quantity surveying and risk analysis in line with engineering trades and the prevailing national and industry standards.
8. Develop and implement a framework for simulating (e.g. virtual dry-runs) the project in terms of its components, timelines, operations, evaluations and closure in line with the project cycle.
9. Develop and manage subordinate staff performance through coaching, appraisal and feedback in line with talent management policy

Qualifications

- Master's Degree in any Engineering field with at least Ten (10) years of professional experience in Mechanical Engineering projects designs, implementation and post evaluation
- Degree in Technical and Vocational Education Training, or related field of study.
- Certified member of the International Association of Professional Mechanical Engineers (IAPME) is an added advantage.
- A registered member of the Uganda Institute of Professional Engineers (UIPE) and Engineers Registration Board (ERB).

Experience and competences

Competency systems:

- Knowledge of one or more international competency systems and innovative ideas for curriculum development and training provision.

Design (Mechanical, civil):

- Knowledge and experience in mechanical and civil engineering designs

Machine operations:

- Demonstrable experience in dealing with manufacturing equipment on shop floor.

Practice learning and teaching:

- In-depth knowledge and understanding of the operation of factory learning models, including assessment and certification procedures.
- Ability to contribute to and comfortably work in a multidisciplinary setting.

Project management:

- Demonstrable experience and knowledge in engineering projects cycles and training and learning cycles

Software application:

- Demonstrated knowledge and experience in the use of modern engineering tools such as computer Aided Design (CAD) and Computer Aided Engineering (CAE) software to design product blueprints.
- Experience in supervising engineering projects involving system installation

Technical training

- Substantive knowledge and verifiable experience in developing and analysing training frameworks and methodologies.
- Proven track record of training curricula (and manual) development and/or working on TVET-related programmes.
- Significant experience in developing training modules.
- Demonstrable experiences in instructional design and evaluation

Personal attributes

- Resilience and commitment: Ability and willingness to work long hours, take responsibility for delivery and meet tight deadlines.
- Excellent communication skills.

2. Position (1)	Monitoring and Evaluation Specialist M&E/ Learning and Reporting Specialist (M&E/L Specialist)
Contract Period	3 years
Reports to	Project Coordinator
Job Purpose	The M&E/L Specialist will initiate, develop and implement monitoring, reporting and evaluation strategies and systems to improve internal processes, integrate lessons learned into project implementation and generate evidence for policy development in line with project design and M&E/L framework.

Key duties and responsibilities

1. Develop, implement and maintain a Project Management Information System (MIS) in line with in line with the project ICT framework and the project strategy.
2. Establish the M&E/L Framework, system and strategy, including design, data-collection formats, data-collection, data-analysis, and reporting format and systems as per the project approach and design.
3. Collect or commission surveys, audits, site visits and studies on project activities to prepare and submit consolidated reports in line with the M&E/L framework, project approach and design.
4. Monitor and report project progress including the physical and financial targets against overall M&E/L framework.
5. Support the development and monitoring of annual work plans and budgets, including annual milestones in line with the project strategy and M&E/L framework.
6. Conduct and/or commission impact evaluation of training/retooling and business incubation programs in line with the project strategy, engineering trades and the prevailing national and industry standards.
7. Coordinate and/or execute special studies and adhoc evaluations as needed to assess activity impacts and collect key outputs and process indicators for the Project components based on the project description and consultations with the relevant teams in line with engineering trades and the prevailing national and industry standards.

8. Review M & E/L data reports, flag and document potential risks or challenges and lessons learned and feed them back into activity, project design and improvement in line with the project strategic objectives
9. Develop and implement capacity building training programs related to monitoring and evaluation in line with M&E/L framework.

Qualifications

- Master’s degree in Monitoring and Evaluation, Statistics, Economics, finance or related field.
- Minimum six (6) years of work experience in public sector or private sector.

Experience & Competences:

- Experience in the design and/or implementation of M&E systems, preferably in the public sector.
- Strong foundation in statistical analysis.
- Experience in conducting and managing monitoring and evaluation activities.
- Proven experience in designing questionnaires and other data collection formats.
- Experience in setting up computerized databases and conducting analysis.
- Project management experience.
- Experience in application of ICT for communication, data collection and processing.
- Good understanding of change management concepts and approaches.
- Very strong planning, system development and organizational skills, including results orientation.
- Excellent oral and written communications skills.
- Good understanding of participatory approaches to problem solving in public organizations.

3. Position (1)	Project Accountant
Contract Period:	3 years
Reports to	Project Coordinator
Job Purpose:	Initiate, develop and review the strategic financial plan and budget of the project’s financial activities and management of financial resources including monitoring the utilisation of funds in line with internationally acceptable financial and accounting standards, government regulations and project strategic objectives

Key duties and responsibilities

1. Administer financial management of all project revenue and expenditure in line with internationally acceptable financial accounting standards and Government regulations.
2. Implement internal controls for funds and project assets in line with the assets management policies and project finance manual.

3. Monitor the implementation of external and internal audit systems and recommendations as per project minimum standards
4. Plan and budget for the project following the set guidelines.
5. Prepare and monitor the asset register on monthly basis, bi-annual inspection of assets and do petty cash counts and review of vouchers in accordance to project policies.
6. Prepare balance sheet, payroll analysis schedules and end of month adjustments according to project policies
7. Prepare financial statements and final accounts in line with internationally acceptable financial accounting standards and Government regulations. .
8. Prepare vouchers, write cheques, make adjustments and post all expenses in line with project policies
9. Review monthly platform, specific financial reports and management accounts to ensure completeness and accuracy according to project policies and funding requirements.

Qualifications

- Professional Qualification in Accountancy (CPA or ACCA).
- Membership of the Institute of Chartered Profession Account of Uganda (ICPA (U).
- At least five years of related accounting experience. Prior exposure and experience in public sector and donor funded projects.
- A Bachelors' Degree in Commerce, Business Administration or Financial Management (Accounting Option) from a recognized university.
- Master's in Business Administration is an added advantage

Experience & competences:

- Excellent knowledge of the relevant Accounting Computer packages.
- Excellent track record of professional integrity.
- Good planning and organisational skills.
- Excellent interpersonal and communication skills.
- Strong report writing and presentation skills.
- Ability to work with minimum supervision.

4. Position (1)	Procurement Officer
Contract Period:	3 years
Reports to:	Project Coordinator
Job Purpose:	Develop, implement, monitor and review the procurement process in accordance with the procurement plan to guarantee timely acquisition of goods, works and services guided by the PPDA Act and Regulations of 2003 as Amended.

Key duties and responsibilities

1. Initiate, implement and monitor the procurement and disposal plan and generate periodic reports in line with project strategic objectives, mandate and PPDA rules, regulations & guidelines.
2. Initiate and coordinate the preparation of annual procurement plan in line with the project's work plans and budgets.
3. Review and prepare technical specifications and TORs, promote competitive biddings and evaluate bids/ proposals for high value and specialised procurements for goods, services and consultancies required under the project in line with PPDA rules, regulations & guidelines
4. Provide required, accurate and prompt information on all project related procurement tasks to all project stakeholders and act as first line point of contact dealing with procurement related enquiries or complaints referred directly to the Project Coordinator
5. Participate in supervisory missions, monitor contract implementation and compliance in line with project strategic objectives /mandate and the public procurement guidelines
6. Monitor procurement related activities and prepare a variety of procurement-related documents and reports in with the project procurement and disposal plan

Qualifications

Bachelor's degree in procurement, business administration and other related areas.

Master's degree will be an added advantage.

Professional qualification in Procurement and Supply Chain Management.

Experience & competences:

At least three (3) years of work experience in procurement of goods, services and works

Knowledge of PPDA procurement legislation, regulations and guidelines.

Strong communication and reporting skills and ability to work in a team.

5. Position (1)	Communications and Outreach Officer
Contract Period:	3 years
Reports to:	Project Coordinator
Job Purpose:	Create and maintain the project presence through strategic communication utilizing different media such as blog, web forums, partner networking and outreach including industry exhibitions in order to brand and promote the project in line with the project strategic objective

Key duties and responsibilities

Events Management

1. Organize public engagements including relevant logistics, photo exhibits, workshops, industry activities to demonstrate benefits and contributions of the project to the stakeholder community.

Communications information systems and database

2. Create the project's communications information system and monitor its implementation in line with the ICT policy and the project strategy.
3. Design a framework for extracting the project relevant information through monitoring website and social media metrics such as Google Analytics in line with the project strategy.
4. Devise, monitor and review media (electronic & print media) strategies to enhance the project brand in line with appropriate acts and project strategy.
5. Design and implement a framework for creating and monitoring outreach materials in line with the approved media (electronic & print media) strategies to enhance the project brand

Writing

6. Write, review and arrange press releases, speeches, background briefings, articles for news & blog publications in line with the approved media (electronic & print media) strategies to enhance the project brand.

Media

7. Conduct documentary reviews from electronic and print media on donor funded programs, policies and on issues affecting the project and prepare reports and brochures to publicize project achievements in line with project strategy.

Qualifications

Bachelor's Degree in a related field required.

Master's degree in Communications, Public Relations, Marketing, International Development, or a related field is added advantage.

At least 3 years of relevant work experience in the field of public relations & outreach and corporate communications, demonstrating increasing responsibilities and knowledge, preferable in international development or a related field.

Experience & competences:

- Experience with public and/or private donors including a strong demonstrated knowledge of communications and social media strategies for donor-funded projects preferred.
- Knowledge of MS Office software, web design, HTML and other media software packages (i.e. Photoshop, video editing software) is required.
- Experience using Facebook, Twitter, YouTube, and Blogs (for organizational outreach) is required.
- The successful candidate must be capable of crafting information messages in various media formats (press releases, websites, video, etc.) targeting a variety of audiences. A working knowledge of media relations, publishing and events planning fields.
- Proven ability to perform data collection and analyze trends and outcomes.
- Experience with public event management.
- Competence in photography and videography.
- Excellent oral and written communication skills with the ability to present complex material in a simple, understandable manner.
- Ability to work effectively as a team player in a dynamic environment.

6. Position (1)	Project ICT Officer
Contract Period:	3 years
Reports to:	Project Coordinator
Job Purpose:	To develop, implement and maintain a secure ICT system that contributes to the development and implementation of the project's strategy in line with the national ICT policies

Key duties and responsibilities

1. Plan, implement and monitor the overall ICT infrastructure including hardware and software applications that support project operations, liaising with relevant ICT service providers in line with the project mission and ICT best practices.
2. Train staff in software applications, trouble shoot end user problems and respond to queries registered with the ICT help desk in line with the ICT Standards.
3. Develop and implement a framework for maintaining a reliable ICT operational system That monitors ICT applications including hardware and software installations, server set up, management of inventories, disaster recovery, network and database administration in line with the project strategy and ICT standards.
4. Provide user training on common business applications and use of systems in line with the ICT Policy.

5. Develop, update and document ICT processes and procedural manuals and guidelines in line with project mandate and the ICT standards.
6. Review project ICT needs and develop a procurement plan and budget for ICT equipment and services in line with the procurement guidelines.

Qualifications:

- Degree in Computer Science or equivalent.
- Minimum of 3 years’ experience in a technical IT role, preferably in an international environment.

Experience & competences:

- Excellent technical knowledge of and experience with a variety of technologies, including Microsoft Active Directory, Microsoft and Linux server technologies, Microsoft Office 365 and Exchange, cloud-based storage systems, Windows OS, MS Office suites, Citrix and PowerShell.
- Experience of training/coaching individuals in ICT skills at different levels of ability.
- Hardware knowledge including PCs, laptops, network routers and printers.
- Ability to define systems and approaches that are sustainable and relevant to local context.
- Able to develop and maintain effective relationships with work colleagues, service providers and other stakeholders.
- Ability to learn on the fly and stay up to date with the latest technology.

7. Position (1)	Project Administrative Assistant
Contract Period:	3 years
Reports to:	Project Administrator
Job Purpose:	Perform clerical and administrative work such as directing visitors, channelling communications to the respective officers and arrange travels in line with project policies and structure.

Key duties and responsibilities

1. Carry out activities like making travel arrangements, screening and handling telephone communications, greet and direct visitors and respond to inquiries appropriately in line with project standards.
2. Provide project information and respond to inquiries of individuals, external and internal institutions and agencies in line with project standards.
3. Arrange meetings, conferences and special events as scheduled, take minutes and circulate action points on matters arising from meetings in line with project standard.

4. Receive and sort incoming and outgoing mails, dispatch correspondences and update and maintain the project's database of contact persons and organizations in line with records management procedures.
5. Monitor and maintain office environment and the working order of machines including faxing machine, copier, shredder, office phones and computers in line with administration policy.

Qualifications:

A Bachelor's Degree in Business Administration, Development Studies or any Social Sciences related Discipline from a recognized university.

At least 2 years of related experience in a busy organization.

Experience & Competences:

- Prior exposure and experience in public sector and donor funded projects.
- Excellent knowledge of the Microsoft Office applications such as word, Excel and power point.
- Good planning and organizational skills.
- Excellent interpersonal and communication skills.
- Strong report writing and presentation skills.
- Ability to work with minimum supervision.
- Ability to maintain confidentiality of information and protect project operations by proper storing of information.

Application Procedure:

If you believe you have the relevant qualifications and experience, please send your detailed Application and CV demonstrating possession of the relevant competencies, current position, names and addresses of three referees via email to pila2consultants@gmail.com; not later than **5.00 pm. 23rd October 2020** .Please quote the position of interest in the subject line. Only shortlisted candidates will be contacted

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