

## **JOB ADVERTISEMENT**

The National Forestry Authority (NFA) is a Government agency established under the National Forestry and Tree Planting Act, 2003 as a corporate body responsible for sustainable development and management of Central Forest Reserves (CFRs) and provision of technical support to stakeholders in the forestry sub-sector. NFA's vision is "A world class, global leader in sustainable forest management", while it's Mission is "To sustainably manage and develop the country's Central Forest Reserves and to provide quality forestry products and services for the socio-economic development of Uganda".

NFA seeks to recruit qualified Ugandans to fill the following positions.

**POSITION: COORDINATOR MONITORING AND EVALUATION (1 POSITION)**

**Reports to:** Director Policy and Planning

**Duty Station:** Headquarters Kampala

**Salary Scale:** NFA 3

**Terms of Employment:** Three (3) year contract (Renewable)

**Job summary:** To develop and implement an effective monitoring and evaluation system for the Organization

**Responsibilities and tasks:**

- Develop and implement an effective monitoring and evaluation framework and system for the Organization.
- Regularly undertake midterm and end of term evaluations of the Strategic Plan, General Management Plans and other plans.
- Develop monitoring and evaluation tools.
- Monitor the implementation of Top Management and Board of Trustees decisions.
- Develop capacity of staff to effectively participate in monitoring and evaluation processes.
- Prepare and submit quarterly and annual performance reports.
- Develop and implement income generation initiatives and sustainability plans for NFA.
- Perform any other duties as may be assigned by the supervisor.

**Qualifications, work experience and interpersonal attributes/competencies:**

- A Bachelor's Degree (Honours) in Economics, Statistics, Natural Resource Management, Business Administration or Social Sciences (with Economics and/or Social Administration) from a reputable institution.
- Master's Degree in Monitoring and Evaluation or in any of the above related field is a requirement.
- Minimum of five (5) years working experience in a related field of which 3 years should be at a managerial or senior supervisory level.
- Minimum of thirty five (35) years of age.
- Good leadership, management and interpersonal skills.

- Excellent planning, analytical and presentation skills.
- Excellent communication and reporting skills.
- Team building and organizational skills.
- Conservation planning skills.
- Finance and human resource management skills.
- Knowledge of GIS and statistical analysis skills.

**POSITION: ENVIRONMENT MANAGEMENT OFFICER (1 POSITION)**

**Reports to:** Coordinator Policy and Planning

**Duty Station:** Headquarters Kampala

**Salary Scale:** NFA 4

**Terms of Employment:** Three (3) year contract (Renewable)

**Job summary:** To support environmental conservation and ensure compliance with environmental and climate change policies, plans, laws and programs within the Central Forest Reserve.

**Responsibilities and tasks:**

- Design and coordinate programmes to mainstream environmental and climate change concerns in all forest development plans and activities.
- Review project briefs, scoping reports, terms of reference, environment social impact statements and make appropriate recommendations.
- Monitor, audit and report compliance of plans, programs, projects undertaken in Central Forest Reserves with laws and approval conditions.
- Prepare and disseminate information on the environmental degradation and state of the Central Forest Reserves.
- Sensitise NFA staff and Management on environmental, climate change policies, laws and programs on the environment.
- Coordinate and conduct research in all CFRs.
- Prepare and submit quarterly and annual performance reports.
- Perform any other duties as may be assigned by the Supervisor.

**Qualifications, work experience and interpersonal attributes/competencies:**

- Bachelor's Degree (Honours) in Environmental Science, Forestry or Natural Resource Management from a reputable institution.
- Postgraduate training in Environmental and Climate Change is required.
- Minimum of three years working experience in a similar or related field
- Minimum of thirty (30) years of age.
- Excellent analytical and reporting skills.
- Motivation to meet deadlines.
- Team work and interpersonal skills.
- High level of integrity, resilience and reliability.
- Concern for quality and standards.
- Good networking skills.

**POSITION:** CASHIER (1 POSITION)  
**Reports to:** Accountant Expenditure and Accounting  
**Duty Station:** Transferable  
**Salary Scale:** NFA 6  
**Terms of Employment:** Three (3) year contract (Renewable)

**Job summary:** Receive, receipt, bank and facilitate payment registration.

**Responsibilities and tasks:**

- Receive banked payment advise slips and confirm payment on the URA web portal before issuing receipts.
- Prepare payment vouchers.
- Raise payment invoices.
- Ensure daily update and reconciliation of petty cash ledger/ Register.
- File all approved and paid out vouchers.
- Follow up and obtain receipt from suppliers for all payments made.
- Manage and maintain the imprest float.
- Perform any other duties as may be assigned by the Supervisor.

**Qualifications, work experience and interpersonal attributes/competencies:**

- Honors Bachelor's degree in Commerce, Business Studies/Administration with a bias in Accounts/Finance or full professional qualification in accounting from a reputable Institution.
- Minimum of two (2) years working experience performing accounting or auditing functions in a reputable organization
- Minimum of twenty five (25) years of age.
- Good decision making and leadership skill
- Critical thinking and attention to detail
- Analytical and good communication skills
- High level of integrity, resilience and reliability.
- Management, team building and organizational skills.
- Computer proficiency.

**POSITION:** TRANSPORT ASSISTANT (2 POSITIONS)  
**Reports to:** Transport Officer/Relevant Field officer  
**Duty Station:** Headquarter/Field based and ready to work in hard to reach areas.  
**Salary Scale:** NFA 8B  
**Terms of Employment:** Three (3) year contract (Renewable)

**Job summary:** Drive, maintain and manage the vehicle and ensure safety of the passengers in accordance with NFA Transport Policy and relevant regulations.

**Duties and responsibilities**

- Drive NFA vehicles as assigned and directed by the supervisor.
- Prepare and timely submit vehicle defects and repair requests.
- Ensure that the vehicle is regularly serviced and maintained in a sound mechanical condition in accordance with the service chart.

- Record and maintain vehicle travel records in the log book and ensure that they are authorized by the relevant supervisor.
- Keep vehicle repair and maintenance records.
- Observe and comply with all relevant Road safety and traffic laws and regulations.
- Ensure that the vehicle is in good running condition.
- Ensure that the assigned vehicle is clean and maintain adequate cleaning supplies for the vehicle.
- Perform any other duties as may be assigned by the Supervisor.

**Qualifications, work experience and interpersonal attributes/competencies:**

- Minimum of Uganda Certificate of Education or its equivalent.
- Valid Driving Permit of Classes **B and CM**.
- Competence driving test certificate is a **MUST**.
- **CH, DL or DM** class is an added advantage.
- A Certificate in defensive driving or motor vehicle mechanics is an added advantage.
- Minimum of three (3) years' working experience in a similar or related position.
- Minimum of thirty (30) years of age.
- Computer literate.
- Good decision making.
- Analytical and good communication skills.
- High level of integrity, resilience and reliability.
- Self-respect, team building and organizational skills.

**Criteria for application**

Interested candidates who meet the above requirements, should submit their applications, certified copies of academic certificates, transcripts and curriculum vitae giving full details of applicants' education, qualifications, experience (with evidence), present salary, three referees with their full postal address, e-mail and telephone contacts as well as the candidate's full address and e-mail to the address below not later than close of business on 30<sup>th</sup> November 2021 or send soft copies to [info@nfa.go.ug](mailto:info@nfa.go.ug).

Only short listed candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

**NFA is an equal opportunity employer and women are encouraged to apply.**

Applications should be addressed to:

**The Executive Director  
National Forestry Authority  
Plot10/20 Spring Road, Bugolobi  
P.O. Box 70863, Kampala-Uganda  
Tel: 0312 - 264035/6; 0414-360400**