



NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY (NEMA)

VACANCY ANNOUNCEMENT

The National Environment Management Authority (NEMA) was established under the National Environment Act Cap. 153 to promote and ensure sound environmental management practices for sustainable development in Uganda.

NEMA invites applications from suitably qualified candidates to fill the following vacant positions:

1. Job Ref : NEMA/ADV/EXT/02/2016
Title : Deputy Executive Director
Reports to : Executive Director
Scale : E1-1
Vacancies : 01 (one)

Job purpose: To steer the process of developing and strengthening NEMA's effectiveness in coordinating, monitoring and supervising environment management functions stipulated in the National legislations.

Key Result Areas:

- Managing, Organizing and Decision making
- Deputizing the Executive Director in the day-to-day management and coordination of operations and technical services of the NEMA;
- Responsible for all Board meetings and implementation of all Board resolutions in consultation with the Executive Director;
- Supervising the Directors of all NEMA Directorates;
- Making decisions that result in efficient and effective utilization of NEMA resources;
- Working with Management and staff to develop strategies and systems that are effective and aligned with the NEMA's Vision, Mission and ensuring that such strategies and systems are effectively implemented;
- Working with Management and staff to establish accountability standards and systems that track the NEMA's effectiveness and impact.

b) Organizational Effectiveness

- Deputizing the Executive Director in:**
- Contributing to the development and implementation of the strategic Plan;
 - Managing change in the organization caused by internal and external factors;
 - Communicating the requirements and expected performances of the organization's operational plan to all key stakeholders;
 - Assuming leadership at various phases of planning, implementation, and performance evaluation.

c) Environmental Management

- Deputizing the Executive Director in:**
- Designing strategies, systems, policies and procedures for environmental management;
 - Preparing papers on environmental policies and strategies to be tabled in the Board's technical committees;
 - Making briefs to the Policy Committee on the Environment and the Minister for Environment on emerging environmental challenges and issues requiring policy intervention;
 - Contributing to preparation of Cabinet papers relating to Environment management.

d) Staff Management

- As the Chairman Human Resource Development Committee of Management, design strategies and tools for hiring new staff and assessing the performance of staff;

e) Accountability and Program Monitoring

- Advising on cost implications of plans and activities;
- Monitoring income and expenditure and demonstrating where savings can be made.

f) Performance Measurement and Evaluation

- Assisting the Executive Director in:**
- Instituting performance measurement practices that are best suited to analyze and adjust grant policies to help carry out NEMA's goals and that are best aligned with its mission;
 - Ensuring that activities and programs are evaluated;
 - Using feedback from performance measurement and evaluation systems to improve NEMA operations.

g) Stakeholder focus

- Assisting the Executive Director in:**
- Developing a sound understanding of the organization and its business environment, determines what information is needed by various stakeholders, seeks feedback from various stakeholders, provides relevant and timely information for decision making)

h) Others

- Carrying out any other tasks that may be assigned by the Executive Director.

Job specifications

The desired person should have the following essential requirements:

a) Qualifications:

- An advanced Degree in Natural/ Physical Sciences, Environmental Engineering, Environmental Sciences, Environmental Resource Management, Environmental Economics, Environmental Law, Business Administration and /or Public Administration
- PhD is an added advantage.

b) Experience:

- Must have an in-depth understanding of global scientific Environmental issues
- Should have at least a minimum of fifteen (15) years professional working experience in Corporate technical supervisory level with at least five (10) years' experience which should be at managerial level;
- Proven experience in the following is a MUST:

- Corporate development, planning, implementation, coordination of technical programmes ;
- Managerial experience in a technical environmental programme;
- Knowledge of socio- economic environmental issues.

- c) Tenure of appointment:** The appointment shall be for a period of 05 (five) years with effect from the date of assumption of duties and may be renewed subject to evaluation of performance of duties.

d) Duty station: NEMA Head Office.

Key competencies/ skills

- Demonstrable through understanding of Environmental Laws of Uganda.
- Excellent communication and interpersonal skills
- Maintaining objectivity and independence
- Good morals and high level of integrity
- Management and supervisory skills
- Coordinating/ networking and negotiation skills
- High level of confidentiality

2. Job Ref : NEMA/ADV/EXT/09/2015
Job Title : Principal Environmental Education Coordinator
Reports to : Director – District Support Coordination & Public Education
Salary scale : E3
Vacancies : 01 (One)

Job Purpose: Provide technical support and guidance to Government Institutions on the

processes and best practices necessary for the integration of environment and sustainable development in academic and non-academic programmes;

Key Duties and Responsibilities:-

- Developing and reviewing in collaboration with the Ministry responsible for education, guidelines and programs for formal environment education at all levels;
- Monitoring the integration of Environment and sustainable development issues and updating the data bank on environmental education activities in the entire education system;
- Providing technical assistance to the Ministry of Education in the planning, coordinating and monitoring of environmental education and sustainable development activities in the country;
- Providing technical assistance to the National Curriculum Development Centre in environmental education curriculum design;
- Developing a National Strategy for Environmental Education;
- Identifying areas of environmental concern and ensuring that they are sufficiently integrated in formal education curricula, environmental programmes of NGOs and Institutions;
- Liaising with higher institutions in developing regular and in-service environmental training to cater for the priority needs of the country;
- Initiating linkages among institutions in environmental education development; and
- Any other tasks that may be assigned.

Desired person

The desired person should have the following essential requirements

a) Qualifications:

- A Bachelor's Degree in any of the following fields: Education, Environmental Management and Development Studies from a recognized Degree awarding Institution.
- Advanced degree in any of the following: Science Education or any of the related areas is a MUST.
- Specialized training in Environmental Education would be desirable.

b) Experience:

At least (5) five years of professional experience in environmental education including: Teaching, Programme/ Curriculum Development, Research, Monitoring, Planning and Management.

Experience in community training, people centered educational and environment management processes and the workings of higher and Tertiary Institutions would be an added advantage.

c) Tenure of appointment:

The appointment shall be for a contractual period of 05 (five) years with effect from the date of assumption of duties and may be renewed subject to evaluation of performance of duties.

d) Duty station:

The successful candidate may in the interest of NEMA be required to serve in any part of Uganda.

Key competencies/ skills for all Positions

- Capacity to work with minimum supervision
- Excellent communication and interpersonal skills
- High ethics, integrity and confidentiality
- Good reporting skills
- Ability to work under pressure and to make accurate and informed decisions.
- Analytical and coordinating skills
- Ability to work independently and with strong organizational and planning skills.
- Honesty,
- Courtesy,
- On time response to instructions.

Note:

- The job title applied for should be printed at the top left hand side of the envelope.
- Applicants, who will not have heard from us by July 30, 2016, should consider their applications unsuccessful.
- Applicants who do not meet the above minimum requirements need not to apply.
- NEMA is an equal opportunity employer.
- Any form of canvassing will lead to automatic disqualification.

How to apply:

Potential candidates may send their hand written applications together with copies of certificates/ testimonials and detailed curriculum vitae indicating 3 referees to be submitted not later than 28 April, 2016 addressed to:-

The Executive Director
National Environment Management Authority (NEMA)
NEMA House, Plot 17/19/21 Jinja Road
P.O.Box 22255
KAMPALA.