

MINISTRY OF ICT AND NATIONAL GUIDANCE

NATIONAL ICT INITIATIVES SUPPORT PROGRAMME (NIISP)

VACANCIES ANNOUNCEMENT

The Ministry of ICT and National Guidance is implementing the National ICT Initiatives Support Programme (NIISP) whose overall goal is to provide an enabling environment for Uganda's ICT Innovators to be competitive in the Global Knowledge Economy.

The Ministry hereby invites applications from suitably qualified Ugandans to fill the following positions in the Program Management Unit (PMU).

	Position/Title	Vacancies
1	Project Coordinator	1
2	Legal Advisor (on Retainer Basis)	1
3	Information Technology Officer	1
4	Monitoring and Evaluation Officer	1
5	Project Secretary/Receptionist	1

Applicants should apply for **ONLY ONE (1)** post. Full job descriptions can be viewed and downloaded from the NIISP and MoICT&NG websites <http://niisp.ict.go.ug> OR <http://ict.go.ug>

SUBMISSION OF APPLICATION

Applications accompanied by detailed curriculum vitae, copies of Certified certificates and academic transcripts, three competent referees, one of whom **MUST** be from your current employer or previous employer plus a passport photo, contact details (mobile number and e-mail), and photocopy of the National ID should be addressed

**To: The Permanent Secretary
Ministry of ICT and National Guidance
Plot 10/12 Parliamentary Avenue
P.O. Box 7817, Kampala**

Note: Only short-listed applicants will be contacted. Any form of canvassing shall automatically lead to disqualification of a candidate. Closing date for receipt of applications: **Friday, 27th July 2018 at 5:00 p.m.**

Only applications sent by email shall be accepted (Email Size should be less than 10MB). The applications should be sent by email to Paul.Odongo@ict.go.ug

BAGIIRE VINCENT WAISWA
PERMANENT SECRETARY

POST/TITLE: PROJECT COORDINATOR

NO OF VACANCIES: ONE (1)

AGE: 30 YEARS & ABOVE

REPORTS TO: PROJECT MANAGER

LENGTH OF CONTRACT: One-year renewable subject to performance and funding

Roles

The person will be responsible for refining and concretizing the project plan, in conjunction with the Ministry of ICT and National Guidance and other Project staff. He/she will ensure that the project is delivered on time, within budget and to the required quality standard (within agreed specifications). He/she will ensure the project is effectively resourced and will manage relationships with the process partner, innovators, among others (including all project contributors). The Project Coordinator is also responsible for managing the work of consultants, allocating and utilizing resources in an efficient manner and maintaining a co-operative, motivated and successful team.

Key Responsibilities

- i. Managing and leading the project team.
- ii. Managing co-ordination of the partners and innovators engaged in project work.
 - a. Detailed project planning and control including:
 - b. Developing and maintaining a detailed project plan.
 - c. Managing project deliverables in line with the project plan.
 - d. Recording and managing project issues and escalating where necessary.
- iii. Managing project scope and change control and escalating issues where necessary. Monitoring project progress and performance.
- iv. Liaising with, and updating progress to, Project Management Team and MOICT&NG
- v. Managing project evaluation and dissemination activities.
- vi. Providing regular status reports to the Project management team
- vii. Any other duties that maybe assigned by Management

Qualifications, Skills and Experience:

- The Project Manager must hold a Bachelor's (Hons) degree in Computer Science, Information Technology, Information Systems, Software Engineering, Telecommunications Engineering or any related degree.
- Possession of a Master's Degree in Computer Science, Information Technology, Information Systems, Software Engineering, Telecommunications Engineering, Business Administration or Human Resource Management with a Post-graduate Diploma in an ICT or related field.
- Possession of at least a Postgraduate Diploma in Project Management or professional certification such as PMP® is an added advantage

- A minimum of ten years' working experience in Information Technology and Information systems management three of which should have been at the level of a Project Manager in a large-scale IT project in Government or reputable organization.
- The ability to produce reports or publicity materials to a high standard of presentation requiring excellent skills in written communication and accuracy.
- Ability to motivate team work and maintain team cohesion.
- Excellent and highly effective communication skills.
- Good public relations and customer care.
- Networking and ability to relate harmoniously with stakeholders.
- Good report writing skills
- High regard for quality.
- Self-driven and willingness to work under minimum supervision.

POST/TITLE: PROJECT LEGAL ADVISOR (RETAINER)

NO OF VACANCIES: ONE (1)

AGE: 25 YEARS & ABOVE

REPORTS TO: PROJECT COORDINATOR

LENGTH OF CONTRACT: One-year renewable subject to performance and funding on a part time basis.

Roles

The person will report to the Project Coordinator and support the co-ordination, planning and control of the project. He/she will receive minimal supervision from the Project Manager to ensure the agreed project management methods and standards are implemented throughout the project. The Legal Advisor shall ensure that the ICT Innovation eco-system is enhanced as far as legal issues are concerned.

Responsibilities

- i. Provide advice on legal issues, potential liabilities and possible courses of actions.
- ii. Process Documents including writing and reviewing documents, contracts, agreements, certificates etc.
- iii. Identify Risks: The Legal Advisor shall regularly analyze the actions and decisions of the Project to identify problem areas, suggest alternative courses of action and mitigate risk as much as possible.
- iv. Legal Advisor is required to advise the NIISP Project on the ways to avoid legal issues from arising.
- v. Perform Research including continuously researching legal resources such as articles, codes, statutes, judicial decisions and more.
- vi. Legal Advisor needs to consult various sources and prepare policy papers.
- vii. Legal Advisor may be required to deal with the Solicitor General and other external lawyers to discuss Project related legal issues.
- viii. Assist the Project in management of legal issues
- ix. Any other duties that maybe assigned by Management

Qualifications, Skills and Experience:

The ideal candidate for the post of Administrative Officer should:

Hold a Bachelor's Degree in Law and a Diploma in Legal Practice obtained from a recognized University;

- A minimum of five years professional experience as an advocate;
- Demonstrable experience in handling Intellectual Property Rights (IPR)

- Demonstrable Experience in ICT Legal issues
- Possess the ability to support management in all legal aspects of the Project;
- Be highly motivated and task -oriented to achieve clear objectives within a specific period of time.
- Excellent written and verbal communication
- Exceptional leadership skills
- Knowledge of all applicable laws, rules and regulations
- High attention to detail
- Strong negotiation skills
- Ability to prepare complex legal documents

POST/TITLE: MONITORING AND EVALUATION OFFICER

NO OF VACANCIES: ONE (1)

AGE: 25 YEARS & ABOVE

REPORTS TO: PROJECT COORDINATOR

LENGTH OF CONTRACT: One-year renewable subject to performance and funding

Roles

The Monitoring and Evaluation (M&E) Officer will be responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the Project. He/she will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Project. He/she will also provide technical assistance to the Project Management Team, particularly in relation to monitoring and Evaluation reporting and governance issues.

Responsibilities

The responsibilities of the M&E Officer will be to:

- i. Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement;
- ii. Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
- iii. Develop the overall framework, for project M&E, for example mid-term project review, impact assessment, as well as final evaluation;
- iv. Develop project Performance Monitoring Plan with relevant data collection systems.
- v. Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- vi. Develop baseline data for each project component and for all project indicators.
- vii. Collect data on a regular basis to measure achievement against the performance indicators.
- viii. Maintain and administer the M&E database; analyze and aggregate findings.
- ix. Support project progress reporting, project mid-term review and final evaluation.
- x. Identify areas where technical support to project partners is required.
- xi. Organize refresher training on M&E for partners as required.
- xii. Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings.
- xiii. Produce reports on M&E findings and prepare presentations based on M&E data as required.

- xiv. Provide the Project Manager with management information she/he may require.
- xv. Perform other duties as may be assigned by the Project Manager.

Qualifications, Skills and Experience:

The ideal candidate for the post of M&E Officer should:

Hold a Bachelors' degree in development related subjects, such as Economics and Statistics. A Post Graduate Diploma in Project Monitoring and Evaluation is desirable

- 2 years previous exposure and experience in monitoring and evaluation, preferably an ICT projects
- Demonstrates substantial experience in M&E or other programming role.
- Have proven ability in Data Collection, Data Management and Analysis.
- Have past experience of conducting project
- Have good knowledge of project cycle management and development.
- Have computer skills especially in statistical analysis using programs such as SPSS, MS Access, STATA, Excel and MS Office packages.
- Have ability to multitask in a very fast-paced, often rapidly changing environment
- Be stress tolerance and resilience; sense of humor; highly organized; attention to detail; and ability to work under pressure with multiple and shifting priorities
- Have proven analytical and project management skills, including the ability to move projects forward from inception to implementation to completion with adherence to deadlines;
- Have ability to follow instructions thoroughly while also providing a strategic and critical eye to identify and address additional gaps;
- Have ability and experience in developing and maintaining effective working relationships with people, internally and externally, from a wide-variety of types of organizations, cultural backgrounds, and functional expertise;
- Have excellent communication and analytical skills.
- Having previous experience in youth development interventions will be an added advantage

POST/TITLE: INFORMATION TECHNOLOGY OFFICER

NO OF VACANCIES: ONE (1)

AGE: 25 YEARS & ABOVE

REPORTS TO: PROJECT COORDINATOR

LENGTH OF CONTRACT: One-year renewable subject to performance and funding

The Information Technology Officer will be responsible for the day to day handling of IT related issues. The position entails ensuring that IT services are available at the innovation hubs at all times with minimal downtime.

Key Responsibilities:

The responsibilities of IT Officer will be to:

- i. Offer IT Support at the innovation hub and to the Project Management Unit.
- ii. Troubleshoot technical issues to resolution and/or escalate to service providers as required.
- iii. Ensure system and data security is maintained at a high standard, ensuring the integrity of the innovation hub network is not compromised.
- iv. Expedite the repair of hardware faults and software configuration problems notifying or forwarding to relevant service providers, where necessary,
- v. Develop and maintain the NIISP website
- vi. Perform any other duties as assigned by the Project manager

Qualifications, Skills and Experience:

- The ideal candidate for the Information Technology (IT) should:
- Hold a Bachelor's Degree in Computer Science, Information Technology, Information Systems, Statistics or their equivalent.
- Have a minimum of one-year experience in the field of Information Technology.
- Have professional/ Industry IT Certification such as ITIL, MCSE, CISSP, CISM, CGEIT, CRISC, PMP etc. are an added advantage.
- Have hands-on experience with computer networks, network administration and installation;
- Have previous exposure to LINUX, IP Network routing system, as well as security infrastructure.
- Have practical Knowledge in web designing/development, Programming, hardware maintenance and networking is an added advantage.
- Have excellent communication and interpersonal skills.
- Have analytical, strong problem-solving skills/ troubleshooting capabilities.
- Be a quick learner.
- Have a high degree of flexibility and ability to cope with change.
- Be a good team player.
- Be highly proactive

POST/TITLE: PROJECT SECRETARY/RECEPTIONIST

NO OF VACANCIES: ONE (1)

AGE: 22 YEARS & ABOVE

REPORTS TO: PROJECT COORDINATOR

LENGTH OF CONTRACT: One-year renewable subject to performance and funding

Responsibilities

The responsibilities of the Project Secretary will be to:

- i. Prepare notes, correspondences and reports using a variety of computer software packages.
- ii. Oversee the proper maintenance, storage, security and retrieval of files and documents in order to ensure that they are properly filed and readily available for use.
- iii. Professionally handle all incoming and outgoing correspondences;
- iv. Provide timely responses to routine letters addressed to the project manager
- v. Take dictation and typing letters and other project documents;
- vi. Coordinate the preparation of meeting venues and documents;
- vii. Receive, monitor and attend to visitors whilst they await appointments
- viii. Receive documents and messages, which may be delivered to the office and ensuring that these are registered and dispatched / distributed to the respective addressee/staff members
- ix. Prepare monthly reports on Front Desk Operations.
- x. Perform any other duties that may be assigned by the Project Manager.

Qualifications, Skills and Experience:

The ideal candidate for the post of Secretary/ Receptionist should

Hold a Bachelors' Degree in Secretarial Studies, Business Administration, Management or equivalent qualifications.

- No experience required
- Possess computer literacy i.e. proficiency in using Microsoft Outlook, Word, Excel and PowerPoint
- Have impeccable level of integrity
- Have good communication skills both verbal and written;
- Have good presentation, pleasant, confident telephone manner and customer service skills;
- Have ability to prioritize workload and good multi-tasker;
- Have IT /Computer skills;
- Should Work well independently and as part of a team;
- Have good filing system skills