



## **EXTERNAL JOB ADVERTISEMENT**

The Electoral Commission, established under Article 60 of the Constitution of the Republic of Uganda and mandated to conduct public elections and referenda, invites applications from suitably qualified persons to fill the following vacant positions within its establishment.

The job advertisement can also be accessed on the Electoral Commission website [www.ec.or.ug](http://www.ec.or.ug)

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<b>VACANCY-01:</b>	<b>Director/Technical Support Services</b>
<b>Duty station:</b>	Electoral Commission Headquarters
<b>Directorate :</b>	Technical Support Services
<b>Reports to :</b>	Secretary/Electoral Commission
<b>Tenure :</b>	Four years (Renewable) contract
<b>Salary Scale:</b>	ECS1

**Directly supervises:** Heads of Department; Information Technology, Voter Data Management.

**Job purpose:** To coordinate and provide leadership in planning, implementing, coordinating and overseeing information technology and voter data management initiatives in order to support the proper functioning of Electoral Commission operations/activities.

### **Key Result Areas:**

1. To advise the Secretary, Electoral Commission/Accounting Officer on matters pertaining to information technology and voter data management;
2. To provide guidance on overall Government Policy direction on information technology and voter data management;
3. To provide technical input to the development/formulation of strategic plans and other policy papers;

4. To issue guidelines on the interpretation and implementation of IT policies, laws, standards and other related matters and their relation with the Commission;
5. To develop, mentor and motivate subordinate staff and evaluate their performance;
6. To oversee the maintenance of appropriate systems for measuring performance within the directorate such as regular appraisal meetings, monthly progress reports and monitor, measure and report on directorate issues, opportunities, achievements and work plans within agreed formats and time frames;
7. To promote work and professional ethics by upholding and encouraging the highest standards (professional and work ethics) to promote a good image of the organization;
8. Support the other Directorates in form of data, information, software, hardware and voter pattern;
9. Coordinate the activities of the Directorate in tandem with other Directorates;
10. Supervise the activities of the departments which fall under the Directorate;
11. Execute any other duties as may be assigned by the Secretary, Electoral Commission.

**Person Specification:**

**(a) Minimum Academic qualifications:**

1. An Honors Bachelor's Degree in Information Technology or Computer Science or Statistics or Computer Engineering or Information Systems or Mathematics or any other ICT related discipline from a recognized university or institution;
2. A Masters Degree in Information Technology or Computer Science or e-Government Services or in any ICT related discipline from a recognized university or institution;
3. Accreditation from a relevant professional body/association in IT or systems development and management.

**(b) Minimum Work Experience:**

1. Ten (10) years relevant work experience in management of Information Technology systems, at least three (3) of which should have been served as Head of Department or managerial level in the public sector or equivalent level of experience from a reputable and large organization;
2. Experience at management decision-making level, in particular in managing complex information technology programs and IT solutions;
3. Experience in development and management of shared IT services;
4. Experience in digital transformation of organizations;
5. Demonstrable leadership and management skills and experience.

**(c) Competences:**

**Technical Competences:**

1. Possession of expertise in IT service management, systems analysis, data management services and systems integration;
2. Possession of knowledge and skills in IT and cyber security solutions;
3. Demonstrable ability to effectively lead a team in managing ICT projects;
4. Development of long-range information technology plans including defining budgetary needs, determining alternative strategies and addressing implementation and integration strategies related to information technology systems;
5. Ability to build capacity through coaching, counseling, reinforcement of positive behavior and design of planning systems;
6. Thorough understanding of the relationships and linkages between various departments and ability to utilize them for overall effective performance;
7. Possession of the required knowledge to provide guidance to the organization and stakeholders about Information Technology policy matters;
8. Ability to take initiative and sustained action to ensure the successful implementation of change management;
9. Ability to identify how organizational policies, processes and procedures are likely to be affected by environmental changes;
10. Expertise in strategic management of government IT policies, laws and regulations;

**Behavioral Competences:**

1. Takes initiative and puts in place control measures to combat and eradicate misuse of public resources;
2. Ability to take a firm stand on critical issues with honesty and integrity;
3. Ability to lead and inspire confidence in a team of mature professionals;
4. Ready to achieve challenging objectives in spite of obstacles and resource constraints;
5. Ability to resolve conflicts and differences by pursuing mutually agreeable solutions;
6. Ability to quickly identify and take into account important government interests into policy decision making;
7. Clear understanding of the climate and culture of the organization and how to use the language and approach that is generally acceptable to produce best response.

**Age:** Between Forty (40) Years and Fifty Six (56) Years.

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<b>VACANCY-02:</b>	<b>Head of Department/Administration</b>
<b>Duty station:</b>	Electoral Commission Headquarters
<b>Directorate :</b>	Finance & Administration
<b>Reports to :</b>	Director/Finance & Administration
<b>Tenure :</b>	Four years (Renewable) contract
<b>Salary Scale:</b>	ECS2 (Fixed)

**Job purpose:** To ensure that material resources and logistics are properly identified, distributed, efficiently and effectively utilized and accounted for.

**Key Result Areas:**

1. Supervise and appraise departmental staff;
2. Plan and coordinate administrative procedures and systems and devise ways to streamline administrative processes;
3. Monitor inventory of office supplies and the procurement of new materials with attention to budgetary constraints;
4. Oversee facilities servicing and maintenance schedules/activities;
5. Monitor the implementation of security arrangements at the Commission offices;

6. Ensure timely and efficient provision and maintenance of transport facilities, fleet management and transport logistics;
7. Ensure the development and maintenance of an up-to-date inventory of Electoral Commission property;
8. Monitor the implementation of communication services in the Commission;
9. Oversee the implementation of maintenance plans for office buildings and space utilization.
10. Provide timely, accurate and reliable administrative information to support management decision making processes;
11. Perform any other duties as may be officially assigned from time to time.

### **Minimum academic qualifications:**

1. An Honors Bachelor's Degree in Arts or Social Sciences or Development Studies or Human Resource Management or Management or Commerce (Management Option) or Business Administration (Management Option) or a closely related field from a recognized University/Institution;
2. A Masters Degree in Public Administration or Business Administration or Human Resource Management or Management or full qualification in ICOSA.
3. Possession of a Certificate in Administrative Law is a MUST.

### **Minimum work experience:**

Eight (8) years **relevant working experience**, at least three (3) of which should have been served at the level of Principal Officer performing duties related to administration or equivalent level of experience from a Government institution or a large, busy and reputable organization.

### **Preferred skills and competencies:**

1. In-depth understanding of office management and Government administrative procedures;
2. Familiar with facilities management principles;
3. An analytical mind with problem-solving skills;
4. Excellent organizational and multi-tasking abilities;
5. High moral character and proven integrity;
6. Self-motivated and strategic thinker;
7. Well-developed interpersonal skills and capable of working as a member of the organization's senior management team.
8. Ability to lead, cultivate team spirit, motivate and inspire specialized staff.

**Age:** Between thirty five (35) years and fifty six (56) years.

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**VACANCY-03:**      **Principal Election Officer/Data Base Administrator**  
**Duty station:**      Electoral Commission Headquarters  
**Directorate :**      Technical Support Services  
**Department:**      Information Technology  
**Reports to :**      Head of Department/Information Technology  
**Tenure :**      Four years (Renewable) contract  
**Salary Scale:**      ECS3

**Job purpose:** responsible for designing, implementing, and maintaining the Commission's database system and keeping it safe, accessible, easy to understand and use.

**Key Result Areas:**

1. Designing, implementing and maintaining the Electoral Commission Voters Database and any other Database Systems in the Commission;
2. Installation of new versions of DBMS software, application software, and other software related to DBMS administration including applying latest patches/upgrades;
3. Developing and testing new software before it is moved into a production environment;
4. Installing and configuring hardware and software with the Systems Administrator so that it functions optimally with the DBMS;
5. Adding and removing users, administering quotas, auditing, and checking for IT security problems;
6. Performing daily and weekly backup of Electoral Commission databases;
7. Analyzing data stored in the database and making recommendations relating to performance and efficiency of that data storage including the effective use of indexes, enabling "Parallel Query" execution, or other DBMS specific features;
8. Developing, maintaining and implementing the policies and procedures necessary to ensure the security and integrity of the corporate database;
9. Data modeling and optimization in order to take the most advantage of the I/O subsystem;

10. Proactively monitoring systems for optimum performance and capacity constraints;
11. Interacting with and coaching developers in SQL scripting and programming languages;
12. Developing, maintaining and testing Disaster Recovery Plan/Business Continuity Plan for the Commission;
13. Responsible for the day to day management of the Data Center (SAN Room), ensuring adequate power supply & cooling and control of physical access;
14. Responsible for the regular maintenance of the Data Center Hardware and Software.
15. Any other official duties as may be assigned from time to time.

**Person Specification:**

**(a) Minimum Academic qualifications:**

1. An Honors Bachelor's Degree in Information Technology or Computer Science or statistics or computer engineering or information systems or mathematics or any other ICT related discipline from a recognized university or institution;
2. A postgraduate diploma in Information Technology or Computer Science or e-Government Services or in any ICT related discipline from a recognized university or institution;
3. Oracle certification or accreditation from a relevant professional body/association in IT or systems development and management.

**(b) Work Experience**

A minimum of six (6) years' work experience, at least three (3) of which should have been served at the level of Senior IT Officer in database administration, software development, database architecture or a closely related field OR three (3) years' experience of performing duties related to database technologies such as oracle, MySQL, MS SQL, PostgreSQL, MongoDB in government or a reputable organization.

**(c) Skills and Competences**

1. Ability to compile and analyze data and prepare comprehensive reports;

2. Ability to establish and maintain effective working relationships and interact with different stakeholders;
3. Ability to observe and maintain confidentiality in the performance of duties;
4. High integrity;
5. Possession of expertise in IT service management, systems analysis, data management services and systems integration;
6. Possession of knowledge and skills in IT and cyber security solutions;
7. Demonstrable ability to effectively lead a team in managing ICT projects;
8. Expertise in strategic management of government IT policies, laws and regulations;
9. Clear understanding of the climate and culture of the organization and how to use the language and approach that is generally acceptable to produce best response.

**Age:** Between twenty eight (28) and fifty six (56) years.

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<b>VACANCY-04:</b>	<b>Assistant Election Officer/Audio-Visual /Cameraman</b>
<b>Duty Station</b>	: Electoral Commission Headquarters
<b>Department</b>	: Public Relations
<b>Reports to</b>	: Election Officer/Public Relations
<b>Tenure</b>	: Permanent
<b>Salary Scale</b>	: ECS 6(d)
<b>Job purpose</b>	: Responsible for Management, maintenance and operation of the Commission's Audio and Visual systems and technology, support the production and dissemination of Audio- Visual information about Commission's activities.

**Key Result Areas:**

1. Transporting equipment, setting up Cameras, lighting and video equipment, editing, copying video tapes, repairing and ordering inventory;
2. Setting up and installing media equipment and audio visual support tools including microphones, lights, video monitors, projectors, speakers, cameras, and equipment racks;



3. Performing electrical wiring, and sound cables programming, and basic construction according to layout diagrams and schedules;
4. Conducting sound, visual, and performance quality checks on AV equipment;
5. Performing inventory management on equipment, wiring, and accessories;
6. Administer all cameras and prepare various in stationary, track-mounted, or crane-mounted, or crane-mounted modes;
7. Analyze positions and make adjustments and placement and controls related to cameras, printers, stands, software and other equipment;
8. Inspecting mountings and electrical equipment to ensure they conform to health and safety regulations;
9. Any other duties as may be assigned.

### **Person Specification**

#### **(a) Minimum academic Qualification**

A Technical Diploma in Film or television studies, Media production studies, Journalism, Sound Engineering, Photography, Performing Arts, Broadcasting, Digital Electronics, Visual-Audio Technology, Photography, or a related field from a recognized awarding institution.

#### **(b) Competencies and skills**

1. Excellent knowledge of filming and capturing footage;
2. Ability to understand and follow camera scripts;
3. Excellent communication and interpersonal skills;
4. Ability to think and act quickly
5. Attention to detail
6. Physical strength and stamina to carry heavy equipment;
7. Sound theoretical, practical and technical knowledge of cameras
8. In-depth knowledge of sound, video, and lighting equipment
9. Familiarity with computers and IP Networking Systems
10. Excellent troubleshooting skills

**Age limit: 25 years to 35 years.**

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<b>VACANCY-05:</b>	<b>Assistant Election Officer/Registry</b>
<b>No. of vacancies:</b>	Two (2)
<b>Directorate:</b>	Finance and Administration
<b>Department:</b>	Human Resource
<b>Reports to:</b>	Election Officer/Registry
<b>Salary Scale:</b>	ECS 6(d)
<b>Tenure:</b>	Permanent
<b>Duty Station:</b>	Electoral Commission Headquarters.

**Key Result Areas:**

1. Assist in updating the personal and subject file-lists as required.
2. Receiving and dispatching mail.
3. Updating the file index for easy identification/reference.
4. Maintaining an up-to-date inventory of existing files.
5. Assisting the In-Charge/Registry in carrying out file assessment and census in view of closing some, opening new ones and weeding out non-active ones.
6. Any other duties as officially assigned.

**Minimum Academic Qualifications:**

A Diploma in Records Management or a closely related field from a recognized Institution. Computer knowledge is a **MUST**

**Preferred skills, Competencies and Personal attributes:**

1. High moral character and integrity
2. Excellent interpersonal and teamwork skills.
3. Analytical skills.
4. Good command of spoken and written English
5. Ability to work under minimum supervision.

**Age limit: 20 years and above**

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<b>VACANCY-06:</b>	<b>Assistant Election Officer/Finance</b>
<b>No. of vacancies:</b>	One (01)
<b>Duty station:</b>	Electoral Commission Headquarters
<b>Directorate :</b>	Finance and administration
<b>Department:</b>	Finance
<b>Reports to:</b>	Election Officer/Finance
<b>Tenure :</b>	Permanent
<b>Salary Scale:</b>	ECS6(d)

**Job purpose:**

To assist in updating and maintaining financial records and performing regular account reconciliations and providing customer support.

**Key Result Areas:**

1. Process and oversee financial transactions such as accounts payable, vouchers and accounts receivables;
2. Manage the flow and filing of records in the Finance Department to ensure timely, accurate and appropriate information is available and reported;
3. Verification of financial and other data like Tax Identification Numbers, Supplier Numbers, Bank Account Numbers and Employee Numbers to ensure accuracy and updated records;
4. Tracking and monitoring financial transactions;
5. Act as a liaison officer with the Treasury Department and Bank of Uganda in regard to the Commission accounts;
6. Reporting financial discrepancies, errors, and customer complaints to the supervisor.
7. Compiling financial reports, statements, and other documents, as needed.
8. Any other official duties as may be assigned from time to time.

**Minimum Academic qualifications:**

A Diploma in Business Studies or Accounting and Finance or Business Administration or any other business related diploma obtained from a recognized institution.

**Preferred Skills and Competences:**

1. High moral character and integrity;
2. Mathematically and analytically minded and demonstrate accuracy in work;
3. Good verbal and written communication skills;
4. Good customer care and interpersonal skills;
5. Working knowledge of MS Office applications (MS Word, Excel and Internet);
6. Ability to work under tight deadlines.
7. Knowledge of accounting and bookkeeping processes and be able to quickly identify financial discrepancies.

**AGE:** Twenty (20) years and above.

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**Mode of application:**

Applications with comprehensively typed CVs showing the applicant's contact address with day time telephone numbers, addresses and day time telephone numbers of three referees, copies of **certified** academic transcripts and certificates should be sent to the Human Resource Office/Central Registry, or mailed to the address indicated below, not later than **Friday 18<sup>th</sup> November, 2022.**

**The Secretary, Electoral Commission**  
**P.O. Box 22678**  
**Kampala.**

Envelopes should be clearly marked at the top with the words "Application for the post of ....."