



CIRCULAR

To: All Staff/EC

From: Secretary/EC

Copied to: Chairperson/EC
Deputy Chairperson
Commissioners
Directors
Heads of Department/Unit

Date: 28/11/2017

RE: INTERNAL JOB ADVERTISEMENT

The Electoral Commission, which was 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 staff with proven integrity and initiative, results oriented, able to lead teams, excellent client care and with a good disciplinary record to fill the following vacant positions within its establishment:

1. Senior Election Officer/Regional Election Officer (1)
2. Election Officer/District Registrar (6)
3. Election Officer/Monitoring and Evaluation (1)
4. Election Officer/Policy Analyst (1)
5. Senior Assistant Election Officer/Cashier (1)
6. Senior Assistant Election Officer/Transport (1)
7. Senior Assistant Election Officer/Secretary (4)
8. Election Assistant/Secretary (1)

Detailed job adverts are hereto attached for your information. The adverts can also be accessed on the Electoral Commission website www.ec.or.ug

Vacancy:	Senior Election Officer/Regional Election Officer
No. of Positions:	One (1)
Directorate:	Operations
Department:	Field Operations
Reports to:	Head, Field Operations
Salary Scale:	ECS 4
Duty Station:	Any Electoral Commission Regional Office in Uganda

Job purpose:

To enhance and coordinate operational activities in an EC Regional Office/field, with the aim of providing services for elections nearer to the public in the most cost effective manner.

Key tasks/duties:

1. Supervising and appraising Electoral Commission staff within the region.
2. Coordinating and ensuring timely implementation of electoral programs/activities within the region.
3. Inspecting, on a regular basis, the operations of field offices within the region.
4. Assisting in planning and reviewing operational procedures for field activities and operations and coordinating their implementation.
5. Analyzing data from districts within the region and taking remedial measures where necessary.
6. Preparing monthly and quarterly operational reports to the Head of Field Operations Department.
7. Advising on issues involving conduct of electoral activities within the region.
8. Taking charge of the Commission's property within the region.
9. Coordinating information flow between the Electoral Commission headquarters, district staff and stakeholders within the region.
10. Building confidence and trust in the Electoral Commission and the electoral process by increased interaction with stakeholders in the region.
11. Executing other official tasks as assigned.

Person specification:

1. Minimum academic qualifications:

- Minimum of an Honors Degree in Humanities or a related field with a Post-Graduate qualification in a Management discipline from a recognized institution.
- A Master's Degree in Management or a related field is an added advantage.

2. Minimum experience

Five (5) years experience in management of electoral activities, at least three of which should have been at the level of Election Officer/District Registrar **OR** five (5) years relevant experience in Management, Operations and field related activities in a busy organization.

3. Preferred skills and personal attributes

- High Integrity.
- Ability to train and develop others.
- Result & team oriented.
- Ability to work under tight deadlines, stress, and long hours.
- Good interpersonal skills.
- Good communication skills.
- Non temperamental.
- Computer skills in Word excel and power point.

4. Age: 28 years and above

Vacancy:	Election Officer/District Registrar
No. of Positions:	Six (6)
Directorate:	Operations
Department:	Field Operations
Reports to:	Regional Election Officer
Salary Scale:	ECS 5
Duty Station:	Any Electoral Commission District Office in Uganda

Job purpose:

To coordinate and implement electoral activities in the EC District Office.

Key tasks/duties:

- Drawing and implementing work plans for the District Electoral Commission's office.
- Ensuring safe custody of the District Electoral Commission equipment, assets and re-usable materials.
- Supervising district Electoral Commission staff.
- Coordinating, supervising and monitoring electoral activities in the district.
- Accounting for District Electoral Commission funds.
- Addressing public inquiries on Electoral Commission related matters within the district.

Person specification:

1. Minimum academic qualifications:

- An Honors Bachelor's Degree from a recognized institution.
- A Post-Graduate qualification in a management discipline.

2. Minimum experience

Five (5) years' experience working as an Election Officer **OR** five (5) years relevant experience in management of public affairs, operations or field related activities in a busy organization.

3. Preferred competences and skills

- Ability to train and develop others
- Result & team oriented
- Ability to work under tight deadlines and long hours.
- Good interpersonal skills
- Good communication skills
- Non temperamental.
- Computer skills in Word, Excel and PowerPoint.

4. Age: 28 years and above.

Vacancy:	Election Officer/Monitoring & Evaluation
No. of Positions:	One (1)
Directorate:	Finance & Administration
Department:	Planning & Research
Reports to:	Senior Election Officer/Planning & Research
Salary Scale:	ECS 5
Duty Station:	EC headquarters

Job purpose:

To assist in the development, management and implementation of the Electoral Commission Monitoring and Evaluation System to ensure effective tracking of progress in program implementation against goals and objectives, and provide information for planning and management of activities.

Key tasks/duties:

1. Assisting with the development of M&E systems for the coordinated design, planning, management and monitoring of programs within identified priority areas.
2. Contributing to the development and implementation of performance monitoring and evaluation strategies.
3. Assisting in the conduct of evaluation/impact assessment studies of key programs to ensure the achievement of desired outcomes.
4. Assisting in the formulation of M&E recommendations for improving implementation performance and the design of policies and programs.
5. Assisting in the conduct of ongoing reviews of the implementation of M&E systems within the Commission.
6. Collecting, compiling and analyzing data from reports submitted by implementing departments/units and preparing consolidated progress reports.
7. Reviewing M&E findings and best practices and disseminating information to stakeholders to facilitate evidence-based planning, learning and informed decision-making.
8. Assisting with the design, facilitation and coordination of recommended capacity building initiatives, such as workshops and training programs, in order to facilitate a culture of results-based management.

9. Undertaking research on best practices and trends in M&E and making recommendations for their inclusion in current and future programs and policies.

Person specification:

1. Minimum academic qualifications:

- An Honors Degree in Economics, Statistics, Social Sciences, Development Studies or a related degree in policy studies from a recognized institution.
- Possession of a Post-Graduate qualification/training in M&E.

2. Minimum experience

At-least two (2) years work experience as an Election Officer in the Electoral Commission and/or two (2) years' experience of performing duties related to monitoring and evaluation, planning and research in government or a reputable organization.

3. Preferred skills competences and skills

- Proficiency in the use of MS Suite and statistical software.
- Ability to use e-government technology platforms.
- Ability to plan, organize and coordinate the work of staff engaged in M&E activities.
- Ability to compile and analyze data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to observe and maintain confidentiality in the performance of duties.

4. Age: 25 years and above.

Vacancy:	Election Officer/Policy Analyst
No. of Positions:	One (1)
Directorate:	Finance & Administration
Department:	Planning & Research
Reports to:	Senior Election Officer/Planning & Research
Salary Scale:	ECS 5
Duty Station:	EC headquarters

Job purpose:

To gather and analyze information for planning, formulation and development of relevant plans and policies in the Electoral Commission.

Key tasks/duties:

1. Assisting in designing and formulating relevant policy options within the Commission in conformity with the overall national policies.

2. Helping in periodic/situational evaluation, review and update of existing policies within the Commission.
3. Arranging policy meetings and helping with compilation of policy information.
4. Liaising with other Ministries, Departments and Agencies to develop, review and update cross-sectoral policies.
5. Drafting policy proposals and concept papers on policy issues within the Commission.
6. Assisting in developing the Commission's annual and strategic plans.

Person specification:

1. Minimum academic qualifications:

- An Honors Degree in Economics, Statistics, Social Sciences, Development Studies or a related degree in policy studies from a recognized institution.
- Possession of a Post-Graduate qualification/training in Economic Policy and Planning, Public Policy or any other qualification in the field of Policy Formulation or Development and Analysis.

2. Minimum experience

At-least two (2) years relevant work experience as an Election Officer in Electoral Commission and/or two (2) years of performing duties related to policy development/analysis, planning and research in government or a reputable organization.

3. Preferred competences and skills

- Possession of critical thinking and analytical skills
- Excellent research skills
- Excellent report writing skills
- Strong communication and presentation skills
- Proficiency in the use of MS Suite and statistical software.
- Ability to use e-government technology platforms
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to observe and maintain confidentiality in the performance of duties.

4. Age: 25 years and above.

Vacancy:	Senior Assistant Election Officer GR.II/Cashier
No. of vacancies:	One (01)
Directorate:	Finance and Administration
Department:	Finance
Reports to:	Election Officer/Finance (Coding)
Salary Scale:	ECS 6(b)
Station:	Headquarters

Job purpose

To effectively and efficiently handle the cash management function in the accounts office

Key tasks/duties:

1. Working as the Commission's agent in Bank of Uganda (BOU) responsible for drawing cash.
2. Making cash payments as approved.
3. Maintenance of a Cash Payment Register.
4. Safely filing used documents and records generated in the cash office.
5. Maintaining petty cash.
6. Maintaining an accurate filing system for financial documents e.g. URA and NSSF receipts.

Person specification:**1. Minimum academic qualifications:**

- Uganda Diploma in Business Studies (UDBS), Diploma in Accounting and Finance, Business Administration or any business related course obtained from a recognized institution.
- Part qualification in ACCA or CPA will be an added advantage

2. Minimum experience

Five (5) years' working experience, at least three (3) of which should have been in a cash/accounts office in government or a reputable organization.

3. Preferred skills and personal attributes

- High level of integrity
- Good communication skills
- Ability to work under pressure
- Good customer care and interpersonal skills
- Good knowledge of MS Office Applications (Ms Word and Excel)
- Good sense of judgement

4. Age limit: 28 years and above

Vacancy:	Senior Assistant Election Officer Gr.II/Transport
No. of vacancies:	One (01)
Directorate:	Finance and Administration
Department:	Administration
Reports to:	Election Officer/Transport
Salary Scale:	ECS 6(b)
Station:	Headquarters

Job purpose

To assist in the efficient and effective routing and tracking of Commission vehicles, their maintenance, management of fuel and supervision of Drivers of the Electoral Commission.

Key tasks/duties:

1. Monitoring the fleet and ensuring that drivers comply with the Electoral Commission Fleet Management Policy.
2. Assisting in the coordination of vehicle repairs and maintenance.
3. Managing efficient and effective distribution of fuel, including loading of fuel cards.
4. Assisting in supervision of drivers and coordinating their annual performance appraisal reports.
5. Assisting in the recruitment of Drivers.

Person specification:**1. Minimum academic qualifications:**

- A Diploma in Mechanical Engineering, Transport and Logistics Management, Administration, Management or a related qualification from a reputable institution.
- A valid national driving license

2. Minimum experience:

Five (5) years' working experience, at least three (3) of which should have been in areas of transport management in government or a reputable organization.

3. Preferred skills and personal attributes

- Good communication skills
- Ability to work under pressure.
- Good customer service and interpersonal skills
- Flexibility to work for long hours
- Ability to work under minimum supervision
- High level of integrity
- Ability to work well in a team
- Good knowledge of MS Word and MS Excel

4. Age limit: 28 years and above

Vacancy:	Senior Assistant Election Officer Gr.II /Secretary
No. of vacancies:	Four (04)
Directorate:	Finance and Administration
Department:	Human Resource
Reports to:	Allocated Supervisor
Salary Scale:	ECS 6 (b)
Station:	Headquarters

Job purpose

To provide secretarial and administrative support on a variety of tasks for the efficient and effective running of the Principal's office.

Key tasks/duties:

1. Responsible for secretarial services and taking dictation, transcribing, editing and presenting accurate and error free work.
2. Developing and maintaining an up-to-date contact list and diary for the principal's business engagements/appointments.
3. Managing all front desk requirements in the office; courteously and professionally responding to inquiries of a routine nature.
4. Managing office equipments such as; telephone, photocopying machine, computers and fax machine.
5. Maintaining records including filing minutes, correspondences and other documents in proper order and in accordance with security and office procedures.
6. Performing routine administrative office functions.
7. Managing and accounting for office imprest.

Person specifications

1. Minimum academic qualifications

- Uganda Diploma in Secretarial Studies (UDSS), a Diploma in Office Management or an equivalent qualification from a recognized institution.
- Proficiency in MS Office Applications (MS Word, Excel, PowerPoint and Internet).

2. Minimum experience:

Five (5) years working experience, at least three (3) of which should be gained as a Secretary in a reputable organization.

3. Preferred skills and personal attributes

In addition to the above qualifications and experience, the following qualities are required:

- Excellent Communication skills.
- High moral character and proven integrity.
- Good organizational and interpersonal skills.
- Excellent customer care skills
- Ability to work under tight deadlines.

4. Age limit: 28 years and above

Vacancy:	Election Assistant/Secretary
No. of vacancies:	One (01)
Directorate:	Finance and Administration
Department:	Human Resource
Reports to:	District Registrar
Salary Scale:	ECS 8
Station:	Any Electoral Commission field office

Key tasks/duties:

1. Carrying out typing duties.
2. Receiving office visitors and telephone calls.
3. Receiving and filing office correspondences/mails.
4. Dispatching outgoing mails.
5. Operating secretarial equipment in the office.
6. General administration of the District Registrar’s office
7. Keeping and accounting for office imprest.
8. Performing any other official duties as may be assigned from time to time.

Person specification:

1. Minimum academic qualifications:

A Certificate in Secretarial Studies from a recognized institution.

2. Minimum experience

At least two (2) years working experience in a busy and preferably similar environment.

3. Preferred competences and skills

- Excellent command of spoken and written English.
- High moral character and proven integrity.
- Good interpersonal skills.
- Ability to work under tight deadlines.

4. Age: 22 years and above.

Mode of application:

Applications with comprehensively typed and updated CVs showing the applicant's day time telephone number(s), 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, not later than Friday **22nd December, 2017**.

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