



NPA VACANCIES / JOB ADVERTISEMENT : REF NO: NPA/ADV/02/2016

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 NPA 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 professional Ugandans with the required qualifications, experience, competencies, skills and the right work attitude. A competitive and attractive remuneration package is attached to each position.

Applicants are to forward two sets of applications with detailed curriculum vitae clear phone and email contacts, photocopies of academic and professional certificates and transcripts should be directed 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 phone contacts indicated on the application or CV.*
- (c) *Unless the probationary period is waived by the appointing authority, the successful candidates will be offered a three year contract with probationary appointment of 6 months*
- (d) The closing date and time for receipt of applications at NPA (both: hand delivered, post office and courier) shall be Friday 24th June 2016 at 16:55 hours.**
- (e) *The advertised positions not filled thereafter will remain open until when filled*
- (f) *More information on NPA is accessible on www.npa.ug*

1. Senior Internal Auditor	3. Planner- Agriculture
2. Senior Planner Education	4. Planner- Infrastructure (Energy)

Senior Internal Auditor (NPA-OS-4) ; NPA/ADV/02/2016 (1) 1 post

Reports to: Head Internal Audit

Preferred age limit: 30 - 45 years

Purpose of the Job:

To continuously appraise and review the internal control system and ensure its appropriateness to ensure compliance with the relevant laws and regulations of Uganda.

Specific roles and Responsibilities:

- ❖ Assist Head Internal Audit in Preparation of the annual audit plans and subsequently in implementation.
- ❖ Assist the Head Internal Audit in determining audit areas.
- ❖ Prepare regular audit reports in line with internal audit plan.
- ❖ Examine and evaluate the financial and operational information of the Authority.
- ❖ Conduct specific investigations and inquiries as may be directed from time to time by the Authority
- ❖ Participate in the day-to-day administration of the office, including the planning and monitoring of the budget, and authorisation of expenditure for the Internal Audit department.
- ❖ Examine compliance of the Authority's operations with the NPA Act, 2002 and other relevant national laws and regulations.
- ❖ Represent the Head Internal Audit on audit matters as may be required.
- ❖ Conduct audits as directed, either individually or jointly with other internal audit staff.

- ❖ Examine any anomalies or violations of the established policies and regulations.
- ❖ Continuously examine the books of accounts to ascertain accuracy, completeness and reliability of the financial information.
- ❖ Regularly identify and evaluate the internal controls system and advise on improvement.
- ❖ Carrying out of audit tests on transactions, records, accounts, files as may be required.
- ❖ Perform any other duties as may be assigned from time to time.

Minimum qualifications

- ❖ An Honours degree from a recognized University is a must
- ❖ Full Professional qualification of; ACCA, CPA, CIA and membership to ICPA-Uganda is a must
- ❖ A Post graduate qualification in a relevant field is an added advantage.

Experience

- ❖ At least five (5) years of progressive and professional auditing practical experience gained from a reputable audit firm, public organisation of commercial enterprise.

Behavioral Competencies

- ❖ 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 acts decisively in complex situations and taking into account important public interests, relevant laws and regulations.
- ❖ Good team player.

Technical Competencies required

- ❖ Practical knowledge of spreadsheets and at least one computer aided auditing application
- ❖ Understanding of appropriate Management Information Systems
- ❖ Knowledge of risk based internal auditing methodology is a must.
- ❖ Ability to establish a link between NPA operations to the Governments agenda
- ❖ Ability to identify and analyze how organizational policies, processes and procedures are likely to be affected by environmental changes

Specific Skills required

- ❖ Proven skills in decision-making or policy formulation, implementation, analysis and evaluation in organizational, national or international settings.
- ❖ In-depth understanding of accountability in the public sector and donor funded projects.
- ❖ Possession of skills and knowledge in Management information Systems and knowledge in Integrated Financial Management Information System (IFMS) will be an added advantage.
- ❖ Excellent analytical skills
- ❖ Excellent communication skills (Oral and written)

Senior Planner Education (NPA-OS-4); NPA/ADV/02/2016 (2) - 1 post

Reports to: Head Social Sector Planning

Preferred age limit: 30- 45 years

Purpose of the Job:

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.

Specific roles and Responsibilities:

- ❖ Coordinate, harmonize and ensure integration of education and skills development plans into National Planning frameworks, development plans and policies.
- ❖ Analyze education and skills development policy issues in the country to document problems/gaps and generate evidence based potential solutions.
- ❖ Provide 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.
- ❖ Work with and provide technical guidance to relevant Sectors, MDAs and Local Governments in developing sector development plans, programmes and projects.
- ❖ Support the development and implementation of education and skills development strategies.

- ❖ Coordinate regular fora on education and skills development planning and promote participation and information sharing among the whole spectrum of stakeholders.
- ❖ Monitor and evaluate Sectoral and Local Government Plans, programmes and projects to ensure efficient planning and implementation of education and skills development services.

Minimum Qualifications Required:

- ❖ Master's Degree in any of the following fields is a must: Economics, Statistics, Demography, Education planning, Skills Development, Social Sector Planning, Economics, or any other related but relevant qualification from recognized Universities.

Added advantage qualifications and trainings

- ❖ A Post-Graduate Diploma in any of the following fields: Project Planning & Management; Education Planning; Research methods; Project Costing, or any other related but relevant qualification from recognized Training Institutions,
- ❖ Additional training in Development Planning and Management are of added advantage

Experience and Knowledge

- ❖ A minimum of 7 years evidenced and relevant experience, of which at least five years must have been attained in the education and skills development sectors and at post graduate level.
- ❖ Experience in the public sector systems, operations, budgeting, accountability mechanism, reporting and coordination are a requirement.

- ❖ Experience in qualitative 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

Behavioral Competencies

- ❖ 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.

Technical Competencies required

- ❖ Ability to establish a link between NPA operations to the Governments agenda
- ❖ Ability to identify and analyze how organizational policies, processes and procedures are likely to be affected by environmental changes

Specific Skills required

- ❖ Skills in quantitative and qualitative research and manipulation of large datasets
- ❖ Proven skills in decision-making or policy formulation, implementation, analysis and evaluation in organizational, national or international settings.
- ❖ In-depth understanding of accountability in the public sector and donor funded projects.
- ❖ Excellent analytical and communication skills

Planner Infrastructure – Energy ; NPA-OS-5, (NPA/ADV/02/2016 (3) 1 post

Reports to: Senior Planner Infrastructure
(Energy, Minerals, Oil and Gas)

Preferred age limit: 25 - 45 years

Purpose of the Job: To collect, analyze, maintain and interpret relevant data and information as assigned, for national development planning

Specific roles and Responsibilities:

- ❖ 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;
- ❖ Supports MDAs and LGs in preparation of energy plans.

Key out puts

- ❖ Data and information on energy sector maintained;
- ❖ Research on energy initiated
- ❖ Analysis of reports on energy systems and policies prepared;
- ❖ Technical support and advise to MDAs and LGs on energy provided;
- ❖ Responses to inquiries from MDAs, LGs and citizens regarding energy planning provided;
- ❖ Support to MDAs and LGs in preparation of energy plans provided

Minimum qualifications

- ❖ A Masters' degree in Mechanical or Electrical Engineering, or a closely related discipline eg Nuclear physics etc from a recognised University or;
- ❖ Applicants with a Masters' degree in another field but with a first class or 2nd Class upper bachelors' degree in Mechanical, Electrical or a closely related discipline from a recognised University will be considered;
- ❖ 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;

Experience

Relevant working experience of at least 5 years in a reputable organization/institution with a minimum of 3 years in the field of energy

Behavioral Competences

- Understands the necessity to acknowledge sources of information
- Expresses confidence in knowledge and acts decisively in situations requiring existing knowledge
- Has the ability to quickly identify and take into account important Government interests into policy and decision making
- Shares experiences and knowledge with team members

Technical Competencies

- Is able to establish the link between NPA and the Governments agenda
- Able to analyze different scenarios and identify the best fallback position
- Develops and implements work-plans for complex projects
- Is able to conduct research and analyze current policies for relevance

Specific Skills

- Demonstrates advanced computer skills
- Excellent analytical skills
- Good computing skills
- Very high level of professionalism and integrity
- Excellent communication skills (Oral and written)
- Excellent analytical skills

NPA/ADV/02/2016 (4): Planner Agriculture (NPA-OS-5) – 1 post

<p>Reports to: Head Production & Trade Planning</p> <p>Preferred age limit: 25 - 45 years</p> <p>Main Function: To be responsible for strategic comprehensive development planning for the agriculture sector</p> <p>Specific Duties and Responsibilities</p> <ul style="list-style-type: none"> ❖ Engage in policy and problem solving research in agriculture (crops, livestock and fisheries) ❖ Undertake economic analysis of the cropping, livestock and fisheries systems with a view to advising the Authority on issues for discussion with H.E. the President with a view to guide priority interventions in the sector. ❖ Analysis of agriculture Sector development trends and issues to identify threats, potential opportunities and emerging issues to guide planning and policy. ❖ Participate in the formulation of agriculture development policies 	<ul style="list-style-type: none"> ❖ Provide advice on the most appropriate budget allocation to the development programmes and projects in the agriculture sector with a view to establishing synergies with other sectors in the economy. ❖ Create a link between NPA with the sector stakeholders including but not limited to Ministry of Agriculture, Animal Industry and Fisheries (MAAIF), its affiliated agencies, CSOs, development partners, NGOs , etc with a view to ensuring that agriculture sector development plans are formulated and aligned to the National Development Plans and ultimately to Uganda Vision 2040. ❖ Provide technical backstopping to the planning functions at both central and local government agriculture sector levels. ❖ Prepare Policy Briefs on the sector. ❖ Perform any other duties as may be directed by the immediate supervisor and higher authorities from time to time. 	<p>Minimum qualification</p> <ul style="list-style-type: none"> ❖ Masters’ degree in Agricultural economics, Agri-Business, economic policy and planning and any other closely related discipline from a recognized University <p>Experience and knowledge</p> <ul style="list-style-type: none"> ❖ Working experience of a minimum 5 years of which must be in any of the areas of agricultural planning, extension, research and development in a reputable organization / institution. ❖ Masterly of analytical skills is an added advantage <p>Competencies and Skills required: Same as position 3</p> <p><i>NB Applicants who responded to NPA/ADV/02/2015 (8): for Planner Agriculture (NPA-OS-5) – that appeared in the New Vision of Monday 30th March, 2016 should not re-apply</i></p>
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Executive Director