

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.

1.0 Manager Health, Safety & Security

1.1 Job Summary

The Manager Health, Safety and Security (HSS) reports to the Director Environment Health and Safety and is responsible for monitoring and regulating HSS matters in the industry but also managing all HSS aspects in Petroleum Authority of Uganda (PAU).

1.2 Key Duties and Responsibilities

- a) Contributes to the planning, budgeting and reporting on the activities of the Department.
- b) Coordinates the drafting of the Health, Safety and Environment Policy for PAU
- c) Coordinates health and safety related activities in the oil and gas sector in consultation with relevant Government Ministries, Departments and Agencies (MDAs), development partners and other stakeholders.
- d) He/she is the PAU liaison officer on any security matters over the operations in the oil and gas sector
- e) Coordinates the review and advise on the adequacy of existing policies, regulations, standards, strategies, guidelines and plans regarding health, safety and security management in the oil and gas sector.
- f) Ensures adequate review of incident reports, safety reports, safety concepts, emergency response plans, oil spill response plans and other relevant health and safety reports in consultation with relevant MDAs.
- g) Ensures that health, safety and security issues are integrated into planning, design and implementation phases of activities in the oil and gas sector.

- h) Ensures all operations including drilling and the integrity of facilities and processes are monitored
- i) Ensures implementation of occupational health and safety policies, legislation, standards, operational procedures and international conventions and treaties taking into consideration best practice principles.
- j) Ensures implementation of measures to promote a safe working culture in the oil and gas sector.
- k) Ensures Health, Safety and Security of the public in the vicinity of oil and gas operations
- l) 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 Safety Engineering, Chemical Engineering, Occupational Safety and Health or any other related engineering or physical science discipline from an internationally recognized University/ Institution **OR** a master's degree in any engineering or physical science discipline plus a post graduate training in health and safety management.
- b) A Bachelor's degree (Hons) in an engineering or physical science discipline from an internationally recognized University / Institution.

1.3.2 Experience

- i. A minimum of seven years' working experience in health and safety management in a busy organization with at least three (3) of which were served in oil and gas sector operations; and
- ii. Demonstrated experience working in a leadership role in an organization/business unit/project with diverse professionals.

1.3.3 Added Advantage

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

1.3.4 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.

2.0 Senior Safety Engineer

2.1 Job Summary

The Senior Safety Engineer will report to the Manager, Health, Safety and Security and will be responsible for monitoring and regulating technical and process safety aspects of the oil and gas sector in Uganda. The Senior Safety Engineer will also be responsible for ensuring safety design and operation of oil and gas facilities by reducing the risk of each identified hazard to an acceptable level.

2.2 Key Duties and Responsibilities

- a) Ensure compliance of licensees to 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) Ensure safety is integrated during planning, design and execution of oil and gas activities;
- c) Develop and implement a supervisory strategy to follow-up safety, emergency preparedness and response and working environment issues in the oil and gas sector
- 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 technical & operational safety in the oil and gas sector;
- h) Review incident reports submitted by licensees and participate in incident Investigation, including near misses, to an appropriate level; analyze immediate and root causes; and determine appropriate measures to prevent reoccurrences
- i) Develop, monitor, and analyse trends in Safety Key Performance Indicators (KPIs) in the oil and gas sector
- j) Initiate the review of relevant safety procedures, manuals and guidelines and ensure that they meet legislative and best practice requirements;
- k) 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.
- l) Recommending measures to help protect workers from potentially hazardous work methods, processes, or materials
- m) Conducting safety training or education programs to ensure a prudent safety culture in the oil and gas sector
- n) Perform any other duties as may be assigned from time to time.

2.3 Qualifications, Skills and Experience

2.3.1 Basic Qualifications

- a) A master's degree in Safety Engineering, Chemical Engineering or any other related engineering discipline from an internationally recognized University / Institution **OR** a master's degree in any engineering discipline plus a post graduate training in health and safety management.
- b) A Bachelor's degree (Hons) in an engineering or physical science discipline from an internationally recognized University / Institution

2.4 Experience

- a) A minimum of 5 years' working experience in health and safety management.
- b) Demonstrated experience working in a leadership role in an organization/business unit/project with diverse professionals

2.5 Added Advantage

- a) A qualification in the oil and gas sector from an internationally recognized institution;

- b) Membership to professional international body.
- c) Relevant Health, Safety Certification is desirable; and
- d) Good knowledge and understanding of the Ugandan health, safety legislation, guidelines and standards.

2.6 Character and Competencies

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

3.0 Senior Petroleum Engineer

3.1 Job Summary

The Senior Petroleum Engineer will be responsible for the monitoring and regulation of well production, metering and production systems. He will also ensure optimal production performance and real time production monitoring. He/she will report to Manager Operations and Surface Facilities

3.2 Key Duties and Responsibilities

- a) Responsible for evaluating and monitoring aspects of well performance, production engineering, metering and production data acquisition.
- b) Responsible for the review and evaluation of Field Development Plans, Petroleum Reservoir Reports, Front End Engineering and Design, Detailed Engineering and any other technical proposals and advise on aspects related to metering, petroleum production and allocation.
- c) Responsible for the review and evaluation of licensee technical studies related to metering for artificial lift and metering systems.

- d) Responsible for reviewing licensee work programs related to production and metering systems operations to support their timely review and approval.
- e) Ensure well planned, executed and cost-efficient well production, metering systems and production data acquisition.
- f) Responsible for monitoring of metering design, installation, testing, operation, calibration and maintenance as well as production, well performance tests, and petroleum production operations by licensees.
- g) Responsible for reviewing and updating metering standards and related guidelines.
- h) Monitoring and regulation of the measurement of petroleum produced, processed & transported for resource management, operational, fiscal and other purposes.
- i) Evaluation of field development and production programs, plans, consents, applications and permits submitted by licensees and recommending for issuance, renewal and revocation.
- j) Support the preparation, documentation, review and submission of periodic progress reports to relevant internal and external stakeholders
- k) Develop Performance Agreements and monitor performance to provide guidance to staff
- l) Assess the training and development needs of staff in the Department and recommend appropriate interventions
- m) Initiate and implement activities/programs intended to create and harness teamwork in the Business Unit.
- 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.

3.3 Qualifications, Skills and Experience

3.3.1 Basic Qualifications

- a) A Master's degree in Petroleum Engineering or Instrumentation and Control Engineering 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.

3.3.2 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.

3.3.3 Added Advantage

- a) Experience in upstream petroleum industry field operations.

- b) Qualification and/or experience in instrumentation and control in process and petroleum engineering
- c) Membership to relevant professional organizations.

3.3.4 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.

4.0 Senior National Content Officer- Capacity Building

4.1 Job Summary

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

4.2 Key Duties and Responsibilities

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

- m) Follows-up and coordinates the realization of the Agriculture Development Program

4.3 Qualifications, Skills and Experience

4.3.1 Basic Qualifications

- a) Master's degree in, Business Administration, Logistics and Supply Chain Management, Human Resource Management, Monitoring and Evaluation, Economics or any other related field from an internationally recognized University / Institution.
- b) Bachelor's Degree (Hons) in Education, Economics, Social Sciences, Business Statistics, Business Administration, Entrepreneurship and Small Business Management, Human Resource Management, Physical Sciences or any other related discipline from an internationally recognized University / Institution.

4.3.2 Experience

A minimum of 5 years' relevant working experience, three (3) of which should have been served at supervisory level in a reputable organization.

4.3.3 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.

4.3.4 Character and Competencies

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

5.0 Senior Stakeholder Management Officer

5.1 Job Summary

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

5.2 Key Duties and Responsibilities

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

5.3 Qualifications, Skills and Experience:

5.3.1 Basic Qualifications

- a) A Master's degree in either; Communications, Social Sciences, or Development Studies from an internationally recognized University / Institution.
- b) A Bachelor's degree (Hons) in either; Communications, Social Sciences, or Development Studies from an internationally recognized University / Institution.

5.3.2 Experience

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

5.3.3 Added Advantage

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

5.3.4 Character and Competencies

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

6.0 Instrumentation Engineer

6.1 Job Summary

The Instrumentation Engineer will report to the Senior operations Engineer and will be responsible for following up and participate in the monitoring and regulation of

production and metering systems and operations. He/she will be closely involved in monitoring of the design, development, installation and maintenance of the systems and devices which will be used to control, monitor and regulate petroleum production.

6.2 Key Roles and Responsibilities

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

6.3 Qualifications, Skills and working Experience

6.3.1 Qualifications

A Bachelor's degree (Hons) in Chemical, Electrical or electronics engineering from an internationally recognized University / Institution.

6.3.2 Experience

- a) A minimum of three (3) relevant working experience gained from a reputable organization.

6.3.3 Added Advantage

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

6.3.4 Character and Competencies

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

7.0 Statistician

7.1 Job summary

To collect, organise, interpret and summarize numerical data to provide usable information. The Statistician will be responsible for providing statistical advice and data management support to the Petroleum Authority of Uganda from time to time.

7.2 Key roles and responsibilities:

- a) Design and conduct research including collection, analysis, interpretation and validation of findings.
- b) Develop PAU research and survey frameworks and systems.
- c) Establish sound data collection and research data management processes.
- d) Evaluate the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency and process data for statistical modelling and graphic analysis.
- e) Provide up-to-date information to facilitate the PAU strategic planning processes.
- f) Generate (online or in text) statistical abstracts and streamline management and collection of data and information from administrative records.
- g) Build PAU's statistical and reporting capacities.
- h) Build relations with national statistical bodies to ensure that selected PAU indicators and targets approved by management are captured into national statistical systems.
- i) Collaborate with other directorates to analyse Big data and synthesize relevant trends and propose actions to be taken.
- j) Perform any other duties as may be assigned from time to time.

7.3 Qualifications, Skills and Experience

7.3.1 Basic Qualifications

An honours Bachelor's Degree in Statistics from an internationally recognised University / institution.

7.3.2 Experience:

- a) Three (3) years' experience working in the field of statistics or data analysis gained from a reputable organisation.
- b) Working knowledge of Statistical Packages such as Ms ACCESS, EPIINFO, STATA, SPSS, and CensusPro

7.3.3 Added Advantage:

- a) Professional certification in Data and Analytics training, survey designs and research methods.
- b) Training in Oil and Gas related fields.
- c) Participation in baselines, surveys or census.
- d) Membership to a recognized Statistical body.

7.3.4 Character and Competencies

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

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 20th May 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**