



MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

PSD/DPI SECRETARIAT

JOB ADVERTISEMENT

The Ministry of Finance, Planning and Economic Development through The Secretariat for Private Sector Development (PSD)/Development Plan Implementation (DPI) Programmes invites applications for the position of Sub Programme Officer, PSD Programme.

Details of the scope of services, deliverables, required qualifications, experience and competences can be accessed on the Official Ministry Website: www.finance.go.ug

Applications must include a cover letter, curriculum vitae, certificates and transcripts, and be addressed as below and **submitted online** to hr@finance.go.ug by **1700hrs on Friday 26th April 2024**.

Address the email submitting your application as follows: POSITION – SURNAME- FIRST NAME – OTHER NAMES

Under Secretary/Accounting Officer
Ministry of Finance, Planning and Economic
Development Plot 2/12 Apollo Kaggwa Road
P O Box 8147
KAMPALA
Tel: 256-41-4707900

Please Note:

- 1) The Ministry of Finance, Planning and Economic Development is an equal opportunity employer. Any form of lobbying shall lead to disqualification.
- 2) Only shortlisted candidates will be contacted.

UNDER SECRETARY / ACCOUNTING OFFICER

TERMS OF REFERENCE

Contract	
Project: Secretariat for Private Sector Development (PSD)/Development Plan Implementation (DPI) Programmes	Ministry of Finance, Planning and Economic Development (MoFPED)
Expertise	
Category	Private Sector Development Specialist
Location	
Duty station	<i>Kampala, with frequent travel countrywide</i>
Contract length	
Contract Period	<i>12 months.</i>
Part-time/ full-time	<i>Full time</i>
Reports to	<i>PSD Programme Officer</i>

SPECIFICS OF RECRUITMENT

The Sub Programme Officer, PSD Programme shall be responsible for one or more PSD sub programmes and corresponding Technical Working Groups.

He/She shall be directly supervised by the Programme Officer PSD Programme, and will work closely with the relevant PSD Programme MDAs, Development Partners and Civil Society Organizations.

SUB PROGRAM OFFICERS – PSD PROGRAM (2 Positions)

Specific Objectives of the Assignment

The Sub Program Officer shall support the PSD Program Working Group, Technical Working Groups, Institutions and the Secretariat to effectively and efficiently execute their duties.

Scope of work

The Sub Programme Officer, shall mainly support the PSD Programme and corresponding Subprogrammes, Working Groups, Institutions and the Secretariat.

Specific tasks to be undertaken

- i. Develop and publish the PSD Sub Programme Performance Reports;
- ii. Facilitate PSD Sub Programme Reviews;
- iii. Facilitate PSD Programme Working Group meetings; and Technical Working Group meetings

- iv. Support the identification, costing/budgeting and implementation of PSD Programme priorities;
- v. Draft the PSD Sub Programme quarterly, semiannual and annual performance reports;
- vi. Support the development, approval, implementation, reporting, monitoring and evaluation of PSD Program Projects;
- vii. Support the execution of PSD Programme Research, Studies and Policy Dialogues;

Qualifications/Experience/Expertise.

A minimum of six (6) years of practical working experience of which , three (3) years should be hands-on Private Sector Development in a management position in a reputable Organization.

Minimum Qualifications.

An honors Bachelor's degree in Economics, Statistics, Commerce, Entrepreneurship, Law, Finance and any studies relevant for Private Sector Development. In addition, the Officer **MUST** have a Master's Degree in Economics, Statistics, Business Administration and Management Studies or any other related discipline with specific post graduate training.

Skills/Competences.

a) Technical

- Management and Coordination
- Negotiation, Planning and organizing
- Management of Organizational Environment
- Analytical, evaluation and research
- Good quantitative and analytical skills.
- Ability to work with a wide range of stakeholders including private sector partners, public sector representatives and development partners.
- Computer literate and well versed in the use of Microsoft Word, Excel, Access and the Internet.
- Experience in data collection, data management and maintenance
- Report writing and presentations

b) Behavioral

- Ethics and Integrity
- Concern and Standards
- Effective Communication
- Listening Skills
- Able to Coach, guide and coordinate work of subordinates