

## EXTERNAL ADVERTISEMENT NO: 1/2017

The Office of the Auditor General (OAG) is the supreme Audit Institution (SAI) of Uganda mandated under Article 163 of the Constitution of the Republic of Uganda to audit and report on the Public Accounts of Uganda and of all public offices, including the Courts, the Central and Local Government Administrations, Universities and Public Institutions of like nature and any Public Corporations or other bodies or organizations established by an Act of Parliament. The Constitutional mandate of the OAG is amplified by the National Audit Act, 2008 which has among other things enhanced the financial and operational independence of the Auditor General.

The vision for Office of the Auditor General is "to be an efficient and effective Supreme Audit Institution in promoting effective public accountability"; and its Mission is to "audit and report to Parliament and thereby make an effective contribution to improving public accountability and value for money spent". Its core values are Integrity, objectivity and professional competence.

In accordance with Section 9(2) of the National Audit Act, 2008, Regulation 14 of the National Audit (Terms and Conditions of Staff) Regulations, 2011, and Chapter 2.3 of the OAG Human Resource Manual 2013, applications are hereby invited from suitably qualified candidates for the following Positions:

**JOB TITLE:** Receptionist (1 Vacancy)  
**REPORTS TO:** Senior Public Relations Officer  
**SALARY SCALE:** U4  
**JOB REF:** ADM. 56/136/01 Vol.5 [01/17]  
**TERMS OF SERVICE:** Permanent terms

### MINIMUM QUALIFICATIONS

Applicants should be Ugandans holding an Honors Bachelors Degree in Office and Information Management, Tourism, Secretarial Studies or equivalent qualification from a recognized Institution.

### EXPERIENCE:

Applicant should have a minimum of three (3) years relevant working experience in the Public sector or reputable private sector organizations.

### DUTIES:

The incumbent will be responsible to the Senior Public Relations Officer for performing the following duties:

1. Welcoming and directing visitors to appropriate contacts.
2. Confirming appointments for guests to meet office staff.
3. Sorting and distributing mails to respective recipients.
4. Keeping the reception area tidy.
5. Monitoring visitors access and maintains security awareness.
6. Answering incoming calls and respond to public inquiries.
7. Performing any other duties as assigned by the supervisor.

**JOB TITLE:** Assistant Receptionist (1 Vacancy)  
**REPORTS TO:** Public Relations Officer  
**SALARY SCALE:** U6  
**JOB REF:** ADM. 56/136/01 Vol.5 [02/17]  
**AGE:** 30 years and below  
**TERMS OF SERVICE:** Permanent

### MINIMUM QUALIFICATIONS

Applicants should be Ugandans holding a Diploma in Office and Information Management, Tourism, Secretarial Studies or equivalent qualification from a recognized Institution.

### DUTIES:

The incumbent will be responsible assist the Receptionist for performing the following duties:

1. Welcoming and directing visitors to appropriate contacts.
2. Confirming appointments for guests to meet office staff.
3. Sorting and distributing mails to respective recipients.
4. Keeping the reception area tidy.
5. Monitoring visitors access and maintaining security awareness.
6. Answering incoming calls and respond to public inquiries.
7. Performing any other duties as assigned by the supervisor.

**JOB TITLE:** Pool Stenographer (3 Vacancies)  
**REPORTS TO:** Executive Assistant  
**SALARY SCALE:** U6  
**JOB REF:** ADM. 56/136/01 Vol.5 [03/17]  
**TERMS OF SERVICE:** Permanent

### MINIMUM QUALIFICATIONS

Applicants should be Ugandans holding a Diploma in Secretarial Studies or its equivalent from a recognized Institution.

### EXPERIENCE

Applicant should have a minimum of two (2) years relevant working experience in the Public sector or reputable private sector organizations. Knowledge of the use of the modern office equipment will be an added advantage.

### DUTIES:

The incumbent will be responsible to the Executive Assistant for performing the following duties:

1. Typing and presenting accurate and error free work;
2. Ensuring timely work and information flow to and from the office;
3. Ensuring cleanliness and orderliness in the office;
4. Attending to phone calls and responding to stakeholder inquiries;
5. Requisitioning and managing office supplies;
6. Attending to phone calls and data files are arranged in a perfect manner;
7. Any other duties as may be assigned from time to time by the supervisor.

**JOB TITLE:** Administrative Assistant (1 Vacancy)  
**REPORTS TO:** Human Resource Officer  
**SALARY SCALE:** U7  
**JOB REF:** ADM. 56/136/01 Vol.5 [04/17]  
**TERMS OF SERVICE:** Permanent

### MINIMUM QUALIFICATIONS

Applicants should be Ugandans holding a Diploma in Library and Information Science or related qualification from a recognized Institution;

### DUTIES

1. Receiving, registering and classifying records;
2. Opening files for keeping classified information and closing when due;
3. Routing information and mails to officers responsible for action;
4. Auditing records and record systems periodically in the Office;
5. Organizing and administering information in the registry and resource centre;
6. Handling confidential matters as prescribed;

**JOB TITLE:** Driver (2 Vacancies)  
**REPORTS TO:** Assistant Secretary  
**SALARY SCALE:** U8  
**JOB REF:** ADM. 56/136/01 Vol.5 [06/17]  
**AGE:** 35 Years and above  
**TERMS OF SERVICE:** Permanent terms.

### MINIMUM QUALIFICATIONS

Applicants should be Ugandans in possession of O-Level School Certificate with at least a pass in English and driving Permit for classes B and above; Certificates in defensive driving, basic mechanics and/or vehicle fault diagnosis and troubleshooting will be an added advantage;

### EXPERIENCE

Minimum of 10 years working experience in a reputable organization.

### DUTIES

1. Ensuring the vehicle is driven as assigned and kept clean and tidy.
2. Maintaining accurate and up-to-date records on trips, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition and other records as required.
3. Ensuring timely reporting of major mechanical faults on the vehicle.
4. Ensuring the vehicle is parked safely at all times.
5. Driving OAG motor vehicles as instructed
6. Ensuring maximum security of vehicle and its accessories when under his/her charge
7. Ensuring safety of passengers and cargo under his charge
8. Monitoring condition of vehicle and promptly report the condition to supervisors

10. Maintaining a record of movements for the vehicle(s) assigned to him/her
11. Carrying out minor repairs and adjustments on the vehicles.
12. Reporting any accident incidents the vehicle gets involved in to the supervisor and police as required

**JOB TITLE:** Office Attendant  
**REPORTS TO:** Senior Office Supervisor  
**SALARY SCALE:** U8  
**REPORTS TO:** Senior Office Supervisor/Executive Assistant  
**TERMS OF SERVICE:** Permanent

### MINIMUM QUALIFICATIONS

Applicants should be Ugandans in possession of O-Level School Certificate with at least a pass in English.

### DUTIES

1. Cleaning office premises and ensuring that the offices are properly locked;
2. Collecting and delivering office items, documents, mail and parcels as instructed;
3. Preparing and serving tea to senior officers; and
4. Undertaking any official errands outside the office as instructed by the supervisor.

### Applications must be accompanied by:

- Detailed typed curriculum vitae which clearly supports the competencies required above
- Certified copies of academic qualifications, testimonials and professional training certificates.
- Names of three (3) referees and their contacts
- A recent passport size photograph
- All applications should be submitted on an application form, which can be obtained from OAG registry, Audit House
- Applications through Post Office should be by registered mail.
- To reach not later than 11<sup>th</sup> September 2017.
- Applications received shall be acknowledged by the office.
- All serving officers should channel their applications through their Heads of Departments
- Late submission shall not be considered.

Applications must be addressed to:

**The Auditor General**  
**Audit House**  
**Plot 2C, Apollo Kagwa Road**  
**P. O. Box 7083, KAMPALA.**