

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 mandate of the PAU 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 INTERNAL AUDITOR

1.1 Job Summary

Responsible for planning, coordinating and guiding audit assignments to strengthen internal controls and improve business processes and systems. The Senior Internal Auditor reports to the Manager Internal Audit.

1.2 Key Roles and Responsibilities

- a) Conduct analytical reviews on business processes, develop and supervise the implementation of audit plans.
- b) Quality assure Audit reports prepared by Internal Auditors and submit them to the Manager Internal Audit for further administration.
- c) Quality assure audit query verification reports to ascertain whether agreed positions have been implemented or not.

- d) Prepare audit query reports for submission to Management and the Board Audit Committee highlighting the status of audit issues in the organization.
- e) Plan and budget for resource requirements in the business Unit and monitor the usage of resources to ensure efficiency.
- f) Develop and monitor a Business Unit Work plan and develop performance agreements with all the staff under supervision.
- g) Monitor staff performance and provide guidance and periodic feedback for performance improvement.
- h) Assess the training and development needs of staff under supervision and recommend appropriate interventions.
- i) Provide coaching and mentoring support to staff under supervision.
- j) Initiate and implement activities/programs intended to create and harness teamwork in the business Unit.
- k) Implement succession planning and any other staff related programs as introduced and approved in the organization.
- l) Create and maintain a working atmosphere that fosters creativity and innovation in the team.
- m) Perform any other duties as may be assigned from time to time.

1.3 Qualifications, Skills and Experience

1.3.1 Basic Qualification

- a) A Master's degree in Finance or Business Administration from an internationally recognized University.
- b) A Bachelor's degree (Hons) in Finance, Economics, Accounting, Commerce, Business Administration, Petroleum Geoscience or Physical Science from an internationally recognized University / institution.
- c) Must be a member of a Professional Accounting Body.

1.3.2 Experience

- a) At least five (05) years' experience in Audit, 3 of which must have been attained in leading and auditing function at a supervisory level.
- b) Experience in auditing practices and procedures, including all legislation and regulations relevant to the work of Internal Audit.

1.3.3 Added advantage

- a) Knowledge of the Institute of Internal Auditors Standards
- b) Membership to the Institute of Internal Auditors and qualification in internal audit like CIA, CISA, CRMA
- c) Knowledge of the application of the International Professional Practices Framework (IPPF)

- d) Knowledge of the Public Finance Management Act, 2015
- e) Knowledge of National and International Audit Standards

1.3.4 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 analytical skills.
- e) Ability to work and produce accurate results in an environment with multiple and challenging tasks.
- f) Ability to coach, mentor and guide subordinate staff.
- g) Excellent communication and presentation skills

DIRECTORATE OF EXPLORATION

2.0 SENIOR GEOPHYSICIST (TECHNICAL EVALUATION)

2.1 Job Summary

The Senior Geophysicist (Technical Evaluation) will be responsible for coordinating geophysical data interpretation and will report to Manager Technical Evaluation. He / She will work closely with Senior Geologist in order to achieve lead and prospect evaluation, resource estimation and recommending exploration and appraisal programs. He / she will be responsible for reviewing and advising on the geophysical data proposals submitted by oil companies.

2.2 Key Roles and Responsibilities

- a) Responsible for geophysical data acquisition, processing, interpretation and archiving
- b) Review and advise on the acquisition parameters of geophysical data
- c) Quality control geophysical data during acquisition
- d) Contribute to resource assessment of the Country
- e) Contribute to prospect evaluation and related risk assessments;
- f) Review and advise on geophysical work programs submitted by operators
- g) Selection of exploration priority targets within licensed blocks and advise management;
- h) Participate in selection of relevant geophysical data to be acquired in the licensed areas.
- i) Coordinate relevant research for recent technologies in data acquisition and interpretation;
- j) Evaluates geophysical data acquired by the companies;
- k) Submit monthly and quarterly reports to Manager, Technical Evaluation

- l) Perform any other duties as may be assigned from time to time.

2.3 Qualifications, Skills and Experience

2.3.1 Basic Qualification

- a) A Master's degree in Exploration Geophysics from an internationally recognized University.
- b) A Bachelor's degree (Hons) Physical Sciences or related discipline from an internationally recognized institution.

2.3.2 Skills and Experience

- a) A minimum of 5 years relevant working experience in the oil and gas sector, in a busy and well-organized institution.
- b) Demonstrated knowledge in Geophysical data interpretation.
- c) Good knowledge of data interpretation software.
- d) Demonstrated working experience in an organization /project with diverse professionals that requires team work.

2.3.3 Added Advantage

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

2.4 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) Track record of training and mentoring others.
- f) Excellent analytical skills.
- g) Proficiency in the relevant computer packages.

3.0 SENIOR COMPLIANCE OFFICER

3.1 Job Summary

The Senior Compliance Officer (Operations and Compliance) reports to the Manager, Operations and Compliance and will be required to; lead a team of officers monitoring field activities and operations of licensed oil companies, and will be responsible for the submission of quarterly, half-year and annual reports on the compliance of Licensees. He / She will regularly participate in the review of monitoring guidelines for the Licensees. He / She will continuously develop Licensee Monitoring manuals and submit to Management for consideration. The Senior Compliance Officer will support the Manager, Operations and Compliance in ensuring that regular reports on compliance of Oil Companies to the Production Sharing Agreements and the Regulatory framework are submitted to Management.

3.2 Key Duties and Responsibilities

- a) Participate in quality control and archiving of data from Licensees.
- b) Develop and maintain a compliance database of licensed oil companies.
- c) Participate in the monitoring of field activities and the development of field monitoring schedules
- d) Support the development of monitoring guidelines and manuals for acquisition of data by Licensees including seismic data, drilling operations and other field activities
- e) Support and attend Operations, Technical, Human Resource and Budget meetings between the Authority and Exploration Licensees
- f) Submit monthly and quarterly reports to the Manager, Operations and Compliance.
- g) Ensure quality control of all exploration data submitted by oil companies
- h) Participate in the design of capacity building plans/programs for the Division
- i) Participate in the planning and budgeting for resource requirements in the Division of Operations and Compliance
- j) Monitor performance of staff under his/her supervision and provide guidance and periodic feedback for performance improvement
- k) Evaluate and advise on the compliance of Licensed companies to agreed annual work programs under exploration
- l) Initiate and implement activities/programs intended to create and harness teamwork.
- 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.

3.3 Qualifications, Skills and Experience

3.3.1 Basic Qualifications

- a) Master's Degree in Petroleum Geosciences, Petroleum Engineering, Petroleum Law or Petroleum Economics from an internationally recognized Institution.
- b) A Bachelor's degree (Hons) in Physical Sciences, Law, Economics or related discipline from an internationally recognized Institution.

3.3.2 Experience

- a) A minimum of Five (5) years working experience in the oil and gas sector, in a busy and well-organized institution.
- b) Demonstrated knowledge in oil and gas industry especially related to compliance issues.
- c) Demonstrated working experience in an organization/project with diverse professionals that requires team work
- d) Post graduate training in management of petroleum operations.
- e) Good knowledge of the policies, laws and regulations regarding petroleum development and production in Uganda.
- f) Experience in managing oil company regulatory compliance aspects

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 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 and problem-solving skills
- f) Proficiency in the relevant computer packages

4.0 GEOLOGIST (OPERATIONS AND COMPLIANCE)

4.1 Job Summary

The Geologist (Operations and compliance) will be responsible for monitoring petroleum operations in the field and in office especially geological data acquisition including well data and ensure that the data is submitted to the Authority. He / She will participate in reviewing geological well proposals submitted by oil companies. He / She will supervise well logging and coring operations

4.2 Key Roles & Responsibilities

- a) Monitor petroleum operations undertaken by oil companies
- b) Supervise the acquisition and quality control of geological data;
- c) Review and advise on geological well proposals submitted by operators
- d) Participate in selection of relevant geological data to be acquired in the licensed areas.
- e) Undertake relevant research in geological data processing and interpretation;
- f) Responsible for geological data acquisition and processing
- g) Ensures that all geological data approved at ACM is acquired by the companies;
- h) Perform any other duties as may be assigned from time to time

4.3 Qualifications, Skills and Experience

4.3.1 Basic Qualifications

A Bachelor's degree (Hons) in Petroleum Geoscience or Geology from an internationally recognized institution

4.3.2 Experience

- a) A minimum of 3 years' relevant working experience in the oil and gas sector, in a busy and well-organized institution
- b) Good knowledge of the oil and gas policies, laws, regulations and guidelines regarding petroleum exploration in Uganda.
- c) Proven supervisory skills in the field as well as in an office-based environment

4.3.3 Added advantage

- a) A Masters' degree in Petroleum Geoscience from an internationally recognized University.

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

4.3.4 Character & Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Excellent interpersonal and communication skills.
- d) Excellent analytical skills.
- e) Proficiency in the relevant computer packages

5.0 GEOPHYSICIST (Technical Evaluation)

5.1 Job Summary

The Geophysicist (Technical Evaluation) will be responsible for Interpreting geophysical data submitted by oil companies. He / She will be responsible for generating time and depth structure surface for basin and reservoir modelling.

5.2 Key Roles & Responsibilities

- a) Undertake seismic and other geophysical data interpretation
- b) Generate time and depth structure maps;
- c) Participate in review of geophysical data acquisition proposals submitted by operators
- d) Participate in selection of relevant geophysical data to be acquired in the licensed areas.
- e) Participate in basin and reservoir modelling.
- f) Responsible for geophysical data processing
- g) Participate in reservoir and basin modelling
- h) Compile Monthly, Quarterly and Annual reports
- i) Perform any other duties as assigned from time to time.

5.3 Qualifications, Skills and Experience

5.3.1 Basic Qualifications

A Bachelor's degree (Hons) in Petroleum Geoscience or Physics from an internationally recognized institution.

5.3.2 Experience

- a) A minimum of 3 years' relevant working experience in the oil and gas sector, in a busy and well-organized institution
- b) Knowledge of Geological data interpretation.
- c) Good knowledge of data interpretation software.

5.3.3 Added advantage

- a) A master's degree in exploration geophysics from an internationally recognized University.
- b) An internationally recognized professional qualification or membership of an internationally recognized professional body in the areas of oil and gas

5.3.4 Character & Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team

6.0 GEOLOGIST (TECHNICAL EVALUATION)

6.1 Job Summary

The Geologist (Technical Evaluation) will be responsible for geological data interpretation submitted to the Authority. He / She will participate in reviewing geological well proposals submitted by oil companies. He / She will be responsible for generating geological maps and reports.

6.2 Key Roles & Responsibilities

- a) Undertake interpretation of all geological data submitted by oil companies
- b) Generate geological maps and reports;
- c) Generate prospect and interpret prospect maps
- d) Participate in reservoir and basin modelling.
- e) Participate in the review of geological well proposals submitted by operators
- f) Participate in selection of relevant geological data to be acquired in the licensed areas.
- g) Compile Monthly, Quarterly and Annual reports
- h) Perform any other duties as may be assigned from time to time

6.3 Qualifications, Skills and Experience

6.3.1 Basic Qualifications

A Bachelor's degree (Hons) in Petroleum Geoscience or Geology from an internationally recognized institution.

6.3.2 Experience

- a) A minimum of 3 years' relevant working experience in the oil and gas sector, in a busy and well-organized institution
- b) Knowledge of Geological data interpretation.
- c) Good knowledge of data interpretation software

6.3.3 Added advantage

- a) A Master's degree in Petroleum Geoscience from an internationally recognized University.
- b) An internationally recognized professional qualification or membership of an internationally recognized professional body in the areas of oil and gas

6.3.4 Character & Competence

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Excellent interpersonal and communication skills.
- d) Excellent analytical skills.
- e) Proficiency in the relevant computer packages

7.0 GEOPHYSICIST (Operations and Compliance)

7.1 Job Summary

The Geophysicist (Operations and Compliance) will be responsible for reviewing geophysical well proposals submitted by oil companies. He / She will be responsible for monitoring field geophysical data acquisition and ensure that all the data is submitted to the Authority. He / She will supervise data acquisition operations.

7.2 Key Roles & Responsibilities

- a) Monitor petroleum operations undertaken by oil companies
- b) Supervise the acquisition and quality control of geophysical data;

- c) Review and advise on geophysical data acquisition proposals submitted by operators
- d) Participate in selection of relevant geophysical data to be acquired in the licensed areas.
- e) Undertake relevant research in geophysical data processing and interpretation
- f) Responsible for geophysical data processing
- g) Ensures that all geophysical data approved at ACM is acquired by the companies;
- h) Perform any other duties as may be assigned from time to time

7.3 Qualifications, Skills and Experience

7.3.1 Basic Qualifications

A Bachelor's degree (Hons) in Petroleum Geoscience or Physics from an internationally recognized institution.

7.3.2 Experience

- a) A minimum of 3 years' relevant working experience in the oil and gas sector, in a busy and well-organized institution
- b) Good knowledge of the oil and gas policies, laws, regulations and guidelines regarding petroleum exploration in Uganda.
- c) Proven supervisory skills in the field as well as in an office- based environment.

7.3.3 Added advantage

- a) A Master's degree in Exploration Geophysics from an internationally recognized University.
- b) An internationally recognized professional qualification or membership of an internationally recognized professional body in the areas of oil and gas

7.3.4 Character & Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Excellent interpersonal and communication skills.
- d) Excellent analytical skills.
- e) Proficiency in the relevant computer packages

DIRECTORATE OF DEVELOPMENT & PRODUCTION

8.0 SENIOR PETROLEUM ENGINEER

8.1 Job Summary

The Senior Petroleum Engineer will be responsible for coordinating drilling programs under Exploration and appraisal and report to Manager Technical Evaluation. He / She will be responsible for reviewing drilling plans submitted by exploration companies. He / She will be responsible for field monitoring of drilling operations and ensuring that the licensed companies under exploration comply with the legal framework of the country in addition to the petroleum industry best practice. He / She will also be responsible for receiving, quality controlling and interpreting well data received from oil companies

8.2 Key Roles & Responsibilities

- a) Responsible for reviewing drilling programs proposed by exploration companies.
- b) Responsible for receiving quality controlling and interpreting well data submitted by oil companies.
- c) Responsible for monitoring compliance of drilling activities of licensees with respect to the relevant laws, regulations and Production Sharing Agreements (PSAs)
- d) Responsible for monitoring compliance of oil companies to drilling and data submission requirements.
- e) Supervise field drilling activities of petroleum companies.
- f) Work with Senior Geologist and Senior Geophysicist in order to achieve prospect evaluation, resource estimation and recommending further exploration or appraisal programs.
- g) Submit monthly and quarterly reports to Manager, Technical Evaluation
- h) Plan and budget for resource requirements in the business Unit and monitor the usage to ensure efficiency
- i) Develop and monitor a Business Unit Work plan and develop performance agreements with all the staff under supervision
- j) Monitor staff performance and provide guidance and periodic feedback for performance improvement
- k) Assess the training and development needs of staff under supervision and recommend appropriate interventions
- l) Provide coaching and mentoring support to staff under jurisdiction

- m) Initiate and implement activities/programs intended to create and harness teamwork in the business Unit
- n) Implement any other staff related programs as introduced and approved in the organization
- o) Create and maintain a working atmosphere that fosters creativity and innovation in the team
- p) 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 Engineering from an internationally recognized University.
- b) A Bachelor's degree (Hons) in Engineering or related discipline from an internationally recognized institution

8.3.2 Experience

- a) A minimum of 5 years' relevant working experience in the oil and gas sector in a busy and well-organized institution
- b) Demonstrated working experience in an organization /project with diverse professionals that requires team work.

8.3.3 Added advantage

- a) Good knowledge of the oil and gas policies, laws, regulations and guidelines regarding petroleum exploration in Uganda.
- b) Membership of relevant professional organizations

8.3.4 Character & Competence

- 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 relevant computer packages

9.0 PRODUCTION ENGINEER

9.1 Job Summary

The Production Engineer will be responsible for the regulatory aspects of ensuring optimal production performance, real time production monitoring, selection and operation of production systems including artificial lift. He/she will participate in the planning, acquisition, validation and interpretation of production data. He/she will report to the Senior Subsurface Engineer.

9.2 Key Roles and Responsibilities

- a) Participate in the acquisition, validation and interpretation of production related data.
- b) Undertake field monitoring and reporting on production and injection systems.
- c) Review licensee work programs and budgets related to production systems and operations.
- d) Participate in measurement of produced petroleum.
- e) Update and track production volumes and targets and undertake forecasting of oil and gas production to enable regulatory decision making.
- f) Participate in the development and review of workflows, procedures, guidelines and reservoir management plans for development and production activities.
- g) Participate in the management of development and production data.
- h) Ensure accurate and timely submission of production data by licensees.
- i) Participate in the development of an internal production database
- j) Evaluate historical production data and advise on opportunities for production enhancement and optimisation.
- k) Monitor and analyse reservoir performance.
- l) Participate in the evaluation and review of field development and production programs, plans, consents, applications, permits and production forecasts submitted by licensees.
- m) Evaluate technical studies relating to production operations, production monitoring, artificial lift systems, production optimisation opportunities and new technologies to ensure technical suitability and regulatory compliance.
- n) Perform any other duties assigned from time to time.

9.3 Qualifications, Skills and Working Experience

9.3.1 Qualifications

A Bachelor's degree (Hons) in Petroleum Engineering, Mechanical Engineering or Chemical Engineering from an internationally recognized University / institution.

9.3.2 Experience

Three (3) years' experience work in a similar role in the petroleum sector.

9.3.3 Added Advantage

- a) A Master's degree in Production Engineering or Petroleum Engineering from an internationally recognized institution.
- b) Computer literacy in applying various industry specific analytical software packages for the operational effectiveness and efficiency.
- c) Membership to a relevant professional organization.

9.3.4 Character and Competencies

- a) Innovative and 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

10.0 SENIOR DRILLING AND COMPLETIONS ENGINEER

10.1 Job description

The Senior Drilling and Completions Engineer will be responsible for monitoring and regulation drilling and completion engineering aspects of drilling programs and well proposals as well as well completions, workovers, well maintenance and integrity. He/she will report to Manager Operations and Surface Facilities

10.2 Key Roles and Responsibilities

- a) Responsible for the review and evaluation of drilling and completion aspects of Field Development Plans, Petroleum Reservoir Reports and any other technical proposals related to work over operations, recompletion, abandonment of wells, drilling, well proposals, drilling programs and advise on the issuance, renewal and revocation of licenses and facility construction proposals.

- b) Responsible for the review of proposals regarding cessation of petroleum activities and decommissioning and make recommendations thereof
- c) Responsible for reviewing licensee work programs related to development drilling and completions operations to support their timely review and approval.
- d) Responsible for reviewing and updating drilling and completions standards and materials standards for all well and surface facility related facilities and operations.
- e) Monitoring of drilling, completions, testing, work overs, well construction, and related petroleum operations by licensees.
- f) Ensure well planned, executed and cost-efficient development drilling operations by licensees as well as optimal utilization of existing and planned wells.
- g) Advise on the required procedures, policies and legislation and standards for safe and secure licensee operations related to drilling and completions operations.
- h) Coordinate the preparation, documentation, review and submission of periodic progress reports related to drilling and completion to relevant internal and external stakeholders
- i) Develop Performance Agreements and monitor performance to provide guidance to staff
- j) Assess the training and development needs of staff in the Department and recommend appropriate interventions
- k) Initiate and implement activities/programs intended to create and harness teamwork in the Business Unit.
- l) Create and maintain a working atmosphere that fosters creativity and innovation in the team.
- m) 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 Petroleum Engineering or related discipline from an internationally recognized institution.
- b) A Bachelor's degree (Hons) in Chemical, Civil, Electrical or Mechanical Engineering, or physical sciences from an internationally recognized institution.

10.3.2 Experience

- a) A minimum of 5 years' relevant working experience in the oil and gas industry.
- b) Demonstrated experience in working in a team in an organization/business unit/project with diverse profession within the upstream oil and gas industry.

10.3.3 Added Advantage

- a) Experience in upstream petroleum industry field operations.
- b) Qualification and/or experience in drilling and completions in the petroleum industry.
- c) Membership to relevant professional organizations.

10.3.4 Character and Competencies

- a) Innovative and with proven high level of integrity
- b) Ability to work independently and in a team.
- c) Excellent interpersonal and communication skills.
- d) Proficiency in using of relevant drilling and completions software.
- e) Excellent analytical/critical thinking skills
- f) Proven record of outstanding performance

11.0 COMPLETIONS ENGINEER

11.1 Job Summary

The Completions Engineer will follow up and participate in the daily monitoring and regulation of licensees on aspects of completions, re-completions and workover operations. He/she will be closely involved in development & production planning & operations. He/she will also be involved in reviewing well proposals, drilling plans and other such technical documentation submitted by the production licensees to ensure compliance with the relevant laws, regulations, Production Sharing Agreements and best petroleum industry practice. He/she will report to the Senior Operations Engineer.

11.2 Key Roles and Responsibilities

- a) Support the evaluation of well proposals and drilling plans with specific focus on well completions.
- b) Support the evaluation of well abandonment proposals.
- c) Undertake wellsite operations monitoring especially well completions and work over operations to ensure compliance.

- d) Review completions aspects in submissions made by licensees including Field Development Plans and other technical documentation and advise the Authority to support regulatory decision making.
- d) Support the review of licensee work programs and budgets related to completions & work over operations.
- e) Ensure timely submission of well testing data by development and production licensees.
- f) Evaluate technical studies relating to well maintenance operations and other proposals for optimizing well performance.
- g) Perform any other duties as may be assigned from time to time.

11.3 Qualifications, Skills and working Experience

11.3.1 Basic Qualifications

A Bachelor's degree (Hons) in Electrical or Mechanical Engineering from an internationally recognized institution.

11.3.2 Experience

Three (3) years working experience relevant experience in oil industry drilling and completions operations.

11.3.3 Added Advantage

- a) A Master's degree in Petroleum Engineering from an internationally recognized University / institution
- b) Membership to relevant professional organizations.

11.3.4 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

12.0 PROCESS ENGINEER

12.1 Job Summary

The Process Engineer will follow up and participate in the monitoring and regulation of process engineering aspects of oil and gas processing facilities including the assessment of designs, optimizations, installation and maintenance, daily operations and decommissioning. He/she will report to the Senior Operations Engineer.

12.2 Key Roles and Responsibilities

- a) Participate in the review of proposals /applications submitted by production licensees on upstream processing systems and technologies to ensure their suitability and compliance.
- b) Undertake field monitoring and reporting on the installation, commissioning, operation and maintenance of processing systems to ensure compliance with Ugandan legal framework, standards, procedures, international practice and industry codes.
- c) Support the review of process aspects of Field Development Plans, Front - End Engineering and Design, Detailed Engineering and any other technical proposals concerning processing of petroleum.
- d) Utilise process simulation software to analyse and review process designs of the upstream processing facilities.
- e) Review licensee work programs and budgets relating to production systems, processes and operations to ensure technical and cost efficiency.
- f) Evaluate technical studies relating to petroleum processing operations including design engineering and analysis for custom equipment (revisions, retrofits, ground-up designs), Process Flow Diagrams, Material Balances, process equipment data sheets, process instrument data sheets, pressure safety valves and relief systems.
- g) Support the evaluation of process safety requirements and advise on process risks.
- h) Support the maintenance of a database on aspects relating to process equipment.
- i) Perform any other duties as may be assigned from time to time.

12.3 Qualifications, Skills and Working Experience

12.3.1 Qualifications

A Bachelor's degree (Hons) in Chemical or Process engineering or Industrial Chemistry from an internationally recognized University/ institution.

12.3.2 Experience

Three (3) years relevant working experience.

12.3.3 Added Advantage

- a) A Master's degree in Process or Chemical engineering from an internationally recognized University.
- b) Membership in relevant professional organisation.

12.3.4 Character and Competencies

- a) Innovative and with proven high level of integrity
- b) Ability to work independently and in a team.
- c) Ability to interpret and analyse process diagrams
- d) Excellent interpersonal and communication skills.
- e) Proficiency in using of relevant process simulation software.
- f) Excellent analytical/critical thinking skills
- g) Proven record of outstanding performance.

13.0 CIVIL ENGINEER

13.1 Job Summary

The Civil Engineer will report to the Senior Operations Engineer and will be responsible for participating in the planning, daily monitoring and regulation of upstream civil works/construction operations. He/she will be involved in reviewing proposals, designs and other submissions relating to civil works by production licensees to ensure efficiency and compliance with the relevant laws, regulations, standards and best petroleum industry practices.

13.2 Key Roles and Responsibilities

- a) Participate in the assessment of licensee applications and proposals on civil engineering aspects of facilities and infrastructure including construction, operations, decommissioning and restoration.
- b) Undertake site monitoring and regulation of construction and maintenance operations as well as feasibility studies of upstream facilities civil works to ensure adherence and compliance.
- c) Review civil and structural related submissions made by licensees including at different project stages including Front End Engineering Designs, Detailed Engineering designs, commissioning and operations.
- d) Assist in the review of licensee work programs and budgets relating to civil engineering aspects to ensure technical and cost efficiency.

- e) Undertake review of technical studies relating to civil and construction engineering.
- f) Support updating of the database on all aspects relating to civil infrastructure development.
- g) Perform any other duties as may be assigned from time to time.

13.3 Qualifications, Skills and Working Experience

13.3.1 Qualifications

A Bachelor's degree (Hons) in Civil or Structural Engineering from an internationally recognized University / institution.

13.3.2 Experience

Three (3) years working experience in the construction sector.

13.3.3 Added Advantage

- a) Master's degree in Civil or Structural Engineering from an internationally recognized institution.
- b) Membership to relevant professional bodies.

13.3.4 Character and Competencies

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

14.0 SENIOR GEOLOGIST

14.1 Job Summary

The Senior Geologist will be responsible for evaluating and validating reservoir models, development and reservoir management plans and estimation of resource volumes. He/she will lead the subsurface evaluation of fields in the development and production phase. He/she will report to the Manager Subsurface.

14.2 Key Roles and Responsibilities

- a) Coordinate and participate in the validation and interpretation of geological development and production related data

- b) Coordinate and participate in the development, review and update of geological models to optimize development and maximize production.
- c) Coordinate and participate in the estimation, classification and documentation of resources under development and production
- d) Coordinate and participate in the development and review of workflows, procedures, guidelines and reservoir management plans for development and production activities
- e) Participate in measurement of produced petroleum
- f) Participate in the management of resources and production data
- g) Coordinate and participate in the evaluation of field upside potential and improved recovery mechanisms
- h) Coordinate and participate in the evaluation and review of field development and production programs, plans, consents, applications, permits and production forecasts submitted by licensees.
- i) Develop Performance Agreements and monitor performance to provide guidance to staff
- j) Assess the training and development needs of staff in the Department and recommend appropriate interventions
- k) Initiate and implement activities/programs intended to create and harness teamwork in the Business Unit
- l) Create and maintain a working atmosphere that fosters creativity and innovation in the team
- m) Perform any other duties as may be assigned from time to time.

14.3 Qualifications, Skills and Working Experience

14.3.1 Qualifications

- a) Master's degree in Petroleum Geosciences from an internationally recognized institution.
- b) Bachelor's degree (Honours) in Geology or Physical Sciences from an internationally recognized institution.

14.3.2 Experience

- a) A minimum of 5 years' relevant working experience in the oil and gas industry.
- b) Demonstrated experience in working in a team in an organization/business unit/project with diverse profession.

14.3.3 Added Advantage

- a) Experience in development and production geology, of which consideration should be in integrated field development planning and reservoir modelling and monitoring.
- b) Minimum requirements: reservoir characterization; reservoir modelling; petroleum volumetric analysis and resource classification, structural geology; seismic interpretation.
- c) Membership to relevant professional organizations.

14.3.4 Character and Competencies

- a) Innovative and with proven high level of integrity
- b) Ability to work independently and in a team.
- c) Ability to interpret and analyse instrumentation diagrams
- d) Excellent interpersonal and communication skills.
- e) Proficiency in using of relevant software.
- f) Excellent analytical/critical thinking skills
- g) Proven record of outstanding performance

15.0 RESERVOIR GEOLOGIST

15.1 Job description

The Reservoir Geologist will follow up and participate in the monitoring and regulation of the oil and gas industry aspects of Reservoir Geology. He/she will be involved in monitoring and regulating of the planning and execution of reservoir development activities by production licensees to ensure optimal recovery of petroleum. He/she will report to the Senior Subsurface Geoscientist.

15.2 Key Roles and Responsibilities

- a) Interpret geological data in relation to fields under development and/or production.
- b) Receive, validate and analyse well and other reservoir data.
- c) Support the development and continuous update of in-house geological reservoir models for fields under development and/or production
- d) Develop in-house petroleum production profiles for the fields under development and/or production to aid in regulatory decision making
- e) Support the review of licensee proposals/applications for approval about reservoir development and/or management.

- f) Evaluate production data and generate technical reports and recommendations pertaining thereto.
- g) Support the evaluation and approval of production permit applications by licensees.
- h) Perform any other duties as may be assigned from time to time.

15.3 Qualifications, Skills and Experience

15.3.1 Qualifications

A Bachelor's degree (Hons) in physical sciences or petroleum geoscience from an internationally recognized institution.

15.3.2 Experience

A minimum of 3 years' relevant working experience in the oil and gas industry

15.3.3 Added Advantage

- a) Master's degree in petroleum geosciences from an internationally recognized institution.
- b) Membership to relevant professional organizations.

15.3.4 Character and Competencies

- a) Innovative and with proven high level of integrity
- a) Ability to work independently and in a team.
- b) Ability to interpret and analyse instrumentation diagrams
- c) Excellent interpersonal and communication skills.
- d) Proficiency in using of relevant software.
- e) Excellent analytical/critical thinking skills
- f) Proven record of outstanding performance

16.0 PRODUCTION GEOLOGIST

16.1 Job Summary

The Production Geologist will participate in reservoir modelling and support the regulatory aspects of hydrocarbon recovery. He/she will be responsible for evaluating and modelling the geological framework of petroleum reservoirs. He/she will participate in the validation and interpretation of geological and production data during the development and production phase. He/she will report to the Senior Subsurface Geoscientist.

16.2 Key Roles and Responsibilities

- a) Participate in the validation and interpretation of geological and production reservoir data during the development and production phase.
- b) Support the development, review and update of reservoir models to optimize development and maximize production.
- c) Participate in the estimation, classification and documentation of resources under development and production.
- d) Support the review of licensee work programs and budgets relating to production geology.
- e) Participate in the development and review of workflows, procedures, guidelines and reservoir management plans for development and production activities.
- f) Participate in measurement of produced petroleum.
- g) Coordinate and participate in the management of resources and production data.
- h) Participate in the reservoir performance monitoring and surveillance programs during production to decommissioning.
- i) Perform any other duties as may be assigned from time to time.

16.3 Qualifications, Skills and Working Experience

16.3.1 Qualifications

A Bachelor's (Hons) degree in physical sciences or Petroleum Geoscience from an internationally recognized University / institution.

16.3.2 Experience

Three (3) years working experience in production geology.

16.3.3 Added Advantage

- a) Master's degree in Petroleum Geosciences from an internationally recognized institution.
- b) Knowledge of reservoir characterization; reservoir modelling; petroleum volumetric analysis and resource classification, structural geology; seismic interpretation.
- c) Membership to relevant professional organizations.

16.3.4 Character and Competencies

- a) Innovative and 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

17.0 RESERVOIR GEOPHYSICIST

17.1 Job description

The Reservoir Geophysicist will follow up and participate in the daily monitoring and regulation of the oil and gas industry aspects of Reservoir Geophysics. He/she will be involved in monitoring and regulating of the planning and execution of reservoir development activities by production licensees to ensure optimal recovery of petroleum. He/she will report to the Senior Subsurface Geoscientist.

17.2 Key Roles and Responsibilities

- a) Receive, validate and analyse seismic, well and other geophysical data acquired by licensees under development and/or production.
- b) Support in-house static and dynamic modelling of fields under development and/or production.
- c) Review licensee work programs and budgets related to the development and production of petroleum reservoirs.
- d) Support the review of licensee proposals/applications for approval with regard to reservoir development and/or management
- e) Support the review of licensee proposals for seismic and other geophysical data acquisition for fields under development and/or production.
- f) Support the evaluation and approval of production permit applications by licensees.
- g) Perform any other duties as may be assigned from time to time.

17.3 Qualifications, Skills and Experience

17.3.1 Qualifications

A Bachelor's degree (Hons) in physical sciences or engineering from an internationally recognized University.

17.3.2 Experience

A minimum of 3 year's relevant working experience in the oil and gas sector.

17.3.3 Added Advantage

- a) A Master's degree in petroleum geophysics from an internationally recognized University.
- b) Experience in petroleum geophysics, including the use of reservoir modelling other specialised petroleum industry software.
- c) Membership to relevant professional organizations

18.0 PETROPHYSICIST

18.1 Job Summary

The Petro physicist will be involved in monitoring the acquisition and validation of wireline data during development and production drilling. He/she will participate in the planning, acquisition and validation of wireline and other petrophysical data. He/she will report to the Senior Operations Geoscientist.

18.2 Key Roles and Responsibilities

- a) Participate in the acquisition, validation and interpretation of wireline and other petrophysical data during development and production drilling.
- b) Undertake petrophysical evaluation of wireline and other petrophysical data during development and production drilling, completion, testing and work-over programs.
- c) Support the review of licensee work programs and budgets relating to petrophysical data acquisition, analysis and interpretation
- d) Participate in the development and review of workflows, procedures, guidelines and standards for management of wireline and other petrophysical data in the development and production phase.
- e) Participate in the development of an internal database for wireline and other petrophysical data.
- f) Participate in the evaluation and review of field development and production programs, plans, consents, applications, permits and production forecasts submitted by licensees.
- g) Perform any other duties as may be assigned from time to time.

18.3 Qualifications, Skills and Working Experience

18.3.1 Qualifications

A Bachelor's (Hons) degree in Petroleum Engineering, Petroleum Geosciences or physical sciences from internationally recognized University / institution.

18.3.2 Experience

Three (3) years' experience working in a similar role in the petroleum sector.

18.3.3 Added Advantage

- a) Master's degree in Petroleum Geosciences, Petroleum Geophysics or Petroleum Engineering from an internationally recognized institution.
- b) Demonstrated ability to use industry standard petrophysical data processing and interpretation software.
- c) Membership to relevant professional organization.

18.3.4 Character and Competencies

- a) Innovative and 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.

19.0 OPERATION GEOLOGIST

19.1 Job Summary

The Operation Geologist will report to the Senior Operations Geoscientist and will support the monitoring of wellsite operations by licensees. He/she will participate in the planning, analysis and interpretation of geological well data in the development and production drilling.

19.2 Key Roles and Responsibilities

- a) Participate in the evaluation, review and interpretation of geological well proposals and drilling programs in the development and production phase.
- b) Participate in the analyses, evaluation and description of formations on the wellsite.
- c) Participate in the evaluation of drilling data on the wellsite.
- d) Participate in the development and review of workflows, procedures, guidelines and data acquisition plans for development and production activities.
- e) Coordinate and participate in the supervision of mudlogging and wireline data acquisition operations.
- f) Coordinate and participate in the management of wireline and other well geological and drilling data.
- g) Participate in the evaluation and review of field development and production programs, plans, consents, applications and permits submitted by licensees.
- h) Perform any other duties as may be assigned from time to time.

19.3 Qualifications, Skills and Working Experience

19.3.1 Qualifications

A Bachelor's degree (Hons) in Geology or physical sciences from an internationally recognized University / institution.

19.3.2 Experience

Three (3) years relevant work experience in well drilling activities.

19.3.3 Added Advantage

- a) Master's degree in Petroleum Geosciences from an internationally recognized University / institution.
- b) Membership to relevant professional organizations.

19.3.4 Character and Competencies

- a) Innovative and 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

20.0 Geophysicist - Operations

20.1 Job Summary

The Geophysicist will support the monitoring and regulation of geophysical data planning and acquisition, and processing and support the interpretation. He/she will report to the Senior Operations Geoscientist.

20.2 Key Roles and Responsibilities

- a) Participate in monitoring and regulating petroleum development and production activities related geophysical surveys.
- b) Advise on and monitor the planning, acquisition and interpretation of geophysical data.
- c) Participate in reviewing petroleum development and production programs, plans, consents, applications, permits and production forecasts submitted by licensees before approval.
- d) Participate in the review of reservoir management programs.
- e) Responsible for evaluating results from geophysical surveys and geotechnical investigations.

- f) Participate in the evaluation, review and interpretation of well proposals and drilling programs in the development and production phase
- g) Responsible for identifying key uncertainties in evaluating geophysical data and recommend alternative possibilities for mitigate.
- h) Contribute in identifying possible actions to ensure maximum efficiency in the development plan.
- i) Perform any other duties assigned from time to time.

20.3 Qualifications, Skills and Experience

20.3.1 Qualifications

A Bachelor's degree (Hons) in physical sciences with a bias in Physics from an internationally recognized University / institution.

20.3.2 Experience

Three (3) years working experience in a similar discipline in petroleum operations.

20.3.3 Added Advantage

- a) Master's degree in petroleum geophysics or petroleum geosciences from an internationally recognized institution.
- b) Membership to relevant professional organization

20.3.4 Character and Competencies

- a) Innovative and 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

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 are undertaken and are 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 submitting timely reports on the activities of the Department.

- b) Carry out economic analysis on potential petroleum blocks (acreages) as a basis for bidding rounds and renewal of licenses of the oil companies.
- c) Manages and leads the team to monitor and regulate economic and financial aspects in the upstream and midstream operations and submit written reports.
- d) Ensures economic asset (upstream and midstream assets) evaluations are undertaken to anchor the licensing processes. Working with the relevant staff of the Authority as a team, ensure cost effective utilization of facilities to optimize production and guide decisions on tail end production.
- e) Ensure that topical issues that impact on the economics of the oil and gas sector in Uganda are well researched and brought to the attention of the Authority in a timely manner.
- f) Working with the Cost Monitoring team of the Authority, ensure that operations are economically feasible and cost effective.
- g) Ensures frequent examination and contextualization of the macro-economic risks in the country and their impacts on the projects in the sector and submit timely reports.
- h) Ensures the team keeps abreast with developments in economic and financial evaluation, taxation and fiscal terms, cost structures, prices, hydrocarbon availability and ensure that the advice on the impact of these on the sector in Uganda is frequently provided.
- i) Submit annual reports on economic viability of the oil and gas sector projects in Uganda.
- j) Ensures risk based economic and financial evaluations are performed to align regulation to business drivers and ensures the analyses are based on accurate and well supported assumptions.
- k) Provide necessary input into agreements and negotiations between government and industry players.
- l) Put in place appropriate models for analysing investments in the sector to aid strategic and regulatory decisions on the same.
- m) Advise on the pipeline tariff building methodology for facilities in the sector and provide advice on the appropriate tariffs.
- n) Develop and implement a comprehensive staff capacity building program of the staff in the Economics & Financial Analysis Department with emphasis on training.
- o) Leads the analysis of existing fiscal regimes, the impact of existing legislation on the oil and gas industry and propose strategies for improvement.
- p) Make recommendations regarding oil and gas legislation as well as other related policies from an economic point of view.
- q) Coordinate the development of linkages with other sectors including transport, housing, agriculture, tourism, health to ensure sustainable growth and development.
- r) Participate in the process of ascertaining the Cost Oil or Gas due to licensees.

- s) Put in place appropriate databases and tools necessary for economic and financial analysis.
- t) 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: oil and gas economics, oil and gas finance, oil and gas taxation, petroleum economics from an internationally recognized University.
- b) Bachelor's Degree (Hons) in either: Economics, Petroleum Economics, Quantitative Economics, Finance, Statistics, Taxation, Engineering, Geosciences, Survey and, Commerce or Business Administration with finance option, from an internationally recognized university.

21.3.2 Experience

A minimum of 5 years' experience in economic or financial analysis, one (1) 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 of 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 Upstream Cost Monitoring Officer (3)

22.1 Job Summary

The Upstream Cost Monitoring Officer will report to the Senior Upstream Cost Monitoring Officer and is responsible for monitoring and regulation of operations in the upstream petroleum value chain.

22.2 Key Duties and Responsibilities

- a) Ensure cost efficient upstream operations.
- b) Contribute to the planning, budgeting and reporting on the activities of the Cost Monitoring Department.
- c) Responsible for evaluating and advising on the day today contractor requests related to contracting, budgets and expenditure as regards to upstream operations.
- d) Monitor compliance by upstream licensees in cost management.
- e) Monitoring and evaluate costs of upstream field operations.
- f) Participate in the evaluation of draft management letters and participate in the exit meetings over cost recovery audits by the Office of the Auditor General and other relevant institutions.
- g) Review and advise on budgets for upstream projects and support the same in the midstream.
- h) Support the process of ascertaining the cost of oil or gas due to licensees.
- i) Ensure that cost control databases are put in place to control costs and are always up to date, the cost estimation tools are being used to generate comparative costs and that approved budgets are always benchmarked.
- j) Prepare, document, review and submit periodic progress reports to relevant internal and external stakeholders.
- k) Perform any other duties as may be assigned from time to time.

22.3 Qualifications, Skills and working Experience

22.3.1 Basic Qualifications

An honor's bachelor's degree in Engineering, Geosciences, Statistics, Mathematics, Accounting, Physical Sciences or related disciplines from an internationally recognized University/ Institution.

22.3.2 Experience

- a) A Minimum of 3 years working experience in project cost control, estimation, forecasting or commercial management of engineering, procurement and construction works preferably in the Oil and Gas Sector.
- b) Demonstrated experience in working in a team in an organization/business unit/project with diverse professionals.

22.3.3 Added Advantage

- a) A professional/advanced qualification in Finance/Accounting, Audit/Compliance/Risk, Cost Engineering/Management, Project Management.
- b) Membership to an internationally recognized professional body.
- c) A qualification in the oil and gas sector from an internationally recognized institution.
- d) Good knowledge of the policies, laws, regulations and guidelines regarding cost monitoring of the Oil and Gas Sector in Uganda.

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) Excellent analytical and problem-solving skills.

23.0 Midstream Cost Monitoring Officer (3)

23.1 Job Summary

The Midstream Cost Monitoring Officer will report to the Senior Midstream Cost Monitoring Officer and is responsible for monitoring and regulation of operations in the Midstream petroleum value chain.

23.2 Key Duties and Responsibilities

- a) Ensure cost efficient midstream operations.
- b) Contribute in the planning, budgeting and reporting on the activities of the Cost Monitoring Department.
- c) Responsible for evaluating and advising on the day today contractor requests related to contracting, budgets and expenditure as regards to midstream operations.
- d) Participate in the development of appropriate methodologies for pipeline tariff building for facilities in the midstream and provide advice on the appropriate tariffs.
- e) Monitoring of compliance by licensees in cost management in the midstream.
- f) Monitoring of midstream field operations costs.
- g) Review and advise on budgets of midstream operations.
- h) Develop cost control databases, ensure they are always up to date, and cost estimation tools are being used to generate comparative costs.

- i) Prepare, document, review and submit periodic progress reports to relevant internal and external stakeholders.
- j) Perform any other duties as may be assigned from time to time.

23.3 Qualifications, Skills and working Experience

23.3.1 Basic Qualifications

An honor's bachelor's degree in Engineering, Geosciences, Statistics, Mathematics, Accounting, Physical Sciences or related disciplines from an internationally recognized University/ Institution.

23.3.2 Experience

- a) A Minimum of years 3 working experience in project cost control, estimation, forecasting or commercial management of engineering, procurement and construction works preferably in the Oil and Gas Sector.
- b) Demonstrated experience in working in a team in an organization/business unit/project with diverse professionals.

23.3.3 Added Advantage

- a) A professional/advanced qualification in Finance/Accounting, Audit/Compliance/Risk, Cost Engineering/Management, Project Management.
- b) Membership to an internationally recognized professional body.
- c) A qualification in the oil and gas sector from an internationally recognized institution.
- d) Good knowledge of the policies, laws, regulations and guidelines regarding cost monitoring in the oil and gas sector in Uganda.

23.3.4 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 and problem-solving skills.

24.0 National Content Officer, Manpower Regulation (2 vacancies)

24.1 Job Summary

The National Content Officer: Manpower regulation reports to the Senior National Content, Man power Regulation and is responsible for evaluation and advising on recruitment for oil and gas operations in the country.

24.2 Key Duties and Responsibilities

- a) Develop reports on compliance with the requirements of the laws of the proposed annual company organization structures
- b) Review the annual company organization structures in line with the proposed work program.
- c) Undertake efficient evaluation of applications for work permits submitted by the licensed Oil Companies, their contractors and subcontractors.
- d) Support the development and maintenance of a database of people directly employed by the industry, nationals and expatriates and a record of work permits recommended the Authority
- e) Monitor adherence to the approved nationalization plans and provide periodical (quarterly& annual) progress reports.
- f) Participate in labour audits and support reporting on the state of employment by the oil companies, their contractors and subcontractors.
- g) Support the development of guidelines on recruitment
- h) Participate in the review of the IOC proposed human resource budgets
- i) Participate in the drafting of career paths for all the jobs in the sector
- j) Supervise the development and administration of the National Oil and Gas Talent Register
- k) Perform any other duties as may be assigned from time to time

24.3 Qualifications, Skills and Experience

24.3.1 Basic Qualifications

Bachelor's degree (Hons) in Education, Human Resource Management, Business Administration, Education, Monitoring and Evaluation or Economics/Finance from an internationally recognized university.

24.3.2 Experience

A minimum of 3 years' relevant working experience in the oil and gas sector, in a busy and well-organized institution.

24.3.3 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.

24.3.4 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) Good analytical skills.
- g) Proficiency in the relevant computer packages like Microsoft Word, Microsoft Power Point, Microsoft Excel and Microsoft Access, among others

25.0 NATIONAL CONTENT MEASUREMENT AND REPORTING OFFICER

25.1 Summary

Reporting to the Senior National Content Officer, Contracts, the National Content Measurement & Reporting office will be responsible for the measurement, monitoring and evaluation of all National Content programs undertaken in the petroleum Sector. He or she will support the development and implementation of National content monitoring and evaluation framework and will spearhead the development and timely delivery of relevant reports against agreed outcomes.

25.2 Key Duties and Responsibilities

- a) Implement the National Content monitoring and evaluation strategy, and recommend any possible changes based on the lessons learned at all levels
- b) Ensure that the established guidelines on monitoring and evaluation for different national content components are complied with;
- c) Identify information requirements for each of the National content components
- d) Review the performance indicators and reports produced by different stakeholders and provide periodical reports
- e) Monitor and report on the performance of the activities undertaken by the IOCs, Contractors and subcontractors and suggest measures to improve the monitoring system;
- f) Support the development of standard reporting formats in line with the regulations.
- g) Set up operational arrangements for collecting, analyzing, and reporting on National Content

- h) Coordinate with communities, service providers, and local governments in the Albertine region to ensure a long-term approach to participatory monitoring and evaluation process;
- i) Assist in improving communication and information sharing between different stakeholders;
- j) Work closely with the development partners and civil society organizations in the Albertine region in order to ensure that the results of monitoring and evaluation in the field are efficient and effective;
- k) Prepare TORs for special studies when necessary (e.g. Impact monitoring and evaluation studies);
- l) Prepare quarterly and annual reports on National Content activities undertaken at all levels.
- m) Monitoring micro-projects in the region, on a periodic basis, to ensure compliance with operational procedures and assess progress.
- n) Perform any other duties as may be assigned from time to time.

25.3 Qualifications, Skills and Experience

25.3.1 Basic Qualifications

Bachelor's Degree (Hons) in Economics, statistics, Physical Sciences or related disciplines from an internationally recognized institution.

25.3.2 Experience

- a) A minimum of 3 years' relevant working experience gained from a busy and well-organized institution.
- b) Demonstrated experience working on project monitoring and evaluation roles in an organization/business unit/project with diverse professionals.
- c) Experience and capacity in institutionalizing M&E systems and standards.
- d) Strong experience with data collection, management, analysis and report production.

25.3.3 Added Advantage

- a) A post graduate diploma in project planning and management
- b) A qualification in the oil and gas sector from an internationally recognized institution
- c) Good Knowledge of the policies, laws, regulations and guidelines regarding skills development in the Oil and Gas Sector.

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) Proficiency in the relevant computer packages like Microsoft Word, Microsoft Power Point, Microsoft Excel and Microsoft Access.

26.0 ENTERPRISE DEVELOPMENT OFFICER

26.1 Job Summary

The Enterprise Development Officer will report to the Senior National Content Officer, Capacity Building and is responsible for monitoring and regulating local enterprise development for oil and gas operations in the country.

26.2 Key Duties and Responsibilities

- a) Review and advise on the compliance with the requirements of the laws regarding supplier development
- b) Ensure the IOC Supplier Development Plans are prepared, submitted and in line with the regulations.
- c) Coordinate the development of guidelines for supplier development in the Oil and Gas Sector
- d) Support the development of a strategy for local enterprises development in the Oil and Gas supply value chain
- e) Facilitate the establishment of business partnerships and joint ventures between local enterprises and international suppliers
- f) Coordinate and ensure adequate and timely implementation of supplier development programs planned by the IOCs, contractors and subcontractors.
- g) Contribute towards the analysis of local enterprise capacities to competitively supply the industry.
- h) Assist in organizing, identifying, and mobilizing local enterprises to effectively participate in oil and Gas activities.
- i) Support the review and updating of the National Supplier Data Base
- j) Monitor, evaluate and provide periodical reports on participation of Ugandan enterprises in the Oil and Gas sector
- k) Perform any other duties as may be assigned from time to time

26.3 Qualifications, Skills and Experience

26.3.1 Basic Qualifications

An honors bachelor's degree in Economics, Statistics, Business Administration, Education, Project Planning and Management or any other related discipline from an internationally recognized university.

26.3.2 Experience

- a) A minimum of 3 years' relevant working experience gained from a reputable organisation.
- b) Demonstrated experience working in enterprise development assignments

26.3.3 Added Advantage

- a) A qualification/certificate in the oil and gas sector from a 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.

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) Excellent research and analytical skills.

27.0 SKILLS DEVELOPMENT OFFICER

27.1 Job Summary

The Skills Development Officer reports to the Senior National Content officer, Capacity Building and is responsible for coordination of skills development in oil and gas operations in the country.

27.2 Key Duties and Responsibilities

- a) Coordinate the development and implementation of a skills development program for the Oil and Gas Sector.
- b) Review and advise on the compliance of the IOCs annual training and skills development proposals in line with the requirements.
- c) Prepare and submit annual recruitment programs in line with the regulations and the proposed work program.
- d) Review of training and skills development programs submitted by the licensed Oil Companies, their contractors and subcontractors.
- e) Support the development and maintenance of the National Oil and Gas Talent Register (NOGTR)
- f) Ensure the adherence to the approved training plans and provide periodical (quarterly& annual) progress reports.
- g) Ensure adequate follow up and implementation of the decisions of the Oil and Gas Skills Development dialogue.
- h) Work with the responsible government body to regularly undertake skills development Audits and prepare reports on the state of skills development by the oil companies, their contractors and subcontractors.

- i) Support the development of guidelines on training and skills development in the sector.
- j) Perform any other duties as may be assigned by the Supervisor

27.3 Qualifications, Skills and Experience

27.3.1 Basic Qualifications

Bachelor's Degree (Hons) in Education, Human Resource Management, or related discipline from an internationally recognized institution.

27.3.2 Experience

- a) A minimum of 3 years' relevant working experience gained from a busy and reputable organisation
- b) Demonstrated experience working in a capacity building role in an organization/business unit/project with diverse professionals.

27.3.3 Added Advantage

- a) A qualification in the oil and gas sector from an internationally recognized institution.
- b) Good Knowledge of the policies, laws, regulations and guidelines regarding skills development in the Oil and Gas Sector.

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) Proficiency in the relevant computer packages like Microsoft Word, Microsoft Power Point, Microsoft Excel and Microsoft Access, among others

DIRECTORATE OF PETROLEUM REFINING, CONVERSION, TRANSMISSION AND STORAGE

28.0 Director, Petroleum Refining, Conversion, Transmission and Storage

28.1 Job Summary

The Director Petroleum Refining, Conversion, Transmission and Storage (DPRCTS) will be responsible for the Petroleum Refining, Conversion, Transmission and Storage Directorate and will report to the Executive Director (ED) of the Authority. He / She will be responsible for monitoring and regulating the development of midstream oil and gas infrastructure including investments in refineries, pipelines, other transmission modes for petroleum, gas processing, petrochemical developments, and storage facilities in the country.

28.2 Key Roles and Responsibilities

- a) Responsible for initiating and budgeting for the activities of the Petroleum Refining, Conversion, Transmission and Storage Directorate.
- b) Responsible for the review of any updated designs during construction of midstream facilities.
- c) Responsible for monitoring and regulating of midstream oil and gas activities and reporting compliance of the licensees in the midstream oil and gas sector with the relevant laws, regulations, guidelines and contracts in Uganda.
- d) Responsible for evaluating and advising on plans and engineering designs for midstream facilities.
- e) Responsible for the administration of agreements and contracts related to the midstream oil and gas activities in the country.
- f) Recommend and advise on the policies, legislation and codes of practice affecting midstream petroleum activities in Uganda.
- g) Responsible for evaluating and advising on the facilities operation plans submitted by the licensees and other relevant activities.
- h) Ensure and facilitate competition, access and utilization of facilities by third parties in midstream petroleum infrastructure and monitor the conditions of operators and their trade practices to ensure competition and fair practice is maintained.
- i) Responsible for evaluating and recommending approval of transmission and storage tariffs, levies and pricing frameworks of operators of transmission and storage facilities.
- j) Any other duties assigned by the Executive Director.

28.3 Qualifications, Skills and Experience

28.3.1 Basic Qualifications

- a) A Master's degree in Chemical or Process Engineering, Refinery or Pipeline Engineering, Petroleum Engineering, or Geoscience, from an internationally recognized University.
- b) A Bachelor's Degree (Hons) in Engineering or Physical Sciences from an internationally recognized institution.

28.3.2 Experience

- a) A minimum of 10 years' relevant working experience in oil and gas sector, 7 years of which should be in a busy and well-organized institution.
- b) Demonstrated working experience in a leadership role in an organization with diverse professionals.
- c) Good knowledge of Midstream Petroleum operations.

28.3.3 Added Advantage

- a) An Internationally Recognized qualification in Management or Business Administration.
- b) An internationally recognized professional qualification or membership of an internationally recognized professional body in the areas of Engineering.
- c) Good knowledge of the policies, laws, regulations and guidelines regarding petroleum refining, processing, transportation and storage.

28.3.4 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 relevant computer packages

29.0 SENIOR PETROLEUM OFFICER / PIPELINES AND STORAGE

29.1 Job summary

The Senior Petroleum Officer / Pipelines and Storage will report to Manager Pipeline and Storage. He / she will be responsible for supervising the development and operation of pipelines and other transmission modes for petroleum pipelines and storage facilities in the country.

29.2 Key roles and responsibilities

- a) Responsible for all activities within the petroleum pipeline and storage facilities section
- b) Lead the review and advise on the approval of the engineering designs during development of pipelines and storage facilities.

- c) Responsible for coordinating the review and advise on standards and codes during development and operations of petroleum pipelines and storage facilities.
- d) Responsible for monitoring and regulating petroleum pipelines and storage facilities activities and reporting compliance of the licensee with relevant laws, regulations, guidelines and contracts in Uganda
- e) Monitoring the administration of agreement and contracts related to the pipeline and storage facilities in the country.
- f) Ensuring and facilitating competition, access and utilization of facilities by third parties in pipeline and storage infrastructure
- g) Contribute in reviewing the agreements and contracts on development of petroleum pipelines and storage facilities and advise management.
- h) Advise the Authority on the required software tools for the Section and ensure its proper maintenance
- i) Coordinate the preparation, documentation, review and submission of periodic progress reports to relevant internal and external stakeholders
- j) Plan and budget for resource requirements for the section and monitor the usage to ensure efficiency
- k) Assess the training and development needs of staff under supervision and recommend appropriate interventions
- l) Provide coaching and mentoring support to staff under supervision.
- m) Coordinate the compilation of quarterly and annual reports for the section
- n) Create and maintain a working atmosphere that fosters creativity and innovation in the team
- o) Perform any other duties as may be assigned from time to time.

29.3 Qualifications, Skills and Experience

29.3.1 Basic Qualifications

- a) A Master's degree in Pipeline Engineering from an international recognized institution.
- b) A Bachelor's degree (Hons) in engineering or technology from recognized University/Institution.

29.3.2 Experience

- a) Minimum of five (5) years working experience in oil and gas industry.
- b) Demonstrated experience in working in a multi-disciplinary team with diverse profession within the oil and gas sector

29.3.3 Added Advantage

- a) An internationally recognized professional qualification or membership with an internationally recognized professional body
- b) Knowledge of the design, construction and operation of the pipelines and storage tanks
- c) The person needs to be an excellent communicator and should have the excellent communication and management skills.
- a) Good knowledge of the policies, laws, regulations and guidelines regarding petroleum pipeline and storage.

29.3.4 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 excellent analytical and problem-solving skills

30.0 SENIOR PETROLEUM OFFICER / REFINING & GAS CONVERSION

30.1 Job summary

The Senior Petroleum Officer / Refining and Conversion will report to Manager Refinery, Gas Processing and Utilization. He / she will be responsible for supervising the development and operation of the refinery and other conversion facilities in the country.

30.2 Key roles and responsibilities

- a) Participate in monitoring and regulating all activities within the petroleum refining and conversion facilities in the country
- b) Coordinate the review and advise on the approval of the engineering designs during development of the refinery and conversion facilities and advise management.
- c) Review the agreements and contracts on refining and conversion facilities and advise management.
- d) Review and advise on standards and codes during development of the refinery and conversion facilities.
- e) Ensure the smoothness of all processes related to refining and conversion facilities in the country.
- f) Monitor and supervise refining and conversion activities project budgets along with schedules.

- g) Responsible for monitoring and regulating petroleum refining and conversion facilities activities and reporting compliance of the licensee with relevant laws, regulations, guidelines and contracts in Uganda.
- h) Advise on the required software tools for the Section and ensure its proper maintenance
- i) Coordinate the preparation, documentation, review and submission of periodic progress reports to relevant internal and external stakeholders
- j) Plan and budget for resource requirements for the section and monitor the usage to ensure efficiency
- k) Assess the training and development needs of staff under supervision and recommend appropriate interventions
- l) Support coaching and mentoring support to staff under supervision.
- m) Coordinate the compilation of quarterly and annual reports for the section
- n) Perform any other duties as may be assigned from time to time.

30.3 Qualifications, Skills and Experience

30.3.1 Basic Qualifications

- a) A Master's degree in chemical and/or process engineering, petroleum engineering or refinery engineering from an internationally recognized University.
- b) A Bachelor's Degree (Hons) in Engineering, physical sciences or related discipline from an internationally recognized institution.

30.3.2 Experience

- a) Minimum of five (5) years working experience in oil and gas industry.
- b) Demonstrated experience in working in a multi-disciplinary team with diverse profession within the oil and gas sector

30.3.3 Added Advantage

- a) An internationally recognized professional qualification or membership with an internationally recognized professional body in the relevant areas.
- b) Knowledge of the design, construction and operation of oil refineries and conversion facilities
- c) Good communication and management skills.
- d) Good knowledge of the policies, laws, regulations and guidelines regarding petroleum pipeline and storage.

30.3.4 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 excellent analytical and problem-solving skills

31.0 PETROLEUM OFFICER / STORAGE (2)

31.1 Job summary

The Petroleum Officer / Storage will report to the Senior Petroleum Officer/ Pipelines & Storage. He / she will be responsible for supervising the development and operation of storage facilities in the country.

31.2 Key roles and responsibilities

- a) Review the engineering designs during development of storage facilities.
- b) Evaluate process engineering and hydraulic of equipment and piping systems.
- c) Review and advise on standards and codes during development of petroleum storage facilities.
- d) Participates in monitoring and supervision of project activities for development of petroleum storage facilities
- e) Review the agreements and contracts on petroleum storage and advise management.
- f) Review project scopes and cost estimates and proposals for the projects, equipment sizing, modifications and related parameters.
- g) Supervise repairs and maintenance of petroleum storage facilities
- h) Supervise project budgets along with schedules.
- i) Manage specific projects as required inclusive of direct supervision
- j) Assist in compiling quarterly and annual reports
- k) Perform any other duties as may be assigned from time to time.

31.3 8.3 Qualifications, Skills and Experience

31.3.1 Basic Qualifications

An honours bachelor's degree in engineering or technology from an internationally recognized University/Institution.

31.3.2 Experience

Minimum of three (3) years working experience in pipeline development.

31.3.3 Added Advantage

- a) A master's degree in Pipeline Engineering from an internationally recognized University/Institution will be added advantage.
- b) Knowledge of the design, construction and operation of the storage tanks
- c) An internationally recognized professional qualification or membership with an internationally recognized professional body
- d) Good knowledge of the policies, laws, regulations and guidelines regarding petroleum pipeline and storage.

31.3.4 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 excellent analytical and problem-solving skills.

32.0 PETROLEUM OFFICER / GAS PROCESSING & UTILISATION (2)

32.1 Job summary

The Petroleum Officer/Gas Processing & Utilization will report to the Senior Petroleum Officer Refining, Gas conversion. He / she will be responsible for supervising the development and operation of gas processing and utilization facilities in the country.

32.2 Key roles & responsibilities

- a) Review the engineering designs during development of gas processing and utilization facilities and advise management.
- b) Plan the gas processing and utilisation procedure to ensure the maximum output
- c) Review the agreements and contracts on gas processing and conversion facilities and advise management.
- d) Review and advise on standards and codes during development of gas processing and utilization facilities.
- e) Ensure the smoothness of all processes related to gas processing and utilisation in the country.
- f) Supervise the maintenance and repair works in the gas processing and utilisation facilities in the country.
- g) Record all the quality test results, analyse and present them before management
- h) Regularly monitor the processing facilities and machinery to ensure the quality.

- i) Work as a trouble shooter in the times of emergency or technical snags in the gas processing and utilisation facilities.
- j) Supervise the layout of the gas processing and utilisation facilities properly by keeping all the factors in mind.
- k) Monitor and supervise gas processing and utilisation project budgets along with schedules.
- l) Recommend any gas processing and utilisation facility modifications or changes.
- m) Perform any other duties as may be assigned from time to time.

32.3 Qualifications, Skills and Experience

32.3.1 Basic Qualifications

An honours bachelor's degree in engineering or technology from an internationally recognized University/Institution

32.3.2 Experience

Minimum of three (3) years working experience in a gas conversion or in a midstream conversion facility.

32.3.3 Added Advantage

- a) Master's Degree in Chemical or Refinery Engineering from an internationally recognized University/Institution.
- b) An internationally recognized professional qualification or membership with an internationally recognized professional body.
- c) Good knowledge of the policies, laws, regulations and guidelines regarding petroleum conversion and processing.

32.3.4 Character and Competences

- 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 excellent analytical and problem-solving skills.

DIRECTORATE OF ENVIRONMENT, HEALTH AND SAFETY (EHS)

33.0 Health, Safety and Security Officer

33.1 Job Summary

The Health, Safety and Security Officer will report to the Senior Health, Safety and Security and will be responsible for monitoring and regulating occupational health and safety aspects of the oil and gas operations in the country. The Health and Safety Engineer will also be responsible for monitoring the work environment and recommend changes to prevent personnel including workers and public from being exposed to potential hazards including sickness and/or injuries. In addition, the officer will coordinate with relevant Government agencies to ensure security of personnel and oil and gas installations.

33.2 Duties and Responsibilities

- a) Initiate continued review of the adequacy of policy, regulations, standards, strategies, guidelines and plans regarding occupational health and safety in the oil and gas sector;
- b) Participate in the review of technical reports to ensure that health and safety issues are integrated into planning, design and implementation of oil and gas activities;
- c) Identify and correct potential hazards by inspecting facilities, machinery, and safety equipment
- d) Advise on emergency preparedness, response plans and oil spill response plans for oil and gas operations;
- e) Monitor 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;
- f) Undertake Root Cause Analysis of incidents in the oil and gas sector and recommend corrective actions;
- g) Analyse Health and Safety performance statistics (FAR, LTI, RWDC, MTC, FAC, Near Misses) and design measures to promote a safe working culture in the sector;
- h) Initiate the review of relevant Health and Safety procedures, manuals and guidelines and ensure that they meet legislative and best practice requirements;
- i) Ensure periodic health and safety audits are undertaken and follow-up implementation of identified safety issues

- j) Coordinate inspections of workplaces, machinery and facilities of PAU and industry players to ensure they have the required safety devices installed on them
- k) Ensure adequate evaluation and analysis of workplaces as well as the programs and procedures designed to control, eliminate, and prevent disease or injury to employees.
- l) Ensure employers and employees are sensitized about the inherent work place risks and how to improve working conditions and practices.
- m) Advising on suspension of activities that pose threats to workers' health and safety
- n) Investigating workplace accidents to identify causes and determine how such accidents can be avoided in the future
- o) Recommending measures to help protect workers from potentially hazardous work methods, processes, or materials
- p) Conducting safety training or education programs and demonstrating the use of safety equipment
- q) Coordinate with relevant Government agencies to ensure security of personnel and oil and gas installations
- r) Perform any other duties may be assigned from time to time.

33.3 Qualifications, Skills and Experience

33.3.1 Basic Qualifications

A Bachelor's degree (Hons) in an Engineering or Physical Science or Biological Science discipline from an internationally recognized institution.

33.3.2 Experience

- a) A minimum of 3 years' working experience in health and safety in the oil and gas sector operations.
- b) Demonstrated experience working in a leadership role in an organization/business unit/project with diverse professionals.

33.3.3 Added Advantage

- a) A Master's degree in any field related to Occupational Health or Safety in oil and gas from an internationally recognized University.
- b) Possession of a relevant post graduate qualification from an internationally recognized institution;
- c) Membership to nationally and internationally recognized professional bodies;
- d) Relevant Health and Safety Certification is desirable; and
- e) Good knowledge and understanding of the Ugandan health, safety legislation, guidelines and standards.

33.3.4 Character and Competences

- 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 especially Persuasive Oral Communication;
- e) Possess good administrative and negotiation skills;
- f) Proficiency in the relevant computer packages including Microsoft Office

34.0 Process Safety Engineer

34.1 Job Summary

The Process Safety Engineer will report to the Senior Safety Engineer and will be responsible for facilitating, coordinating and/or performing the Process Safety Management (PSM) mandate of the Authority. The Process Safety Engineer will also be responsible for evaluating the effectiveness of Independent Protection Layers (IPLs), in reducing the likelihood or severity of an undesirable event, to meet regulatory needs for acceptable levels of risk.

34.2 Key Duties and Responsibilities

- a) Ensure compliance of licensees to process safety requirements in the Petroleum (Exploration, Development and Production) Act, 2013, the Petroleum (Refining, Conversion, Transmission and Midstream storage) Act, 2013, Occupational Safety and Health Act, 2006 and other applicable laws, regulations, standards and international best practice;
- b) Participate and coordinate the review of Process Hazard Analysis programs in order to identify, evaluate and control potential hazards within processes including hazard identification, risk assessments, mitigation planning and project implementation;
- c) Ensure process safety is integrated during planning, design and execution of oil and gas activities;
- d) Participate in review of technical reports submitted by the licenses such as field development plans, front end engineering designs, detailed engineering designs, risk assessment studies, safety reports, safety concepts, design philosophies, specifications, drawings and data sheets, fire and explosion protection studies among others;
- e) Respond to emergency situations and incidents either during or after regular working hours, to provide technical assistance and advice.

- f) Conduct safety audits and inspections on operations / equipment and procedures, present recommendations for improvement; and follow-up their implementation;
- g) Develop/review policies, laws, regulations, standards, strategies, guidelines and plans for regulating operational safety in the oil and gas sector;
- h) Advise on emergency preparedness and response in oil and gas operations;
- i) Review incident reports submitted by licensees and participate in incident Investigation, including near misses, to an appropriate level; analyse immediate and root causes; and determine appropriate measures to prevent reoccurrences
- j) Develop, monitor, and analyse trends in Process Safety Key Performance Indicators (KPIs) in the oil and gas sector
- k) Ensure that process safety related documentation for all identified hazards are developed and maintained. This includes reviewing and organizing P&IDs and PFDs as necessary.
- l) Initiate the review of relevant process safety procedures, manuals and guidelines and ensure that they meet legislative and best practice requirements;
- m) Ensure that licensees sensitize all personnel involved in oil and gas operations about the inherent work place risks and how to improve working conditions and practices.
- n) Perform any other duties as may be assigned from time to time.

34.3 Qualifications, Skills and Experience

34.3.1 Basic Qualifications

A Bachelor's degree (Hons) in Chemical or Electrical or Mechanical engineering or any other process safety engineering related discipline from an internationally recognized institution.

34.3.2 Experience

A minimum of 3 years' relevant working experience in process safety management in the oil and gas sector.

34.3.3 Added Advantage

- a) A post graduate qualification in safety engineering, instrumentation and control engineering or any other relevant post graduate qualification from an internationally recognized institution;
- b) Relevant certification in process safety engineering specializing in the oil and gas sector;

- c) Good knowledge and understanding of the national health, safety legislation, guidelines and standards.
- d) Membership to nationally and internationally recognized professional bodies;
- e) Good understanding of all process safety management elements and process design in the upstream and midstream operations.
- f) Knowledge of the application of Layers of Protection Analysis (LOPA) and Inherent Safe Design (ISD) principles;
- g) Solid understanding of process design concepts, process control systems, safety instrumented systems, active and passive fire protection and emergency preparedness and response.
- h) Ability to interpret piping and instrumentation diagrams (P&ID's), process flow diagrams (PFDs), Electrical Drawings, Cause and effects, Safe Operating Limits, Technical Drawings, Facility Siting and layout diagrams as well as material safety data sheets.

34.3.4 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, communication skills.
- e) Possess good administrative and negotiation skills.
- f) Track record of training and mentoring others.
- g) Excellent research and analytical skills.
- h) Good written, verbal and presentation skills, particularly the ability to communicate in a multidisciplinary project context
- i) Proficiency in the relevant computer packages like Microsoft Word, Microsoft Excel and Microsoft Access, among others, Excellent listening skills

35.0 Environment Engineer

35.1 Job Summary

The Environment Engineer will work under the supervision of the Senior Environment Engineer to advise on appropriate engineering solutions to mitigate environmental impacts of oil and gas activities in order to avoid environmental degradation/pollution.

35.2 Key Duties and Responsibilities

- a) Advise on policies, regulations, standards, strategies, guidelines and plans regarding technology required to avoid environment degradation and/or pollution from oil and gas activities.

- b) Review technical reports to ensure that appropriate designs are developed and implemented to avoid environment degradation and/or pollution.
- c) Advise on pollution control and waste management strategies and plans
- d) Participate in inspection and monitoring field operations to ensure compliance to environment laws, regulations, standards and guidelines and applicable codes of practice.
- e) Participate in the development and periodic review of a sectoral integrated health, safety and environment management system.
- f) Create awareness/ promotion of technology required to meet the challenges of environment degradation and/or pollution in the sector.
- g) Participate in the preparation, implementation and/or review of Environmental Assessments and Risk Assessments.
- h) Participate in site Audits and follow-up on identified issues.
- i) Participate in inspection of facilities, machinery and equipment to facilitate relevant certification and compliance with environment, safety and health legislation, standards and guidelines.
- j) Perform any other duties as may be assigned from time to time.

35.3 Qualifications, Skills and Experience

35.3.1 Basic Qualification

A Bachelor's degree (Hons) in Environmental Engineering or Technology or related engineering disciplines from an internationally recognized institution.

35.3.2 Experience

A minimum of 3 (three) years' working experience in the oil and gas sector operations, with specific responsibility for environment issues.

35.3.3 Added Advantage

- a) A Master's degree in Environmental Engineering, Environmental Science, Chemical Engineering or a related degree from an internationally recognized University.
- b) A qualification in the oil and gas sector from an internationally recognized institution;
- c) Membership with nationally and internationally recognized professional bodies;
- d) Experience in pollution control and remedial technology applications
- e) Experience in environmental modelling computer applications

35.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Excellent interpersonal and communication skills.
- d) Excellent research and analytical skills.
- e) Proficiency in the relevant computer packages like Microsoft Word, Microsoft Excel and Microsoft Access, among others

36.0 Social Affairs Officer

36.1 Job Summary

The Social Affairs Officer will be responsible for monitoring social aspects of oil and gas activities. The Social Affairs Officers will drive a culture for continued development and improvement in social initiatives and social impact mitigation.

36.2 Duties and Responsibilities

- a) Advise on interventions to mitigate social risks and impacts that are required to be integrated into policies, plans and programs for the oil and gas sector;
- b) Review and advise on social studies submitted by the licensees;
- c) Participate in sensitization meetings and stakeholder consultations with host communities and other relevant stakeholders and follow up on actions required;
- d) Advise on societal related grievances to ensure that they are handled promptly and professionally in order to maintain good relationship with host communities and other relevant stakeholders;
- e) Participate in regular field inspections and monitoring of oil and gas operations;
- f) Support land acquisition and compensation related activities;
- g) Participate in development of appropriate Information, Education and Communication materials for sensitization of communities and other relevant stakeholders;
- h) Mobilize host communities to participate in relevant oil and gas activities and programs;
- i) Monitor implementation of Resettlement Action Plans and Community Development Action Plans;
- j) Provide input in review and development of relevant policies, legislation, standards, regulations and guidelines;
- k) Participate in review of reports including the ESIS, Audits and monitoring reports to ensure that social issues are adequately addressed;
- l) Perform any other duties may be assigned from time to time.

36.3 Qualifications, Skills and Experience

36.3.1 Basic Qualifications

A Bachelor's degree (Hons) in Environment, Social Sciences, Social Work and Social Administration, Sustainable Development, Community Development or related disciplines from an internationally recognized institution.

36.3.2 Experience

- a) A minimum of 3 years' working experience in the oil and gas sector operations, with specific responsibility for Environment issues.
- b) Demonstrated experience working with a wide range of local stakeholders, NGOs, donors, local authorities, local communities in an organization/business unit/project with diverse professionals.

36.3.3 Added Advantage

- a) A Master's degree in Environment, Social Sciences, Social Work and Social Administration, Sociology, Sustainable Development, Community Development or any other social development related degree from an internationally recognized University.
- b) A qualification in the oil and gas sector from an internationally recognized institution;
- c) Internationally recognized professional qualifications or membership of nationally and internationally recognized professional bodies;
- d) Proven ability to work independently and meet deadlines; and
- e) Sound knowledge of land use and planning policies, laws, regulations, standards and guidelines in the country.
- f) Familiarity with environmental and socio-economic issues related to the oil and gas sector.

36.3.4 Character and Competences

- 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 especially Persuasive Oral Communication;
- e) Possess good administrative and negotiation skills;
- f) Track record of training and mentoring others; and
- g) Proficiency in the relevant computer packages including Microsoft Office

37.0 Environment Officer

37.1 Job Summary

The Environment Officer will be responsible for monitoring of environment aspects in the oil and gas sector. The Officer will work to ensure that oil and gas activities adhere to relevant legislation and set standards for protection of the environment.

37.2 Duties and Responsibilities

- a) Review technical and environment related reports to ensure that environment protection issues are integrated into planning, design and implementation of oil and gas activities.
- b) Undertake field inspections to oil and gas operational areas to monitor environment quality parameters for soils, air and ground/surface water; and follow up on identified issues.
- c) Participate in the development and update PAU's Environment Policy;
- d) Participate in the monitoring of licensees to ensure compliance with all relevant environment legislation and set standards.
- e) Participate in the preparation of monthly environment reports.
- f) Oversee implementation of the environment mitigation measures.
- g) Participate in the review of Environmental and Social Impact Assessment reports.
- h) Promote good environment protection principles in sector.
- i) Update statistics of environmental quality monitoring indicators on a regular basis.
- j) Perform any other duties may be assigned from time to time.

37.3 Qualifications, Skills and Experience

37.3.1 Basic Qualifications

A Bachelor's degree (Hons) in Environmental Science or Physical Sciences from an internationally recognized institution.

37.3.2 Experience

- a) A minimum of 3 years' working experience in the oil and gas sector operations, with specific responsibility for environment issues.
- b) Demonstrated experience working in a leadership role in an organization/business unit/project with diverse professionals.

37.3.3 Added Advantage

- a) A Master's degree in Environmental Science or any Physical sciences from an internationally recognized University.
- b) A qualification in the oil and gas sector from an internationally recognized institution;
- c) Internationally recognized professional qualifications or membership of nationally and internationally recognized professional bodies;
- d) Proven ability to work independently and meet deadlines; and
- e) Good knowledge and understanding of the Ugandan environmental legislation, guidelines and standards.

37.3.4 Character and Competences

- 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; and proficiency in the
- e) relevant computer packages

DIRECTORATE OF ICT & DATA MANAGEMENT

38.0 Director, ICT and Data Management

38.1 Job summary

The Director ICT and Data Management will report to the Executive Director and will be responsible for leading and managing the development, implementation, maintenance and support of all ICT systems and infrastructure and ensuring efficient management of exploration, development and production data in the delivery of PAU's Mandate to enhance efficiency and effectiveness of the Authority's operations.

38.2 Key Duties and Responsibilities:

- a) Provide guidance on IT strategy and standardize the PAU ICT platforms to ensure that all ICT components are compatible and well structured.
- b) Develop, update and disseminate realistic standards of service quality for Information Technology in line with the IT Infrastructure Library.
- c) Oversee the identification, deployment and monitoring of IT service management frameworks and ensure IT system operation adheres to applicable laws and regulations.
- d) Establish mechanisms for tracking, reporting and acting on anomalies in IT service and quality as well as service improvement plan.

- e) Facilitate and oversee the implementation of mechanisms for sensitization of stakeholders on the relevance of the IT Service function, its procedures and impact; share ICT knowledge and expertise with staff and senior management to improve service delivery.
- f) Lead IT strategic and operational planning to achieve focus goals by prioritizing IT initiatives and coordinating the evaluation, deployment and management of current and future IT systems in the Authority.
- g) Lead and track the implementation of the departmental plans and periodically submit performance reports to the ED in line with reporting requirements.
- h) Lead and participate in the continuous review and improvement of IT policies, procedures in line with relevant IT laws, best practices and international standards.
- i) Develop and monitor the implementation framework(s) for automating the tracking, storage and retrieval of information in the PAU.
- j) Ensure the development and implementation of policies, strategies, standards, and procedures necessary for efficient data management
- k) Lead the development of frameworks to improve internal staff and external stakeholder capability and exposure to technology solutions that improve business efficiency.
- l) Develop and monitor the implementation of programs to improve the capacity, motivation, performance and productivity of staff in the department to enhance the quality of their service delivery.
- m) To proactively identify risks and ensure that any issues that are ICT related or that will impact on the ICT service provision are effectively managed and appropriate actions are taken to protect the PAU's operations by providing a suitable internally controlled environment, including disaster recovery and business continuity;
- n) Keep abreast of technology trends and discern appropriate and cost-effective ICT solutions for PAU
- o) Ensure efficient management of Exploration, Development and Production Data
- p) Ensure that data management infrastructure is in place and well maintained

38.3 Qualifications, Skills and Experience:

38.3.1 Qualifications

- a) Masters' Degree in either Computer Science, Information and Network Security, Cyber Security Management, Statistics (Computing option), Software Engineering or Computer Engineering from an internationally recognized University/ Institution.

- b) An honours bachelor's degree in either, Computer Science, Statistics with computing, Business Computing, Computer Engineering or Software Engineering or any Engineering or Physical Science disciplines from an internationally recognized University or institution.

38.3.2 Experience

- a) At least ten (10) years' working experience in IT business environment, seven (07) of which should have been gained at a senior managerial level in a large, busy and reputable organization.
- b) S/he should have experience in managing a large and complex IT operations.
- c) Business Intelligence/Data warehousing
- d) Managing Hyper Converged Infrastructure, Composable infrastructure Environments and Engineered Systems
- e) Large Data Centre Management Expertise with Primary and DR configurations
- f) Ability to supervise a multi-talented Technical Staff and Drive results
- g) Knowledge of relevant compliance issues such as Computer Misuse Act, 2011, Data Protection and Privacy Bill 2015, Electronic Transaction Act and regulation GDPR etc.;
- h) Experience in Unified Communications, server virtualization and other relevant ICT technologies and how these can be deployed to achieve an excellent shared ICT service;

38.3.3 Added advantage

- a) Knowledge of Information Technology services management frameworks, Information Communication Policy, IT procedures, National Information Technology Act 2009, Uganda Communications Act 2013, Computer Misuse Act 2010, Electronic Signature Act, 2011, National Information Security Framework
- b) Relevant Certifications in any one or several of the following: Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), COBIT 5, ISO27001, GIAC -GSEC, , Data Governance, The Open Group Architecture Framework (TOGAF), Offensive Security Certified Professional (OSCP), Project Management Professional (PMP), PRICE2, Information Technology Infrastructure Library (ITIL), Microsoft Certified Professional (MCP), Oracle Certified Professional (OCP), Certified Information Systems Auditor (CISA) and any related ICT certification.

38.3.4 Character and Competencies

- a) Must have the ability to manage very strong brilliant and highly technical specialists in a highly dynamic environment.
- b) Should possess strong problem solving and good leadership skills
- c) He/she must be a very resilient person with demonstrated creativity and innovation
- d) Should have an impeccable record of integrity
- e) Should have strong conceptual and analytical skills with attention to detail
- f) Should have good Inter personal relationship and communication skills

39.0 Software Engineer

39.1 Job summary

The Software Engineer will be responsible to and report to the Senior Software Engineer and will be responsible for developing software applications and participate in software quality assessments to enable automation and interfacing of business processes in order to enhance organizational efficiency. He/she will also undertake development and support of the PAU's web applications.

39.2 Key Duties and Responsibilities:

- a) Participate in gathering user requirements to inform development of software and analyse the requirements to come up with software design
- b) Develop software to automate various business processes that may necessitates automation from time to time
- c) Deploy developed applications into production and offer technical advice on acquisition of outsourced software
- d) Carryout software testing to evaluate whether it meets the user requirements and the business needs
- e) Write test report to document and inform stakeholders of the test results
- f) Research, identify and develop templates for documenting processes, designs and test results
- g) Carryout reviews on technical documents to identify gaps in processes and ensure conformity to industry standards and make recommendations on how gaps can be fixed
- h) Identify inefficiencies in exiting systems and processes and gather recommendations from users on how to improve the current systems
- i) Develop and deploy patches (new software versions) to improve the effectiveness of exiting systems

- j) Creates user information solutions by developing, implementing, and maintaining Internet/intranet applications throughout development life cycle;
- k) Ensure that the website implementations based best practice industry frameworks;
- l) Design, implement web interfaces and create multimedia applications to interact with web interfaces;
- m) Integrates applications by designing database architecture and server scripting, studying and establishing connectivity with network systems, search engines, and information servers.
- n) Carry out user sensitization and training on how to use the developed application
- o) Support business units and guide the documentation of business processes
- p) Carry out other IT related work like Computer configuration, networking on projects
- q) Perform any other duties as may be assigned from time to time.

39.3 Qualifications, Skills and Experience

39.3.1 Qualifications

An honors bachelor's degree in either, Computer Science, Information Technology, Statistics with computing, Computer or Software Engineering from an internationally recognized University or institution.

39.3.2 Experience

- a) At least three (3) years working experience of active software development from a reputable organization.
- b) Knowledge of software quality assurance standard (IEEE, ISO/IEC etc.)
- c) Software testing standard (IEEE829, ISO/IEC/IEEE29119)
- d) Database management (SQL, Oracle, Postgres, Maria DB)
- e) Programming languages (Java, C#, Python, Ruby, Go-programming, and etc.)
- f) Familiar with iOS and Android SDK
- g) Knowledge in mobile hybrid technologies like Ionic, React Native.
- h) Experience on web service integration (PYTHON, SOAP, REST, JSON, XML) and development using web technologies
- i) Experience building web and native apps and using social media APIs with version controls

39.3.3 Added advantage

- a) Masters' Degree in Computer Science, Information Technology, Statistics (Computing option), Software or Computer Engineering or related field from an internationally recognized University or Institution.
- b) Certifications in Web Technologies and Frameworks such as Angular, Python, OWASP or a related Certification.

39.3.4 Character and competencies

- a) Possess excellent project management skills.
- b) Good communication and interpersonal skills.
- c) Ability to conduct research into enterprise networking issues and products as required.
- d) Highly self-motivated and directed, with keen attention to detail.
- e) Proven analytical and problem-solving abilities.
- f) Ability to effectively prioritize tasks in a high-pressure environment.
- g) Strong customer service orientation

40.0 DATA MANAGEMENT OFFICER (GEOLOGY)

40.1 Job Summary

The Data Management Officer (Geology) will be responsible to and report to the Senior Data Management Officer (E&P). He /She will be responsible for managing geological data in accordance with PAU Data Management/ICT Policy as part of the team supporting the PAU's' data management mandate. He /She will also provide support for the geoscience and engineering Applications used by technical teams in the Authority.

40.2 Key Duties and Responsibilities

- a) Responsible for the management of geological data
- b) Responsible for receipt of well data submitted by licensees and QC for content, data format, readability and general compliance with legal reporting requirements prior to archival/storage, cataloguing and maintenance
- c) Participate in the data dissemination process to stakeholders by ensuring timely response to data requests, quality control, speedy packaging and pricing of the data
- d) Participate in the review and development of relevant policies, legislation, standards, regulations and guidelines pertaining to the management of petroleum data.

- e) Provide support, advice & guidance on geoscience and engineering Application usage and maintenance
- f) Set up and manage user accounts and permissions on the workstations
- g) Load and QC well and related data on the workstation from standard file formats (LIS, LAS etc.)
- h) Provide user mentoring in application usage, data loading and workflows.
- i) Perform any other duties as may be assigned from time to time.

40.3 Qualifications, Skills and Experience

40.3.1 Basic Qualifications

An Honours Bachelor's Degree in Petroleum Geoscience, engineering, physical sciences, from an internationally recognized institution

40.3.2 Experience

At least three years of relevant professional work experience in the oil and gas industry.

40.3.3 Added Advantage

- a) A Master's Degree in Petroleum Geoscience, Petroleum Data Management or related discipline from an internationally recognized institution
- b) Membership to relevant professional organizations.

40.3.4 Competencies and Character

- a) Demonstrated knowledge of project creation, backup, archival and restoration procedures in the main Exploration and Production Applications.
- b) Knowledge of data types and workflows within the Exploration and Production Application suite and between 3rd party applications.
- c) Must be self-motivated and interested in working in a busy and dynamic environment where quality, attention to detail, customer service, are essential values.
- d) Proven high level of integrity.
- e) Innovative
- f) Ability to work independently and in a team.
- g) Must have strong organizational skills.
- h) Excellent interpersonal and communication skills.
- i) Excellent analytical skills.
- j) Proven track record of outstanding performance.
- k) Proficiency in relevant industry computer packages and software

41.0 Data Management Officer (Geophysics)

41.1 Job Summary

The Data Management Officer (Geophysical Data) will be responsible to and report to the Senior Data Management Officer (E&P). The incumbent will be responsible for managing geophysical data in accordance with PAU Data Management Policy as part of the team supporting the PAU's' data management mandate. He /She will also provide application support for the Geophysical and Geological (G&G) interpretation and mapping systems used by technical teams in the Authority.

41.2 Key Duties and Responsibilities

- a) Responsible for the management of geophysical data
- b) Responsible for receipt of geophysical field data submitted by licensees, spec survey companies or PAU field teams and QC for content, data format, readability among others prior to archival/storage, cataloguing and maintenance
- c) Responsible for electronic geophysical data QC., upload onto the server/database and data maintenance
- d) Responsible for transcription of seismic data from obsolete media to acceptable media types
- e) Participate in the data dissemination process to stakeholders by ensuring timely response to data requests, quality control, speedy packaging and pricing of the data.
- f) Participate in the review and development of relevant policies, legislation, standards, regulations and guidelines pertaining to the management of petroleum data.
- g) Provide support, advice & guidance on G& G application usage and maintenance
- h) Set up and manage user accounts and permissions on the workstations
- i) Load seismic and potential field data on the workstation
- j) Provide user mentoring in application usage, data loading and workflows.
- k) Perform any other duties as may be assigned from time to time.

41.3 Qualifications, Experience, Skills and Attributes

41.3.1 Basic Academic Qualifications

An Honours Bachelor's Degree in Petroleum Geoscience, physical sciences, from an internationally recognized institution.

41.3.2 Experience

At least three (3) years of relevant professional work experience in the oil and gas industry.

41.3.3 Added Advantage

- a) A Master's Degree in Petroleum Geophysics, Petroleum Geoscience, Petroleum Data Management or related discipline from an internationally recognized institution
- b) Membership to relevant professional organizations.

41.3.4 Competencies and Character

- a) Demonstrated knowledge of seismic data types and loading, and project creation within G&G applications (Petrel, Geographix, etc).
- b) Knowledge of project backup, archival and restoration procedures in the main G&G applications.
- c) Understanding of data and workflows within the G&G application suite and between 3rd party applications.
- d) Working knowledge of well data types and well data loading to workstation
- e) Must be self-motivated and interested in working in a busy and dynamic environment where quality, attention to detail, customer service, are essential values.
- f) Proven high level of integrity.
- g) Innovative
- h) Ability to work independently and in a team.
- i) Must have strong organizational skills and be very flexible.
- j) Excellent interpersonal and communication skills
- k) Excellent analytical skills.
- l) Proven track record of outstanding performance
- m) Proficiency in relevant industry computer packages and software

42.0 Data Management Officer (Petroleum Engineering)

42.1 Job Summary

The Data Management Officer (Petroleum Engineering) will be responsible to and report to the Senior Data Management Officer (E&P). The incumbent will be responsible for managing surface and subsurface engineering data in accordance with PAU Data Management Policy as part of the team supporting the PAU's' data management mandate. He /She will also provide support for petroleum engineering Applications used by technical teams in the Authority.

42.2 Key Duties and Responsibilities

- a) Responsible for the management of surface and subsurface engineering data
- b) Responsible for the management of petroleum facilities data including pipelines, refinery, etc.
- c) Responsible for receipt of engineering data submitted by licensees and QC for content, data format, readability and general compliance with legal reporting requirements prior to archival/storage, cataloguing and maintenance
- d) Participate in the data dissemination process to stakeholders by ensuring timely response to data requests, quality control, speedy packaging and pricing of the data
- e) Participate in the review and development of relevant policies, legislation, standards, regulations and guidelines pertaining to the management of petroleum data.
- f) Provide support, advice & guidance on engineering Application usage and maintenance
- g) Set up and manage user accounts and permissions on the workstations
- h) Provide user mentoring in application usage, data loading and workflows.
- i) Perform any other duties as may be assigned from time to time.

42.3 Qualifications, Experience, Skills and Attributes

42.3.1 Basic Academic Qualifications

An Honours Bachelor's Degree in Petroleum engineering, petroleum geoscience, engineering, physical sciences, from an internationally recognized institution

42.3.2 Experience

At least three (3) years of relevant professional work experience in the oil and gas industry.

42.3.3 Added Advantage

- a) A Master's Degree in Petroleum Engineering, Petroleum Data Management or related discipline from an internationally recognized institution
- b) Membership to relevant professional organizations.

42.3.4 Competencies and Character

- a) Knowledge of relevant data types and workflows within the Exploration and Production Engineering Application suite and between 3rd party applications.
- b) Must be self-motivated and interested in working in a busy and dynamic environment where quality, attention to detail, customer service, are essential values.

- c) Proven high level of integrity.
- d) Innovative
- e) Ability to work independently and in a team.
- f) Must have strong organizational skills.
- g) Excellent interpersonal and communication skills.
- h) Excellent analytical skills.
- i) Proven track record of outstanding performance.
- j) Proficiency in relevant industry computer packages and software

43.0 Systems Support Assistants

43.1 Job Summary

The Systems Support Assistants will be responsible to and report to the Systems Administrator and Network Administrator and will be able offer general ICT support, dealing with hardware and software enquiries; working together with all staff of the PAU to deliver a professional high-quality service level to end users. The ICT Support Assistants will be First line or tier one support for all support user requests and will be carrying out routine computer maintenance and monitoring, managing bookings for and setting up the IT training suite.

43.2 Key Duties and Responsibilities

- a) Support different Microsoft products such as Office (various versions)
- b) Support of hardware and software for all PAUs devices and applications from Servers, Desktops and Laptops
- c) End user and product support for printers and photocopiers
- d) OS Support – Microsoft Windows, Mac OS and Linux
- e) OS Server Support – Microsoft 2008 R2, 2012 R2, 2016, 2019
- f) Experience of SQL Server and Exchange Server 2012, Active Directory in a virtualized environment
- g) Respond to and log calls, escalating calls as required with key support vendors
- h) Event day support may be required from time to time
- i) Provide one on one training when requested
- j) Participate the IT recycle program for the PAU
- k) Be the first point of contact for staff on collection of new hardware and replacement hardware from the different Directorates with in the PAU.
- l) Set up new hardware following IT policies and procedures
- m) Provide endpoint security support to PAU staff
- n) Perform any other duties as may be assigned from time to time.

43.3 Qualifications, Skills and Experience

43.3.1 Basic Qualifications

- a) Diploma Computer Science, Diploma. IT, Diploma. Computer Engineering
- b) Membership to an International or National Body in the IT field
- c) COMPTIA, Linux+, A+ or a related Certification

43.3.2 Experience

- a) Minimum 3 years' experience in a related role.
- b) Must have good understanding of, and practical experience of offering ICT support

43.3.3 Character and competencies

- a) Excellent written and verbal communication skills are essential
- b) Strong interpersonal skills and relationship management
- c) You will need to well organized and be able to prioritize workload

DIRECTORATE OF FINANCE AND ADMINISTRATION

44.0 Senior Human Resource Officer Planning and Organization Development

44.1 Job Summary

Plan, review and evaluate the Human Resource Planning function; talent management and organizational development and facilitate implementation of the Petroleum Authority of Uganda capacity development programs.

44.2 Key Job responsibilities

- a) To develop and coordinate implementation of talent recruitment plans and exit management in the Petroleum Authority of Uganda.
- b) To facilitate implementation of the Petroleum Authority of Uganda capacity building programs under the OIL and Gas Sector.
- c) To develop and coordinate implementation of staff learning and development plans /programs in the Service.
- d) To manage and implement talent attraction, acquisition, and retention strategies.
- e) To plan for the process of talent exit in the Service.
- f) To coordinate the review of the organization and departmental structures and manage trade-offs.
- g) To review and recommend amendments to HR policies and strategies in line with the national labour laws, international best practices and regulatory frameworks.

- h) To collate staff talents/skills and document the Petroleum Authority of Uganda skills inventory.
- i) To align staff talents to organizational capabilities and individual career plans.
- j) To initiate or review the development of talent management plans and schemes.
- k) To develop and implement relevant Human Resource information Systems in the Service.
- l) To monitor and follow up outstanding HR related Audit/s.
- m) To manage the performance and development of subordinate staff.
- n) To perform any other duties as may be assigned from time to time.

44.3 Qualifications, skills and working experience

44.3.1 Qualification

- a) A Master's degree in Human Resource Management from an internationally recognized University.
- b) Honours Bachelor's degree 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.

44.3.2 Experience

- a) A minimum of 5 years' experience in human resource management, 3 of which should be served at supervisory level from a highly organized establishment.
- b) Demonstrated experience of working in a leadership role in an organization/ business unit/project with diverse professionals.

44.3.3 Added Advantage

Possession of a professional qualification and/or membership in the fields related to HR

44.3.4 Competencies

- a) Problem solving and Supervisory skills
- b) Team building and Negotiation skills
- c) Counselling and guidance skills
- d) Time management skills
- e) Ability to manage stress and work under pressure
- f) Effective verbal and listening skills
- g) Excellent Communication skills
- h) Good report writing skills
- i) Should have self-respect, ethics and integrity

45.0 Senior Human Resource Officer Performance Management and Compensation

45.1 Job Summary

Plan, initiate, or review and coordinate the development and implementation of performance management and reward systems in the Service of the Petroleum Authority of Uganda.

45.2 Key job responsibilities

- a) To develop / design and implement performance management schemes in the Service
- b) To design and review reward, incentives and recognition systems in the in the Service.
- c) To develop, review and coordinate implementation of staff compensation and benefit systems in the Service.
- d) To participate in developing and implementing Human Resource Policies on issues relating to work conditions, performance management and grievance and disciplinary procedures
- e) To Performance planning and monitoring activities in the Service
- f) To coordinate grievance handling, arbitration and other labour relations matters.
- g) To coordinate settlement of disciplinary cases by the Disciplinary and Grievance Committee.
- h) To ensure implementation of staff welfare and health programs.
- i) To conduct counselling and employee relation interventions.
- j) To manage the performance and development of subordinate staff in line with HR policies and programs.
- k) To perform any other duties as may be assigned from time to time.

45.3 Qualifications, skills and working experience

45.3.1 Qualification

- a) A Master's degree in Human Resource Management from an internationally recognized University.
- b) Honours Bachelor's degree 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.

45.3.2 Experience

- a) A minimum of 5 years' experience in human resource management, 3 of which should have been served at supervisory level from a highly organized establishment.

- b) Demonstrated experience of working in a leadership role in an organization/ business unit/project with diverse professionals.

45.3.3 Added Advantage

Possession of a professional qualification and/or membership in the fields related to HR

45.3.4 Competencies

- a) Problem solving and Supervisory skills
- b) Team building and Negotiation skills
- c) Counselling and guidance skills
- d) Time management skills
- e) Ability to manage stress and work under pressure
- f) Effective verbal and listening skills
- g) Excellent Communication skills
- h) Good report writing skills
- i) Should have self-respect, ethics and integrity

46.0 PERSONAL SECRETARY

46.1 Job Summary

The Personal Secretary will provide professional, secretarial and administrative and office management support to the Director. He / She will ensure efficient and effective planning, directing, managing and coordination of the day-to-day activities of the office.

46.2 Key Roles and Responsibilities

- a) Organize facilities for meetings/workshops or official events in support of the Director's activities including booking venues, planning for and providing logistics like equipment, stationery, refreshments, and other facilitation for all activities.
- b) Develop and maintain an up-to-date contact list for the Director's business engagements.
- c) Act as first point of contact for the Director's visitors and ensure provision of good service to them.
- d) Requisitioning for and managing the Director's office stationery and equipment.
- e) Manage all front desk requirements in the office of the Director courteously and responding to their inquiries professionally.
- f) Ensuring cleanliness and orderliness of the Director's office
- g) Responsible for secretarial services in the office of the Director and take dictation, transcribing, editing and presenting accurate work.
- h) Attending to callers either in person or on telephone and ensure that incoming emails and outgoing emails are adequately managed.

- i) Ensure that all correspondences in the Director's office are appropriately filed.
- j) Perform any other duties as may be assigned from time to time.

46.3 Qualifications, Skills and Experience:

46.3.1 Basic Qualifications

- a) A Bachelor's degree (Hons) in Office Management or Secretarial Studies from an internationally recognized institution.
- b) Computer proficiency in MS Office applications like MS. Word, Power point and Excel.

46.3.2 Experience

Minimum of five (5) years' related experience three of which shall be in a busy working environment in a similar or related position.

46.3.3 Added Advantage

- a) Knowledge of, and experience in the oil and gas sector.
- b) Evidence of additional training and experience in office management and Secretarial work.

46.3.4 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) Excellent interpersonal and communication skills.
- f) Courteousness and customer care skills.
- g) Should have a typing speed of at least 60 words per minute
- h) Proven record of completing tasks to a high standard and meeting deadlines.
- i) Ability to work under pressure and adapt to varying situations with a high degree of attention to detail and initiative.

DIRECTORATE OF LEGAL AND CORPORATE AFFAIRS

47.0 Officer Stakeholder Engagement (2 Vacancies)

47.1 Job Summary:

The Officer Stakeholder Engagement will assist in ensuring that stakeholders are recognized as partners in the development and delivery of PAU's strategic goals. He / She will be responsible for building and maintaining relationships with key stakeholders, developing and implementing stakeholder engagement strategies, identifying stakeholder issues and appropriately addressing issues and contribute to the overall development and maintenance of PAU's reputation.

47.2 Key Roles and Responsibilities

- a) Ensuring stakeholders are recognized as partners in the development and delivery of PAU's strategic goals
- b) Implementing stakeholder engagement strategies including informing, consulting and involving stakeholders where relevant and evaluating the effectiveness of these strategies.
- c) Advising the Corporate Affairs (CA) manager of issues and/or risks to stakeholder relationships as soon as they arise so risks can be managed effectively.
- d) Ensuring 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) Maintain valuable stakeholder relationships
- f) Implement PAU's stakeholder engagement strategies and guidelines
- g) Assist business units to effectively consult and engage stakeholders on relevant projects
- h) Ensure access and equity principles are considered and included in relevant strategies and programs
- i) Implement the stakeholder satisfaction research projects, including developing and implementing strategies for continually improving stakeholder satisfaction across the PAU
- j) Implement stakeholder forums, meetings and special events
- k) Implement PAU's access and equity service level agreement with its stakeholders
- l) Carry out stakeholder contact through the implementation of a stakeholder contact management system
- m) Provide content and updates for various management reporting and environmental scanning processes
- n) Produce accurate stakeholder engagement reports and dashboards representing effects of interventions on targeted stakeholders
- o) Perform any other duties as may be assigned from time to time.

47.3 Qualifications, Skills and Experience:

47.3.1 Basic Qualifications

A Bachelor's Degree (Hons) in Public Relations, Marketing, Communications, or any other related field.

47.3.2 Experience

A minimum of 3 years' Corporate experience in Business, Public Relations, stakeholder engagement/management, communications, consultation or relevant field.

47.3.3 Added Advantage

- a) Languages will be an added advantage.
- b) Knowledge of Oil and Gas laws in Uganda.
- c) Oil and Gas related qualifications.

47.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team with results.
- c) Excellent interpersonal, communication and analytical skills.
- d) Possess good administrative and negotiation skills.
- e) Proficiency in the relevant computer packages.
- f) Ability to work with senior stakeholders
- g) Ability to understand complex communication issues, recognizing business wide implications, and repackage it into clear digestible format
- h) Excellent communication and presentation skills, and ability to communicate effectively at all levels
- i) High standard of written and spoken English with proven copywriting experience
- j) Exceptional time management, planning and organizational skills
- k) Corporate experience in stakeholder engagement and/or management and networking
- l) Strong understanding of consultation principles and tools and ability to apply these effectively
- m) Outstanding interpersonal, verbal and written communication skills

HOW TO APPLY:

PAU will **ONLY** consider online applications submitted through her website. Interested persons who fully meet the required job specifications and with the right personal attributes for the above positions 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 **Monday 18th March,2019 at 11:59 pm.**

NOTE:

1. **ONLY** online applications will be considered. Applications submitted by e-mail will not be accepted
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 and any form of lobbying will lead to automatic disqualification.
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.
6. Please forward any enquires regarding this advert to recruitment@pau.go.ug or call telephone number 0414231924.

“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