



UGANDA NATIONAL EXAMINATIONS BOARD

VACANCY ANNOUNCEMENT

The Uganda National Examinations Board is a body corporate established under Cap.137 Laws of Uganda. Its Vision is “*A Recognized Centre of Globally Competitive Educational Assessment and Certification*” and its mission is “*Conduct Valid, Reliable, Equitable and Quality Assessment of Learners’ Achievement in a Professional and Innovative Manner and Award Internationally Recognized Certificates*”. The Board invites suitably qualified Ugandans to fill the following positions:

1. Senior Planner (1)
2. Procurement Officer (3)

How to apply

All eligible candidates should submit their applications with detailed CVs, copies of academic transcripts and certificates, telephone contacts and addresses of at least **three** referees in hard copies, delivered to the address below **OR** submit in soft form at careers@uneb.ac.ug **NOT LATER THAN 5:00 pm of Monday 30th May 2022.**

The Executive Director
Uganda National Examinations Board
Plot 35 Martyrs way - Ntinda
P O Box 7066 – KAMPALA

NB

- 1. Detailed job profiles can be obtained from our website: uneb.ac.ug**
- 2. Only shortlisted applicants shall be contacted**

1. **Job Title:** Senior Planner
Responsible to: Principal Planner
Responsible for: None

2. **Salary Scale:** EB 4

3. Purpose of the Job:

To coordinate the planning, monitoring and evaluation of functions as well as develop project proposals to attract the required resources in order to enable the Board, effective delivery on its mandated functions.

4. Main Duties and Responsibilities:

- Coordinating the preparation of Strategic Plans, work plans, master budget and guidelines to guide the Secretariat on the priority actions and resource allocation.
- Coordinating all stakeholders in order to undertake development programming and planning.
- Coordinating the development and disseminating of technical standards and guidelines for the Board's implementation.
- Developing and maintaining a data Bank for planning and decision making purposes.
- Developing and constantly reviewing Board Plans, Projects and Policies in line with established guidelines and procedures.
- Collecting, analysing and storing data into useful information for end users.
- Coordinating the dissemination of relevant information during implementation progress through various media.
- Conducting research on issues related to operations of the Board Secretariat in order to provide input to the policy formulation process
- Coordinating the incorporation of overall planning and management into the programmes operational planning in line with guidelines for planning
- Monitoring and evaluating the implementation of UNEB plans programmes and projects.in line with the set strategic objectives

5. Key Performance Indicators:

- Strategic Plans, work plans, master budget, annual plans and quarterly reporting and guidelines preparations well-coordinated
- Technical recommendations on planning tendered
- Development programing and planning by stakeholders coordinated
- Gender disaggregated data and other data for end user information collected, analysed and stored.
- Dissemination of information through various media coordinated
- Research on operations of the Board secretariat carried out.
- The implementation of UNEB plans programmes and projects monitored and evaluated

6. Key Decision Making:

- Guidelines on strategic plan proposal and resource allocation.
- Recommends technical aspects on planning.
- Monitoring and evaluation mechanism

7. Person specification

(i) Academic/Professional Qualifications

- Honors Bachelor’s degree in Economics or Statistics or its equivalent
- A Master’s degree in Economics or Statistics or related field
- A post graduate diploma in planning and management or a related field from a recognized institution.

(ii) Work Experience

At least 6 years related/relevant working experience 3 years of which is working experience obtained in related duties in Government Ministries, Departments, Agencies or a reputable organization.

(iii) Skills/Competencies/Attributes

- Planning, Organizing and coordinating
- Policy Management
- Project Management
- Information Communication Technology
- Effective communication
- Time management.
- Ethics, integrity and confidentiality

8. Terms of Service: Permanent

9. Age limit: 25 - 45 Years

1. Job Title: Procurement Officer

Responsible to: Senior Procurement Officer

2. Salary Scale: EB 5

3. Purpose of the Job:

To support the implementation of the Procurement of and Disposal function of the Board, under the PPDA guidelines.

4. Main Duties and Responsibilities:

- Preparing tender specifications or bidding documents as may be instructed by the supervisor
- Advertising tenders in the mass media following approval by the Contracts Committee.
- Receiving and arranging opening of the tenders and evaluation of the tender bids.
- Informing successful bidders as instructed by the Contracts Committee

- Assisting in monitoring the execution of tenders and making appropriate reports.
- Maintaining an inventory and keeping safe custody of all procurement and disposal related materials and or documents.
- Liaising with suppliers and other stakeholders to cause timely deliveries of goods and services.
- Preparing bid evaluation documents and render secretariat services and appropriate guidance to evaluation committees.
- Preparing Local Purchase Orders (LPOs) as required.

5. Key Performance Indicators

- Bidding documents are professionally prepared
- Advertisement of tenders is timely
- Minutes of all evaluation Committees are available
- Procurement and Disposal records are well maintained
- Liaison system with suppliers for timely deliveries is efficient
- Procurement and Disposal regulations and procedures are adhered to
- Local Purchase Orders promptly prepared.

6. Key Decision making

Follow up on works, services and supplies.
Records retrieval system

7. Person specification

(i) Academic/Professional Qualifications

Must have an Honor's Bachelor's degree in either Procurement or Supply Chain Management / Procurement and Logistics Management **OR** Bachelor of Business Administration (BBA) Procurement and Supply Chain Management / Procurement and Logistics Management option **OR** Bachelor's degree (Hons) in any field plus a diploma in Public Procurement Management **OR** level 6 of the Chartered Institute of Purchasing and Supplies (CIPS).

(ii) Work Experience

At least **3 years** working experience in the Procurement function a government organization or a reputable private sector organization.

(iii) Skills/Competencies/Personal Attributes

- ❑ Good interpersonal relations
- ❑ Computer literacy especially in word processing and spreadsheets
- ❑ Should be conversant with Government procurement policies and procedures.
- ❑ High degree of integrity and confidentiality.

1. **Terms of Service:** Permanent

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