



EQUAL OPPORTUNITIES COMMISSION
JOB ADVERT (EXTERNAL) NO. 2 OF 2023
DATE: 4TH SEPTEMBER 2023

The Equal Opportunities Commission (EOC) was established under Article 32(3) of the Constitution of the Republic of Uganda and was operationalized by the EOC Act of 2007. The Commission was established to effect the State's Constitutional mandate to eliminate discrimination and inequalities against any individual or group of persons, and take Affirmative Action in favour of groups marginalised on the basis of sex, colour, race, ethnic origin, tribe, birth, creed or religion, health status and social or economic standing, political opinion or disability or any other reason created by history or custom, for the purpose of redressing imbalances which exist against them.

The Commission is hereby inviting applicants from qualified Ugandans to fill the following vacant positions currently available in the Commission.

Details of the Job Descriptions and Person Specifications for all the positions are available on the **EOC website www.eoc.go.ug/vacancies**.

Applicants should submit their applications using **Public Service Form 3 (PSF 3)**, to the Commission Headquarters with the following attachments in **triplicates**: Detailed Curriculum vitae (one of the two referees should be the current employer or most recent employer), copies of academic transcripts, certificates, appointment letters where applicable, three passport size photographs and a copy national Identity card.

The application forms can be obtained from the Public Service Commission Offices, on 2nd floor, Farmers House, Kampala or on Public Service Commission website: www.psc.go.ug or on the Equal Opportunities Commission (EOC) **website <https://eoc.go.ug/publications-and-downloads/Applications>** should be addressed to **the Secretary, Equal Opportunities Commission**, P.O. Box 27672, Kampala and physically submit not later than 18th September 2023.

Please Note: -

- a) Only successful candidates at any stage shall be contacted;
- b) Candidates shortlisted for Oral Interviews shall be required to bring along with the certified copies of academic documents, their original certificates including the Degree Transcript and Certificate, and a valid National Identity card;
- c) Applicants are allowed to apply for not more than two posts;
- d) Staff who are already serving officers with requisite requirements are encouraged to apply for promotional posts through respective supervisors/Heads of Departments;
- e) In case of any inquiry, applicants can call Telephone Number:**0414 223 234**

S/N	Name	No. of Vacancy
1	Commissioner Legal Services Investigations	1
2	Commissioner, Research, Monitoring & Evaluation	1
3	Principal Planner/Economist	1
4	Principal Communications Officer	1
5	Principal Legal Officer	1
6	Senior Monitoring & Evaluation Officer	1
7	Senior Legal Officer	1
8	Senior Education Officer	1
9	Senior Compliance Officer	2
10	Legal Officer	1
11	Personal Secretary	2
12	Communications Officer	1
13	Procurement Officer	1
14	Tribunal Clerk	1
	Total	16

Dr. Shaft Nasser Mukwaya
SECRETARY TO THE COMMISSION

JOB DESCRIPTION AND SPECIFICATION FOR EXTERNAL ADVERT NO 2 OF 2023

JOB TITLE	:	COMMISSIONER LEGAL SERVICES AND INVESTIGATIONS
REF NO	:	HRM/EOC/4/9/2023
VACANCIES	:	ONE (1)
SALARY SCALE	:	EOCSE
REPORT TO	:	SECRETARY TO THE COMMISSION
DUTY STATION	:	KAMPALA

Key Duties and Responsibilities:

- I. Developing and maintaining standards and guidelines on provision of legal services and conducting investigations.
- II. Advising the Commission on legal issues pertaining to its operation as an institution.
- III. Mobilizing legal aid services and establishing mechanisms for their accessibility by vulnerable groups.
- IV. Providing legal advice to Members and Staff of the Commission.
- V. Providing legal advice to the Commission clients concerning equal opportunities.
- VI. Defending the Commission in liaison with the office of the Attorney General in any suit against it.
- VII. Managing and administering the Legal Services and Investigation Department.
- VIII. Appraising staff performance in the Legal Services and Investigation Department.
- IX. Perform any other duties as may be assigned from time to time.

Job /person Specifications

(a) Academic qualifications:

The applicant should have LLM/Masters in Human Rights or Social Justice, an Honors Degree in Law from a recognized University/ Institution, a Post Graduate Diploma in Legal Practice from the Law Development Center or post graduate in Human Rights related field. The applicant must have practicing Certificate as an Advocate of the Courts of Judicature.

(b) Work experience

At least twelve years of relevant working experience, three (3) of which should have been served at a level of Assistant Commissioner in Government or equivalent level of experience from a reputable organization.

(c) Core competences

- Attention to detail and accuracy
- Strong oral and written communication skill
- Managing case files, meeting clients, attending court and networking with legal professionals
- Creative problem solving
- Teamwork

- Information Analysis Research
- Drafting Legal documents and contract
- Creative problem solving.
- Ability to work under pressure
- Resilience and self-confidence
- Ability to adapt to multi-cultural setting
- Strong ability to coach subordinated
- Policy formulation and development

JOB TITLE	:	COMMISSIONER RESEARCH, MONITORING & EVALUATION
REF NO	:	HRM/EOC/4/9/2023
VACANCIES	:	ONE (1)
SALARY SCALE	:	EOCSE
REPORT TO	:	SECRETARY TO THE COMMISSION
DUTY STATION	:	KAMPALA

Key Duties and Responsibilities:

- I. Responsible for developing and maintaining standards and guidelines for monitoring, reviewing and evaluating of equal opportunities policies, activities and programmes.
- II. In charge of developing and maintaining standards and guidelines for research on equal opportunities issues.
- III. Ensuring Comprehensive research on; and documentation of all equal opportunities issues.
- IV. Ensuring a systematic evaluation of all policies and measures of equal opportunities from household to state level.
- V. Evaluating any Act of Parliament, various Systems, Laws, Customs and Practices relating to the promotion of equal opportunities.
- VI. Responsible for developing and implementing control and reporting systems on implementation of equal opportunities policies.
- VII. Recommending to the Commission proposals for the adoption of new legislation that would promote equal opportunities.
- VIII. Providing a framework for assessing the responsiveness of programmes and activities to equal opportunities in redressing any imbalances.
- IX. Actively monitoring and evaluating policies and practices and strengthening enforcement of equal opportunity concerns at all level.
- X. Monitoring the compliance of local Uganda laws, policies and programmes with International conventions and Charters.
- XI. Establishing and maintaining liaison with other organizations promoting equal opportunities.
- XII. Managing and administering the Research, Monitoring and Evaluation Department.
- XIII. Mentoring and appraising staff performance in the Research, Monitoring and Evaluation Department.
- XIV. Perform any other official duties as may be assigned from time to time.

Job/person specifications

a) Academic qualifications

- (i) An Honors Bachelor's degree in Statistics, Economics, Population studies, Development studies.
- (ii) A Master's degree in the above related field from a recognized institution is a must.

b) Work experience

At least twelve years (12) relevant working experience, three (3) of which should have been served at a level of Assistant Commissioner in Government or equivalent level of experience from a reputable organization.

Required Competencies

- Able to support development and review Department annual and medium term objectives, programme of activities and budget;
- Ability to implement Monitoring and Evaluation policy and guidelines for the Department and across Government;
- Understands and implements reforms of public sector management;
- Knowledgeable of the National, Regional and International M&E Guidelines, Policies and Standards;
- Provide Department staff training where appropriate;
- Uses network to identify opportunities, gather information and seek input to problems with a view to sustaining public service excellence;
- Takes care of macro long term consequences of decisions;
- Communicates information which sets new Commissions direction and that has large public impact;
- Leads change process and champions new innovations and initiatives.

JOB TITLE	:	PRINCIPAL ECONOMIST
REF NO	:	HRM/EOC/4/9/2023
VACANCIES	:	ONE (1)
SALARY SCALE	:	EOC2
REPORT TO	:	UNDER SECRETARY
DIRECTLY SUPERVISES:		ECONOMIST

Job purpose

To support the development, formulation, review and implementation of economic policies.

Key duties and responsibilities

- i. To prepare guidance on allocation of resources;
- ii. To prepare in-depth analysis of development public interventions;
- iii. To support fiscal and monetary policy management;
- iv. To prepare periodic reports on financial sector development;

- v. To liaise with other Departments in the Commission, initiate the budget preparation process;
- vi. To support the review, evaluation, analysis and formulation of economic policies;
- vii. To support the development of government performance reports.
- viii. Any other official duties as may be assigned from time to time.

Person/ Job Specifications

(a) Qualifications

- (i) An Honors Bachelor's Degree in Economics, Statistics, Commerce, Business Administration or any other related field from a recognized institution.
- (ii) Must have a Master's degree in Economics or Policy and Planning or Economic Policy and Management or Policy Analysis or Development Studies or any related field from a recognized Institution.

(b) Experience:

At least a minimum of 6 (Six) years working experience 3 (Three) of which should have been served at Senior Economist/Statistician/Econometrician/Planner/Finance Officer Level in Government or a reputable organization.

(c) Competences:

Technical

- Economic strategy and planning.
- Economic policy, execution and reporting.
- Information Communication Technology.
- Project management
- Managing employee performance.
- Information Communication Technology

Behavioral

- Inter-personal relations.
- Decision-making and Problem-solving.
- Effective communication.
- Leadership.
- Ethics and integrity.
- Concern for quality and standards.
- Innovativeness and proactiveness

JOB TITLE	:	PRINCIPAL COMMUNICATIONS OFFICER
REF NO	:	HRM/EOC/4/9/2023
VACANCIES	:	ONE (1)
SALARY SCALE	:	EOC2
REPORT TO	:	COMMISSIONER, COMMUNICATION & EDUCATION
DIRECTLY SUPERVISES:		SENIOR INFORMATION & COMMUNICATIONS OFFICER

Job purpose

To develop and monitor implementation of Communication, information dissemination and public relations plans and programs.

Key Duties and Responsibilities

- I. To advise the management team on communication issues, strategies and usage of communication platforms.
- II. Guide staff under his/her jurisdiction in planning, preparation and dissemination of information.
- III. To plan and supervise the implementation of information dissemination programs, public relations and open government sessions.
- IV. Coordinates strategies for internal and external communication and information management.
- V. To assess risks, develop and implement crisis communication management strategies.
- VI. To assure quality of content for media and public dissemination.
- VII. Liaise and network with media, state and non-state stakeholders in publicity and public relations.
- VIII. Provide technical support and guidance to the Commission on information and communications management.
- IX. Review information and communication material.
- X. To supervise and appraise staff under his/her jurisdiction.
- XI. Guides coordination of press conferences and media briefings for the Commission.
- XII. Prepare and submit work plans, budgets and performance reports for the Unit to relevant authorities;
- XIII. Any other official duties as may be assigned from time to time.

Job/person specifications

(a) Academic qualifications

- (i) An Honors Bachelor's Degree in Mass Communication or Journalism or Public Relations or any other related qualification.
- (ii) A Master's degree in the above related field from a recognized institution is a must.

(iii) CIPR qualification.

(b) Work Experience

At least six (6) years relevant working experience three (3) of which should have been at of Senior Communication Officer in Government or equivalent level from a reputable organization.

(c) Required Competences;

(i) Technical;

- Planning, organizing and coordination
- Adherence to quality standards
- Innovativeness
- Analytical skills
- Written and oral communication

(ii) Behavioral;

- Teamwork, leadership and Networking
- Ethics and integrity
- Accountability
- Time management
- Good Communication skills

JOB TITLE	:	PRINCIPAL LEGAL OFFICER
REF NO	:	HRM/EOC/4/2023
VACANCIES	:	ONE (1)
SALARY	:	EOC2
REPORT TO	:	COMMISSIONER LEGAL SERVICES AND INVESTIGATIONS

Key duties and responsibilities

- i. Develop and implement EOC legal and mediation services, policies and procedures in line with EOC mandate and requirements.
- ii. Conduct complaints evaluation and use findings to make appropriate recommendations for handling complaints
- iii. Develop and implement a framework for delivering quality dispute resolution services in line with the set policies and procedures of the Commission.
- iv. Develop and implement framework for handling cases that have fails to be resolved through the dispute resolution mechanism
- v. Compile documented complaints and cases and prepare monthly, quarterly and annual reports in line with set policies and procedures
- vi. Responsible for supervising senior investigations and advising the senior investigation officer in line of investigation to take in various complaints
- vii. Drafting various legal documents and advising the Commission on various legal matters.
- viii. Represent EOC clients in the tribunals
- ix. And perform any other official duties as may be assigned from time to time.

Person /Job specifications

(a) Academic Qualifications

Applicants should be Ugandans holding an honor's degree in law from a recognized university/institution, a post graduate diploma from the law development centre, masters in human rights/post graduate qualification in human rights or social justice.

(b) Work Experience

Applicants should have minimum of at least six (6) years working experience, three (3) of which at senior level in the investigations field in government or equivalent experience from a reputable organization.

(c) Competences:

- Good research and report writing skills
- Advocacy skills
- Ability to work under minimal supervision
- Planning, coordinating and organization
- Effective communication
- Team player
- Ethics and integrity
- Decision-making and Problem-solving.
- Effective communication.
- Ethics and integrity.

JOB TITLE	:	SENIOR COMPLIANCE OFFICER
REF NO	:	HRM/EOC/4/9/2023
VACANCIES	:	TWO (2)
SALARY SCALE	:	EOC3
REPORT TO	:	PRINCIPAL COMPLIANCE AND ENFORCEMENT

Key Duties and responsibilities

- (i) Takes part in developing and implementing the compliance training plan;
- (ii) Conducts data analysis and prepare reports;
- (iii) Establishes and communicates reporting procedures and reporting model available to entities;
- (iv) Participates in conducting of impromptu surveys, inspectors and investigations periodically to assess adherence to laws, policies, regional and international protocols;
- (v) Carries out evaluation to identify areas of deficiency in order to develop tools and mechanisms for improvement;
- (vi) Maintains a compliance database and management system to facilitate follow up on activities and action;
- (vii) Determines priority areas for compliance surveillance and monitoring;
- (viii) Recommends actions relating to noncompliance or actions contrary to the legal and policy frameworks;

- (ix) Participates in the preparation and implementation of departmental work plans and budgeting process;
- (x) Supports the preparation of in-depth analysis of development public interventions for inclusiveness;
- (xi) Participates in the analysis of national and sectorial development budgets, plans and public expenditure programmes;
- (xii) Performs any other functions assigned to him or he/her by the Commission.

Person /Job specifications

(d) Academic Qualifications

- (i) An Honors Bachelor's Degree in Economics, Statistics, Social Works and Social Administration, Development Studies, Business Computing or any other related field from a recognized institution.
- (ii) A post graduate training in relevant disciplines policy and planning, monitoring and evaluation, economics, project planning and management will be an added advantage.

(e) Work Experience

At least three (3) years working experience which should have been served at Economist, Statistician, Econometrician, Gender & Equity Planner or Policy development and analysis or Finance Officer Level in Government or equivalent from a reputable organization.

(f) Competences:

- Information Communication Technology.
- Managing employee performance.
- Inter-personal relations.
- Decision-making and Problem-solving.
- Effective communication.
- Leadership.
- Ethics and integrity.
- Concern for quality and standards.
- Innovativeness and pro-activeness

JOB TITLE	:	SENIOR MONITORING AND EVALUATION OFFICER
REF NO	:	HRM/EOC/4/9/2023
VACANCIES	:	ONE (1)
SALARY SCALE	:	EOC3
REPORT TO	:	PRINCIPAL MONITORING AND EVALUATION OFFICER

Job purpose

Undertakes Monitoring, Evaluation and Performance Inspection of Commission's Projects, Programmes and Policies, and recommend corrective measures.

Key Duties and responsibilities

The incumbent will be responsible to the for Principal Monitoring and Evaluation Officer for performing of following duties;

- I. Undertake equal opportunities policy analysis monitoring and evaluating the effectiveness of policy implementation;
- II. Developing monitoring and evaluation indicators for monitoring compliance;
- III. Monitoring and Evaluation of plans, programmes and projects to ensure that equal opportunities concerns are addressed and are in accordance with the National Development plan;
- IV. Supports development of theories of change, monitoring and evaluation result frameworks and related tools;
- V. Collect, analyses data on the performance of government projects, programme and policies;
- VI. Prepares monthly, quarterly, half-annual and annual monitoring and evaluation reports for the Programmes in the Commission;
- VII. Compiling and Submitting periodic reports;
- VIII. Supervise M&E officer;
- IX. Any other duties as assigned.

Person /Job Specifications

(a) Academic Qualifications

- (i) An Honors Bachelor's Degree in either Economics, or Development Economics, or Quantitative Economics, or Statistics, or Monitoring and Evaluation
- (ii) Postgraduate Diploma in Monitoring and Evaluation from a recognized University/Institution is an added advantage.

(b) Work experience

Should have a minimum of three (3) years relevant working experience at the level of Monitoring and Evaluation officer in Government or equivalent level of experience from a reputable organization.

(c) Key competences

- Able to develop review Department annual and medium term objectives, programme of activities and budget.
- Able to track implementation of M&E policy and guidelines for the Department and across Government.
- Alignment National Development Plan and National Standard Key Performance Indicators and targets during planning and budget cycle.
- Knowledgeable of the National, Regional and International M&E Guidelines, Policies and Standards
- Builds the capacity building of subordinates where appropriate
- Effectively communicates with seniors and subordinates.
- Supports in alignment of current action with strategic goals, objectives and priorities of an organization.

- Cherishes and advocates for observance ethical values, integrity and professional codes of conduct.

JOB TITLE	:	SENIOR EDUCATION AND TRAINING OFFICER
REF NO	:	HRM/EOC/4/9/2023
VACANCIES	:	ONE (1)
SALARY	:	EOC U3
REPORTS TO	:	PRINCIPAL EDUCATION AND TRAINING OFFICER

Key Duties and responsibilities

The incumbent will be responsible to the Principal Education Officer for performing the following duties;

- I. Designing and organizing training and sensitization programmes;
- II. Developing sensitization manuals, messages and posters;
- III. Conducting training and sensitization programmes;
- IV. Evaluating training and sensitization programmes;
- V. Compiling and submitting periodic report;
- VI. Any other duties as may be assigned from time to time;

Person/Job specifications

(a) Academic qualifications

- (i) Bachelor's Degree in Education, Adult Education and Community, Social Works and Social Administration, Development Studies, Community Development or any other qualification in the related field from a recognized university/institution.
- (ii) Specialization in special Needs Education or Post graduate qualifications is an added advantage.

(b) Work Experience

Should have a minimum of three (3) years relevant working experience at the level of Education Officer in Government or equivalent experience from a reputable organization.

(c) Key competences

- Education/training management,
- People management,
- Effective communication,
- Planning, organization, and coordinating,
- Computer literacy,
- Ethics and integrity
- Ability to maintain quality standards
- Written and oral communication skills
- Team player and ability to network

- Accountability
- Time management

JOB TITLE	:	SENIOR LEGAL OFFICER
REF NO	:	HRM/EOC/4/9/2023
SALARY SCALE	:	EOC3
VACANCIES	:	ONE (1)
REPORT TO	:	PRINCIPAL LEGAL OFFICER

Job Purpose

To conduct research on legal assignments relating to legal education and training, discipline of advocates, supervisor of legal aid services and para-legals, collect data, compile documents, prepare briefs for review, and training programmes for the para-legals. To assist in the implementation of the programs of the Law Council.

Key duties and responsibilities

The Incumbent will be responsible to the Principal Legal Officer for performing the following duties:

- X. Developing and maintaining standards and guidelines on provision of legal services and conducting investigations.
- XI. Initiating and spearheading investigations into Equal Opportunities violations
- XII. Advising the Commission on legal issues pertaining to its operation as an institution
- XIII. Mobilizing legal aid services and establishing mechanisms for their accessibility by vulnerable groups.
- XIV. Providing legal and human rights advice to Members and Staff of the Commission
- XV. Advising the Commission on legal complaints and appeals
- XVI. Giving Legal advice to the public concerning equal opportunities
- XVII. Defending the Commission in liaison with the Office of the Attorney General against any suit
- XVIII. Managing and administering the legal services and investigations department

Person/job Specification

a) QUALIFICATIONS

- (i) An Honors Bachelor of Laws degree (LLB) obtained from a recognized /university/institution
- (ii) A post graduate diploma in legal practice from Law Development Center/any accredited institution
- (iii) Possession of Masters of Law or Human Rights is added advantage

b) WORKING EXPERIENCE

At least three (3) years of service in legal practice at the level of Legal Officer or its equivalent position in government or a reputable institution.

c) Key competencies

- Attention to detail and accuracy
- Strong oral and written communication skills
- Teamwork
- Information analysis and research.
- Drafting legal documents and contracts
- Managing case files, meeting clients, attending court and networking with legal professionals
- Creative problem solving.
- **Ability to work under pressure**
- **Resilience and self-confidence**

JOB TITLE	:	LEGAL OFFICER
REF NO	:	HRM/EOC/4/9/2023
SALARY SCALE	:	EOC4
VACANCIES	:	TWO (2)
REPORT TO	:	SENIOR LEGAL OFFICER

Job Purpose

To conduct research on legal assignments relating to legal education and training, discipline of advocates, supervisor of legal aid services and para-legals, collect data, compile documents, prepare briefs for review, and training programmes for the para-legals. To assist in the implementation of the programs of the Law Council.

Key duties and responsibilities

The Incumbent will be performing the following duties:

- i. Compile a full brief of evidence to support violation of equal opportunities
- ii. Appear in Commission proceedings and give evidence on matters relating to violations investigated in line with the Tribunal Management Policy and Procedure
- iii. Responsible for preparing, reviewing and advising on drafts of all contract, licences and undertaking of the Commission
- iv. Oversee the receipt and processing of complaints and advise on action to be taken in accordance with EOC Tribunal Management Policy Guidelines
- v. Conduct equal opportunities complaint management and evidence gathering process in line with set policies and procedures

- vi. Provide public education and awareness and promote equal opportunities
- vii. Research and write legal materials for and on behalf of the Commission
- viii. Contribute to and write policy submissions on behalf of the Commission
- ix. Participating in documenting, profiling and creating databases on completed cases/complaints;
- x. Handling public complaints;
- xi. Participating in providing the necessary support and assisting to ensure the protection of the rights of victims of equal opportunities;
- xii. Any other duties as may be assigned from time to time.

Person/job Specification

a) QUALIFICATIONS

- i. An Honours Bachelor's Degree in Law from a recognized University/Institution plus a Post Graduate Diploma in Legal Practice from Law Development Centre.
- ii. No work experience in the Legal field is required, but is an added advantage

b) Key competencies

- Attention to detail and accuracy
- Strong oral and written communication skills
- Teamwork
- Information analysis and research.
- Drafting legal documents and contracts
- Managing case files, meeting clients, attending court and networking with legal professionals
- Creative problem solving.
- Ability to work under pressure
- Resilience and self-confidence

JOB TITLE	:	PERSONAL SECRETARY
REF NO	:	HRM/EOC/4/9/2023
VACANCIES	:	TWO (2)
SALARY SCALE	:	EOC4
REPORT TO	:	SENIOR PERSONAL SECRETARY

Job Purpose

The post holder will be required to provide support in the office of deployment by typing and arranging office documents, managing office information and records and perform duties of front desk management

Key Duties and responsibilities

- I. Drawing up and monitoring programmes, activities and appointments;
- II. Taking dictation, transcribing and presenting accurate and error free work;
- III. Ensuring timely responses to inquiries and correspondences to and from the Office;
- IV. Organizing meetings, taking minutes and conveying decisions of such meetings to the relevant Officers/Offices;
- V. Drafting letters of routine nature;
- VI. Handling office petty cash;
- VII. Management of the office protocol;
- VIII. Maintaining cleanliness and orderliness of the office;
- IX. Managing records in accordance with established security and records management procedures;
- X. Requisitioning and managing office stationery and equipment;
- XI. Supervising the Secretarial and Support Personnel;
- XII. Appraising performance of support staff; and
- XIII. Receiving and dispatching mail.

Person/Job Specification

(a) Academic Qualifications

- (i) A Bachelor's Degree in Secretarial Studies or a Bachelor of Business and Office Management or equivalent qualifications from a recognized Institution;
- (ii) A Certificate in Computer applications ((Windows, Ms-Word, Ms-Excel, Ms-Access and Internet) from a recognized institution; and

(b) key competences

- Communicating Effectively
- Ethics and Integrity
- Public Relations and Customer Care
- Results Orientation
- Time Management
- Records and Information Management

JOB TITLE	:	PROCUREMENT OFFICER
REF NO	:	HRM/EOC/4/9/2023
VACANCIES	:	ONE (1)
SALARY SCALE	:	EOC4
REPORT TO	:	SENIOR PROCUREMENT OFFICER

Purpose of the Job

To carry out routine procurement and disposal of assets activities and, implement assignments in accordance with existing procedures and the law

Key duties and responsibilities:

- i. To liaise with end users and prepare draft procurement plan for an entity.
- ii. To guide the suppliers on procurement procedures.
- iii. To verify procurement and disposal requisitions.
- iv. To prepare draft bid documents and, participate in evaluation of bids as and when assigned.
- v. To compile documentations and maintain safe custody of procurement and disposal records.
- vi. To enter sanctioned transactions on the systems for further processing and produce required reports.
- vii. To assist Senior Procurement Officer in execution of his/her duties.

Person/Job Specification

(a) Academic Qualifications

Honor's Bachelor's degree in Supply Chain management or BCOM/BBA with specialisation in Procurement and Supply Chain Management.

OR

An Honours Degree in Commerce or Business Administration or Economics plus full professional qualifications in Supply Chain Management from a recognized Institution.

OR

Full professional qualification/membership from recognized institutions

(b) Required Competencies:

- Planning, organizing and coordinating
- Procurement, Disposal and contract management
- Preparation of Solicitation Documents
- Procurement sourcing
- Information and Communications technology
- Ethics and integrity
- Concern for quality and standards
- Accountability
- Effective communication
- Innovative and Proactive
- Decision-making and Problem-solving

JOB TITLE	:	COMMUNICATION OFFICER
REF NO	:	HRM/EOC/4/9/2023
VACANCIES	:	ONE (1)
SALARY	:	EOC U4
REPORTS TO	:	SENIOR INFORMATION AND COMMUNICATION OFFICER

Job purpose

To implement communication, information dissemination and public relations programmes and activities.

Key duties and responsibilities:

- i. To arrange press conferences and other public appearances;
- ii. To organize tours, visits, exhibitions and other promotional events;
- iii. To assemble and disseminate press and other media releases publication;
- iv. To implement public relations and information dissemination programmes and activities;
- v. To provide technical guidance in responding to information related concerns and queries from the public;
- vi. To update a repository of records on press releases and other relevant communication materials;
- vii. To research on specific issues on relevant media plant forms;
- viii. To liaise with other Government communication entities for appropriate information dissemination;
- ix. To arrange and facilitate translation of key communication messages into different languages;
- x. To maintain proper updated documentation on both print and electronic media;
- xi. Any other duties as may be assigned from time to time;

Person /Job Specification

(a) Academic Qualifications

An Honors Bachelors' Degree in Mass Communication, Journalism, Communication studies or Public relations or any other related field from a recognized institution.

(b) Key competences:

- Innovativeness
- Ability to maintain quality standards
- Written and oral communication skills
- Team player and ability to network
- Accountability
- Time management
- Ethics and integrity

POST	:	TRIBUNAL CLARK
REF NO	:	HRM/EOC/11/4/2023
SALARY SCALE	:	EOC5
VACANCIES	:	ONE (1)
REPORT TO	:	INVESTIGATIONS OFFICER

Key duties and responsibilities

The incumbent will be responsible to the Commissioner Legal Services and Investigation following duties;

- I. Ensure that the various tribunal cases files are managed and securely maintained.
- II. Continuously update the Registrar on the status of various cases
- III. Provide support functions to the Commissioner Legal Services and Investigations on day-to-day activities of the office.
- IV. To act as a process server for the Commission.
- V. Monitor and track the status of the various case files.

Person/job specification

a) Qualifications

A minimum of a diploma in Law from a reorganized institution /University

b) Working Experience

Should have a minimum of two (2) years working experience at the level of court Clerk in government or reputable law firm.

c) Key competences

- Effective communication,
- Interpersonal skills,
- Legal acumen and high level of confidentiality.