



PETROLEUM AUTHORITY OF UGANDA

BACKGROUND

The Petroleum Authority of Uganda (PAU) is a statutory body established under Section 9 of the Petroleum (Exploration, Development and Production) Act 2013, and in line with the National Oil and Gas Policy for Uganda which was approved in 2008. The PAU's mandate is to monitor and regulate the exploration, development and production, together with the refining, gas conversion, transportation and storage of petroleum in Uganda. This includes ensuring that petroleum operations in Uganda are carried out in accordance with the relevant laws, regulations, guidelines, statutes and in line with international best practice for the petroleum industry.

The Petroleum Authority of Uganda now invites applications from qualified Ugandans who fully meet the required job specifications and with the right personal attributes to occupy the following positions in the Authority's established structure.

OFFICE OF THE EXECUTIVE DIRECTOR

1.0 Senior Planning and Strategy Officer

1.1 Job summary

The Senior Planning and Strategy Officer manages the Authority's Corporate Planning function that entails development of comprehensive, integrated Authority strategic plans, work plans, procurement plans, budgets, while monitoring and evaluating their implementation.

1.2 Key Roles and Responsibilities

- a) Facilitate the formulation of PAU's short-term, mid-term and long-term plans/Strategic Plans
- b) Facilitate the formulation of the PAU's Strategic Plan, Operational Plans and Budgets.
- c) Prepare and review a comprehensive three-year strategic plan incorporating plans of all directorates, Departments, Divisions and Units through a

stakeholder's consultative process and placing it before Management for approval

- d) Prepare Annual and midterm plans for the Authority in line with the approved five-year strategic plan, policies, programs and projects.
- e) Participate in preparation of the Budget Frame Work Paper (BFP) and provide assistance to the Directorates, Departments, Business Units in the preparation of annual/quarterly work plans and budgets
- f) Through regular reviews, identify the limiting factors in the implementation of PAU's approved plans, policies, programs and projects; study their implications and impact on Performance of the Authority to place the matter before Management with specific suggestions for ensuring speedy and efficient performance.
- g) Carry out regular and timely reviews of the progress in implementing the Authority's approved plans, policies, programs and projects
- h) Review on selective basis the operational performance of various Directorates, Departments, Divisions and Units of the Authority
- i) Undertaking and promoting bench marking research and initiating surveys and investigations needed to support effective planning for PAU
- j) Routine collection, analysis, interpretation and dissemination of data related to the functioning of PAU
- k) Give technical assistance to the various Directorates in regard to planning functions
- l) Perform any other duties as may be assigned from time to time.

1.3 Qualifications, Skills and Experience

1.3.1 Basic Qualifications

- a) Master's degree; majoring in either; Economics, Development Planning, Economic Policy and Planning, Development Economics, Monitoring and Evaluation or Management Information Systems
- b) A Bachelors' Degree (Hons) in Economics, Statistics, Quantitative Economics or other related area from a recognized university / institution.

1.3.2 Experience

A Minimum of five (5) years working experience in the field of planning, budgeting, Monitoring & Evaluation and reporting, 3 years of which should have been served at Supervisory level in a reputable organization.

1.3.3 Added advantages

- a) Training in Oil and Gas or related fields
- b) Exposure to Management Information Systems

1.3.4 Character & Competence

- a) Highly Innovative.
- b) Ability to work independently and in a team.
- c) Excellent interpersonal and communication skills.
- d) Possess good administrative and negotiation skills.
- e) Track record of training and mentoring others.
- f) Excellent analytical skills.
- g) Proficiency in relevant industry computer packages and software
- h) Ability to analyze different scenarios and identify the best fallback position
- i) Ability to identify how organizational policies, processes and procedures are likely to be affected by environmental changes

2.0 Internal Auditor (IT)

2.1 Job Summary

Review the adequacy and effectiveness of IT controls, internal hardware and software tools utilized in the Authority and support the Risk and Compliance unit in identification of IT system related risks and compliance issues.

2.2 Key Roles and Responsibilities

- a) Review the adequacy and effectiveness of IT controls, internal hardware and software tools utilized throughout the Authority and support the Risk and C Primary Tasks/Responsibilities
- b) Plan and perform reviews of IT general and application controls, including supporting integrated audits and system development and implementation reviews;
- c) Assess IT systems/ processes to identify key control points and risks that affect the achievement of the Authority's objectives;
- d) Provide IT technical audit services and consulting relative to IT internal control practices for PC-Client, Web and legacy applications in distributed networks and multi-platform environments
- e) Assist in conducting the systems audit planning process, assist in the development of audit objectives and carry out detailed test procedures that effectively address key controls and risks;

- f) Draft audit reports and conclusions, discuss potential issues with clients, prepare, and deliver other summary communication documents as required.
- g) Conduct follow up audits to establish implementations of previous audit recommendations.
- h) Carry out risk assessment to ensure that systems are in place, major risks of the organization are identified and analyzed
- i) Perform any other audits and investigate IT or computer frauds and abuse according to the Standards for the Professional Practice framework for internal auditing.
- j) Investigate computer network mismanagement, fraud, and inefficiency.
- k) Review IT systems designs, security and user interface.
- l) Monitoring IT systems to ensure they follow policies and practices.
- m) Perform any other duties as may be assigned from time to time.

2.3 Qualifications, Skills and Experience

2.3.1 Basic Qualifications

- a) A Bachelor's degree (Hons) in either; Information Technology or Computer Science related field.
- b) Certification in either, Certified Information System Auditor (CISA), CRISK or CIRM,

2.3.2 Experience

A minimum of three (3) years relevant working experience in professional audit in IT Systems gained from a reputable organization

2.3.3 Added Advantage

- a) Master's degree in IT, Computer Science related field.
- b) Certification in either, Certified Internal Auditor (CIA) or Certified Public Accountant (CPA)

2.3.4 Character & Competence

- a) Ability to identify IT system related risks and compliance issues.
- b) Communication skills
- c) Interpersonal skills
- d) Highly Innovative.
- e) Excellent interpersonal and communication skills.
- f) Possess good administrative and negotiation skills.
- g) Track record of training and mentoring others.
- h) Excellent analytical skills.

DIRECTORATE OF EXPLORATION

3.0 Senior Geophysicist Technical Evaluation.

3.1 Job Summary

The Senior Geologist (Technical Evaluation) is responsible for geological data interpretation and reports to Manager Technical Evaluation. He / She works closely with Senior Geophysicist to achieve lead and prospect evaluation, resource estimation, recommending exploration and appraisal well drilling locations. He /She is responsible for review of geological well proposals prepared by oil companies.

3.2 Key Roles & Responsibilities

- a) Responsible for geological data acquisition, processing, interpretation and archiving.
- b) Undertakes prospect evaluation and performs related risk assessments.
- c) Supervises Reservoir and Basin modelling.
- d) Contributes to resource assessment of the Country.
- e) Supervises the acquisition and quality control of geological data during acquisition.
- f) Reviews and advises on geological well proposals submitted by operators.
- g) Selects exploration priority targets within licensed blocks and advises management.
- h) Participates in selection of relevant geological data to be acquired in the licensed areas.
- i) Coordinates relevant research in petroleum and interpretation of data.
- j) Evaluates geological data acquired by the companies.
- k) Submits monthly and quarterly reports to Manager, Technical Evaluation.
- l) Plans and budgets for resource requirements in the business Unit and monitors the usage to ensure efficiency.
- m) Manages performance of both the business unit and the staff under jurisdiction and implements initiatives that foster staff capacity building and career development.
- n) Implements succession planning and any other staff related programs as introduced and approved in the organization.
- o) Perform any other duties as may be assigned from time to time.

3.3 Qualifications, Skills and Experience

3.3.1 Basic Qualifications

- a) A Master's degree in Petroleum Geosciences or Physical Sciences from an internationally recognized University / institution.
- b) A Bachelor's degree (Hons) in Petroleum Geosciences or Physical Sciences from an internationally recognized University / institution.

3.3.2 Experience

- a) A minimum of 5 years relevant working experience in the oil and gas sector, 3 of which should have been served at Supervisory level from a reputable organization.
- b) Demonstrated knowledge in Geological data interpretation.
- c) Good knowledge of data interpretation software.
- d) Demonstrated working experience in an organization /project with diverse professionals that requires team work.

3.3.3 Added advantage

An internationally recognized professional qualification or membership of an internationally recognized professional body in the areas of oil and gas

3.3.4 Character & Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Track record of training and mentoring others.
- f) Excellent analytical skills.
- g) Proficiency in the relevant computer packages

DIRECTORATE OF DEVELOPMENT & PRODUCTION

4.0 Senior Subsurface Engineer

4.1 Job Summary

The Senior Subsurface Engineer oversees the monitoring and regulation of Subsurface Engineering aspects related to field development and production and cessation of petroleum activities. He/she reports to the Subsurface Manager. The Senior Subsurface Engineer leads and supervises all Engineers and technicians in the Subsurface Engineering Section.

4.2 Key Roles and Responsibilities:

- a) Responsible for all activities within the Subsurface Engineering Section.
- b) Responsible for the development and updating of inhouse dynamic models for fields under development and/or production
- c) Coordinates the evaluation of reservoir engineering aspects of Field Development Plans and Petroleum Reservoir Reports
- d) Responsible for ascertaining the quantity of petroleum produced by the licensees
- e) Responsible for in house development and analysis of field development concepts to aid in regulatory decision making.
- f) Leads the review and advises on the approval of technical proposals by licensees for recovery of petroleum
- g) Responsible for evaluation of production data to document and report on the quantity of petroleum produced by the licensees
- h) Advises the Authority on the required software tools for the Subsurface Engineering Section and ensures its proper maintenance
- i) Coordinates the preparation, documentation, review and submission of periodic progress reports to relevant internal and external stakeholders
- j) Plans and budgets for resource requirements in the business Unit and monitors the usage to ensure efficiency
- k) Manages performance of both the business unit and the staff under jurisdiction and implements initiatives that foster staff capacity building and career development
- l) Implements succession planning and any other staff related programs as introduced and approved in the organization.
- m) Perform any other duties as may be assigned from time to time.

4.3 Qualifications, Skills and Experience

4.3.1 Basic Qualifications

- a) A Master's degree in either; Engineering, Physical Sciences, Petroleum Geosciences or Petroleum Geophysics from an internationally recognized University / institution.
- b) A Bachelor's degree (Hons) in either; Engineering, Physical Sciences Petroleum Geosciences or Petroleum Geophysics from an internationally recognized university / institution.

4.3.2 Experience

- a) A minimum of 5 years' relevant working experience in the oil and gas industry, 3 of which should have been served at supervisory level in a reputable organization.
- b) Working experience within the upstream business covering reservoir, production engineering.
- c) Demonstrated experience working in a team in an organization/business unit/project with diverse professions.

4.3.3 Added Advantage

- a) Good knowledge of the policies, laws, regulations and guidelines regarding petroleum development and production in Uganda.
- b) Membership to relevant professional organizations.

4.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- f) Track record of training and mentoring others.
- g) Excellent analytical skills.
- h) Proficiency in relevant industry computer packages and software.

5.0 Senior Operations Geoscientist

5.1 Job description

The Senior Operations Geoscientist oversees the monitoring and regulation of the collection, processing and interpretation of geological, geophysical and geochemical data during the development and production of petroleum. The Senior Operations Geoscientist reports to the Subsurface Manager.

5.2 Key Roles and Responsibilities:

- a) Responsible for reviewing and advising on the approval of seismic and other geophysical and geological data acquisition, processing and interpretation programs proposed by development and production licensees.
- b) Contributes to the review and approval of geoscience aspects of well proposals, drilling program and applications for consent to drill.
- c) Responsible for monitoring of field operations related to acquisition of geoscience data including seismic, well data and any other geophysical and geological data to ascertain the quality thereof and to ensure effective and cost-efficient operations
- d) Responsible for monitoring the performance of development wells for optimal resource recovery and cost-efficient operations
- e) Responsible for advising on the quality, standard and format of data required for submission by licensees and development of the related data submission guidelines and forms
- f) Responsible for reviewing operations reports submitted by licensees and the preparation of independent reports on licensee field operations to aid in regulatory decision making
- g) Contributes to and advises on development and production data management
- h) Ensures compliancy by operators to the requirements of the relevant laws, regulations and the production sharing agreements with regard to submission of data, samples and other technical information
- i) Coordinates the preparation, documentation, review and submission of periodic progress reports to relevant internal and external stakeholders
- j) Plans and budgets for resource requirements in the business Unit and monitors the usage to ensure efficiency
- k) Manages performance of both the business unit and the staff under jurisdiction and implements initiatives that foster staff capacity building and career development
- l) Implements succession planning and any other staff related programs as introduced and approved in the organization.
- m) Implement any other staff related programs as introduced and approved in the organization.
- n) Perform any other duties as may be assigned from time to time.

5.3 Qualifications, Skills and Experience

5.3.1 Basic Qualifications

- a) A Master's degree in either; physical sciences, engineering or Petroleum Geosciences from an internationally recognized University / institution.
- b) A Bachelor's degree (Hons) in either; physical sciences, engineering or Petroleum Geosciences from an internationally recognized University / institution.

5.3.2 Experience

- a) A minimum of 5 years' relevant working experience in the upstream oil and gas industry, 3 of which should have been served at supervisory level in a reputable organization.
- b) Work experience within the upstream business covering reservoir and operations.

5.3.3 Added Advantage

- a) Experience in upstream petroleum industry field operations.
- b) Membership to relevant professional organizations.

5.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.

6.0 Drilling Engineer

6.1 Job Summary

The Drilling Engineer will report to the Senior Operations Engineer and will follow up and participate in the daily monitoring and regulation of drilling, completion and work over operations. He/she will be closely involved in development & production planning & operations by production licensees. He/she will also be involved in reviewing proposals, data, samples and any other submissions made by the production licensees to ensure compliance with the relevant laws, regulations, Production Sharing Agreements and best petroleum industry practices.

6.2 Key Roles and Responsibilities

- a) Support the evaluation of licensee applications/proposals on drilling and completions (directional drilling, casing & string design, completions, fluids & cementing, reservoir simulation technology, sand control etc.).

- b) Undertake wellsite monitoring of drilling, completion and work over operations to ensure compliance to the various aspects of Uganda's regulatory framework.
- c) Review drilling and completions aspects in submissions made by licensees including Field Development Plans and operations and other technical meetings to identify salient issues and advise the Authority to support regulatory decision making.
- d) Support the review of licensee work programs and budgets related to drilling, completions & work over operations.
- e) Ensure timely submission of drilling and well testing data by development and production licensees.
- f) Evaluate and advise on licensee proposals for well maintenance operations and other proposals for optimising well performance.
- g) Evaluate licensee well proposals and drilling programmes.
- h) Perform any other duties as may be assigned from time to time.

6.3 Qualifications, Skills and working Experience

6.3.1 Qualifications

- a) A Master's degree in Petroleum Engineering from an internationally recognized University / Institution.
- b) A Bachelor's degree (Hons) in Chemical, Civil, Electrical or Mechanical Engineering, or related discipline from an internationally recognized institution.

6.3.2 Experience

A minimum of three (3) years' work experience in well site and or production operations.

6.3.3 Added Advantage

- a) Experience in well site and / or production operations
- b) Membership with a relevant professional body.

6.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Excellent analytical skills.
- f) Proficiency in relevant industry computer packages and software.

7.0 Instrumentation Engineer

7.1 Job Summary

The Instrumentation Engineer will report to the Senior operations Engineer and will be responsible for following up and participate in the monitoring and regulation of production and metering systems and operations. He/she will be closely involved in monitoring of the design, development, installation and maintenance of the systems and devices which will be used to control, monitor and regulate petroleum production.

7.2 Key Roles and Responsibilities

- a) Undertake field monitoring of production systems, processes and operations to ensure compliance with international standards and Ugandan regulatory requirements.
- b) Support the review and evaluation of licensee proposals/applications for approval of the various components of production systems, and operations and advise on the suitability to aid regulatory decision making.
- c) Review licensee proposals for metering designs and configurations to ensure technical suitability and regulatory compliance.
- d) Review licensee work programs and budgets related to production systems, processes and operations.
- e) Undertake periodic evaluation of licensee instrumentation and control systems to ensure compliance and advise on the suitable upgrades.
- f) Perform any other duties as may be assigned from time to time.

7.3 Qualifications, Skills and working Experience

7.3.1 Qualifications

- a) A master's degree in chemical, Electrical or electronics engineering from an internationally recognized University / institution.
- b) A Bachelor's degree (Hons) in Chemical, Electrical or electronics engineering from an internationally recognized University / institution.

7.3.2 Experience

A minimum of 3 years' experience in monitoring oil and gas production operations in a reputable organization

7.3.3 Added Advantage

- a) Experience in oil and gas operations.
- b) Membership to relevant professional organizations.

7.3.4 Character and Competencies

- a) Must possess strong communication skills, including the ability to translate project needs into the design and development of suitable hardware.
- b) Must possess excellent problem-solving skills.
- c) Excellent analytical and innovative skills.
- d) Excellent team player.

DIRECTORATE OF LEGAL & CORPORATE AFFAIRS

8.0 Manager Legal Advisory & Litigation

8.1 Job Summary:

The Manager Litigation and Legal Advisory is responsible for defending the Authority in courts of law as well as initiating cases on behalf of the Authority and reports to the Director Legal and Corporate Affairs. He or she is responsible for appearing in court on behalf of PAU as well as ensuring that he implements strategies which detect legal risk and mitigates it. He/she offers legal advisory to the authority on matters arising from PAU operations.

8.2 Key Duties and Responsibilities:

- a) Assists the Director Legal and Corporate Affairs on all legal matters of the Authority
- b) Initiates legal proceedings on behalf of PAU and represents the Authority in the Courts of law/tribunals and arbitral proceedings
- c) Prepares pleadings and other court documents and manages all court processes on behalf of the Authority.
- d) Liaises and manages relations with external counsel to enforce compliance and follow up on judicial processes instituted by or against the Authority.
- e) Responsible for keeping track of and informing management about all Oil and Gas Related cases filed against the licensees/Contractors/Attorney General even where the Authority is not a party to the said cases.
- f) Provides legal advisory services to the authority
- g) Identifies legal risk and advises the authority on how to manage

- h) Prepares quarterly analytical reports to management pertaining to all cases affecting the Authority and international litigations that have impact on the Oil and gas sector in Uganda.
- i) Coordinates the preparation, documentation, review and submission of periodic progress reports to relevant internal and external stakeholders
- j) Plans and budgets for resource requirements in the business Unit and monitors the usage to ensure efficiency
- k) Manages performance of both the business unit and the staff under jurisdiction and implements initiatives that foster staff capacity building and career development
- l) Implements succession planning and any other staff related programs as introduced and approved in the organization.
- m) Perform any other duties as may be assigned from time to time.

8.3 Qualifications, Skills and Experience:

8.3.1 Basic Qualifications

- a) A Master's Degree in Petroleum Law, Petroleum policy or Petroleum management.
- b) A Bachelor of Laws Degree (Hons) from a recognized University / institution.
- c) A Postgraduate diploma in legal practice from LDC.
- d) Must be enrolled as an advocate for at least 5 years.

8.3.2 Experience

- a) A minimum of 7 years' experience in legal practice, 5 of which should have been served at middle management level in a reputable organization
- b) Demonstrated experience in liaising with multi-stakeholders
- c) Demonstrated experience in litigation/arbitrations.

8.3.3 Added Advantage

- a) Other qualifications in the oil and gas sector or related field from internationally recognized institutions
- b) Internationally recognized professional qualifications or membership of nationally and internationally recognized professional bodies.

8.3.4 Character and Competencies

- a) A good knowledge of legal and regulatory provisions of the Ugandan law and international law pertaining to the oil and gas industry
- b) Critical thinking and problem-solving skills
- c) Ability to work independently and in a team.
- d) Excellent analytical, court advocacy, negotiation and coordination skills.

- e) Excellent communication and interpersonal skills.
- f) Good track record in a management position with integrity.
- g) Good IT literacy and computer skills
- h) Ability to lead and motivate co-workers
- i) Ability to meet tight deadlines.

9.0 Senior Legal Officer – Risk & Litigation

9.1 Job Summary:

The Senior Legal Officer (Board Affairs) is responsible for litigation and arbitration and reports to the Manager Litigation. He or she provides litigation support to the work of PAU and ensures the mitigation of legal disputes both nationally and internationally.

9.2 Key Duties and Responsibilities:

- a) Represents the Authority in courts of law and handles the litigation portfolio arising out of disputes from PAU operations
- b) Liaises with and ensures the timely conclusion of all matters including those handled by external lawyers, insurance companies, among others.
- c) Carries out legal risk analysis and identifies areas that may potentially expose PAU to loss
- d) Carries out alternative dispute resolution on behalf of PAU
- e) Prepares legal briefs and reports for management on the court and arbitration matters and advises management on mitigation measures.
- f) Prepares monthly and annual reports on sectional activities in accordance with PAU policies and procedures
- g) Undertakes such general litigation/arbitration work as may be allocated from time to time including the conduct of trials, Arbitrations and all other court proceedings and representation at Tribunals and Inquiries
- h) Assists the Manager (Litigation) in the training of the Legal Officers attached to the Litigation Section, to identify any training requirements and to allocate work and provide advice and guidance as required to meet those development needs.
- i) Coordinates the preparation, documentation, review and submission of periodic progress reports to relevant internal and external stakeholders
- j) Plans and budgets for resource requirements in the business Unit and monitors the usage to ensure efficiency

- k) Manages performance of both the business unit and the staff under jurisdiction and implements initiatives that foster staff capacity building and career development
- l) Implements succession planning and any other staff related programs as introduced and approved in the organization.
- m) Perform any other duties as may be assigned from time to time.

9.3 Qualifications, Skills and Experience:

9.3.1 Basic Qualifications

- a) A Master's Degree in Petroleum Law or Management
- b) A Bachelor of Laws Degree (Hons) from a recognized University / institution.
- c) A Postgraduate diploma in legal practice from LDC.
- d) The applicant must also be enrolled as an advocate for at least 3 years.

9.3.2 Experience

- a) A minimum of 5 years' litigation/arbitration experience in a similar or relevant organization preferably in a law firm, 3 of which should have been served at supervisory level.
- b) Demonstrated experience in litigation and arbitration or another alternative dispute resolution.

9.3.3 Added Advantage

- a) Other qualifications in arbitration oil and gas sector, trial advocacy, litigation skills, from internationally recognized institutions
- b) Internationally recognized professional qualifications or membership of nationally and internationally recognized professional bodies.

9.3.4 Character and Competencies

- a) A good knowledge of legal and regulatory and civil procedures of the Ugandan law and international law pertaining to the oil and gas industry
- b) Critical thinking and problem-solving skills
- c) Ability to work independently and in a team.
- d) Excellent analytical, negotiation and coordination skills.
- e) Excellent communication and interpersonal skills.
- f) Good track record in a management position.
- g) Good IT literacy and computer skills
- h) Ability to lead and motivate co-workers
- i) Ability to meet tight deadlines

10.0 Senior Stakeholder Management Officer

10.1 Job Summary

The Senior Officer Stakeholder Engagement is responsible for building and maintaining positive and growing relationships with key stakeholders of the Authority.

10.2 Key Duties and Responsibilities

- a) Ensures stakeholders are recognized as partners in the development and delivery of PAU's strategic goals
- b) Develops and implements stakeholder engagement strategies including informing, consulting and involving stakeholders where relevant and evaluates the effectiveness of these strategies.
- c) Advises senior management of issues and risks to stakeholder relationships as soon as they arise so risks can be managed effectively.
- d) Ensures PAU's management and staff understand the value of – and are committed to – the genuine participation of stakeholders in the development of products and services designed to meet stakeholder needs in a client focused manner.
- e) Manages the effective delivery and ongoing implementation of a stakeholder contact management system
- f) Evaluates stakeholder satisfaction levels from time to time and implements strategies for improvement, based on the feedback
- g) Develops and implements PAU's stakeholder engagement strategies to sustain valuable stakeholder relationships
- h) Assists business units to effectively consult and engage stakeholders on relevant projects
- i) Monitors the implementation of PAU's stakeholder engagement guidelines
- j) Oversees implementation of PAU's access and equity service level agreement with its stakeholders
- k) Provides content and updates for various management reporting and environmental scanning processes
- l) Produces accurate stakeholder engagement reports and dashboards representing effects of interventions on targeted stakeholders
- m) Coordinates the preparation, documentation, review and submission of periodic progress reports to relevant internal and external stakeholders
- n) Manages performance of both the business unit and the staff under jurisdiction and implements initiatives that foster staff capacity building and career development.
- o) Perform any other duties as may be assigned from time to time.

10.3 Qualifications, Skills and Experience:

10.3.1 Basic Qualifications

- a) A Master's degree in either; Business, Marketing, and Communications, or Statistics from a reputable institution
- b) A Bachelor's degree (Hons) in either; Business, Marketing, and Communications, or Statistics from a reputable institution

10.3.2 Experience

- a) A minimum of 5 years corporate experience in stakeholder management or communications, 3 of which should have been served at supervisory level in a reputable organization
- b) Demonstrated experience in liaising with other Government institutions
- c) Knowledge and understanding of access and equity principles and issues

10.3.3 Added Advantage

- a) Other qualifications in the oil and gas sector or related field from an internationally recognized institution
- b) Internationally recognized professional qualifications or membership of nationally and internationally recognized professional bodies.
- c) A Second language

10.3.4 Character and Competencies

- a) Drive, confidence, energy and enthusiasm
- b) Flexible and positive approach to change
- c) Creative thinking and innovative in approach to communication
- d) Ability to work with senior stakeholders
- e) Proven ability to understand complex communication issues, recognizing business wide implications and ability to repackage appropriate response into a clear digestible format for a wide audience
- f) High standard of written and spoken English with proven copywriting experience
- g) Exceptional time management, planning and organizational skills
- h) Strong understanding of consultation principles and tools and ability to apply these effectively
- i) Ability to develop and maintain stakeholder networks
- j) Highly developed influencing and relationship management skills
- k) Understanding of issues management in a corporate reputation context
- l) Outstanding interpersonal, verbal and written communication skills.

11.0 Legal Officer (2 positions)

11.1 Job Summary:

The Legal Officer gives advice on Health, Safety and Environmental issues arising out of the PAU operations. He or she is responsible for drafting contracts, follow up the said contracts and ensure that the contracts are in compliance with Uganda laws and protect PAU interests.

11.2 Key Roles and Responsivities

- a) Assists the senior legal officer in carrying out research and generating legal advice.
- b) Facilitates the review of Health, safety and environmental laws and regulations.
- c) Drafts contracts of the authority and ensures that they are in compliance with laws.
- d) Carries our risk profiling of PAU contractual framework to ensure protection of PAU interests.
- e) Carries out legal due diligence on persons dealing with PAU.
- f) Prepares monthly and annual reports on sectional activities in accordance with PAU policies and procedures.
- g) Undertakes such general legal work as may be allocated from time to time including the representation of PAU in different Fora and preparing briefs.
- h) Perform any other duties as may be assigned from time to time.

11.3 Qualifications, Skills and Working Experience

11.3.1 Qualifications

- a) A bachelor's degree of Laws (Hons) from an internationally recognized University/ institution.
- b) A Postgraduate Diploma in legal practice.
- c) Must be enrolled as an Advocate.

11.3.2 Experience

A minimum of three (3) years' relevant work experience obtained from a reputable organization or Law firm.

11.3.3 Added Advantage

- a) Master's degree in drafting and contract matrices, oil and gas law, health safety and environment from an internationally recognized University / Institution.
- b) Possession of an internationally recognized professional qualifications like CIPS and ICOSA.
- c) Good knowledge of procurement, environment and contractual laws pertaining to oil and gas industry.

11.3.4 Character and Competencies

- a) Excellent problem solving and analytical skills.
- b) Ability to work independently and in a team.
- c) Excellent negotiation and coordination skills.
- d) Excellent communication and interpersonal skills.
- e) Good IT literacy and computer skills.
- f) Ability to carry out in depth research and write briefs.
- g) Ability to work under minimum supervision.

DIRECTORATE OF FINANCE & ADMINISTRATION

12.0 Manager Administration

12.1 Job Summary

Develop and guide the implementation of strategies for the provision of Administrative and logistical services in order to ensure adequate support for the smooth running of all PAU business operations in the delivery of services.

12.2 Key Roles & Responsibilities

- a) Leads the Department's strategic planning and ensures that the developed goals align with the organization's goals
- b) Develops and guides the implementation of frameworks for the review and improvement of PAU Procurement function to ensure compliance to set guidelines
- c) Guides the development of PAU procurement plan and liaises with Heads of Department for timely submission of individual procurement plans
- d) Coordinates and leads the Department's responses and reporting on audit queries and issues in line with audit reporting requirements to ensure that audit queries are responded timely and accurately
- e) Setups systems and initiatives for tracking and reporting on all construction projects

- f) Guides the reviews and monitoring of policies and systems relating to the management of PAU land and properties to ensure adequate performance
- g) Provides executive support in the availability of 24-hour utility services and logistical support to all PAU offices
- h) Provides strategic guidance in the management of organization's records in order to maintain the corporate memory and enhance informed decision making
- i) Reviews authorization requests for credibility and compliance with the relevant standards and certify for further action
- j) Tracks the relevance of fleet management system and processes in relation to the industry and provide strategic direction
- k) Sets up mechanisms for effective management of contracts relating to the functions under the Administration Department
- l) Develops and supervises the implementation of a resource utilization and reporting mechanism that fosters prudent and optimal use of Departmental resources
- m) Monitors the coordination of organization-wide analysis of the security environment to establish potential security risks and advises on suitable strategies to improve security in Petroleum Authority of Uganda
- n) Monitors the implementation of effective security programs and guidelines to maintain a safe and secure environment for PAU
- o) Develops and communicates the strategy and work plan of the Administration Department
- p) Manages performance of both the business unit and the staff under jurisdiction and implements initiatives that foster staff capacity building and career development
- q) Implements succession planning and any other staff related programs as introduced and approved in the organization
- r) Perform any other duties as may be assigned from time to time.

12.3 Qualifications, Skills and Experience

12.3.1 Basic Qualifications

- a) Masters' Degree in either; Business Administration, Finance, Social Work & Social Administration, Social Science, Library & Information Science, Statistics, Business Computing (Procurement) or Procurement and logistics from an internationally recognized institution
- b) Bachelor's degree in either; Business Administration, Finance, Social Work & Social Administration, Social Science, Library & Information Science, Statistics, Business Computing (Procurement) or Procurement and logistics from an internationally recognized institution

12.3.2 Experience

A minimum of seven (07) years' experience in areas of administration, 5 of which should have been served at middle management level in a busy and reputable organization.

12.3.3 Added advantage

- a) Affiliation to relevant professional bodies such as CIMA, CIPS, etc. is an added advantage
- b) Training in Public Accounting guidelines, procurement, project management, Information management, Transport and Logistics
- c) Knowledge of the Public Procurement and Disposal of Public Assets Act
- d) Knowledge of National Records and Archives Act, 2001.

12.3.4 Character & Competencies

- a) Ability to manage very strong brilliant and highly technical specialists in a highly dynamic environment
- b) Must have good Communication skills
- c) A high degree of resilience and maturity that portrays the corporate image of the PAU
- d) Strong problem diagnosis and solving skills
- e) Good leadership skills and emotional intelligence
- f) Ability to develop, motivate and influence a team of managers towards the realization of the Departments' mandate
- g) Impeccable record of integrity
- h) Excellent oral, written and presentation skills
- i) Strong conceptual and analytical with an attention to detail
- j) Good Inter personal relationship and networking skills
- k) An admirable character that influences the behaviour in a multi-disciplinary team/he should have ability to negotiate with high profile stakeholders.

13.0 Human Resource Development Officer

13.1 Job Summary

The Human Resource Development Officer will plan, design and monitor the implementation of PAU staff development and knowledge management programs.

13.2 Key Roles & Responsibilities

- a) Plan, implement and assess the effectiveness of Staff Development initiatives.

- b) Analyze, and consolidate training needs from all business units and develop the annual training planner for the PAU
- c) Participate in the development of the corporate training budget for the PAU
- d) Design evaluation tool, assess data collected and report to evaluate the effectiveness of the leadership development programs
- e) Identify future talent needs and develop strategies to manage the talent pool.
- f) Develop and implement knowledge management initiatives in order to enhance Knowledge retention, and dissemination.
- g) Develop and maintain various sources of data/information in order to widen the knowledge base of staff in the organization.
- h) Organize knowledge sharing forums and initiates from time to time to facilitate knowledge propagation, retention and transfer within the PAU.
- i) Design and implement on-boarding programs to inculcate staff into the PAU culture and orient them into their new roles, responsibilities and environment.
- j) Design and implement Corporate Teambuilding engagements to enhance staff motivation, create corporate renewal and build relation.
- k) Perform any other duties as may be assigned from time to time.

13.3 Qualifications, Skills and working Experience

13.3.1 Basic Qualifications

A Bachelor's degree (Hons) in Human Resource Management or Organizational / Industrial Psychology or Management / Administration or Social Sciences / Arts with personnel or Human Resource Management as a subject from an internationally recognized University/ Institution.

13.3.2 Experience

- a) A minimum of three (3) years' working experience in Human Resource Management, specifically in the area of either Learning & Development (L&D), or knowledge management from a reputable organization
- b) Experience in managing the L&D function using the modern e- learning technology.

13.3.3 Added advantage

A master's degree in human resource management from an internationally recognized Institution.

13.3.4 Character & Competencies

- a) Excellent written and verbal communication skills.
- b) Innovative with a proven high level of integrity.

- c) Excellent Computer skills, in particular advanced word processing, Excel, Power Point and other data analysis tools.
- d) Excellent people management and interpersonal skills.
- e) Excellent analytical and report writing skills.
- f) Excellent administrative and negotiation skills.
- g) Ability to make timely and accurate decision.
- h) Ability to work collaboratively in a team.
- i) Ability to research and keep abreast with current trends in Learning & Development.
- j) Excellent planning and organizational skills.
- k) Ability to assimilate large amounts of information and pay attention to detail.
- l) Self-Motivated with the ability to work with minimal supervision.

14.0 Human Resource Officer, Recruitment & Welfare

14.1 Job Summary

Manage Talent acquisition, placement and implementation of employee welfare schemes in the Service.

14.2 Key Roles & Responsibilities

- a) Carries out recruitment and selection activities as allocated to facilitate the speedy conclusion of the recruitment and selection process.
- b) To process. Authenticate and verify information relating to the process of recruitment, selection and retention of staff.
- c) Prepares submission on recruitment, selection and retention of staff.
- d) Compiles and summaries documentation for the selection process and conducts reference checks on successful applicants to facilitate completion of the recruitment and selection process.
- e) Implements transfer and deployment instructions and maintains an updated transfer history in order to inform staff movement decisions by departments.
- f) Coordinates the implementation of the various wellness programs to ensure that the intended objectives under each scheme/ program are achieved.
- g) Carry out staff induction and orientation programs.
- h) Maintains a Human Resource Database and employee skills inventory.
- i) Captures details of newly appointed staff into the payroll system to enable timely and accurate payment of staff salaries.
- j) Regularly updates the payroll in order to maintain an updated and accurate record of staff details and salaries.

- k) Compile and submit monthly payroll inputs for payments.
- l) Coordinates implementation of staff leave matters.
- m) Coordinates the implementation of the staff medical insurance scheme
- n) To handle staff bereavement matters
- o) Perform any other duties as may be assigned from time to time.

14.3 Qualifications, Skills and Experience

14.3.1 Basic Qualifications

A bachelor's degree (Hons) in either; Human Resources Management, Organizational / industrial psychology, Administration, or social sciences / Arts with Personnel Management or Human Resource Management as a subject from an internationally recognized institution.

14.3.2 Experience

- a) A minimum of 3 years' working experience in HR practice gained from a reputable organization
- b) Experience of supporting high volume staff recruitment activities across a wide variety of roles and professional sectors.
- c) Experience of using electronic recruitment systems

14.3.3 Added advantage

- a) Post graduate qualification in the relevant field from an internationally recognized institution.
- b) Good knowledge of labour laws.

14.3.4 Character & Competencies

- a) Excellent written and verbal communication skills.
- b) Innovative with proven high level of integrity.
- c) Excellent computer skills.
- d) Excellent analytical and report writing skills.

15.0 Logistics & Stores Officer

15.1 Job Summary

Receive, issue out, and reconcile the PAU inventory in the Central Store so as to facilitate business continuity.

15.2 Key Roles & Responsibilities

- a) Verifies that all documents for supplied items required are available and identifies discrepancies on documents if any
- b) Acknowledges receipt and storable items in liaison with users to check quantity, quality and specifications against the delivery note and avails relevant information to PDU to facilitate payment of service providers
- c) Organizes the store for new items and arranges them in stores in an orderly manner to ease counting and retrieval.
- d) Implements the mechanisms in place to monitor the out flow of the various items from the stores to ensure proper accountability.
- a) Files all documents properly in an orderly classification and codes.
- b) Generates periodic reports on stock balances and Valuation.
- c) Prints out the stock list, carries out a stock count and develops a variance report for action by the line manager.
- d) Reconciles physical balance against book balance, and takes appropriate action.
- e) Conducts the Annual stores reconciliation in line with the statutory requirements.
- f) Manages the asset engravement activities for easy identification of PAU fixed assets.
- g) Prepare insurance schedule of PAU Fixed Assets and submit to procured insurance company for acquisition of appropriate insurance policy cover
- h) Prepare and submit compensation claims for assets that have suffered insured risk to the insurer
- i) Verify and certify payment schedules and invoices submitted by insurance company for payment of premium in respect of various policies procured
- j) Organize physical assets verification exercise and review verification reports and authorize register update with the findings
- k) Review monthly Fixed assets depreciation schedules for accuracy of computation and application of correct rates
- l) Carryout physical assets verification and reconciles with the asset register as updated periodically, and prepares quarterly reports on asset management in the Organization
- m) Generate exceptional reports on the status of the fixed assets to guide on replacements, repairs, etc.
- n) Confirm the asset engraved numbers from stores, classify assets into their categories and post into the system
- o) Validate the disposal reports from PDU and update fixed assets register

- p) Update the fixed Assets register with revalued amounts from the Government Valuer
- q) Perform any other duties as may be assigned from time to time

15.3 Qualifications, Skills and Experience

15.3.1 Basic Qualifications

Bachelor's degree (Hons) in either; commerce or business administration, specializing in accounting or finance from an internationally recognized institution

15.3.2 Experience

A minimum of 3 years' relevant working experience in stores or inventory management gained from a reputable organization.

15.3.3 Added advantage

- a) A Master's degree in either; commerce or business administration, specializing in accounting or finance from an internationally recognized institution
- b) Basic training in Inventory/Stores Management
- c) Good knowledge of the Public Finance Management Act

15.3.4 Character & Competencies

- d) Good computer skills
- e) Good interpersonal and communication skills
- f) Ability to work well as part of a team
- g) Ability to work with less supervision and beat deadlines
- h) Good analytical skills and attention to details
- i) High levels of integrity.

16.0 Records & Registry Officer

16.1 Job Summary

Manage the storage and movement of PAU records in order to facilitate safety, timely and easy access to records in the organization.

16.2 Key Roles & Responsibilities

- a) Analyze requests from users for transfer and determine the status of the records against standards.

- b) Issue out boxes for packing of records that are to be transferred to the Records Centre.
- c) Receive and Acknowledge receipt of records from the record users by making reconciliation between the details on the transfer list and actual records.
- d) Capture records received in the database and update whenever there is change in movement of that particular record.
- e) Conduct sensitizations and provide hands on assistance to staff on records management.
- f) Conduct compliance inspections on records management to enhance adherence to records management standards.
- g) Identify space, prepare location numbers and paste them on the transferred records.
- h) Update and file the transfer forms in the respective department box files.
- i) Prepare reports on records received in the Records Centre and submit to the supervisor.
- j) Analyze user requests for retrieval of records to determine the nature of records.
- k) Check through Records Centre database/ departmental transfer forms to confirm and retrieve the requested records.
- l) Update the status of borrowed files in the file tracking data base/ register.
- m) Prepare a list of all borrowed records and submit to the line supervisor for action.
- n) Receive and acknowledge receipt of borrowed files and reconcile the details in the file tracking database.
- o) Conduct a file census to account for files in the records center and update their status database.
- p) Prepare reports for the activities done and submit to the supervisor.
- q) Study transfer forms to determine the nature of records that need to be weeded out of the Records Centre.
- r) Compile lists of records that are to be weeded.
- s) Conduct actual weeding of records from the shelves and pack them in labelled gunny bags and attach the transfer lists.
- t) Compile lists of records to be disposed off and submit to the supervisor.
- u) Participate in the actual disposal of records to ensure adherence to procedures and guidelines by service providers.
- v) Prepare the disposal report and submit to the line supervisor for review.
- w) Perform any other duties as may be assigned from time to time.

16.3 Qualifications, Skills and working Experience

16.3.1 Basic Qualifications

A Bachelor's degree (Hons) in either Library & Information Science, Records & Archives Management or Information & Office Management from an internationally recognized University / Institution.

16.3.2 Experience

A minimum of three (3) years' working experience in records & registry management gained from a reputable organization.

16.3.3 Added advantage

- a) Post Graduate Qualification in Records Management or related field from an internationally recognized Institution.
- b) Proficiency in Electronic Records Management
- c) Good Knowledge of Records and Archives Act, Access to information act (2005), Records Management processes and procedures, Electronic transactions Act (2011) and ISO standards.

16.3.4 Character & Competencies

- a) Strong written and oral Communication skills.
- b) Excellent interpersonal skills with the ability to multi- task.
- c) Demonstrate high level of integrity and confidentiality.
- d) Excellent analytical skills with close attention to detail.
- e) Good reporting writing skills.
- f) Ability to work under pressure with minimum supervision.

17.0 Estates & Transport Officer

17.1 Job Summary

Manage the delivery of estates and transport services to support business operations in PAU.

17.2 Key Roles & Responsibilities

- a) Establishes Departmental requirements for office equipment and utilities and budget for their procurement and installation
- b) Monitors the PAU maintenance contracts to ensure conformity to the Service Level Agreement
- c) Develops service delivery standards and guides contractors during installation works
- d) Verifies monthly utility bills and recommends for payments

- e) Approves requests for vehicle repairs, maintenance, street parking and outsourced transport services.
- f) Plans and budgets for transport requirements such as fuel, lubricants, tubes and tires.
- g) Inspects and review the performance of garages in terms of the set service delivery standards.
- h) Develops and review policies that govern operations in the Fleet section
- i) Monitor vehicle usage and maintenance in PAU, and recommend areas for improvement.
- a) Conduct transport needs analysis, identify and agree on the transport needs
- j) Monitor the development of terms of reference for estates contractors and supervise works projects
- k) Identify appropriate office premises, establish appropriate value and manage the tenancy contracts
- l) Lead the supervision, monitoring and evaluation of outsourced civil works contracts to ensure value for money
- m) Protect PAU property such as land, buildings parking yards and drainage systems from encroachment
- n) Develop office layout and setup.
- o) Recommend payment of property rates, rent and ground rates
- p) Plan and budget for resource requirements in the business Unit and monitor the usage to ensure efficiency
- q) Develop and monitor a Business Unit Work plan and develop performance agreements with all the staff under supervision
- r) Monitor staff performance and provide guidance and periodic feedback for performance improvement
- s) Assess the training and development needs of staff under supervision and recommend appropriate interventions
- t) Provide coaching and mentoring support to staff under jurisdiction
- u) Initiate and implement activities/programs intended to create and harness teamwork in the business Unit
- v) Implement succession planning and any other staff related programs as introduced and approved in the organization
- w) Create and maintain a working atmosphere that fosters creativity and innovation in the team
- x) Perform any other duties as may be assigned from time to time.

17.3 Qualifications, Skills and Experience

17.3.1 Basic Qualifications

A bachelor's degree (hons) in mechanical or civil engineering from an internationally recognized institution.

17.3.2 Experience

A minimum of 3 years' working experience in fleet and transport management gained from a reputable organization.

17.3.3 Added advantage

- a) Membership of Uganda Institution of Professional Engineers
- b) Post Graduate qualification in Management or Public Administration
- c) Training in Project Planning & Management
- d) Training in Contract Management
- e) Knowledge of Road Safety & Traffic Act, Uganda National Land policy and Uganda Land Act

17.3.4 Character & Competencies

- a) Possess strong negotiation skills.
- b) Good communication skills.
- c) A good team player.
- d) An impeccable record of integrity
- e) Excellent people management and interpersonal skills.

18.0 Front Desk Officer (2 vacancies)

18.1 Job summary:

To manage operations of the Front Desk ensuring that the needs of PAU guest /clients are achieved with the highest standard of service and customer satisfaction.

18.2 Key responsibilities

- a) To receive, guide and direct all visitors within the precincts of PAU.
- b) To receive and dispatch all incoming mail, and official documents of the PAU and staff in a timely and efficient manner.
- c) To attend to all telephone enquiries in a professional and courteous manner.
- d) To keep safe custody of documents and property relating to all front desk activities.
- e) To communicate/disseminate any other relevant information of concern to PAU and her clients.
- f) To ensure promotion of the good image of the Petroleum Authority of Uganda.

- g) To maintain a front desk Log Book with details of important events at PAU and take necessary action.
- h) To perform any other duties as may be assigned from time to time.

18.3 Qualifications, Skills and Experience

18.3.1 Basic Qualifications

A Bachelor's degree (Hons) in either; Secretarial Studies, or Office Management, or Tourism, or Leisure and Hospitality Management or catering and Hotel management or Events management or Marketing or International Diplomacy (with Customer care or Public relations as a subject) from a recognized University/ Institution.

18.3.2 Experience

A minimum of 3 years' experience in managing the front desk gained from a reputable organization.

18.3.3 Added advantage

Masters degree in either; Secretarial Studies, or Office Management, or Tourism, or Leisure and Hospitality Management or catering and Hotel management or Events management or Marketing or International Diplomacy.

18.3.4 Character & Competencies

- a) Customer care and public relations skills
- b) Articulate, cordial with pleasant personality
- c) Events/conference management skills
- d) Good telephone etiquette
- e) People Handling and diplomacy skills
- f) Ability to work long hours

19.0 Driver (15 vacancies)

19.1 Job Summary:

The Driver is responsible for providing reliable and safe driving services to staff of the Authority and authorized visitors and will ensure highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security in the execution of his / her duties. He/ she will demonstrate a client – oriented approach, courtesy, confidentiality, tact and ability to work with people of different national and cultural backgrounds. Additionally, He/she will be responsible for delivery or collection of mails, documents and other items on behalf of the Petroleum Authority of Uganda.

19.2 Key Roles and Responsibilities

- a) Drives safely and reliably according to the road and traffic laws and regulations of Uganda and ensures that safe driving practices are adhered to including local driving codes and the agreed standards of the Authority.
- b) Safely delivers and collects mail, documents and any other items.
- c) Ensures good management of the vehicle including safety, cleanliness and tidiness.
- d) Completes vehicle daily log sheets and carries out daily and weekly maintenance checks on the vehicle.
- e) Prepares and submits monthly reports for the assigned vehicle
- f) Perform any other duties as may be assigned from time to time.

19.3 Qualifications, Skills and Experience:

19.3.1 Basic Qualifications

- a) A minimum of Ordinary level certificate
- b) Should possess a valid clean computerized driving permit
- c) Should have at least class B and CM driving classes
- d) Demonstrate ability to undertake basic vehicle maintenance and repair.
- e) Fluency of both spoken and written English

19.3.2 Experience

A minimum of five (5) years' driving experience with an accident free record

19.3.3 Added Advantage

- a) Computer Literacy and knowledge of use of email and other relevant eservices.
- b) Previous experience in working in a busy environment

19.3.4 Character and Competencies;

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Ability and willingness to work late and during weekends.
- d) Proven track record of outstanding performance.
- e) Good interpersonal and communication skills.
- f) Excellent driving skills
- g) Ability to work with minimum supervision.

20.0 Office Attendant (3 vacancies)

20.1 Job Summary:

The Office Attendant is responsible for maintaining the general cleanliness of offices at the Petroleum Authority of Uganda (PAU) and assists the personal secretary in the daily running and maintenance of offices at PAU. He / She reports to the Personal Assistant.

20.2 Key Roles and Responsibilities

- a) Maintains a clean and fresh environment at the PAU offices at all times.
- b) Ensures proper maintenance of equipment and facilities in the offices.
- c) Prepares and organizes meeting venues.
- d) Organizes refreshments and amenities for all relevant meetings.
- e) Moves files/documents to and from action officers
- f) Photocopies and handles mails/ letters and ensures that they reach the right recipient in a timely manner.
- g) Performs any other duties as may be assigned from time to time.

20.3 Qualifications, Skills and Experience:

20.3.1 Basic Qualification

An Advanced Level Certificate of Education (UACE) or its equivalent.

20.3.2 Experience

Minimum of three (3) years' relevant working experience in a similar position serving in a busy working environment.

20.3.3 Added Advantage

- a) Experience and /or training in office management and maintenance.
- b) Computer Literacy and knowledge of use of email and other relevant eservices.
- c) Knowledge of records management

20.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Ability and willingness to work late and during weekends.
- d) Proven track record of outstanding performance.
- e) Good interpersonal and communication skills.
- f) Courteousness with excellent customer care skills.
- g) Proven record of high standard of completing tasks and meeting deadlines.

- h) Ability to work with minimum supervision.
- i) Ability to adapt to varying situations and paying attention to detail.

DIRECTORATE OF TECHNICAL SUPPORT SERVICES

21.0 Manager Economic & Financial Analysis

21.1 Job Summary

The Manager Economic and Financial analysis reports to the Director Technical Support Services and is responsible for ensuring that all the economic and financial analysis required to aid regulatory decisions is undertaken and is accurate.

21.2 Key Duties and Responsibilities

- a) Responsible for all the activities within the Economic and Financial Analysis Department, including initiating, planning, budgeting and reporting on the activities of the Department.
- b) Manages and leads the team to monitor and regulate economic and financial aspects in the upstream and midstream operations
- c) Ensures economic asset (upstream and midstream assets) evaluations are undertaken to anchor the licensing processes, ensure optimized production and facilities and guide decisions on tail end production.
- d) Ensures topical issues in the sector are well researched on and modelled.
- e) Ensures operations are economically feasible
- f) Ensures frequent examination and contextualization of the macro-economic risks in the country and their impacts on the projects in the sector.
- g) Ensures the team keeps abreast with developments in economic and financial evaluation, taxation and fiscal terms, cost structures, prices, hydrocarbon availability and advise on the impact of these on the sector in Uganda is frequently provided. Ensure a benchmark report of Uganda's sector is produced annually.
- h) Ensures risk based economic and financial evaluations are performed to align regulation to business drivers and ensures the analyses are based on reasonable assumptions and are accurate.
- i) Provides necessary input into MOU's and negotiations between government and industry players.
- j) Puts in place appropriate models for analyzing investments in the sector to aid strategic and regulatory decisions on the same.
- k) Advises on the pipeline tariff building methodology for facilities in the sector and provide advice on the approval of appropriate tariffs.

- l) Provides advice on licensing or renewal of licenses of oil companies
- m) Prepares and implements a comprehensive capacity building program of the Economics section with particular emphasis on training.
- n) Coordinates the production of technical papers for circulation to a wide community.
- o) Leads the analysis of existing fiscal regimes, the impact of existing legislation on the oil and gas industry and proposes strategies for improvement.
- p) Makes recommendations regarding oil and gas legislation as well as other related policies.
- q) Support the process of ascertaining the cost oil or gas due to licensees.
- r) Put in place appropriate databases and tools necessary for economic and financial analysis.
- s) Perform any other duties as may be assigned from time to time

21.3 Qualifications, Skills and Experience

21.3.1 Basic Qualifications

- a) A Master of Science Degree in either; geosciences, Physical Sciences, petroleum economics, quantitative economics, finance, statistics or taxation from an internationally recognized University / institution.
- b) Bachelor's Degree (Hons) in in either; geosciences, Physical Sciences, petroleum economics, quantitative economics, finance, statistics or taxation from an internationally recognized University / institution.

21.3.2 Experience

A minimum of 7 years' experience in economic or financial analysis, 5 of which should have been served at middle management level in a reputable and highly organized establishment.

21.3.3 Added Advantage

- a) Membership to a nationally or internationally recognized professional body;
- b) Good knowledge of the policies, laws, regulations governing the oil and gas sector in Uganda.
- c) A specialized qualification in financial analysis.
- d) Demonstrated knowledge of the oil and gas industry
- e) Considerable knowledge to tax laws

21.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.

- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- f) Track record of training and mentoring others.
- g) Excellent analytical skills.
- h) Proficiency in the necessary computer packages.

22.0 Senior National Content Officer- Capacity Building

22.1 Job Summary

The Senior National Content Officer-Capacity Building reports to the Manager National Content and is responsible for ensuring Ugandan companies, citizens and entities are assisted to develop their capabilities and capacities to effectively participate in petroleum activities.

22.2 Key Duties and Responsibilities

- a) Supports and coordinates the development of capacity building and skills development programs within the public and private institutions in the country.
- b) Initiates and participates in the review and design of curriculum for courses and skills required for the oil gas sector to ensure courses, training programs and certifications are fit for purpose
- c) Monitors the execution of the workforce skills development strategy and plan
- d) Reviews and advises on the training plans and budgets for the oil companies' staff
- e) Coordinates the training of government staff by the oil companies
- f) Coordinates the utilization of the training fund
- g) Participates in developing and implementing training programs for local enterprises with emphasis on the requirements for the oil and gas sector.
- h) Ensures supplier development programs approved under the annual work programs and budgets are executed
- i) Participates in the development of the industry enhancement center
- j) Supports the development of guidelines for the implementation of national content
- k) Participates in the review of annual work programs and budgets to ensure compliance with national Content provisions,
- l) Ensures regular enterprise audits are undertaken to establish the state of enterprises to identify gaps and proposes initiatives to close the gaps.
- m) Follows-up and coordinates the realization of the Agriculture Development Program
- n) Perform any other duties as may be assigned from time to time

22.3 Qualifications, Skills and Experience

22.3.1 Basic Qualifications

- a) Master's degree in either; Physical Sciences, Business Administration, Human Resource Management, Monitoring and Evaluation, Economics or Finance from an internationally recognized University / institution.
- b) Bachelor's Degree (Hons) in either; Physical Sciences, Business Administration, Human Resource Management, Monitoring and Evaluation, Economics, Finance or related from an internationally recognized University / institution.

22.3.2 Experience

A minimum of 5 years' relevant experience in managing national content development, 3 of which should have been served at supervisory level in a reputable organization.

22.3.3 Added Advantage

- a) A qualification in the oil and gas sector from an internationally recognized institution
- b) Internationally recognized professional qualifications or membership of nationally and internationally recognized professional bodies.
- c) Good Knowledge of the policies, laws, regulations and guidelines regarding National Content,
- d) Good Knowledge and understanding of procurement and contracting, and career path and development in the oil and gas industry.

22.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- f) Track record of training and mentoring others.
- g) Excellent research and analytical skills.
- h) Proficiency in the relevant computer packages like Microsoft Word, Microsoft Excel and Microsoft Access, among others.

23.0 National Supplier Database Administrator

23.1 Job Summary

The National Supplier Database Administrator is responsible for the development and day to day management of the National Supplier Database and reports to the Director Technical Support Services. S/he is responsible for developing and managing the National Supplier Database (NSD) in accordance with the requirements of Regulation 176 of the Petroleum (Exploration, Development and Production) Regulations, 2016, Regulation 11 of the Petroleum (Exploration, Development and Production) (National Content) Regulations, 2016 and Regulation 30 of the Petroleum (Refining, Conversion, Transmission and Midstream Storage) (National Content) Regulations, 2016 of the Republic of Uganda.

23.2 Key Roles and Responsibilities;

- a) Oversees the development of an electronic system for application and registration of potential providers of goods, services and works in the country's oil and gas sector.
- b) Maps out the conceptual design for the database and oversees its development
- c) Works closely with application developers and system administrators to ensure all database needs are being met.
- d) Ensures database security is implemented to safeguard the data.
- e) Ensures concurrent access of data by users in a form that suits their needs;
- f) Assesses applications before they are cleared for registration
- g) Executes the National Supplier Database development workplan
- h) Continuously updates the National Supplier Database as provided for in the Petroleum Regulations
- i) Regular reports on the development and operation of the National Supplier Database
- j) Ensures compliance with the regulatory requirements of the National Supplier Database
- k) Establishes the needs of users and monitors user access and security
- l) Controls access permissions and privileges;
- m) Develops, manages and tests back-up and recovery plans;
- n) Ensures that storage and archiving procedures are functioning efficiently;
- o) Proposes new applications and customizing existing applications in order to keep them fit for purpose.
- p) Perform any other duties as may be assigned from time to time.

23.3 Qualification, Skills and Working Experience

23.3.1 Basic Qualifications

A bachelor's degree (Hons) in either; Information Technology or Information Management / Sciences or Information Systems from an internationally recognized institution.

23.3.2 Experience

A minimum of three (03) years working experience in database and systems development in a reputable institution.

23.3.3 Added Advantage

- a) A Master's degree in either; Information Technology or Information Management/Science or Information Systems
- b) Knowledge of data management in the oil and gas sector
- c) An internationally recognized qualification/certification in data management
- d) Membership to internationally recognized professional body in areas of data management
- e) Good knowledge of policies, laws, regulations and guidelines regarding data management in the oil and gas sector in Uganda

23.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity and professionalism
- b) Excellent interpersonal and communication skills;
- c) Familiarity with the main data manipulation languages and the principles of database design;
- d) Good organizational skills;
- e) The skill to work to tight deadlines under pressure;
- f) The ability to create and maintain strong working relationships with colleagues and customers;
- g) A willingness to keep up to date with developments in new technology;
- h) A commitment to continuing professional development (CPD);
- i) An understanding of relevant legislation

24.0 National Oil and Gas Talent Register (NOGTR) Administrator

24.1 Job Summary

The NOGTR Administrator will be responsible for the development and day to day management of the National Oil and Gas Talent Register and will report to the Senior National Content Officer in charge of Manpower regulation. He/She will be responsible for developing and managing the NOGTR in accordance with the requirements of Regulation 31(1) and (2) of the Petroleum (Exploration, Development and Production) National Content Regulations, 2016.

24.2 Key Roles and Responsibilities;

- a) Oversee the development of an electronic system for application and registration of potential human capabilities relevant to the oil and gas sector.
- b) Map out the conceptual design for the database and oversee its development
- c) Work closely with application developers and system administrators to ensure all database needs are being met.
- d) Provide prompt signals of security threats over the database
- e) Monitor the operation of the database to ensure concurrent access of data by users in a form that suits their needs;
- f) Assess applications before they are cleared for registration
- g) Establish and execute the National Oil and Gas Talent register development workplan
- h) Continuously update the National Oil and Gas Talent Register as provided for in the National Content Regulations
- i) Regular reporting on the development and operation of the National Oil and Gas Talent Register.
- j) Establish the needs of users and monitoring user access and security
- k) Controlling access permissions and privileges;
- l) Developing, managing and testing back-up and recovery plans;
- m) Monitor storage and archiving procedures to ensure they are functioning efficiently;
- n) Proposing new applications and customising existing applications in order to keep them fit for purpose.
- o) Perform any other duties as may be assigned from time to time

24.3 Qualification, Skills and Working Experience

24.3.1 Basic Qualifications

- a) A Master's Degree in Human Resource Management or Education or other related fields
- b) A bachelor's degree (Hons) in Human Resource Management or Education or other related fields.

24.3.2 Experience

- a) A minimum of three (3) years working experience in human resource management and capacity building gained from a reputable organization.
- b) Experience in data management.

24.3.3 Added Advantage

- a) Training in Information Technology or Information Management Science or Information systems

- b) Knowledge of data management in the oil and gas sector
- c) An internationally recognised qualification/certification in data management
- d) Membership to internationally recognised professional body in areas of data management
- e) Good knowledge of policies, laws, regulations and guidelines regarding data management in the oil and gas sector in Uganda

24.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity and professionalism
- b) Excellent interpersonal and communication skills;
- c) Familiarity with the main data manipulation languages and the principles of database design;
- d) Good organisational skills;
- e) The skill to work to tight deadlines under pressure;
- f) The ability to create and maintain strong working relationships with colleagues and customers;
- g) A willingness to keep up to date with developments in new technology;
- h) A commitment to continuing professional development (CPD);

DIRECTORATE OF ENVIRONMENT, DATA MANAGEMENT & ICT

25.0 Senior Environment Officer

25.1 Job Summary

The Senior Environment Officer reports to the Manager Environment and is responsible for coordinating the monitoring and regulation of Environment matters in the petroleum industry.

25.2 Key Duties and Responsibilities

- a) Contribute to the planning, budgeting and reporting role for the directorate
- b) Participate in the drafting of PAU's Health, Safety and Environment Policy;
- c) Coordinate the review and documentation of advice on environment reports including project briefs, environment and social impact statements, environment audit reports and environment monitoring reports;
- d) Review company operations to ensure that environmental safeguards are integrated therein;
- e) Monitor and report on the compliance of licensees with all relevant environment legislation, standards, guidelines and international best practice;
- f) Ensure the Environment database is updated regularly;

- g) Ensure monthly environment reports are prepared and submitted;
- h) Coordinate PAU's participation and/proposition for review of the legislation related to environment;
- i) Coordinate PAU's participation in the formulation of quality control standards for the oil and gas sector;
- j) Coordinate the monitoring of waste management in the oil and gas sector;
- k) Monitor licensees to ensure they integrate Environment Management Systems in all their operations;
- l) Coordinate field inspections and monitoring of operations;
- m) Monitor the implementation of licensees Environmental Social Management, Monitoring Plans (ESMMPs) to ensure they are implemented in an effective manner.
- n) Perform any other duties as may be assigned from time to time.

25.3 Qualifications, Skills and Experience

25.3.1 Basic Qualification

- a) A Master's degree in Environmental Engineering, Environmental Science, Natural Resource Management or any other related degree from an internationally recognized University / institution.
- b) A bachelor's degree (Hons) in Engineering, Physical Sciences or related disciplines from an internationally recognized University / institution.

25.3.2 Experience

A minimum of 5 years' working experience in the oil and gas sector operations, with specific responsibility for Environment issues, 3 years of which should have been served at Supervisory level in a reputable Organization.

25.3.3 Added Advantage

- a) A qualification in the oil and gas sector from an internationally recognized institution;
- b) Membership with nationally and internationally recognized professional bodies;
- c) Good understanding of International best practices and standards e.g. IFC, IPIECA, Equator principles;
- d) Proven ability to work independently and meet deadlines; and
- e) Good knowledge and understanding of the Ugandan environmental legislation, guidelines and standards.

25.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- f) Track record of training and mentoring others.
- g) Excellent analytical skills.
- h) Proficiency in the necessary computer packages.

26.0 Senior Health and Safety Engineer

26.1 Job Summary

The Senior Health and Safety Engineer reports to the Manager Health, Safety and Security and is responsible for monitoring the technical and operational health and safety aspects of the oil and gas operations in the country. The Senior Health and Safety Engineer is also responsible for monitoring the environment in which people work and recommend changes to keep workers from being exposed to sickness or injuries.

26.2 Key Duties and Responsibilities

- a) Initiates continued review of the adequacy of policy, regulations, standards, strategies, guidelines and plans regarding technical & operational safety in the oil and gas sector
- b) Participates in the review of technical reports to ensure that technical safety issues are integrated into planning, design and implementation of oil and gas activities
- c) Identifies and correct potential hazards by inspecting facilities, machinery, and safety equipment
- d) Advises on emergency preparedness, response plans and oil spill response plans for oil and gas operations;
- a) Monitors compliance of PAU and the licensees to health and safety legislations, standards and procedures by carrying out monitoring, inspection and audit of activities in the oil and gas sector;
- e) Undertakes Root Cause Analysis of incidents in the oil and gas sector and recommends corrective actions;
- f) Analyzes Health and Safety performance statistics (FAR, LTI, RWDC, MTC, FAC, Near Misses) and designs measures to promote a safe working culture in the sector;

- g) Initiates the review of relevant Health and Safety procedures, manuals and guidelines and ensures that they meet legislative and best practice requirements;
- h) Ensures periodic Safety Audits and follows-up on identified safety issues are undertaken
- i) Coordinates inspections of workplaces, machinery and facilities of PAU and industry players to ensure they have the required safety devices installed on them
- j) Ensures adequate evaluation and analysis of workplaces as well as the programs and procedures designed to control, eliminate, and prevent disease or injury to employees.
- k) Ensures that staff and their supervisors are sensitized about the inherent work place risks and how to improve working conditions and practices.
- l) Advises on suspension of activities that pose threats to workers' health and safety
- m) Investigates workplace accidents to identify causes and determine how such accidents can be avoided in the future
- n) Recommends measures to help protect workers from potentially hazardous work methods, processes, or materials
- o) Conducts safety training or education programs and demonstrates the use of safety equipment
- p) Perform any other duties as may be assigned from time to time.

26.3 Qualifications, Skills and Experience

26.3.1 Basic Qualifications

- a) A Master's degree in Safety Engineering or Chemical Engineering or any other relevant degree from an internationally recognized University.
- b) A Bachelor's degree (Hons) in an Engineering discipline from an internationally recognized institution.

26.3.2 Experience

A minimum of 5 years' working experience in health, safety and security management, 3 of which should have been served at supervisory level in a reputable organization.

26.3.3 Added Advantage

- a) A qualification in the oil and gas sector from an internationally recognized institution;
- b) Membership to professional international body.
- c) Relevant Health, Safety Certification is desirable; and

- d) Good knowledge and understanding of the Ugandan health, safety legislation, guidelines and standards.

26.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- f) Track record of training and mentoring others.
- g) Excellent research and analytical skills.
- h) Proficiency in the relevant computer packages like Microsoft Word, Microsoft Excel and Microsoft Access, among others.

27.0 Senior GIS Officer

27.1 Job Summary

The Senior GIS officer is responsible for integrating customized GIS applications and tools and maintains software programs for acquisition and management of GIS data to support the needs of the Authority.

27.2 Key Duties and Responsibilities

- a) Creates and maintains the equipment necessary for GIS data storage;
- b) Leads the development of the tools for loading/transferring GIS data between different systems;
- c) Oversees manipulation, analysis and presentation of geographical information through the creation of programs to convert GIS information from one format to another;
- d) Leads the development of internet applications to present GIS data and tools on corporate websites;
- e) Leads the use of tools to join together different GIS datasets and create new information or investigate patterns.
- f) Coordinates the development, testing, debugging and maintenance of an array of custom web-based GIS applications, tools and supporting web services using standard software lifecycle processes
- g) Supports the infrastructure by maintaining and developing new capabilities in Microsoft .Net.
- h) Develops software in an agile development process by working with stakeholders to refine developed products.

- i) Performs web and mobile application development using JavaScript, HTML5, CSS, AJAX for the Esri ArcGIS platform
- j) Provides support in troubleshooting, modifications, enhancements and maintenance for existing GIS applications, scripts, tools and web services.
- k) Creates and maintains system related documentation.
- l) Perform any other duties as may be assigned from time to time.

27.3 Qualifications, Skills and Experience

27.3.1 Basic Qualifications

- a) Master's degree in either computer science or Geographical Information Systems from an internationally recognized University / institution.
- b) A Bachelor's degree in physical sciences, surveying or engineering from an internationally recognised university / institution.

27.3.2 Experience

A minimum of 5 years' working experience in GIS applications, 3 of which should have been served at supervisory level in a reputable organization.

27.3.3 Added Advantage

- a) A qualification in oil and gas from an internationally recognized University / institution.
- b) Membership with a nationally or internationally recognized professional body
- c) Microsoft database administration certification TIL version 3
- d) Project management certifications in either Prince2 or PMP

27.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- f) Track record of training and mentoring others.
- g) Excellent research and analytical skills.
- h) Proficiency in the relevant computer packages such as; Microsoft Word, Microsoft Excel and Microsoft Access

HOW TO APPLY:

PAU will **ONLY** consider online applications submitted through the PAU website. Interested persons are invited to visit the PAU website: www.pau.go.ug and follow the link to “**OPPORTUNITIES-CAREERS-VACANCIES**” to view details and apply for the available opportunities.

APPLICATION DEADLINE:

All applications should reach the PAU’s website www.pau.go.ug by **Tuesday 15th January, 2019 at 11:59 pm.**

NOTE:

1. ONLY online applications will be considered.
2. Applicants are required to scan and attach **CERTIFIED** copies of the required academic documents only e.g. Degree, Transcript, Diploma, A-level and O-level certificates and PLE results slip.
3. Academic documents for the successful candidates will be vetted and background checks conducted before they are considered for appointment into the Authority.
4. Only short listed and successful candidates will be contacted.
5. All appointments shall be subject to a probationary period of not more than six months and subsequent confirmation in service will be based on satisfactory performance of the individual.

“PAU is an equal opportunity employer and does not charge any money to any applicant for employment in its Service”

EXECUTIVE DIRECTOR

PETROLEUM AUTHORITY OF UGANDA