

NPA DETAILED WEBSITE ADVERT NOVEMBER 2017



National Planning Authority
Planning for Development



NPA VACANCIES ADVERTISEMENT : REF NO: NPA/ADV/03/2017

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. "NPA" is an equal opportunity employer and female applicants with the relevant experience and qualifications are encouraged to apply for the positions of their choice.

Applicants are to forward two sets of applications with detailed curriculum vitae, including phone and email contacts; photocopies of academic and professional certificates and transcripts addressed to: **The Executive Director, National Planning Authority, P.O.BOX 21434 Kampala Uganda; Planning – House Plot 17B Clement Hill Road.**

Note:

- (a) *The preferred method of applications' delivery is physical 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) *Shortlisted candidates shall be notified through their email addresses and or phone contacts indicated in their applications or CVs.*
- (c) *Academic documents for the successful candidates will be vetted their authenticity and background checks conducted before considered for appointment into the Authority.*
- (d) *The successful candidates will be offered a three-year contract including a probationary period of 6 months.*
- (e) *Advertised positions not filled thereafter will remain open until when filled.*
- (f) *A detailed advert is accessible on NPA website under opportunities on www.npa.ug.*
- (g) ***The closing date for receipt of applications at NPA (both: hand delivered, post office & courier) shall be Thursday 21st December, 2017 at 16:55 hours.***

1. Director Research and Development Performance (1)	6. Planner Health and Nutrition (1)
2. Senior Planner Corporate Planning (1)	7. Records Officer (1)
3. Senior Planner Physical and Spatial Planning (1)	8. Administrative Officer (1)
4. Senior Planner Chemical Industry (1)	9. Front Desk Officer (Receptionist) (1)
5. Planner Education (1)	10. Administrative Secretary (1)

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1. Director Research and Development Performance (NPA-OS-2); NPA/ADV/03/2017 (a) 1 post		
<p>Reports to: Executive Director Preferred age: 35- 54</p> <p>Main function: To head the Directorate of Research and Development Performance. The officer will be responsible and accountable for ensuring that all functions and responsibilities of the Directorate are effectively and efficiently performed.</p> <p>Duties and Responsibilities:</p> <p>(i) Macroeconomic analysis;</p> <ul style="list-style-type: none"> ❖ Oversee the macroeconomic analysis of the fiscal, monetary, external and the real sectors to inform development planning, policy formulation and assessment of economic performance; ❖ Spearhead effective independent assessment of the economy of Uganda; ❖ Coordinate the development and utilization of macroeconomic modal to facilitate assessment of impacts of socioeconomic programs and budgetary interventions; ❖ Institute models for determining the Country's short and medium term macroeconomic frameworks; ❖ Lead the development of the medium-term expenditure frameworks (MTEFs) for NDPs, and regularly track expenditure against the approved MTEF and budgets; ❖ Liaise with key players in tracking performance of the financial services sector to inform the Authority's reports; ❖ Participate in the preparation of the National Development Plans 	<p>(ii) Research and Innovation;</p> <ul style="list-style-type: none"> ❖ Spearhead the designing and conducting of statistical surveys and other data collection, in collaboration with relevant stakeholder Institutions to inform planning and monitoring and evaluation activities of the Authority; ❖ Establish databases and long-term time series data sets to support planning and production of realistic analyses; ❖ Provide manpower data for planning and policy actions, including forecasts of short, medium and long-term manpower requirements within the Country; ❖ Develop the Authority's strategy and Action Plan for innovation; ❖ Design and implement innovations frameworks for key sectors of the economy; ❖ In collaboration with other departments within the Authority, review high priority development issues and needs and make recommendations; ❖ Establish and actively maintain close links with national policy research institutes and organizations, both to promote economic and other thematic research within their structures and to promote frontier research into issues bearing on national development; ❖ Coordinate, facilitate and provide leadership in field research; data / information collection, electronic data processing, analysis, storage / management and retrieval whenever required, as well as information dissemination; ❖ Develop and manage a robust, reliable and state of the art National Electronic Data Bank to service and support all other departments in executing the various dimensions of NPA mandate; ❖ Develop and maintain NPA's networking capacity with stakeholder institutions so as to ensure reliable data / information flow and sharing between NPA and its partners in development planning, monitoring and evaluation; ❖ Coordinate and provide leadership in efforts to develop national Innovation Policies and Systems, as well as NPA's efforts to identify, follow up and support all forms scientific research, development and innovations in the Country; 	<ul style="list-style-type: none"> ❖ Oversee the management of NPAs Library and Resource and Documentation Centre <p>(iii) Monitoring and Evaluation;</p> <ul style="list-style-type: none"> ❖ Develop, operationalize and maintain the monitoring and evaluation system for tracking progress on the National Development Plan and the National Vision; ❖ Monitor and evaluate the internal and external activities of the Authority and coordinate and facilitate the monitoring and evaluation work of the Authority; ❖ Prepare Annual Reports of NPA's activities as well as reports on the performance of Sectors, Ministries, Departments, Agencies, Local Governments and their performance relevant to implementation of the planning; ❖ Prepare annual National Development Report (NDR) comprising an assessment of the Country's annual development progress, the National Development Plan (NDP) implementation performance and the macroeconomic performance. ❖ Prepare reports from time to time on emerging national, regional and global macroeconomic issues to inform policy actions; ❖ Review departmental quarterly and annual reports and consolidate them into the Directorate's respective overall reports. <p>(iv) Management;</p> <ul style="list-style-type: none"> ❖ Review directorate annual and quarterly work plans and budgets, and consolidate them into the Directorates' overall work plans ❖ Ensure that all Directorate staff are properly supervised and their performance appraisals are properly and timely done. ❖ Oversee development and implementation of Directorate programs and activities; ❖ Provide quality assurance for any other deliverables under the Directorate; ❖ Mobilize financial resources to undertake major projects in NPA ❖ Perform any other duties as and when directed by the relevant authority.

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Director Research and Development Performance: Required qualifications, experience, knowledge and skills		
<p>Qualifications</p> <ul style="list-style-type: none"> ❖ Master’s degree in Economics, quantitative economics, Economic Policy and Planning, Statistics, Development economics, or a Master of Science or Arts degree in relevant areas from a recognized University or Institution. ❖ Honors Bachelor’s degree in Economics, Statistics and any other related disciplines from a recognized university. <p>The following are added advantages;</p> <ul style="list-style-type: none"> ❖ Relevant Ph.D and Other post-graduate qualifications, diplomas, certificates etc. in any of the areas specified in the minimum qualifications is considered as an advantage. <p>Experience</p> <ul style="list-style-type: none"> ❖ Demonstrated experience of at least ten (10) years in development planning, policy analysis and evaluation, applied research; ❖ Experience of at least ten (10) years in professional work at senior management level in a reputable organization ❖ Demonstration of experience and knowledge in project development and appraisal. 	<p>Additional Knowledge</p> <ul style="list-style-type: none"> ❖ Understanding of Public Sector Management and information systems ❖ Possession of skills and knowledge in Management Information Systems. ❖ Has the ability to align current economic development agenda action with strategic goals, objectives and priorities of NPA and Government ❖ Lobbies key stakeholders to support new policies ❖ Understands the various Public Service Reforms and other Government Reforms ❖ Adequate knowledge of Central Government operations, policy formulation is desirable ❖ 	<p>Specific skills</p> <ul style="list-style-type: none"> ❖ The person should possess proven skills in decision-making or policy formulation, implementation, analysis and evaluation roles in national or international settings. ❖ Excellent analytical skills ❖ Good computing skills ❖ Excellent communication skills (Oral and written)

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2. Senior Planner Corporate Planning (NPA-OS-4); NPA/ADV/03/2017 (b) 1 post

Reports to: Deputy Executive Director
Preferred age: 30-45 years

Main function:

To manage the Authority's Corporate Planning function that entails development of comprehensive, integrated Authority strategic plans, work plans, procurement plans budgets, while monitoring and evaluating their implementation.

Duties and Responsibilities:

- ❖ To Coordinator of planning and budgeting functions of the Authority; and directly responsible to the Executive Director
- ❖ To prepare and review a comprehensive five-year strategic plan incorporating plans of all directorates, Departments, Divisions and Units through a stakeholder's consultative process and placing it before Management for approval in accordance with the Authority's legal mandate
- ❖ To prepare Annual and midterm plans for the Authority in line with the approved five-year strategic plan, policies, programs and projects.
- ❖ To prepare and explain the Budget Frame Work Paper (BFP) and budget to the Management team and the Authority
- ❖ Through regular reviews, identify the limiting factors in the implementation of NPA's approved plans, policies, programs and projects; study their implications and impact on Planning in Uganda; and to place the matter before Management with specific suggestions for ensuring speedy and efficient implementation.

- ❖ Carry out regular and timely reviews of the progress in implementing the Authority's approved plans, policies, programs and projects
- ❖ Review on selective basis the operational performance of various Directorates, Departments, Divisions and Units of the Authority
- ❖ Undertaking and promoting bench marking research and initiating surveys and investigations needed to support effective planning for NPA
- ❖ Provide assistance to the Directorates, Departments, Units in the Preparation of annual/quarterly work plans and budgets
- ❖ Organize, establish and maintain a sound data bank and electronic data processing system.
- ❖ Routine collection, analysis, interpretation and dissemination of data related to the functioning of NPA.
- ❖ Work with Management in the production, implementation and monitoring of NPA Capacity Building Plan
- ❖ To appraise possible Development projects on behalf of the Authority and in conjunction with technical staff
- ❖ To compile and consolidate quarterly progress reports of the Authority; to place such consolidated reports before the Management team for review and finalize them for submission to the Authority and other relevant authorities.
- ❖ Handle all matters relating to NPA statistics and hence promotion, improvement, development and coordination of statistics and elimination of duplication efforts
- ❖ Put in place a Monitoring and Evaluation System on all programs of the Authority.
- ❖ To carry out any other duties and responsibilities as may be assigned by the ED.

Qualifications:

- ❖ Master's degree; majoring in any of the following fields is a must: Economics, Development Planning, Economic Policy and Planning; Development Economics; Monitoring and Evaluation, Management Information Systems, or a closely related discipline/ relevant Master from a recognized University or Institution.
- ❖ An Honors Bachelors' Degree in Economics, Statistics, Quantitative Economics or other related area from a recognized university.

Experience

- ❖ Working experience of at least 5 years as a Planner; at least 3 of which must be at Officer and above level in the areas of planning, reporting and budgeting, Monitoring and Evaluation, research, statistics, Management Information Systems, Development Management and Planning, Policy Analysis or any other area relevant to the job from reputable development- oriented institution / organization.
- ❖ Experience in Government systems, operations, budgeting, accountability mechanism, and reporting and coordination mechanisms a requirement

Other attributes and skills:

- ❖ Able to analyze different scenarios and identify the best fallback position
- ❖ Can forecast and integrate different views
- ❖ Has the ability to identify how organizational policies, processes and procedures are likely to be affected by environmental changes
- ❖ Possession of skills and knowledge in Management Information Systems Very high level of professionalism and integrity
- ❖ Excellent, communication, analytical and computing skills

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3. Senior Planner Physical and Spatial Planning (NPA-OS-4); NPA/ADV/03/2017 (c) 1 post

<p>Reports to: Manager Infrastructure, Industry and Physical Planning</p> <p>Preferred age: 30-45 years</p> <p>Main function: To coordinate and harmonize all development planning issues related to Physical and Spatial Planning, Lands, Housing and Urban Development at all levels in the country</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ❖ Studying, Monitoring and evaluating the status of physical planning, land management, housing and growth of Urban Centers in the country. ❖ Reviewing and coming up with appropriate national physical planning policies, strategies, programmes and standards. ❖ Working with the respective Ministries and other stakeholders to study Uganda's housing needs based on among other things; trends in population growth, nature and quality of housing, land issues and lessons available from other countries. ❖ Periodically assess constraints relating to the provision of basic housing in the country i.e, taxation issues, availability and prices of building materials, access to land, financing and other related problems. ❖ Advise on urban and rural land use, and their relation to regional socio-economic development 	<ul style="list-style-type: none"> ❖ Proposing measures for decongesting the city and towns in Uganda through planning and appropriate provision of infrastructure ❖ Develop Geographical Information Systems, including information acquisition, geographical database development and management. ❖ Produce quarterly and half yearly reports on the performance of physical Planning, Lands, Housing and Urban Development in Uganda. ❖ Ensure that the National Development Plans are integrated plans incorporating both the spatial and socio-economic aspects that help in having a functional spatial framework system for Uganda. ❖ Assess the impact of spatial data sharing and equip NPA to handle the development planning challenges in Uganda ❖ To investigate the challenges of spatial data sharing between the different institutions of development planning in Uganda ❖ To make recommendation on how to overcome challenges of spatial data sharing in-order to make spatial data management responsive to development planning needs <p>Qualifications: Masters' Degree in Physical Planning; Urban Planning and Development with GIS and Spatial content, MSc in Geo-Information Science and Technology, Msc in Geoinformation Management, Geoinformation and Spatial Systems or a closely related discipline that are relevant to the job from a recognized university</p>	<p>.</p> <ul style="list-style-type: none"> ❖ Plus a Honors Degree in Physical Planning, Urban Planning and Development or a closely related discipline from a recognized university <p>Experience:</p> <ul style="list-style-type: none"> ❖ Seven years' experience in relation to the areas of the job advertised of at least 3 years of which must be at officer level in a reputable development related institution / organization. ❖ The applicant must have a thorough working knowledge of Public Sector Management, Policy development, and good understanding of the Land issues, Housing and Urban Development sector in Uganda. ❖ Experience Government Systems, operations, budgeting, accountability mechanism, and reporting and coordination mechanisms a requirement <p>Other attributes:</p> <ul style="list-style-type: none"> ❖ Able to analyze different scenarios and identify the best fallback position ❖ Can forecast and integrate different views ❖ Has the ability to identify how organizational policies, processes and procedures are likely to be affected by environmental changes ❖ Possession of skills and knowledge in Management Information Systems Very high level of professionalism and integrity ❖ Excellent, communication, analytical and computing skills
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4. Senior Planner Chemical Industry (NPA-OS-4); NPA/ADV/03/2017 (d) 1 post		
<p>Reports to: Manager Infrastructure, Industry and Physical Planning</p> <p>Preferred age: 30-45 years</p> <p>Main function:</p> <p>To foster strategic planning and guidance in the integration of the chemical industry into the development planning process</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ❖ Advise government on how to develop the chemical industry, as well as appropriate technology and human resources for the industry. ❖ Identify challenges in the chemical industry and opportunities for industrial growth and technological advancement and make necessary recommendations. ❖ Advise government on environmental issues related to the chemical industry and how to mitigate their effects. ❖ Collect and maintain data and information on chemical industry to inform national and sectoral plans, policies and strategies. ❖ 	<ul style="list-style-type: none"> ❖ Participate in the formulation of the national development plans, sector development plans and LG plans in accordance with established planning guidelines ❖ Provide technical backstopping to MDAs. ❖ Review sectoral policies and make appropriate recommendations to the department. ❖ Identify and participate in preparation of topical papers for presentation to the Presidential Economic Council (PEC), publications and other fora. ❖ Participate in departmental meetings, preparation of work plans and budgets, as well as the preparation of the Authority's annual report and policy statement. ❖ Work with relevant stakeholders to promote the development of the industry. ❖ Participate in development of standards for the chemical industry and other relevant institutions. ❖ Prepare reports and feasibility studies. ❖ Perform any other duties as and when directed by the relevant authority 	<p>. Qualifications:</p> <ul style="list-style-type: none"> ❖ A Master's degree in Chemical Engineering, Bio-Chemistry, Industrial Chemistry or a closely related discipline from a recognised University; ❖ In addition, applicants with a Master's degree in another field but with an honours bachelor's degree in Chemical Engineering, Bio-Chemistry, Industrial Chemistry or a closely related discipline from a recognised University will be considered <p>Experience:</p> <ul style="list-style-type: none"> ❖ Working experience of at least seven (7) years in the chemical industry; basic chemical (polymers, petrochemicals, basic inorganics), specialty chemicals (for crops and animals, colorants, paints, ink) or consumer chemicals (detergents, soaps and other toiletries) or closely related area involving field work in a reputable institution/organization <p>Other attributes:</p> <ul style="list-style-type: none"> ❖ Able to analyze different scenarios and identify the best fallback position ❖ Can forecast and integrate different views ❖ Has the ability to identify how organizational policies, processes and procedures are likely to be affected by environmental changes ❖ Possession of skills and knowledge in Management Information Systems Very high level of professionalism and integrity ❖ Excellent, communication, analytical and computing skills

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5. Planner Education (NPA-OS-5); NPA/ADV/03/2017 (e) 1 post

<p>Reports to: Senior Planner Education Preferred age: 25-45 years</p> <p>Main function: To ensure that Education and skills Development issues both at national and decentralized levels are adequately identified, analysed and addressed in national policies, national planning and monitoring and evaluation frameworks.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ❖ . Work closely with the education sector to ensure integration of education and skills development plans into National Planning frameworks, development plans and policies. ❖ Provide technical support to the formulation of educational plans, programmes and projects in alignment to the national goals. ❖ Analyze education and skills development policy issues in the country to identify gaps and generate evidence based and innovative potential solutions. ❖ Provide the education sector with evidence-based advice on key education and skills development issues and propose required reforms to make the sector competitive. ❖ Undertake policy related research and innovation in education and skills development in the country to inform policy, planning and implementation. ❖ Support the development and implementation of education and skills development strategies 	<ul style="list-style-type: none"> ❖ Work with and provide technical guidance to relevant Sectors, MDAs and Local Governments in developing sector development plans, programmes and projects. ❖ Evaluate Sectoral and Local Government Plans, programmes and projects to ensure alignment to the national development planning framework. ❖ Undertake Manpower Planning activities <p>Qualifications:</p> <ul style="list-style-type: none"> ❖ Master’s Degree in any of the following fields is a <u>must</u>: Economics, Statistics, Education Economics, Education Planning, Skills and Livelihoods Development; from recognized Universities. ❖ Hons Degree in Education and Economics or related but relevant qualifications. <p>Added advantage qualifications and trainings</p> <ul style="list-style-type: none"> ❖ A Post-Graduate Diploma in any of the following fields: Project Planning & Management; Education Planning; Quantitative Research Methods; Project Development and Appraisal, Statistical Modelling, Manpower Planning, Strategic Planning from recognized Training Institutions ❖ Additional training in Development Planning and Management are of added advantage 	<p>Experience:</p> <ul style="list-style-type: none"> ❖ A minimum of 5 years evidenced and relevant experience, of which at least 3 years must have been attained in the education and skills development sectors and at post graduate level. ❖ Experience in quantitative research ❖ Demonstrated and substantive knowledge of education and skills development issues in a reputable development-oriented institution/organization involving management of cross-functional related activities <p>Other attributes:</p> <ul style="list-style-type: none"> ❖ High level of integrity, independence, honesty, confidentiality, diligence and reliability. ❖ Initiative to define quality criteria / standards for the performance of own, or others under his/her supervision. ❖ Confidence and knowledge to act decisively in complex situations taking into account public interests, relevant laws & regulations. ❖ Ability to review organizational strategy ❖ Skills in quantitative and qualitative research and manipulation of large datasets using various statistical software ❖ Proven proficiency in report reviews and writing, policy formulation, implementation, analysis and evaluation in organizational, national or international settings. ❖ In-depth understanding of project document formulation and evaluation ❖ In-depth understanding of accountability in the public sector and donor funded projects. ❖ Excellent analytical and communication skills
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6. Planner Health and Nutrition (NPA-OS-5); NPA/ADV/03/2017 (f) 1 post

Reports to: Senior Planner Health and Nutrition

Preferred age: 25-45 Years

Main function:

To undertake health and nutrition development planning, policy analysis and project appraisal.

Duties and Responsibilities:

- ❖ Collects, analyses, maintains and interprets data on health and nutrition plans and programmes;
- ❖ Analyzes health and nutrition systems and policies and identifies problems and potential solutions;
- ❖ Supports the strategic development and implementation of health and nutrition development plans and strategies;
- ❖ Facilitates national health and nutrition assessments;
- ❖ Provides technical advice to sector MDAs on planning for health and nutrition;
- ❖ Undertakes research and development of new approaches to health and nutrition planning and programming;
- ❖ Provides guidance to Sectors, MDA and Local Governments to integrate SDGs and cross-cutting issues in plans and programmes;

- ❖ Coordinates regular fora on health and nutrition planning issues and promotes participation and information sharing;
- ❖ Develops and promotes interactive tools for communication of health and nutrition information;
- ❖ Monitors and evaluates the trends in health and nutrition and the factors that could affect national development;
- ❖ Forecasts the economic situation related to health and nutrition using various techniques and provides technical advice on issues that impact on planning for the population;
- ❖ Participates in internal and external health and nutrition partnerships;

Qualifications:

- ❖ Masters' Degree in Public Health, Health Economics, Health Policy and planning, or close but relevant field.

Plus a Honors Bachelor's degree in Social Work and Social Administration, Development Studies, Social Sciences, Psychology, Public Health, Bachelor of Medicine or any other relevant qualification (Holders of a 2nd Class upper will be at an added advantage

Experience

- ❖ At least 3 and above progressive experience from a large reputable organization working on issues relating to health, health planning and nutrition; experience of research in the social sector and working with local communities in Uganda will be an advantage.
- ❖ Knowledge in human rights and specifically relating to the right to health and nutrition;

Other attributes:

- ❖ Industrious and self-driven
- ❖ Ready to work long hours
- ❖ Track record of high Integrity
- ❖ Computer literacy
- ❖ Strong interpersonal and communication skills
- ❖ Must be result oriented
- ❖ Strong team player with leadership skills

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7. Records Officer (NPA-OS-5); NPA/ADV/03/2017 (g) 1 post

Reports to: Manager Human Resource and Administration

Preferred age: 25 -45

Main function:

Responsible for creating and maintaining adequate documentation for the functions and activities of NPA through the establishment of good records keeping practices within the Central Registry and established Records

Duties and Responsibilities:

- ❖ Store current, semi-current and nonactive records
- ❖ Access public records basing on the provisions of Access to Information Act, 2005 and the National Records and Archives Act, 2001 (basing on the criteria of Top Secret, Secret, Confidential, Restricted)
- ❖ Indexing and coding incoming correspondences, documents and materials
- ❖ Respond to inquiries regarding files, correspondences and references to be used.
- ❖ Forwarding files for action, monitoring file movement and supervising regular file census.

- ❖ Ensure adherence to registry procedures including subject classification, weekly file census, maintenance of files, file movement, bring up system and weeding of files
- ❖ Management of Personnel Files
- ❖ Auditing Personal Records and the Records system as well handling confidential matters as may be prescribed by the Executive Director and HR Division to ensure a proper databank.
- ❖ Maintaining information on record series that have been transferred from the Registry to the Archive to allow for their efficient retrieval.
- ❖ Maintaining information on what record series have been scheduled and conducting periodic reviews to update information as changes occur
- ❖ Supervision and Appraise the Assistant Records Officer and Administrative Assistant Records.
- ❖ Assist in the Development of the Work Plans and Budgets in relation to records
- ❖ Advising on the implementing of new records management policies and classification systems.
- ❖ Design security measures to safeguard records from unauthorized access, damage and destruction

Qualifications:

- ❖ Masters' Degree in information Science or Records Management or related and relevant area
- ❖ Honor's Degree in Records Management, in Library and Information Science or related and relevant area

Experience: Five years' experience in manual and electronic records management from a reputable public organisation.

Other attributes:

- ❖ Industrious and self-driven
- ❖ Ready to work long hours
- ❖ Track record of high Integrity
- ❖ Computer literacy
- ❖ Strong interpersonal and communication skills
- ❖ Must be result oriented
- ❖ Strong team player with leadership skills

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8. Administrative Officer (NPA-OS-5); NPA/ADV/03/2017 (h) - 1 post

<p>Reports to: Senior Administrative Officer Preferred age: 25 -45 years</p> <p>Main function To support the Department of Human Resource and Administration in coordinating administrative, logistical and Travel activities of the NPA</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ❖ Maintaining Authority premises, furniture, equipment, generator and vehicles ❖ Assist in the Distribution of office equipment and furniture ❖ Ensure collection and filing of the Authority's utility bills ❖ Ensure onsite inspection of vehicles under servicing or repairs ❖ Participate in the management of the authority's fuel on assignment ❖ Ensuring that airtime and telephone bills are prepaid for operational efficiency and effectiveness ❖ Participate in the preparation and monitoring use of departmental work plans and operational budgets; ❖ Records, compiles, and distributes minutes of meetings; ❖ Assist in the acquisition of visas and foreign travels, coordinates and arranges external travel ❖ Receive a copy of travel approvals from any of the following offices: - Chairperson, Executive Director and or PDU ❖ 	<ul style="list-style-type: none"> ❖ Receive copies of bookings from the Procurement and Disposal Unit (Response For Quotation- RFQ ❖ Receive the approved travel evaluation reports from PDU and Submit requests of payments for the respective travels ❖ Keep copies of records paid air tickets obtained from PDU and the Department of Finance and Accounts ❖ Follow up, receive copies of signed back to office reports submitted to ED ❖ Follow up on accountabilities for submitted to the ED and file copies ❖ Receive and file copies of boarding passes ❖ Compile and submit monthly reports on official travels undertaken or not by the Executive Board Members, Management and Staff. Copies be availed to Executive Director, PDU, Manager HR and Administration ❖ In the absence of or with the SAO, and or AAO process official VISAs ❖ Any other related duties as assigned by the responsible officer (s) <p>Qualifications</p> <ul style="list-style-type: none"> ❖ Master's degree any of the following fields is a must; in Master of Business Administration (MBA), relevant Masters in Management i.e General Management, Public Administration and Management, Development Studies, Organizational Development. ❖ Hons Degree in Social Sciences, SWASA, or related but relevant area ❖ A certificate in Administrative Law is a must. ❖ Other Post-Graduate qualification in relevant field will be taken as additional advantage. 	<ul style="list-style-type: none"> ❖ Membership to a professional body will be considered as an advantage <p>Experience, Knowledge,</p> <ul style="list-style-type: none"> ❖ Demonstrated varied experience and substantive knowledge of at least five (5) years in administration, in a reputable development-oriented institution/organization involving management and administration of cross-functional activities ❖ Demonstrated and varied experience and substantive knowledge in applying policies related to administration and management, Transport or fleet Management, and Utilities. ❖ Experience Government Systems, operations, budgeting, accountability mechanism, and reporting and coordination mechanisms a requirement. ❖ Experience in contract management, transport management, handling motor vehicle repairs, coordination of maintenance of office buildings will be considered. <p>Other attributes:</p> <ul style="list-style-type: none"> ❖ Industrious and self-driven ❖ Ready to work long hours ❖ Track record of high Integrity ❖ Computer literacy ❖ Strong interpersonal and communication skills ❖ Must be result oriented ❖ Strong team player with leadership skills
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9. Front Desk Officer [Receptionist] (NPA-OS-6); NPA/ADV/03/2017 (i) 1 post

<p>Reports to: Senior Administrative Officer Preferred age: 25-45</p> <p>Main function: Provide administrative supports to the offices of the Directors as well as their day today management and initially undertake the management of records in the Central Registry.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ❖ Receiving visitors, welcoming, sitting and drawing to the attention of the relevant office ❖ Ensuring that the reception area is clean and well arranged ❖ Receiving, recording and summarizing in coming applications for interns and job applicants ❖ Ensuring that all applications and correspondences received are secure and directed to the responsible office ❖ Receive visitors and telephone callers and find out the nature of their enquiry ❖ Provide information to assist clients or refer them to appropriate contacts, either in the organization or elsewhere ❖ Arrange appointments for callers or for people working in the organization and keep records of these 	<ul style="list-style-type: none"> ❖ In liaison with cleaners ensure that the reception area is tidy and well arranged ❖ Ensure comfort sitting and waiting for incoming visitors ❖ Work hand in hand with the Assistant Administrative Secretaries) in the management of incoming and outgoing correspondences ❖ Answer calls, take electronic messages, direct calls ❖ Manage the correspondences book or register ❖ Carry out word processing and formatting ❖ Directing to action points the Authority Official email address incoming mail / information ❖ Ascertain the scheduled times and calendar dates ❖ Manage the Duty Attendance Book at the reception ❖ Keeping safely keys and passwords/avoiding un authorized access to lockers at the reception desk ❖ Reporting faults on office equipment used at the front desk to or responsible person ❖ Any other lawful duties as assigned by the supervisor or higher authorities 	<p>Qualifications:</p> <ul style="list-style-type: none"> ❖ Honors degree; in discipline of Bachelor of Arts in arts or Social Sciences, Management, Administration, office management, Secretarial studies or other relevant degree from a recognized University or “A” Level with a Diploma in Front Office Management, or a related field. ❖ Additional qualifications in line with the position will be an added advantage <p>Experience, and Knowledge</p> <ul style="list-style-type: none"> ❖ Demonstrated varied experience and substantive knowledge of at least Six (6) years as receptionist or front desk in a reputable development-oriented institution/organization involving management and administration of cross-functional activities ❖ In addition, Knowledge in Microsoft Office or a similar set of computer application packages will be required <p>Other attributes:</p> <ul style="list-style-type: none"> ❖ Industrious and self-driven ❖ Ready to work long hours ❖ Track record of high Integrity ❖ Computer literacy ❖ Strong interpersonal and communication skills ❖ Must be result oriented ❖ Strong team player with leadership skills
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10. Administrative Secretary (NPA-OS-6); NPA/ADV/02/2017 (k) - 1 post

Reports to: Manager Human Resource and Administration

Preferred age: 25-45

Main function

To Provide administrative support to the offices of; the Deputy, Executive Director and Heads of Departments.

Duties and Responsibilities:

- ❖ Support staff under Management, Human Resource and Administration
- ❖ Manage appearance of and order in the office of the including ordering replacement of furniture & equipment
- ❖ In liaison with cleaners ensure that the offices under her / his control are regularly cleaned and well arranged
- ❖ Answer calls, take electronic messages, direct calls
- ❖ Manage the correspondences book or register
- ❖ Carry out word processing and formatting
- ❖ Stand in for other secretaries
- ❖ Opening up and maintaining the required manual and electronic files / folders in the office of the Deputy Executive Director

- ❖ Ascertain meeting & workshop venues for meetings conducted by the Deputy Executive Director and or heads of departments
- ❖ Ascertain the scheduled times and calendar dates
- ❖ Take minutes on request and Write reports on request
- ❖ Circulate agendas, programs and action points to relevant officers
- ❖ Liaise with administration in preparation of required logistics or refreshments for meetings as needed
- ❖ Making requisitions as requested
- ❖ Taking and typing minutes of minutes as may be required
- ❖ Keeping safely keys and passwords/ avoiding un authorized access
- ❖ Reporting faults on office equipment to or responsible person
- ❖ Arranging the equipment and furniture in office of the Deputy Executive Director in an appealing order
- ❖ Any other lawful duties as assigned by the supervisor or higher authorities

Qualifications Required:

Honors degree; in Secretarial or equivalent in relevant field

On top of the minimum qualifications the following will be of added advantage;

- i) Post graduate qualifications in relevant field is an added advantage
- ii) Certification in fields relevant to the job.

Experience, Knowledge, competencies and skills

Demonstrated varied experience and substantive knowledge of at least (3) years secretarial work in a reputable development-oriented institution/organization involving management and administration of cross-functional activities

Other attributes:

- ❖ Industrious and self-driven
- ❖ Ready to work long hours
- ❖ Track record of high Integrity
- ❖ Computer literacy
- ❖ Strong interpersonal and communication skills
- ❖ Must be result oriented
- ❖ Strong team player with leadership skills

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