

DETAILED EXTERNAL JOB DESCRIPTIONS AND SPECIFICATIONS FOR TWO SENIOR OFFICER POSITIONS



NPA EXTERNAL VACANCY ADVERTISEMENT : REF NO: NPA/ADV/01/2022

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.

1. Senior Planner Public Sector Management, NPA-OS-4
2. Senior Planner Justice Law Order Sector Security and Defence, NPA-OS-4

3. Planner (Works and Transport), 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) *The deadline of submission is Friday 7th October, 2022 (16.55hrs). Applications received after the closing date and time shall not be considered*
- (g) *The detailed advert is accessible on <http://www.npa.go.ug> under opportunities*

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1. Senior Planner Public Sector Management; NPA-OS-4 (1 post)

Reports to: Manager Governance and Public Sector Planning and Supervises the Planner Public Sector Management

Preferred age limit: 30 - 55 years

Purpose of the Job:

To technically support the achievement of the NDP and Uganda Vision objectives through effective participation with other key stakeholders in designing working strategies, policies and implementation modalities that ensure a highly performing public sector that efficiently delivers public goods/ services and facilitates economic development through supporting public private initiatives through a conducive social and economic environment.

Specific roles and Responsibilities:

- ❖ Technically inform the Public Sector Transformation Working Group and any other working groups of the assigned NDP Programme(s) as a means of facilitating them in the effective coordination of the Government machinery to achieve the NDP objectives.
- ❖ Contribute to the designing of mechanisms that will promote a coordinated and harmonized policy planning, budgeting and Monitoring and Evaluation at National and Local Government Levels.
- ❖ In collaboration with the Head Human Resource Planning contribute to the designing Country wide HRP and D strategies to attract and retain a highly skilled and professional public sector workforce

- ❖ Take initiative in development of MDA's and LGs' management operational structures and systems for efficient service delivery.
- ❖ Prepare periodical performance reports to inform annual Public Sector Management Reports
- ❖ Participate in the annual programme reviews
- ❖ Study the existing MDA's and LGs mandates to establish the drift and recommend appropriate actions.
- ❖ Come out with strategies to inform Government structuring and re-structuring and re-organization of the Public Sector to achieve and maintain operational responsiveness and flexibility thus enabling it to adapt quickly and effectively to changes in Government priorities.
- ❖ Oversee the implementation of the Public Sector Transformation Programme and any other assigned NDP Programme (s)
- ❖ Mobilize financial resources to undertake major projects in NPA
- ❖ Assist the Head of Department in preparation of work plans, budgets and reports;
- ❖ Supervise and appraise staff at officer level in the department.
- ❖ Any other lawful duties assigned by supervisors

Minimum qualifications

- ❖ First degree majoring in any of the following fields: Bachelor of Arts in Social Sciences – with a bias in economics, Statistics, Quantitative Economics, or related relevant field from a reputable University
- ❖ A Master's degree majoring in any of the following fields: Management Studies, Public Administration and Management, Business Administration and Management, Development Planning, Macroeconomics, Economics, Economic Policy and Planning, Statistics, Quantitative Economics, Development Economics, Project Planning and management or related relevant field from a reputable University

Experience and Knowledge

- ❖ Management experience of at least nine (6) years at Planner or related position in a Ministry, City, Local Government, Department or Agency.
- ❖ Experience in developing and sustaining linkages, working with stakeholders, and liaising with government MDAs and development partners shall be relevant. Experience in Governance and Public Sector Management shall be considered.
- ❖ Proven experience in developing concept notes, analytical knowledge products such as policy briefs, thematic papers and reports;
- ❖ Excellent analytical, writing and oral skills in English;
- ❖ Strong interpersonal skills and ability to work with teams from other departments and external stakeholders in delivering collective tasks.

DETAILED EXTERNAL JOB DESCRIPTIONS AND SPECIFICATIONS FOR TWO SENIOR OFFICER POSITIONS

2. Senior Planner- Justice, Law & Order Planning; NPA-OS-4 (1 post)

Reports to: Manager Governance and Public Sector Planning and Supervises the Planner-Justice, Law & Order Planning

Preferred age limit: 30 - 55 years

Purpose of the Job:

To provide analytical advice on building and maintaining sustainable governance frameworks concerned with national planning.

Specific roles and Responsibilities:

Technically inform the Governance and Security Working Group and any other working groups of assigned NDP Programme(s) as a means of facilitating them in the effective coordination of the Government machinery to achieve the NDP objectives.

- ❖ Contribute to the designing of mechanisms that will promote a coordinated and harmonized policy planning, budgeting and Monitoring and Evaluation at National and Local Government Levels.

- ❖ Provide analytical advice on building and maintaining governance strategies/frameworks for national planning;

- ❖ Contribute to studies on a wide range of governance planning issues;
- ❖ Collect, analyze and maintain relevant data and information on governance;

- ❖ Provides support in identifying, designing and building capacity for governance;

- ❖ Contribute to the preparation, design and execution of periodic governance planning and implementation assessments;
- ❖ Liaise with programmes, MDAs and LGs on governance planning issues;
- ❖ Provide support to the Governance and Security programme Working Group and Technical working groups and any other such working groups of assigned programme(s).
- ❖ Prepare periodical performance reports to inform annual Governance and Security Programme Reports
- ❖ Participate in the annual programme reviews
- ❖ Oversee the implementation of the assigned NDP Programme (s)
- ❖ Mobilize financial resources to undertake major projects in NPA
- ❖ Assists the Head of Department in preparation of work plans, budgets and reports;
- ❖ Supervise and appraise staff at officer level in the department.
- ❖ Any other lawful duties assigned by supervisors

Minimum qualifications

- ❖ First Honors in; Law (LLB), Economics, Social Sciences with a bias in economics or related but relevant field from a reputable University

- ❖ A Master's degree in any of the following fields: Master of Laws, Management Studies, Public Administration and Management, Business Administration and Management, Development Planning, Macroeconomics, Economics, Economic Policy and Planning, Statistics, Quantitative Economics, Development Economics, Project Planning and Management or related relevant field in line with the mentioned disciplines from a reputable University
- ❖ Added advantage: Post Graduate qualifications in Law, leadership and management, Project Planning and Management

Experience and Knowledge

- ❖ Experience of at least nine (6) years, at officer or above level, with clear evidence in the areas of planning, developing and sustaining linkages, working with stakeholders, and liaising with government MDAs and development partners;
- ❖ Experience in Governance and Public Sector Management
- ❖ Proven experience in developing concept notes, analytical knowledge products such as policy briefs, thematic papers and reports;
- ❖ Excellent analytical, writing and oral skills in English; Strong interpersonal skills and ability to work with teams from other departments and external stakeholders in delivering collective tasks.

DETAILED EXTERNAL JOB DESCRIPTIONS AND SPECIFICATIONS FOR TWO SENIOR OFFICER POSITIONS

Planner (Works and Transport); (1 Post) NPA-OS-5		
<p>Reports to: Senior Planner Works and Transport-Senior Engineer</p> <p>Preferred age: 25 -45</p> <p>Purpose of the Job</p> <p>To collect, analyze, maintain and interpret relevant data and information on works, transport and infrastructure for use by the supervisors.</p> <p>Specific roles and Responsibilities:</p> <ul style="list-style-type: none"> ❖ 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 	<ul style="list-style-type: none"> ❖ 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 	<p>Minimum qualifications</p> <ul style="list-style-type: none"> ❖ Honors Hons Bsc degree in Civil Engineering, Transport Economics or a closely related but relevant discipline from a recognized university. <p>Added advantage Qualifications</p> <ul style="list-style-type: none"> ❖ Master of science degree in Civil Engineering, Transport Economics or a closely related but relevant discipline from a recognized university. ❖ 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 <p>Experience and Knowledge</p> <ul style="list-style-type: none"> ❖ A minimum of Working experience of at least 3-5 years in infrastructure engineering, transport economics, planning and development or closely related area. <p>Other attributes:</p> <ul style="list-style-type: none"> ❖ Industrious and self-driven and Computer literate ❖ Must be result oriented and Team player with leadership skills

JOSEPH MUVAWALA (Ph.D)
EXECUTIVE DIRECTOR