



MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT



VACANCY ANNOUNCEMENT

POSITION: **POLICY & OPERATIONS OFFICER** | REF: NAO/416/590/2a

AGE: 30 YEARS AND ABOVE | REPORTING TO: PROGRAMMES COORDINATOR, NAO SUPPORT UNIT

The European Union (EU) has been providing assistance to the Ministry of Finance, Planning and Economic Development (MoFPED) over the years to strengthen its capacity to undertake the role of the National Authorizing Officer (NAO) under the Support to NAO programme. The formerly separate Technical Cooperation Fund (TCF) and the Support to NAO (SNAO) were merged under the Uganda Technical Support Programme in the 11th European Development Fund (EDF).

The Ministry is looking to recruit a Policy and Operations Officer under the NAO Support Unit to support the policy & operations management of the 11th EDF Inclusive Green Economy sector with effect from 01.01.2021. (The job scope will cover areas such as road construction, climate change, railways rehabilitation, technical assistance to the Road sector, etc). The position's Job description and required qualifications are provided hereunder.

Interested candidates are required to submit their application either by hand delivery or registered mail to the address below. **Deadline for submission is Monday 16th November 2020 at 1600hrs latest.** To be valid, applications must include the following documents;

- An Application letter (signed and dated)
- An updated CV (max. 3 pages), duly signed and dated
- Copies of relevant academic qualifications

Applications must be addressed to:
Office of the Director, Debt & Cash Policy
Ministry of Finance, Planning & Economic Development
Treasury Building, Room No. 1.25
Plot 2-12 Apollo Kaggwa Road
P.O. Box 7031, Kampala Uganda

With the following mention, **"NAO Support Unit - Application for the position of Policy and Operations Officer."**

Applications can also be sent electronically to: NAO@finance.go.ug

MINIMUM QUALIFICATIONS AND WORKING EXPERIENCE:

- A University degree i.e, BSc. in Engineering; BSc infrastructural Economics; BSc. In Economics or any related field,
- Not less than five (5) years of relevant professional experience in a Central/Local Government Department or Agency; International/Regional organizations; development partner agency /project; Private sector; NGO, etc,
- Experience in areas such as Infrastructure, Climate change, Technical Assistance to the Roads sector etc.
- He/She should be conversant with Government processes,
- Previous experience on donor funded projects (EDF) is an added advantage,
- Good computing and excellent English language skills.

DUTIES:

- a) Develop and maintain interactive communication links with sector stakeholders so that the NAO is informed on all relevant policy and strategic aspects affecting the sector.
- b) Contribute to the conception, elaboration and implementation of development cooperation strategies and programmes in the sector.
- c) Support the management of sector tender processes under the NAO responsibility (i.e drafting ToRs,

- launching tenders, etc)
- d) Support policy dialogue and coordination with all ministries, agencies and Development partners.
- e) Validate progress reports from the sector to ensure conformity to the EDF regulations.
- f) Validate requests from contractors to ensure compliance with EDF procedures.
- g) Contribute to the process of preparing country strategy papers, programming reviews and other strategies as relevant to the sector.
- h) Consolidate and prepare the sector progress report to feed into the overall narrative report of NAOSU.
- i) Prepare and maintain sector follow-up worksheets as tools for management purposes.
- j) Support the Programmes Coordinator in the preparation of sector briefs for top management.
- k) Represent the NAO at all sector activities/events.

Policy analysis and support to EDF projects in the sector

- l) Participate in all Steering Committee meetings of the sector as a NAO representative.
- m) Coordinate monthly sector meetings and ensure that they are documented.
- n) Ensure expedient responses to sector policy requests by drafting responses for signature of the NAO
- o) Participate in monitoring and evaluation of sector projects, bringing significant problems to the immediate attention of the Programmes Coordinator.
- p) Contribute to reporting as required.
- q) Follow-up all outstanding actions in the sector and ensure that sector objectives are met.