

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 its 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 a qualified Ugandan to fill the following position.

POSITION: **COMMUNICATION AND PUBLIC RELATIONS MANAGER (1 POSITION)**
Reports to: Executive Director
Duty Station: Headquarters Kampala
Salary Scale: NFA 3
Terms of Employment: Three (3) year contract (Renewable)

Job summary: To manage NFA's public communications, relations and advocacy function, foster stakeholder appreciation of NFA's mandate and related matters.

Responsibilities and tasks:

- Develop and implement NFA's communication strategy and brand manual.
- Develop approaches that promote NFA's corporate brand and monitor its usage by various stakeholders.
- Plan and budget for the communication and public relations unit.
- Initiate, maintain and review NFA media relations and coverage .
- Develop, implement and periodically review tools for educating stakeholders on forestry related activities and the mandate of NFA.
- Engage corporate entities to enlist support for NFA's initiatives.
- Prepare and disseminate NFA information, press releases, statements and communication materials.
- Manage and guide NFA's publications that are submitted to the media.
- Organize NFA's corporate events and protocol management.
- Develop NFA's Corporate Social Responsibility (CSR) strategy, guide, track and report on the implementation.
- Support NFA staff in managing public relations and communications.
- Establish guidelines that enable internal collaborations with Departments to ensure that their productions, advertisements and promotional materials are well aligned with the approved corporate brand standards.
- Provide feedback to the public and respond to media inquiries.
- Perform any other duties as may be assigned by the supervisor.

Qualifications, work experience and interpersonal attributes/competences:

- Bachelor's degree (Honors) in Public Relations, Journalism or Mass Communication from a reputable institution.
- Master's in Public Relations, Journalism, Mass communication or related field is required.
- Minimum of five (5) years' experience working in the mainstream media, corporate communications and/or public relations with a reputable organization of which three (3) years should be at managerial or senior supervisory level.
- Knowledge of software for publishing and on-line communication.
- Minimum of thirty five (35) years of age.
- Good leadership, management and interpersonal skills.
- Good Communication skills.
- Integrity and confidentiality.
- Networking, presentation and persuasive skills.
- Resilience

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/competences:

- A Bachelor's Degree (Honors) 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: ADMINISTRATION OFFICER (1 POSITION)

Location: Headquarters Kampala

Supervisor: Director Finance and Administration

Salary Scale: NFA 4

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

Job summary: Provide overall Administrative and management services to NFA.

Responsibilities and tasks

- Prepare and implement work plans and budgets.
- Develop, update and implement Administrative policies and guidelines.
- Update and maintain the property and infrastructure Asset Register.
- Ensure the proper maintenance of all NFA infrastructure and equipment.
- Oversee the safety and security of NFA property.
- Prepare situational, quarterly and infrastructure/property performance reports.
- Provide foreign travel logistical support to staff and Board.
- Supervise, train, appraise, coach, mentor and build capacity of staff and service providers.
- Confirm receipt all goods and services delivered at NFA stores.
- Perform any other duties as assigned by the supervisor

Qualifications, work experience and interpersonal attributes/competences

- Bachelor's degree (Honors) in Social Sciences, Social Works and Social Administration, Business Administration, Public Administration or Commerce from a reputable institution.
- Post graduate training in management, stores/ asset management or related field.
- Minimum of three (3) years' experience in a similar or related position.
- Minimum of thirty (30) years of age.
- Good decision making and leadership skills.
- Critical thinking and attention to detail.
- Analytical and good communication skills.
- High level of integrity, resilience and reliability.
- Good management, team building and organizational skills.

POSITION: PLANNING OFFICER (1 POSITION)

Location: Headquarters Kampala

Supervisor: Coordinator Policy and Planning.

Salary Scale: NFA 4

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

Job summary: To collect, analyze and process statistical data and information for planning, budgeting, reporting and policy development.

Responsibilities and tasks

- Prepare statistical, budget and performance reports.
- Initiate the preparation and formulation of annual estimates of income and expenditure and operating plans.

- Collect and analyze data relevant for planning and budgeting purposes.
- Liaise with department and unit heads to provide input for NFA's long term plans.
- Participate in formulation and review of Forest management plans for respective the CFR's.
- Prepare planning and reporting guidelines for the Institution.
- Support monitoring and evaluation activities.
- Prepare quarterly and annual budget performance reports.
- Contribute to income generating and sustainability initiatives of NFA.
- Perform any other duties as assigned by the Supervisor.

Qualifications, work experience and interpersonal attributes/competences

- Bachelor's degree (Honors) in Economics or Commerce from a reputable institution.
- Minimum of three (3) years working experience in a similar or related position.
- Minimum of thirty (30) years of age.
- Planning and coordination skills.
- Concern for quality, standards and accountability.
- Records and information management.
- Excellent writing and result oriented.

POSITION: ACCOUNTS AND ADMINISTRATION ASSISTANT (1 POSITION)

Reports to: Range Manager/Plantation Manager

Duty Station: Field based and ready to work in hard to reach areas

Salary Scale: NFA 6

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

Job summary: Provides day to day financial management and administrative services.

Responsibilities and tasks

- Prepare and submit payment vouchers for processing.
- Receipt, bank and facilitate clients with payment registration.
- Participate in updating licensees' register in Central Forest Reserves.
- Maintain books of accounts, payables and receivable ledgers.
- Ensure compliance with internal control.
- Prepare and submit revenue and expenditure returns as per the stipulated timelines.
- Maintain and update the fixed asset register.
- Prepare and maintain stores records.
- Prepare work plans and budgets.
- Compile and submit monthly fuel utilization report timely.
- Supervise and manage activities and payments of casual workers.
- Support Human Resource, procurement and disposal functions.
- Contribute to the revenue generating and sustainability initiative of NFA.
- Perform any other duties as assigned by the supervisor.

Qualifications, work experience and interpersonal attributes/competences

- A Bachelor's Degree (Honors) in Commerce, Business Studies/Administration with a bias in accounts/finance or full professional qualification in accounting.
- 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: PERSONAL ASSISTANT (1 POSITION)

Reports to: Departmental Head/Manager, National Tree Seed Centre (Namanve)

Duty Station: Headquarters, Kampala or Namanve

Salary Scale: NFA 6

Terms of Employment: Four (3) year contract (Renewable)

Job summary: To manage the office and ensure that all secretarial services and other requirements pertaining to the proper functioning of the Director/Manager's office are adequately handled.

Responsibilities and tasks:

- Receive, date and read incoming and outgoing mails and ensure their proper distribution or dispatch for further action.
- Answering and responding to telephone enquiries, ensuring telephone messages are transacted accurately and conveyed promptly.
- Assisting with preparation of and typing correspondence from various raw sources such as manual drafts, dictations, e-mail, mails or verbal instructions and distribute as directed.
- Take minutes of meetings, prepare reports and returns as may be required and distribute as directed.
- Keep abreast with all current activities by reading files and correspondence in order to be effective in supporting the Director/Manager in reading and summarising documents.
- Ensure proper record management by maintaining an efficient filing and retrieval system.
- Support the Director/Manager in reading and summarizing documents.
- Monitor and maintain daily schedules, diaries, travel plans, appointments for the office, call screening, preparation of documents, agendas, letters and reports.
- Organize, coordinate and facilitate the department's events.
- Perform any other duty as may be assigned by the immediate supervisor.

Qualifications, work experience and personal attributes/Competencies

- Minimum of Bachelor's Degree (Honors) in any of the following fields: Secretarial Studies or Office Management from a recognized Institution.
- At least two (2) years working experience in a similar or related position in a reputable organization.
- Computer proficiency in Ms Word, Excel, Access and PowerPoint
- Good communication skills, well developed customer care skills, reliable in terms of confidentiality, timeliness and thoroughness in carrying out tasks.
- Ability to beat deadlines, believer in quality work and work under minimum supervision.

POSITION: FOREST SUPERVISOR (13 POSITIONS)

Reports to: Sector Manager/Plantation Manager

Duty Station: Field based and ready to work in hard to reach areas

Salary Scale: NFA 7

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

Job summary: Ensure protection and sustainable management of Central Forest Reserves.

Responsibilities and tasks

- Take full charge of the beat and manage the Central Forest Reserves (CFRs).
- Implement forest management plans including raising nursery seedlings, planting trees and regular forest boundary maintenance.
- Initiate, maintain and manage relationships with local communities.
- Participate in preparation and review of Forest Management Plans.
- Prepare and implement operational work plans, weekly activity schedules and targets and ensure their accomplishment.
- Supervise and report performance of all licensed activities within the beat and maintain an updated register.
- Ensure collection of projected revenue.
- Participate in preparation and supervision of local contracts where applicable and certification of completion of work.
- Ensure regular maintenance of forest infrastructures.
- Monitor and regularly report on flowering and seeding (phenology) of trees.
- Plan, conduct and supervise forest patrols to ensure integrity of the forest.
- Participate in forest protection activities beyond the beat.
- Perform any other duties as assigned by the supervisor.

Qualifications, work experience and interpersonal attributes/competences

- Minimum of a Diploma in Forestry or Agro-forestry from a reputable institution.
- At least two (2) years working experience in a similar or related position in a reputable organization.
- Basic knowledge of forestry and environmental management.
- Minimum of twenty five (25) years of age.
- Good interpersonal, team building and organizational skills.
- Good communication skills.
- Ability to manage the supply chain for silviculture, harvesting operations and logistics.
- High level of integrity, resilience and reliability.
- Entrepreneurial ability and result-oriented.

POSITION: **TRANSPORT ASSISTANT (3 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/C**.
- Competence driving test certificate is a MUST.
- **CH, DL or DM/CIE, CE, D1, D1E, D or C1** 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, e-mail addresses 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 31st August 2022 or send soft copies to recruit@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

Plot 10/20 Spring Road, Bugolobi

P. O. Box 70863, Kampala-Uganda

Tel: 0312 - 264035/6; 0414-360400