



GOVERNMENT OF UGANDA

MINISTRY OF TOURISM, WILDLIFE AND ANTIQUITIES

EXTERNAL JOB ADVERTISEMENT

Introduction:

The Ministry of Tourism, Wildlife and Antiquities (MoTWA) is the lead MDA for Government's Tourism Development Programme. The Ministry as the Programme Technical Leader is responsible for planning for the Programme through Programme Working Groups which are coordinated through a Secretariat. The Ministry is currently having various vacant positions on the Secretariat structure.

The Permanent Secretary wishes to invite applications from suitably qualified Ugandans to fill the positions under the Secretariat on contract terms.

Interested applicants should send their application letters with, copies of Academic Certificates, Transcripts, National ID and a CV with at least two referees to the address below not later than 17th May, 2024:-

The Permanent Secretary, Ministry of Tourism, Wildlife and Antiquities, 2nd Floor, Rwenzori Towers, Plot 6, Nakasero Road, P. O. Box 4241, Kampala.

OR Email to: hr.tourism@tourism.go.ug

Position : Assistant Programme Coordinator

Salary Scale : U2

Reports To : Program Coordinator

Minimum Qualification

Applicants should be Ugandans holding:

- i) An Honors Bachelor's Degree in Planning, Economics, Statistics, Public Administration, Project Management, M&E and Tourism from a recognized University /Institution.
- ii) A Master's degree in the fields of Planning, Economics, Statistics, Public Administration, Project Management, M&E and Tourism.

Experience

At least six (6) years' experience in Policy and Planning.

Job Summary

The Assistant Programme Coordinator will provide overall coordination, supervision/management and technical advice for optimal programme implementation, effective use of resources, monitoring and evaluation, evidence-informed advocacy for policy change and strategic reporting of the Tourism Development Programme Working Group (PWG).

Duties and Responsibilities

- i. Coordinate meetings of the PWG and its Technical Committees.
- ii. Validation and assessment of the smartness of the proposed outcomes and the entire results framework of the programme;
- iii. Teasing out and categorisation of programme outcomes into immediate (Departmental level), intermediate (Sub-programme Level) and final outcomes (Programme level);
- iv. Assessment of the relevancy of the proposed outputs in relation to NDP III interventions and objectives, and making proposals for amendments, where applicable;
- v. Validation of the output indicators, targets and proposed budget estimates and their review, where applicable
- vi. Identification and incorporation of relevant outputs that may not have been provided for in the result chain in consultations with the relevant Sub-programme Officers;



- vii. Review of the BFP submissions, recommend unfunded and underfunded priorities, with significant impact on program objectives for incorporation into programme.
- viii. Submit returns of the PWG to the Programme Coordinator.
- ix. Supervise staff under the Tourism Development Programme Working Group Secretariat.

Position : Sub-Programme Assistant -Marketing and Promotion

Salary Scale : U4

Reports To : Assistant Program Coordinator

Minimum Qualification

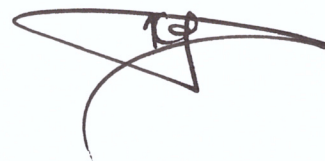
Applicants should be Ugandans holding an Honors Bachelor's Degree in Economics; Statistics; Tourism; Business Administration or Public Policy; or Commerce (Marketing) from a recognized University /Institution.

Experience

At least two years' experience in data management and socio-economic research.

Duties and Responsibilities

- (i) Desk Officer of the Programme Secretariat responsible for the Sub-Programme of Marketing and Promotion;
- (ii) Responsible for Marketing and Promotion Technical Working Group Sub-Committee;
- (iii) Provision of technical support to the Marketing and Promotion Sub-committee to:



- a. Identify priority interventions for integration into the five year and Annual Programme Implementation Action Plan, as aligned to NDP III;
 - b. Identify priorities, outputs, targets and resources required for incorporation into the Program Budget Framework Paper, and consolidate the Sub-committee Budget Framework Papers priorities aligned to the Program Implementation Action Plan; and
 - c. Identify administrative reforms to facilitate achievements of the Programme tourism marketing and promotion goals and objectives.
- (iv) Support the preparation of the Project Concept Papers and appraisal documents and submission to the officer in charge of projects and resource mobilisation, for consideration by the Program Technical Working Group;
 - (v) Organisation and coordination of meetings of the Marketing and Promotion Sub-Committee to execute tasks assigned by the Program Working Group and prepare Minutes;
 - (vi) Coordination of the implementation of decisions made by the Technical Working Group Marketing and Promotion Sub-committee and those made to the Sub-committee by the Technical Working Group, and provision of feedback to the Assistant Program Coordinator and Program Technical Leader;
 - (vii) Coordination of the Institutions that contribute to the relevant Programme objectives during the planning and implementation of the Programme Interventions;
 - (viii) Preparation of quarterly performance reports on the implementation of Annual Implementation Action Plans (AIAPs) and present to the Program Technical Working Group;
 - (ix) Development of a Marketing and Promotion monitoring and evaluation framework in collaboration with the officers in charge of Planning and Budgeting, aligned to the interventions under objectives relevant to the Marketing and Promotion Sub-committee;
 - (x) Undertaking joint monitoring and evaluation sessions interventions under the relevant program objective and preparation of periodic reports to the Programme Technical Leader through the Assistant Programme Coordinator;

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- (xi) Identification of key policy gaps and preparation of briefs with recommendations for improvement to the Assistant Program Coordinator;
- (xii) Undertaking periodic capacity needs assessment within the institutions relevant to Marketing and Promotion to identify skills gaps, develop a capacity development plan and submit for integration, the relevant priorities in the Annual Program Implementation Action Plan (APIAP) and Budget Framework Papers;
- (xiii) Documentation of success stories and submission to the Program Officer, in charge of communication and Public Relations for dissemination to relevant stakeholders; and
- (xiv) Execution of any other duties as assigned by the Assistant Program Coordinator or the Program Technical Leader.

Position : Stenographer Secretary

Salary Scale : U5

Reports To : Assistant Program Coordinator

Minimum Qualification

Applicants should be Ugandans in possession of; An Ordinary level Certificate with at least two (2) credits including English language and 3 passes A UNEB Certificate or Diploma in Secretarial Studies or equivalent qualifications from a recognized institution with the following subjects: Business Communication Stage II, Typewriting Stage II (40wpm), Shorthand Stage II (80/90wpm), Office Practice Stage II / Secretarial Duties II.

Work Experience

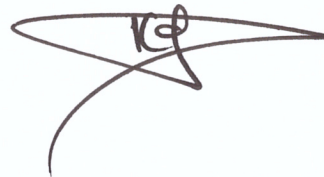
At least five (5) years' experience in Secretarial and Office Management.

Duties and Responsibilities

The incumbent will be responsible to the Assistant Program Coordinator for performing the following duties:-



- i) Taking dictation, transcribing and presenting accurate and error free work;
- ii) Attending to callers either in person or on telephone;
- iii) Drawing up and monitoring appointments;
- iv) Ensuring timely work and information flow to and from the office;
- v) Receiving Incoming mail;
- vi) Drafting letters of routine nature;
- vii) Ensuring cleanliness and orderliness of the office;
- viii) Managing records in accordance with established security and records management procedures;
- ix) Requisitioning and managing office stationery and equipment;
- x) Any other duties as may be assigned from time to time.

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