



NPA VACANCY ADVERTISEMENT : REF NO: NPA/ADV/01/2020

The National Planning Authority (NPA) was established by an Act of Parliament No.15 of 2002 in compliance with article 125 of the Constitution of the Republic of Uganda (1995). Accordingly, it is the principal statutory agency responsible for the management of national and decentralized development planning in Uganda. The primary function of the Authority is to produce comprehensive and integrated development plans for the country elaborated in terms of the perspective Vision, Long and Medium-term Plans.

Through its external sourcing strategies and career offers, NPA Executive Authority is desirous of filling selected vacancies to strengthen its human resources capacity by recruiting dynamic and self-motivated professional individuals to complement its current staff in the effective and efficient implementation of its mandate. The offer is open to interested professionals with the required qualifications, experience, competencies, skills and the right work attitude. A competitive and attractive remuneration package is attached to each position.

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| 1. Deputy Executive Director, NPA-OS-1(ii) | 4. Senior Planner Democracy and Political Governance, NPA-OS-4 |
| 2. Senior Planner Food Processing, NPA-OS-4 | 5. Planner Infrastructure – Energy; NPA-OS-5 |
| 3. Senior Planner Socio Economic Development, NPA-OS-4 | 6. Planner (Works and Transport) – Engineer (NPA-OS-5) |

APPLICATION PROCEDURE

- (a) The preferred method of applications' is recorded delivery through the NPA Front Desk / Reception. However, candidates using post office should post early enough to avoid late deliveries and retrievals from post office beyond the closing date.
- (b) Applicants are to forward two sets of applications with detailed curriculum vitae, including phone and email contacts; photocopies of academic and professional certificates, transcripts and copy of National ID, addressed to: **The Executive Director, National Planning Authority, P.O.BOX 21434 Kampala Uganda; Planning – House Plot 17A Clement Hill Road.**
- (c) Only shortlisted candidates will be contacted. "NPA" is an equal opportunity employer any form of canvassing or lobbying shall lead to disqualification
- (d) The successful candidates will be offered contracts in accordance with NPA guidelines.
- (e) Advertised positions not filled thereafter will remain open until when filled.
- (f) A detailed advert is accessible on this website: www.npa.go.ug.
- (g) Please note that *NPA/ADV/02/2019* and *NPA/ADV/03/2019* of 29th November, 2019 and 2ND December, 2019 respectively, elapsed due to passage of time, COVID 19 interruptions and are not to be considered. Those who had responded to the mentioned earlier adverts are free to re-apply.
- (h) The deadline of submission is Tuesday, 12th January, 2021 (16.55hrs). Applications received after the closing date and time shall not be considered
- (i) **The detailed advert is accessible on <http://www.npa.go.ug> under opportunities**

1. Deputy Executive Director NPA-OS-1(ii), (1 post)

Reports to: Executive Director

Age: 30-55 years

Supervises: Directors, Coordinator African Peer Review Mechanism and Partnerships, Manager Human Resource and Admin , Sen Corporate Planner, Senior Legal Officer Senior Communications and Public Relations Officer, and Administrative Secretary

Purpose of the job:

The position is both technical and administrative and provides leadership and decisions in the areas of development planning, research, development performance, administration, human resource management, corporate affairs and public relations.

The job holder is responsible for strategic leadership and management, the formulation, implementation, monitoring and review of the Authority's strategic plan and day today technical leadership of NPA.

Key duties and responsibilities:

(a) (Technical)

- (i) Oversee the coordination, harmonization and facilitation of development planning of sectors at Central and Local Levels. Directs timely production of quality comprehensive national development plans elaborated in terms of the National Vision
- (ii) .Ensure evidence based planning systems, including establishment of sound economy wide macroeconomic frameworks and models;
- (iii) Monitor performance of each programme area

- (iv) and the effectiveness and impact of development policies, plans, programs and performance of the economy, to ensure the achievement of strategic initiative
- (v) Oversees the APRM function and activities of the National Governing Council.

(b) Advisory and assistant roles

Assists the Accounting Officer in the maintenance of accounts of the Authority's income and expenditure as required and approved by the Accountant General and other relevant laws and legislations. The incumbent is in charge of interpretation and the custodian of the catalogue of laws, frameworks, policies, regulations and guidelines followed by the Authority in executing its functions.

- (ii) Assists the Accounting Officer in Developing and maintaining a sound financial management system based on effective and up to-date financial regulations, in compliance with NPA policies and procedures.
- (iii) Advises the Chief Executive Officer on effective budgetary control systems and enforces timely preparation of financial reports for the Authority.

- (iv) Ensure that internal and external audits are carried out and issues raised are addressed in a timely manner

(c) Administrative and managerial roles

- ❖ Oversees, coordinates and guides the following functions under general management administration and corporate services programme:-
 - (i) the human resource and administration function and activities thereunder of NPA.

- (ii) development, application and updating of policies, regulations and frameworks
- (iii) the formulation, implementation and evaluation of the NPA corporate planning and capacity building functions of NPA.
- (iv) the formulation, implementation and review of internal policies, regulations, manuals and guidelines of NPA.
- (v) Ensures an updated institutional asset register and is the custodian of the NPA movable and fixed assets belonging to the Authority;
- (vi) Coordinates Management Meetings, Joint Board and Management Meetings and ensures that Directorates, Departments and Units conduct regular meetings.
- (vii) The position holder will be responsible for the formulation, implementation and review of the Authority's Strategic Plan, Annual work Plans, Annual Budgets and Annual Reports.
- (viii) Ensure a functional, effective and efficient systems including the Records Management Information Systems, Records Management Systems, communication systems, financial, procurement and audit systems
- (ix) Manages performance of supervised staff
- (x) Perform any other duties as assigned by the Executive Director

Continued..... Deputy Executive Director NPA-OS-1(ii),

Minimum person specifications/ qualifications

- ❖ **Hons** first degree majoring in any of the following fields: Development Planning, Macroeconomics, Economics, Economic Policy and Planning, Statistics, Quantitative Economics, Development Economics or related relevant field from a recognized University
- ❖ A Master's degree majoring in any of the following fields: Development Planning, Macroeconomics, Economics, Economic Policy and Planning, Statistics, Quantitative Economics, Development Economics or related relevant field from a recognized University
- ❖ Must have a Post Graduate qualification in Public Administration, Management or any of the relevant fields.

Experience and knowledge

- ❖ Work experience of 10 of which at least (5) years at managerial or head of department level must be in the following key competence areas of; - development Planning, development performance, macro-economic analysis, research and management at both National and District or Local Government levels.
- ❖ Should have a good track record in developing and sustaining linkages, working with stakeholders, and liaising with government MDAs, Local Governments and development partners;

- ❖ Experience in doing research and **must** have published at least three (3) articles in peer reviewed Journal(s). Evidence of the articles must be attached to the application.
- ❖ Experience of at least two (2) years in African Peer Review Mechanism (APRM) at a technical level or any other international engagement.
- ❖ Demonstrate and experience in Public Sector Management, and management of government financial systems, as well as procurement, and asset management,
- ❖ Possession of a Ph.D. will be considered an added advantage

2. Senior Planner Food Processing,NPA-OS-4		
<p>Reports to: Manager Science Planning</p> <p>Preferred age: 30-55 years</p> <p>Main function:</p> <p>To organize and inform the strategic growth and development of the Food Processing industry in the country and ensure its integration in the national development process</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ❖ Study the food and Food Processing industry and suggest measures to ensure its proper organisation, management and coordination; ❖ Conduct research on Food Processing and inform the development of the industry in Uganda; ❖ Identify areas of intervention by the government for the development of the industry to contribute to national development; ❖ Study existing policies, regulations and guidelines that govern the Food Processing industry, identify gaps and make recommendations for necessary intervention 	<ul style="list-style-type: none"> ❖ Participate in the development of food and related standards to ensure the production of good quality products; ❖ Identify challenges associated with the industry and suggest appropriate recommendations to address the same; ❖ Provide technical guidance to the different stakeholders operating in the different area of food and Food Processing in order to develop the industry; ❖ Establish latest technological developments in the field of Food Processing and advise on how to integrate these in the industry in the country; ❖ Participate in preparation of work plans and budgets, as well as the preparation of the Authority’s Annual Report and Policy Statement; Identify and develop topical papers for presentation to the Presidential Economic Council (PEC), publications and other fora; ❖ Review and harmonise sector policies, strategies and implementation plans; ❖ Perform any other duties as and when directed by the relevant authority 	<p>Person Specifications/ Qualifications</p> <ul style="list-style-type: none"> ❖ Hons first degree in Food Science and Technology, Food and Nutrition or closely related field from a recognised university. ❖ A Masters’ Degree in Food Science, Food Processing or a closely related discipline from a recognized University; ❖ Post graduate training in Food Processing and/or planning for the development of the Food Processing industry a closely related discipline will be desirable; <p>Experience and Knowledge;</p> <ul style="list-style-type: none"> ❖ Worked for at least 8 years in Food Processing industry and at least 4 years of which must be at Senior level in a reputable institution/ organization, ❖ Must have a thorough working knowledge of public sector management, Policy development and other areas; ❖ Must have a good understanding of the Food Processing industry at both the national and International levels.

3. Senior Planner Socioeconomic Development (NPA-OS-4)

Reports to: Assistant Coordinator African Peer Review Mechanism and Partnerships

Preferred age: 30-55 years

Main function:

To produce and disseminate the socioeconomic development thematic area reports, and coordinate the integration of the APRM Programme of Action (POA) activities as contained in the thematic area into the National Development Plan.

The incumbent will also support the APRM Governing Council with monitoring and evaluation of the POA implementation.

Duties and Responsibilities:

- ❖ Prepare the thematic area components of the APRM Country Self-Assessment Reports, Country Review Reports and APRM National Programme of Action
- ❖ Ensure implementation of Socio-Economic Development issues in the National Development Planning processes;
- ❖ Ensure shared national indicators for Socio-Economic Development are in place for monitoring progress;

- ❖ Work with the sector focal points and local government structures to ensure that the POA prioritized actions and indicators in the Socio- Economic Development thematic area are incorporated in the sector strategic plans, annual budgets and work plan
- ❖ Review annual the sector budget framework papers to ensure that the POA prioritized actions on Socio-Economic Development are included.
- ❖ Review the POA activities in this thematic area and align them with the National budget priorities
- ❖ Track implementation of POA activities that are incorporated in the National Development plan
- ❖ Prepare and produce Annual monitoring reports for the APRM Governing Council
- ❖ Support advocacy and dissemination of the Country Review Report at national and sub-national levels
- ❖ Provide support and work closely with the National Governing Council, especially the relevant thematic area committee
- ❖ Perform any other duties as and when directed by the relevant authority.

Person Specifications/ Qualifications

- ❖ Hons first degree majoring in any of the following fields: Economics, Social Development, Social Sciences, Development Planning, Economic Policy and Planning, Development Economics, or a closely related discipline from a recognized University;
- ❖ A Masters' Degree in any of the following fields: Economics, Social Development, Social Sciences, Development Planning, Economic Policy and Planning, Development Economics, or a closely related discipline from a recognized University;
- ❖ PhD degree in a related field will be an added advantage.

Experience and Knowledge;

- ❖ At least 6 years working experience in socio-economic development or in a similar position, and at least 4 years of which must be at Senior level in a reputable organization;
- ❖ Must have a good working knowledge of public sector management, Policy development and other related areas;
- ❖ Must have a good understanding of Socio-Economic Development at both national and International levels.
- ❖ Evidence of developing and sustaining linkages, working with stakeholders, and liaising with government MDAs and development partners

4. Senior Planner Democracy and Political Governance, NPA-OS-4		
<p>Reports to: Assistant Coordinator African Peer Review Mechanism and Partnerships Preferred age: 30-55 years</p>	<ul style="list-style-type: none"> ❖ Review annual the sector budget framework papers to ensure that the POA prioritized actions on Democracy and Political Governance are included. ❖ Review the POA activities in this thematic area and align them with the National budget priorities ❖ Track implementation of POA activities that are incorporated in the National Development plan ❖ Prepare and produce Annual monitoring reports for the APRM Governing Council ❖ Support advocacy and dissemination of the Country Review Report at national and sub-national levels ❖ Provide support and work closely with the National Governing Council, especially the relevant thematic area committee ❖ Perform any other duties as and when directed by the relevant authority 	<ul style="list-style-type: none"> ❖ A Masters' Degree and first degree in any of the following fields: Economics, Law, Democratic Governance, Public Policy, Management Studies, Public Administration and Management, Democracy and Human Rights, Development Planning, Economic Policy and Planning, Development Economics, Statistics or a closely related discipline from a recognized University; ❖ PhD degree in a related field will be an added advantage
<p>Purpose of the Job To produce and disseminate the Democracy and Political Governance thematic area reports, and coordinate the integration of the APRM Programme of Action (POA) activities as contained in the thematic area into the National Development Plan.</p> <p>The incumbent will also support the APRM Governing Council with monitoring and evaluation of the POA implementation.</p>	<p>Person Specifications/ Qualifications</p>	<p>Experience and Knowledge;</p> <ul style="list-style-type: none"> ❖ At least 6 years working experience in democratic governance or in a similar position, and at least 4 years of which must be at Senior level in a reputable organization; ❖ Must have a good working knowledge of public sector management, Policy development and other related areas; ❖ Must have a good understanding of democratic governance at both national and International levels ❖ Evidence of developing and sustaining linkages, working with stakeholders, and liaising with government MDAs and development partners;
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ❖ Prepare the thematic area components of the APRM Country Self-Assessment Reports, Country Review Reports and APRM National Programme of Action ❖ Ensure implementation of Democracy and Political Governance issues in the National Development Planning process; ❖ Ensure shared national indicators for Democracy and Political Governance are in place for monitoring progress; ❖ Work with the sector focal points and local government structures to ensure that the POA prioritized actions and indicators in the Democracy and Political Governance thematic area are incorporated in the sector strategic plans, annual budgets and work plan 	<ul style="list-style-type: none"> ❖ Hons first degree majoring in any of the following fields: Economics, Law, Democratic Governance, Public Policy, Management Studies, Public Administration and Management, Democracy and Human Rights, Development Planning, Economic Policy and Planning, Development Economics, Statistics or a closely related discipline from a recognized University; 	

5. Planner Infrastructure – Energy; NPA-OS-5		
<p>Reports to: Senior Planner Infrastructure (Energy) Preferred age limit: 25 - 45 years</p> <p>Purpose of the Job: To collect, analyze, maintain and interpret relevant data and information on energy with special focus on energy development.</p> <p>Specific roles and Responsibilities:</p> <ul style="list-style-type: none"> ❖ Participate in the collection, analysis, maintenance and interpretation data and information on energy; ❖ Initiates research on energy development and use of new energy resources in the country; ❖ Participates in technical meetings and activities related to energy planning; ❖ Analyses energy planning systems and policies, identifies problems and potential solutions; ❖ Provides technical support and advice to MDAs and LGs on energy planning; ❖ Prepares responses to inquiries from MDAs, LGs and citizens by explaining policies and/or investigating issues; 	<ul style="list-style-type: none"> ❖ Supports MDAs and LGs in integration of energy issues in Sector and Local Government Plans ❖ Prepare the Energy Assessment Component for the Certificate of Compliance of the annual budget ❖ Conduct national energy demand studies to inform energy planning ❖ Monitoring and evaluation of infrastructure projects in the energy and mineral development sector ❖ Support intra and interdepartmental activities <p>Minimum qualifications</p> <ul style="list-style-type: none"> ❖ Hons. BSc. Electrical Engineering, Engineering, Civil Engineering, Mechanical Engineering, or equivalent related but relevant qualifications ❖ A Masters’ degree in Electrical Engineering, Mechanical Engineering or a closely related discipline eg Nuclear physics etc from a recognized University or; 	<ul style="list-style-type: none"> ❖ Applicants with a Masters’ degree in another field but with a first class or 2nd Class upper bachelors’ degree in Electrical or Mechanical, Engineering or a closely related discipline from a recognized University will be considered; <p>Experience and Knowledge</p> <ul style="list-style-type: none"> ❖ Relevant working experience of at least 5 years in a reputable organization/institution with a minimum of 3 years in the field of energy planning and development ❖ Excellent organizational and communication skills <p>The following will be considered as added advantages;</p> <ul style="list-style-type: none"> ❖ Post graduate training in energy development and project planning and management or a closely related discipline or practical experience in any of these fields will be an added advantage; ❖ Practical experience in any of these fields; Energy development and Project Planning and management, Monitoring and Evaluation or a closely related discipline

6. Planner (Works and Transport); NPA-OS-5

Reports to: Senior Planner Works and Transport-Senior Engineer

Preferred age: 25 -45

Purpose of the Job

To collect, analyze, maintain and interpret relevant data and information on works, transport and infrastructure for use by the supervisors.

Specific roles and Responsibilities:

- ❖ Participate in the collection, analysis, maintenance and interpretation of data on works and transport
- ❖ Working in collaboration with the supervisor, ensure that the respective sector plans are consistent with the current National Development Plan and that they match with the aspirations of the growing population.
- ❖ Participates in technical meetings and activities related to works and transport
- ❖ Analyzes works and transport planning systems, policies and identifies problems and potential solutions

- ❖ Working with the departmental and Directorate staff to develop and maintain ensure that an integrated model transport system.
- ❖ Gather information on environmental, social, gender and other cross cutting issues affecting the works and transport sector.
- ❖ Analyze the Transport and Works Sector development trends and issues to identify threats, potential opportunities and emerging issues to guide planning and policy
- ❖ Prepares responses to inquiries from MDAs, LGs and other stakeholders
- ❖ Work with the GIS and Physical Planning staff ensuring that the NDP is an integrated plan incorporating both the spatial and socio-economic aspects that help in having a functional spatial framework system for Uganda.
- ❖ Contribute to research on infrastructure related development issues such as interconnectivity both internally and regionally for facilitating economic growth.
- ❖ Support intra and interdepartmental activities
- ❖ Perform any other official duties as may be directed from the responsible staff

Minimum qualifications

- ❖ Honors Hons Bsc degree in Civil Engineering, Transport Economics or a closely related but relevant discipline from a recognized university.
- ❖ Master of science degree in Civil Engineering, Transport Economics or a closely related but relevant discipline from a recognized university.
- ❖ In addition, Postgraduate training in any of the following areas is desirable: - Transport Economics/ Planning, Energy Development, Geographical Information Systems or a closely related but relevant discipline
- ❖ Membership of recognized professional bodies such as Uganda Institution of Professional Engineers, Engineers Registration Board, Institution of Highways and Transportation, etc is essential

Experience and Knowledge

- ❖ A minimum of Working experience of at least 5 years in infrastructure engineering, transport economics, planning and development or closely related area.

Other attributes:

- ❖ Industrious and self-driven and Computer literate
- ❖ Must be result oriented AND Team player with leadership skills

**JOSEPH MUVAWALA (Ph.D)
EXECUTIVE DIRECTOR**