

## EXTERNAL 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 sufficiently forested, ecologically stable and economically prosperous Uganda", while its Mission is "To manage Central Forest Reserves on a sustainable basis and to supply high quality forestry-related products and services to Government, local communities and the private sector".

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

<b>POSITION:</b>	<b>COORDINATOR LAW ENFORCEMENT (1 POSITION)</b>
<b>Reports to:</b>	Director Natural Forests Management
<b>Duty Station:</b>	Headquarters, Kampala
<b>Salary Scale:</b>	NFA 3
<b>Terms of employment:</b>	Three (3) year contract (Renewable)

**Job summary:** Responsible for monitoring field activities across the Central Forest Reserves to ensure that legal, technical, ethical standards are observed according to the set specifications.

### Responsibilities and tasks:

- Develop and implement mechanisms for coordinating law enforcement and Forestry governance among the responsible bodies.
- Develop mechanisms and procedures for verifying the chain of custody for forest products.
- Implement public education and awareness programmes on the chain of custody procedures.
- Ensure the physical integrity of Central Forest Reserves by monitoring and preventing encroachment and other illegal activities.
- Provide evidence based site specific reports to the Legal Manager and other staff to facilitate, prosecution of cases in courts of law.
- Liaise with other law enforcement agencies to ensure compliance with all relevant laws.
- Develop annual work plans and budgets for the law enforcement unit of the NFA.
- Manage and administer human, financial and other resources under the unit.
- Prepare periodic and ad hoc reports on law enforcement and governance.
- Perform any other duties as may be assigned by the immediate supervisor.

### Qualifications, work experience, abilities and personal attributes:

- Bachelor's Degree (Honours) in Forestry or any other related fields
- At least five (5) years' in a similar or related position, three of which should have been at supervisory level.
- Basic knowledge in environmental law.
- Report writing.
- Planning and organizing.
- Budgeting.
- Project management and implementation.
- Communication, Networking & interpersonal skills.

**POSITION:** LAW ENFORCEMENT OFFICER (1 POSITION)  
**Reports to:** Coordinator Law Enforcement  
**Duty Station:** Headquarters, Kampala  
**Salary Scale:** NFA 4  
**Terms of employment:** Three (3) year contract (Renewable)

**Job summary:** Ensure that forest reserves are free from all forms of illegalities and monitoring the compliance of all persons extracting forest produce with the rules and regulations regarding the business and the chain of custody of the all forest produce.

**Responsibilities and tasks:**

- Collect, correlate, collate and disseminate in a timely manner, all intelligence information, and reports concerning encroachment, chain of custody of forest produce production and movement and forward it to the appropriate authority for action.
- Provide field staff with information and logistical support to ensure that central forest reserves are free from all forms of illegal activities including but not limited to illegal extractions and encroachment.
- Monitor and document compliance by forest produce dealers with the provisions of the law relating to the business in the CFRs.
- Access, monitor, verify and document compliance by forest produce dealers with the provisions of the law relating to the business in District Forestry Service controlled areas.
- Plan and organize capacity building training and awareness creation for communities and NFA staff about encroachment prevention.
- Support field staff to ensure that Central Forest Reserves are free of all forms of illegalities
- Establish stringent encroachment controls, and ensuring compliance from neighbouring communities.
- Develop, maintain and manage relationships with local communities.
- Develop and maintain a database on the status of encroachment and illegal timber harvest in the forest reserves.
- Perform any other duty as may be assigned by the immediate supervisor.

**Qualifications, work experience, abilities and personal attributes:**

- Bachelor's Degree (Honours) in Forestry or any other related fields.
- At least three (3) years' working experience from a similar or related position in a reputable organization.
- Project planning & management skills.
- Communication, Records & documentation skills.
- Organizational, coordination, Interpersonal and Leadership skills.

**POSITION: INTERNAL AUDIT OFFICER (1 POSITION)**

**Reports to:** Internal Audit Manager

**Duty station:** Headquarters, Kampala

**Salary Scale:** NFA 4

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

**Job Summary:** To conduct regular checks and detailed reviews of the operations of NFA as per the Audit Policy and Plans, and prepare and submit periodic audit reports on the compliance to the Organizational policies and procedures.

**Duties and responsibilities**

- Implement the annual audit work plan and submit it to the Internal Audit Manager for approval.
- Conduct operation, financial and compliance audits and follow up on the recommendations and actions resulting from internal and external audit engagements conducted and completed.
- Advise the Manager Internal Audit on internal controls, risk management, and governance issues in relation to best practices.
- Review NFA's operations for compliance with policies and guidelines established by the Board and other regulatory and statutory bodies.
- Carry out periodic evaluation of the effectiveness of risk management control and governance processes as well as the reliability of financial information.
- Draft an Internal Audit and support risk management process that ensures review of all processes for proper governance and effective risk management.
- Conduct investigations as required and provide reports and recommendations to Management for Action.
- Serve as a witness in courts of Law or during disciplinary hearings when called upon.
- Assist the Internal Audit Manager in the preparation of Audit Reports to the Management and Board of Directors.
- Perform any other duty as may be assigned by the immediate supervisor

**Qualifications, work experience, abilities and personal attributes:**

- Bachelor's Degree (Honours) in commerce, business administration or in any other relevant/related field from a recognized University.
- OR
- Full Accounting/Auditing Professional Qualification such as ACCA, CPA, CIA, CIMA.
- Must be a member of the Institute of Certified Public Accountants of Uganda (ICPAU) in good standing.
- At least three (3) years' working experience in an audit environment and a commercially business oriented environment.
- Excellent report writing and analytical skills.
- Should be highly computer literate.
- Good auditing, communication, team work and interpersonal skills.

**POSITION:** PROSECUTOR (1 POSITION)  
**Reports to:** Legal Manager  
**Duty Station:** Headquarters, Kampala  
**Salary Scale:** NFA 4  
**Terms of employment:** Three (3) year contract (Renewable)

**Job summary:** To initiate criminal prosecution of offenders and defend NFA in matters pertaining to the development, management of central forest reserves and the related matters, as per the Laws of Uganda.

**Duties and responsibilities**

- Review and sanction criminal files before they are taken to court.
- Appear and prosecute offenders in Courts of Law.
- Advise law enforcement officers on legal procedures; on how to handle suspects during arrest, and how to preserve and protect exhibits before a case is concluded.
- To guide and assists in criminal investigations of forestry offenders.
- Direct/guide investigations with a view to obtaining cogent evidence before a file is sanctioned.
- Execute all prosecution duties in liaison with the office of the Director Public Prosecutions and keep NFA Management Team updated.
- Provision of legal advice to NFA management, relating to Criminal Law and other environmental legislations.
- Undertake legal research and provide legal opinion to NFA staff.
- Prepare monthly and quarterly performance reports to the supervisor.
- Perform any other duty as may be assigned by the immediate supervisor.

**Qualifications, work experience, abilities and personal attributes:**

- Minimum of an Honors Degree in Law from a recognized university.
- Must have attained a Post Graduate Diploma in Legal Practice from Law Development Centre.
- At least three (3) years' experience in a similar or related position in a reputable organization.
- Must be an advocate of the High Court.
- Must have a valid practicing certificate.
- Ability to organize and coordinate.
- Team work, problem solving, analytical, investigative, drafting and surveillance skills.

**POSITION:** **REMOTE SENSING OFFICER (1 POSITION)**  
**Reports to:** Coordinator Geographical Information Systems and Mapping  
**Duty Station:** Headquarters, Kampala  
**Salary Scale:** NFA 4  
**Terms of employment:** Three (3) year contract (Renewable)

**Job summary:** Perform tasks centering on extracting information from remotely sensed datasets like satellite imagery and aerial photos for the purpose of informing NFA internal decision-making processes in the day to day management of CFRs, and to contribute towards strategic planning and policy concerning the land use and land cover status in Uganda by Government and international partners.

**Responsibilities and tasks:**

- Produce National land cover maps and statistics for use in management planning of CFR by NFA as well as other Government ministries and agencies including but not limited to MWE, UBOS, NEMA, NPA, MFEPD, OPM, MAAIF, MEMR, Academic institutions and general public.
- Image acquisition: Identifying data sources, image selection of remotely sensed data.
- Supervise remote sensing data analysis and editing.
- Generating data and maps from remotely sensed raw data collected from the field and satellite imagery, interpreting preparing and classifying them.
- Produce information to contribute to international reporting like;
  1. United Nations Food and Agricultural Organization(FAO) Global -Forest Resources Assessment (FRA),
  2. National Communications to United Nations Framework Convention on Climate Change (UNCCC) under the REDD+.
- Design and produce customized data and maps for NFA and NFA clients.
- Scan, update, geo-reference, split or mosaic image, geo-datasets as necessary.
- Plan for and carry out Land Use Land Cover mapping campaigns.
- Field accuracy assessment and ground thruthing of remote sensing data.
- Participate in development and maintenance of Forest Information System (FIS).
- Participate in developing new products.
- Information archiving.
- Report periodically on tasks.
- Perform any other duty as may be assigned by the immediate supervisor.

**Qualifications, work experience, abilities and personal attributes:**

- Bachelor's Degree (Honours) in Forestry, Geography or Geographic Information System (GIS) or Surveying and extra qualification in Cartography.
- At least three (3) years working experience in GIS, Environmental Systems Research Institute (ESRI) mapping and remote sensing tools.
- Knowledge of demographic databases, and spatial databases like boundary and street files.
- Ability to focus on detail and maintain strict standards of accuracy.
- Proficiency with various software applications.
- Ability to operate a variety of equipment and tools associated with GIS and mapping.
- Self-motivated with strong interpersonal and organization skills.

**POSITION:** **CARTOGRAPHY OFFICER (1 POSITION)**  
**Reports to:** Coordinator, Geographical Information Systems and Mapping  
**Duty Station:** Headquarters, Kampala  
**Salary Scale:** NFA 4  
**Terms of Employment:** Three (3) year contract (Renewable)  
**Job Summary:** Execute tasks related to the processing of GIS data and mapping for NFA and its clients.

**Duties and responsibilities**

- In charge of the cartography lab and all hard copy data sets therein.
- Uploading and Downloading GPS data.
- Supervise GIS data digitizing and editing.
- Generating maps from GPS raw data collected from field activities.
- Design and produce customized maps for NFA and NFA clients.
- Update geo-data sets as necessary.
- Carry out New Land Cover mapping (LCCS).
- Field accuracy assessment of GIS data.
- Participate in development and maintenance of Forest Information Systems (FIS)
- Perform any other duty as may be assigned by the immediate supervisor.

**Qualifications, work experience, abilities and personal attributes:**

- Bachelor's Degree in Forestry, Geography or Geographic Information System (GIS) or Surveying and extra qualification in Cartography.
- Certification in MCP, MCSA, and MCSE is an added advantage.
- At least three (3) years' working experience using GIS and ESRI mapping tools in a similar or related position in a reputable organization.
- In-depth knowledge of demographic databases, and spatial databases like boundary and street files.
- Ability to focus on detail and maintain strict standards of accuracy.
- Proficiency with various software applications,
- Word processing, spreadsheet, database management, computer-aided design, and mapping.
- Ability to operate a variety of equipment and tools associated with GIS and mapping.
- Self-motivated with strong interpersonal and organization skills.

**POSITION: PROCUREMENT OFFICER (1 POSITION)**

**Reports to:** Procurement Manager

**Duty Station:** Headquarters, Kampala

**Salary Scale:** NFA 4

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

**Job summary:** To coordinate all procurement related activities in compliance with the NFA procurement policy and PPDA and ensure timely procurement and delivery of high-quality and low-cost products as per Authority's needs.

**Duties and responsibilities**

- Prepare bid evaluation documents by ensuring that all files are complete with necessary documents.
- Compile all procurement needs of the various Directorates by liaising with relevant staff.
- Ensure timely dispatch of requests for quotations, requests for proposals and purchase orders to relevant stakeholders.
- Liaise with user Directorates to follow up supply orders and contract performance of various procurement related activities.
- Ensure that goods purchased are of the required specifications in terms of quality, quantity, and delivery and to advise those suppliers who fail to meet specifications.
- Ensure proper and safe custody of all procurement-related documents and files by keeping them in a secure and traceable place in case of need.
- Carry out prequalification of providers, maintain and subsequently update the database as may be required from time to time.
- Conduct sustainable sourcing strategies and help the Authority obtain value-for-money and control procurement related costs.
- Prepare and submit procurement related reports to the supervisor as required from time to time.
- Ensure accurate and timely communication of bid notices, evaluation of results and award notices.
- Perform any other duty as may be assigned by the immediate supervisor.

**Qualifications, work experience, abilities and personal attributes:**

- Bachelor's degree (Honours) in Procurement and Supplies Management or related field from a recognised University.
- Full Professional qualification in CIPs.
- At least three (3) years' experience in a similar or related position in a reputable organization.
- Reporting on Government Procurement Portal.
- Knowledge of PPDA regulations is a must.
- Knowledge of Integrated Financial Management System (IFMS) is a priority
- Should be highly computer literate with good communication and presentation skills.

**POSITION:** PLANTATIONS DEVELOPMENT OFFICER (1 POSITION)  
**Reports to:** Coordinator Plantations Development  
**Duty Station:** Headquarters, Kampala  
**Salary Scale:** NFA 4  
**Terms of employment:** Three (3) year contract (Renewable)

**Job summary:** Responsible for the sustainable management of Plantation forests

### **Duties and Responsibilities**

- Inspect plantations to ensure their integrity and cost effectiveness.
- Coordination and development of Annual Work Plans and oversee implementation.
- Coordinate the timely development and implementation of procurement plans.
- Review financial requirements versus budget and Work Plan for Plantation areas
- Advise on selection of sites and species for plantation development.
- Advise and guide plantation managers on plantation silviculture and management.
- Coordinate development of FMPs and business plans for plantation forests.
- Training and skills development of plantation staff in all aspects of plantation establishment and management
- Contribute/Advise on plantation development policy.
- Collaborate development and ensure implementation of NFA wide planting programme.
- Collaborating with National Tree Seed Centre to identify, establish, select and manage tree species for seed sources.
- Preparation of reports i.e. monthly, quarterly and annual reports (based on the content) for example a field report with the specific purpose of the visit.
- Perform any other duty as may be assigned by the immediate supervisor.

### **Qualifications, work experience, abilities and personal attributes:**

- A Bachelor Degree (Honours) in forestry, or related discipline from a recognized University.
- At least three years of experience in management of forest plantations with relevant hands on experience in nursery management, plantation establishment, plantation management, fire management, species to site matching and all plantation silvicultural operations.
- Good interpersonal, communication, team building and organizational and plantation technical skills.
- Planning , budgeting and reporting
- Knowledge of silvicultural operations



**POSITION: PROCUREMENT ASSISTANT (1 POSITION)**

**Reports to:** Procurement Officer

**Duty Station:** Headquarters, Kampala

**Salary Scale:** NFA 5

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

**Job Summary:** To assist the Procurement Manager in coordinating procurement activities within the unit.

**Duties and responsibilities**

- Ensuring proper custody of the bid documents and procurement files.
- Preparing bid documents.
- Preparing bid evaluation documents.
- Preparing procurement status reports.
- Entering data on the Procurement performance measurement system (PPMS).
- Compiling procurement needs from the various departments.
- Dispatch of requests for quotations and requests for proposals and purchase orders.
- Receipt of expressions of interest, bids and technical proposals.
- Assisting in arranging bid opening meetings.
- Liaising with user departments to follow up supply orders and contract performance.
- Perform any other duty as may be assigned by the immediate supervisor.

**Qualifications, work experience, abilities and personal attributes:**

- Bachelor's degree (Honours) in Procurement and Supplies Management from a recognized institution.
- At least 2 (two) years working experience in similar work in a reputable organization/public sector.
- Knowledge of PPDA regulations is a requirement.

**POSITION: HUMAN RESOURCE ASSISTANT (1 POSITION)**

**Reports to:** Human Resource Officer

**Duty Station:** Headquarters, Kampala

**Salary Scale:** NFA 5

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

**Job summary:** To provide support services to the Human Resource Unit in the area of data and information management.

**Responsibilities and tasks:**

- Keeping track of staff appraisals to ensure that all staff are appraised.
- Updating the Human Resource Information System and producing relevant reports.
- Keeping track of staff contract expiry dates and informing the HR Officer.
- Drafting correspondences from the HR Unit.
- Development and maintenance of a proper filing and retrieval system and ensuring timely transfer of files to the registry.
- Ensure that all the necessary documents are maintained on employee Personal Confidential Files.
- Prepare and monitor the Authority's leave roster.
- Perform any other duty as may be assigned by the immediate supervisor.

**Qualifications, work experience, abilities and personal attributes:**

- Minimum of a degree in Human Resource Management, Social Sciences, or Industrial Psychology from a recognized institution.
- At least two (2) years working experience in a similar or related position in a reputable organization.
- Computer knowledge of MS Word and MS Excel.
- Knowledge of HR Information System or Human Resource Management System will be an added advantage.
- Ability to exhibit a high level of confidentiality.
- Knowledge of various employment laws and practices.
- Good oral and written communication skills.

**POSITION: DATABASE ASSISTANT (1 POSITION)**

**Reports to:** Database Officer

**Duty Station:** Headquarters, Kampala

**Salary Scale:** NFA 5

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

**Job summary:** Support technical and professional work under the Database Unit.

**Responsibilities and tasks:**

- Provide technical support in Database management.
- Provide support in data collection, data entry and analysis.
- Document and store both soft and hard information.
- Provide maximum data security, confidentiality and authorised accessibility to NFA databases.
- Timely identification of gaps in raw data before data capture.
- Periodic reporting.
- Perform any other duty as may be assigned by the immediate supervisor.

**Qualifications, work experience, abilities and personal attributes:**

- Minimum of Honour's degree in Computer Science, Information Technology, Software Engineering, Business Computing (BBC) or its equivalent from a recognized University.
- At least two (2) years working experience in a similar or related position in a reputable organization.
- Demonstrable computer knowledge and understanding of Microsoft Excel, Microsoft SQL Server and Microsoft Access with programming background.
- Knowledge in software development and programming will be an added advantage.
- Databases using Microsoft SQL Server & Microsoft Access.
- Good interpersonal skills.

<b>POSITION:</b>	<b>FOREST SUPERVISOR (4 POSITIONS)</b>
<b>Reports to:</b>	Sector/Plantation Manager
<b>Duty Station:</b>	Field based and ready to work in hard to reach areas
<b>Salary Scale:</b>	NFA 6
<b>Terms of Employment</b>	Three (3) year contract (Renewable)

**Job Summary:** Responsible for proper management of the forest reserve area, machinery/equipment assigned to him or her and maintaining of good public relations with all stakeholders;

**Responsibilities and tasks:**

- Implementing forest management plans including raising nursery seedlings, planting trees, forest boundary maintenance etc.
- Take full charge of a beat as defined by the Sector Manager, adopting the landscape management approach.
- Supervise the harvesting of forest resources.
- Guide visitors around the forest beat.
- Prepare weekly activity schedules and targets and ensure their accomplishments.
- Participate in preparation and supervision of local contracts where applicable, and certification of completion of work.
- Carry out regular maintenance of forest boundaries.
- Conduct and supervise forest patrols to ensure integrity of the forest.
- Participate in protection activities in the forest reserve beyond the beat.
- Prepare and submit situational and weekly reports to the Sector/Plantation Manager.
- Perform any other duty as may be assigned by the immediate supervisor.

**Minimum qualifications, work experience, abilities and personal attributes:**

- Minimum of a Diploma in Forestry and/or Agro-forestry from recognized institutions.
- At least two (2) years working experience in a similar or related position in a reputable organization.
- Basic knowledge of forestry and environmental management.

**POSITION:** **TRANSPORT ASSISTANT (3 POSITIONS)**  
**Reports to:** Transport Officer/Relevant field Officer  
**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:** Perform tasks related to driving NFA vehicles; maintain them in a safe and economical manner in accordance with NFA Transport Policy and the Traffic Laws and regulations of Uganda.

#### **Duties and responsibilities**

- Drive NFA vehicles as assigned to him/her and as directed by the supervisor.
- Ensure that the vehicle assigned to him/her is regularly serviced and maintain a proper and up-to-date service chart.
- Record all journeys made in the log (record) book and ensure that they are authorized by the relevant supervisor.
- Ensure compliance with Uganda traffic regulations.
- Ensures that the vehicle is in good running condition and safe by ensuring the vehicle has sufficient fuel, oil, tyre pressure and lights are working properly.
- Ensure that the assigned vehicle is clean and maintain adequate cleaning supplies for the vehicle.
- Ensure passenger safety when traveling at all times by emphasizing the use of safety belts.
- Perform any other duty as may be assigned by the immediate supervisor.

#### **Qualifications, work experience, abilities and personal attributes:**

- Ordinary level Certificate from a recognized institution.
- Valid Driving Permit of Classes **B, CM** and **CH**.
- A training certificate in defensive driving or motor vehicle mechanics is an added advantage
- At least three (3) years' experience in a similar or related position in a reputable organization.
- Must have a clean driving record.
- Computer knowledge and or fleet management will be an added advantage.
- Good interpersonal and communication skills
- Team player and good command of English

#### **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 **17<sup>th</sup> January 2020**.

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**