



INTERNAL 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.

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| 1. Head of Department/Public Relations | - 1 position |
| 2. Principal Election Officer/Public Relations | - 1 position |
| 3. Senior Election Officer/Procurement | - 1 position |

The job adverts can also be accessed on the Electoral Commission website www.ec.or.ug

VACANCY :	Head of Department/Public Relations
Duty station:	Electoral Commission Headquarters
Reports to :	Secretary, Electoral Commission
Tenure :	Four years (Renewable) contract
Salary Scale:	ECS2 (FIXED)

Job purpose:

To project and protect the Electoral Commission's image as a credible institution in charge of elections in Uganda.

Key Tasks:

1. Responsible for the entire range of Public Relations through planning, developing and implementing appropriate strategies;
2. Providing publicity support for all Commission programs and activities;
3. Advising the Commission and Management on a regular basis on how to enhance the image of the Commission;
4. Fostering community relations through appropriate events and initiatives;
5. Supervising the preparation of promotional materials and multimedia programs;
6. Preparing and distributing press releases to targeted media;
7. Acting as the Electoral Commission spokesperson;
8. Responsible for protocol in the Commission;
9. Any other official duties as may be assigned from time to time.

Minimum qualifications:

Applicants should be Ugandans holding an Honours Bachelors Degree in Mass Communication or Communication and Media Studies or Marketing or a closely related

field from a recognized University/Institution and a Master's Degree in any of the foregoing disciplines or in a Management related field.

Minimum Working Experience:

Ten (10) years **relevant working experience** at least three (3) of which should have been served at the level of Principal Election Officer in Electoral Commission or equivalent level of relevant experience in Government or a busy and reputable organization.

Preferred Skills and Competences:

1. Knowledge of Government Policies and Administrative Procedures.
2. Well developed interpersonal and communication skills and capable of working as a member of the organization's senior management team.
3. Ability to lead, cultivate team spirit and motivate qualified and specialized staff.
4. High integrity.
5. Ability to work under tight deadlines and pressure.
6. Excellent written and spoken English with strong report writing and presentation skills.
7. Computer knowledge (MS Office).

AGE: Thirty Five (35) Years and Above.

VACANCY :	Principal Election Officer/Public Relations
No. of Vacancies:	One (1)
Duty station:	Electoral Commission Headquarters
Department:	Public Relations Department
Reports to :	Head of Department/Public Relations
Tenure :	Four years (Renewable) contract
Salary Scale:	ECS3

Job purpose:

To project and protect the Electoral Commission's image as a credible in charge of managing elections in Uganda.

Key Tasks:

1. Providing publicity support for the Commission's programs and activities;
2. Coordinating the preparing of promotional materials;
3. Fostering community relations through appropriate events;
4. Assisting in the coordination of the Commission's protocol requirements;
5. Providing regular advice on how to enhance the image of the Commission;
6. Drafting press releases for distribution to targeted media;
7. Executing other official tasks as may be assigned from time to time.

Minimum Academic qualifications

Applicants should be Ugandans holding an Honours Bachelors Degree in Mass Communication or Communication and Media Studies or Marketing or a closely related field from a recognized University/Institution and a Post Graduate Diploma in any of the foregoing disciplines or in a Management related field.

Minimum Experience:

Six (6) years **relevant working experience** at least three (3) of which should have been served at the level of Senior Election Officer in Electoral Commission in the field of Public Relations or equivalent level of relevant experience in a busy and reputable organization.

Special personal characteristics/attributes:

1. Knowledge of Government Policies and Administrative Procedures.
2. Well developed interpersonal and communication skills and capable of working as a member of the organization's senior management team.
3. Ability to lead, cultivate team spirit and motivate qualified and specialized staff.
4. Well developed analytical and report writing skills.
5. High integrity.
6. Ability to work under tight deadlines and pressure.
7. Excellent written and spoken English with strong report writing and presentation skills.
8. Computer knowledge (MS Office).

AGE: Twenty Eight (28) Years and Above.

VACANCY:	Senior Election Officer/Procurement
No. of vacancies:	One (01)
Reports to:	Principal Election Officer/In-charge Procurement Unit
Unit:	Procurement and Disposal Unit
Tenure :	Permanent
Salary Scale:	ECS4

Job Role: To assist in managing the procurement function of the Electoral Commission.

Key Responsibilities:

1. Assist in developing appropriate systems, procedures and guidelines for the Procurement Unit and Contracts Committee in line with the legal and regulatory framework;
2. Participate in preparing bid documents and evaluating bids for various procurements;
3. Managing contract administration including preparation of contract performance status reports;

4. Liaising with suppliers and other stakeholders to ensure timely delivery of goods and services;
5. Liaising with user departments to provide information required for preparation of procurement plans;
6. Assisting in the evaluation of procurement requirements and in recommending the most appropriate procurement procedure;
7. Assist in supervising, coaching and evaluating the performance of subordinate staff in the Unit;
8. Any other official duties as my assigned from time to time.

Minimum Academic Qualifications:

An Honours Bachelor's Degree in Procurement and Supplies Chain Management or Commerce or Business Administration with specialisation in Procurement and Supply Chain Management a closely related field from a recognised University/Institution plus full professional qualification in Chartered Institute of Procurement and Supply (CIPS).

Minimum Working Experience:

Three (3) years **relevant working experience** served at the level of Election Officer in Electoral Commission or equivalent level of relevant experience as a Procurement Officer in Government or a large, reputable organization.

Preferred skills and Competences:

1. Knowledge of PPDA procedures and working knowledge of the PPDA process;
2. High level of commitment and ability to work under minimal supervision;
3. Ability to work effectively with colleagues;
4. Good planning, organization, and decision-making skills;
5. Confidentiality, tact and discretion when dealing with issues;
6. A high standard of personal and professional integrity.

Age: Twenty five (25) years and above

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 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 18th September, 2020**.

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

**Head, Human Resource Management
Electoral Commission
P.O. Box 22678
Kampala.**