



UGANDA INVESTMENT AUTHORITY

EMPLOYMENT OPPORTUNITY

The Uganda Investment Authority (UIA) is a semi-autonomous Government Agency operating in partnership with the private sector and Government of Uganda to drive National economic growth and development. The Authority was setup by an Act of Parliament (Investment Code 1991, which was later revised to the Edition 2000 Laws of Uganda) 2019 with the aim of promoting and facilitating private sector investment in Uganda.

For the Authority to effectively implement its mandate, it requires qualified and competent Human Resources. It is therefore a policy of UIA to attract and retain a highly qualified, motivated and competitive workforce to support the achievement of its mandate.

UIA seeks to recruit highly competent, qualified and motivated individuals to fill the following vacant positions;

OFFICE OF THE DIRECTOR GENERAL

1. Post Title: Deputy Director – Research and Planning (1 Position)

Reports to: Director General

Directly Supervises: Senior Investment Executive- Research and Planning

Job Summary:

The Deputy Director Research and Planning is responsible for developing mechanisms for coordinating the implementation of the strategic plan, projects, the annual State of Investment Report, annual operational and coordinating research.

Specific Responsibilities;

- Develop an M&E framework for the Strategic Plan in line with the Investment policy.

- Design projects for funding and seek approval through the Project Management Framework process under the Ministry of Finance, Planning and Economic Development.
- Develop, implement and manage the UIA research, monitoring and evaluation and advocacy policy agenda and framework.
- Guide in the conceptualization and development of the UIA strategy and plan.
- strategy, guidelines and policies for sector studies or otherwise filling vital information gaps.
- Ensure the development and review of the Research unit plans and budgets in line with UIA.
- Coordinate the Development and implementation of an integrated management information system to aid monitoring & evaluation, research and information dissemination.
- Coordinate with other directorates to ensure the identification and undertaking of Policy analysis to advance collectively agreed policy change objectives, producing relevant policy briefs, and positions.
- Ensure the collection, recording and analysis of data to enable UIA develop and share factual policy positions; share the annual research and investment promotion agenda and disseminate research findings and lessons.
- Facilitate and ensure effective participation of UIA in international platforms, projects and meetings on Investment Policy and investment promotion.
- Provide technical assistance in developing and executing UIA's advocacy and legislative agenda reviews i.e. popularize the investment code.
- Oversee the development and implementation of the UIA's M&E frameworks, with clear objectives, outputs and outcomes, activities and inputs.
- Spearhead the undertaking of research on monitoring and evaluation activities in line with agreed M & E framework to promote accountability for performance.
- Managing the research and planning unit while regularly reporting to the Director General on key policy changes and research developments.

Required Qualifications and experience.

- Should possess an Honours Bachelor's degree in Statistics, Economics, Quantitative Economics or a related field from a recognized University.
- Must have a Master's degree in Quantitative Economics, Economics, Economic Policy and Planning or Statistics, Business Administration from a recognized University.
- At least 7 years' professional experience in implementing the research and planning function 2 years of which should be at Senior management level in a reputable Government institution.
- Should be proficient in economic modelling of relevance to the Investment function.
- Should possess advanced knowledge of a range of research and evaluation methods and their application.

- Should have good analytical skills and excellent report writing skills.
- Ability to develop and implement strategic plans, advocacy and legislative agenda reviews and policies, resource mobilization strategy, information systems, M&E framework that align with the organization's mandate and objectives.
- Demonstrable strong research skills in gathering, analyzing, and interpreting data to inform organizational decision-making.
- Demonstrable knowledge and strong analytical skills to assess information, identify trends, and draw meaningful insights.
- Demonstrable strong leadership skills, including the ability to motivate and inspire teams, provide clear direction, and foster a collaborative and inclusive work environment.

DEPARTMENT OF LEGAL AND CORPORATE AFFAIRS

2. Post Title: Investment Executive – Legal - Land Administration (1 Position)

Reports to: Senior Investment Executive – Legal

Job Summary: Providing legal advice to the Legal Department on land matters concerning potential and actual legal issues affecting the development of Industrial and Business parks, and handle all land transactions of the Authority including registration of leases for Business park developers.

Specific Responsibilities:

- Provide legal advice concerning potential and actual legal issues affecting the National plan for the development of Industrial Parks and any related matters.
- Liaise and consult the Office of the Solicitor General on matters affecting the Industrial Business Parks of the Authority.
- Draft and review Industrial Business Parks documents to ensure compliance with the Laws and Regulations of Uganda.
- Review and draft Legal Land related correspondences of the Authority.
- Work with stakeholders to simplify all administrative procedures to facilitate new investments in the Business Parks.
- Monitor compliance of contracted obligations under Lease and concession agreements, and handle Park issues as they arise.
- Participate in negotiations with Investors, concessionaires, service providers etc.
- Prepare briefs on Land legal issues for UIA.
- Liaise with Office of the Solicitor General to secure approvals of all Land legal documents like Land Purchase agreements, Lease Agreements among others.

- Participate in and provide Legal guidance regarding Land allocation to ensure compliance with the approved Land Allocation Criteria.
- Processing Certificates of Title in the names of UIA and Business Parks Developers.
- Carry out due diligence on UIA intended land purchases, drafting Compensation agreements and Sale Agreements.
- Ensure that the UIA Land/Lessee database is regularly updated.
- Any other duties as may be assigned by the supervisor.

Required Qualifications and experience

- Bachelors Degree in Law from a recognized University.
- A Postgraduate Diploma in Legal Practice.
- At least 3 yeas' professional experience in legal practice.
- Strong knowledge of Uganda Land Laws and Regulations.
- An enrolled Advocate of the High Court and Courts subordinate thereto.
- Strong communication, networking, advocacy and negotiation skills.
- Proven integrity and wise judgement.
- Membership of professional associations.

DEPARTMENT OF FINANCE AND ADMINISTRATION

3. Post Title: Investment Executive – Accounts/Expenditure (1 Position)

Reports to: Senior Investment Executive- Finance

Job Summary: Responsible for implementation of the payables process and ensuring all payments and related reporting is done in a timely manner.

Specific Responsibilities:

- Ensure all payment requests are supported by sufficient documents and are fully authorized.
- Initiate payments in the IFMS system and ensuring all payments are captured accurately for onward processing.
- Manage petty cash transactions and ensuring that all necessary approvals are obtained before issuing cash out.
- Accurately compute all statutory deductions on all UIA transactions.
- File and submit tax and social security returns to relevant bodies.
- Obtain and attach all accountability documents for all processed payments.
- Updating the asset register with asset purchases made during the financial year.
- Submitting monthly, quarterly and annual expenditure reports.
- Regularly Reconcile all individual creditor accounts.
- Preparing periodic payables status reports for timely decision making.
- Maintain and file all accounting records in line with approved UIA procedures.

- Execute any other undertakings as may be assigned by the supervisor.

Required Qualifications and Experience:

- Must possess an Honours Bachelor's Degree in Business Administration (Accounting), Bachelor of Commerce (Accounting) or Bachelor of Accounting from a recognized University.
- Must possess at least Level II Part Professional qualifications in any of the following; CPA, ACCA, CIMA.
- At least 3 years' relevant experience in Government or a busy corporate organization.
- Should be familiar with the Public Finance Management Act, 2015 as amended.

INTERNAL AUDIT DIVISION

4. Post Title: Investment Executive – Audit (1 Position)

Reports to: Senior Investment Executive – Audit

Job Summary: The Investment Executive (Audit) works under the guidance of the Senior Investment Executive (Audit) to review internal controls and procedures.

Specific Responsibilities:

- Ensures that the procedures are effective, adequate and conform to industry practices, regulatory guidelines and generally accepted audit standards (GAAS).
- Reviews organizational operating procedures to ensure that staff abide by the relevant laws, regulations and human resource policies when performing their duties.
- Assist the Chief Internal Auditor to prepare periodic Audit reports.
- Develop audit programs and testing procedures relevant to any assignments.
- Assist in the execution of ad hoc assignments as may be assigned.
- Execute any other undertakings as may be assigned by the supervisor.

Required Qualifications and Experience:

- Must possess an Honours Bachelor's degree in a relevant discipline e.g. Auditing, Accounting, Finance. Business Administration (Accounting)
- Possess at least Level II of the relevant Professional qualification.
- At least 2 years' professional experience in the audit function in a Government or busy Corporate Organization.
- Strong team building, communication and interpersonal relations skills.
- Proven integrity and wise judgment.

DEPARTMENT OF INDUSTRIAL PARKS

5. Post Title: Investment Executive - Electric Engineering (1 Position)

Reports to: Deputy Director – Engineering

Job Summary: To provide technical guidance and support in the installation and maintenance of electricals in public buildings and the Business Parks.

Specific Responsibilities:

- Preparing preliminary designs and documentation of minor works for public buildings and electrical installations;
- Inspecting and testing Electrical Installations for safety;
- Support the Deputy Director – Engineering in Managing engineering projects and deliver them on time.
- Inspecting sites and attending site meetings of on-going works;
- Providing technical guidance to Investors on electrical engineering;
- Preparing Terms of Reference for procurement of consultants and contractors;
- Establish and enforce construction, Manufacturing and installation standards in Industrial Parks.
- Evaluating tender bids for works and services;
- Any other duties as may be assigned by the supervisor.

Required Qualifications and Experience:

- An Honours Bachelor's Degree in Electrical Engineering from a recognized University;
- At least 3 years' experience in physical planning for municipal and urban schemes
- knowledge of the global and Ugandan business and investment environment with strong experience of developing and managing Industrial Parks.
- Membership of relevant professional association should be an added advantage
- Strong team building, communication and interpersonal relations skills
- Computer literacy.

6. Post Title: Investment Executive (Technician) – Geographical Information System (GIS) (1 Position)

Reports to: Deputy Director-Land Administration and Management

Job Summary: The Investment Executive (GIS) prepares maps and customizes geographic information systems (GIS) applications and manipulates data to serve

a variety of purposes. He/she reads and interprets maps, manipulates and understands digital land data, and manages data entered into a GIS database.

Specific Responsibilities:

- Responsible for the on-going spatial data maintenance and dissemination, end-user support and generation of maps and other GIS reports and information product.
- Provides technical expertise related specifically to asset management.
- Responsible for the creation of as-built drawings using AutoCAD.
- Responsible for the compiling and organizing GIS data from maps, databases and other sources.
- Responsible for the collection of data in the field using Global Positioning System (GPS) units.
- Responsible for the collection and conversion of mapping resources and data.
- Responsible for the daily input and updating of infrastructure.
- Conducts programmatic and manual analysis and create reports and thematic maps on the data within the GIS.
- Ensures the quality assurance on new and revised data conforms to standards laid out in the Geo-Database, or any other applicable standard or policy.
- Liaises with other UIA directorates to ensure that their needs for GIS Information are met on a day to day basis.
- Prepares regular status reports.

Required Qualifications and Experience:

- A minimum of a Diploma in Geo Information Systems, Geo-spatial Technologies, Cartography or Remote Sensing.
- 4 years' experience in developing and maintaining GIS data and other GIS output products including use of ESRI software and Global Positioning System (GPS) units for data collection.
- At least 2 years' experience and knowledge with GIS database and editing using ESRI ArcGIS software.
- Thorough knowledge of AutoCAD as related to infrastructure and land use mapping.
- Have experience in analyzing spatial data and translating client requirements into appropriate GIS reports and thematic maps.
- Knowledge of modern component-based GIS tools and methodology for utility GIS use cases.
- Good attention to detail in order to maintain and enter data in a GIS database.
- Membership of relevant professional association should be an added advantage.

7. Post Title: Administrative Assistant (1 Position)

Reports to: Investment Executive

Job Summary: The Administrative Assistant – is responsible for providing general support such as scanning and filing documents, drafting correspondences, compiling land applications etc. for the department.

Specific Responsibilities:

- Scanning, filing and logging Land documents, Investor EIAs, Plans etc.
- Advising clients on appropriate procedures and action.
- Drafting correspondences and compiling land applications
- Undertaking feasibility duties
- Manage Calendar and schedule and coordinate meetings and appointments and travel arrangements.
- Any other duties as may be assigned from time to time.

Required Qualifications and Experience.

- An Honours Bachelor's degree in a relevant discipline e.g. business, Secretarial, Office Management and other related fields.
- Deep knowledge of the global and Ugandan business and investment expectations.
- Strong team interaction, communication and interpersonal relations skills.
- Proven integrity and wise judgment.
- Computer literacy.

8. Post Title: Driver (1 Position)

Reports to: Investment Executive-Administration

Job Summary: A Driver provides road transportation services by delivering staff and materials to support effective and timely operations of the Authority.

Specific Responsibilities:

- Safely transport staff and official merchandise to locations in a timely and courteous manner.
- Maintain driver logs and complete pre-trip inspections of the vehicle.
- Adhere to all safety regulations and procedures.
- Maintain service and appearance of the vehicle.
- Prepare and submit monthly vehicle report to immediate supervisor.
- Report the need for insurance, licensing, servicing and general maintenance to the immediate supervisor.
- Execute any other undertakings as may be assigned by immediate supervisor.

Required Qualifications and Experience:

- Must possess a UNEB Uganda Certificate of Education(UCE) with at least a Pass in English.
- Should possess a valid Driver's License (Classes A, B & C)
- Excellent organizational skills with attention to detail.
- Proven integrity and wise Judgment-At least 3 years' driving experience with clean record.
- Certificate in advanced or defensive driving would be an added advantage.
- High level Integrity-Effective time management.
- Flexibility-Ability to work long hours.

Note: All applicants for the above positions should attach certified copies of academic credentials and appointment letters for posts that require experience.

Application Procedure:

Please note that only individuals who possess the job requirements as stated in the detailed advert in the above link should apply.

Applications should be addressed and delivered to;

**The Director General,
Uganda Investment Authority,
6th Floor, Uganda Business Facilitation Centre(UBFC)
Plot 1, Baskerville Avenue, Kololo
P.O. Box 7418, Kampala.**

Application deadline:

**Monday, 23rd September 2024 by 5:00pm
Only shortlisted candidates will be contacted**

PLEASE NOTE THAT UGANDA INVESTMENT AUTHORITY IS AN EQUAL OPPORTUNITIES GOVERNMENT ENTITY. ANY CANVASSING FOR FAVORS WILL LEAD TO AUTOMATIC DISQUALIFICATION OF AN APPLICANT.