

**JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR THE
MINISTRY OF TOURISM WILDLIFE AND ANTIQUITIES**



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PREAMBLE

This report describes the Job Descriptions and Person Specifications for the Common Cadre Positions under the Ministry of Tourism Wildlife and Antiquities.

The Cadre Positions under the Ministry include;

1. Tourism officers
2. Wildlife officers
3. Conservator
4. Museum Curators
5. Gallery Assistants
6. Site Assistants

The above positions broadly fall in the offices and departments as indicated below:

- Departments of Tourism, Wildlife, Museums Services, Sites and Monuments
- Hotel and Training Institute
- Uganda Wildlife Institute

Job manual is a document that provides job descriptions for all the jobs in the Ministry of Tourism, Wildlife and Antiquities. Some of the major elements included in the job manual are;

- a. What is the ideal employee of the Ministry of Tourism, Wildlife and Antiquities and what are the skills and experiences required for a given role;

- b. Guidelines for the recruitment processes to ensure appointment of the right persons in the right positions for the right jobs; and
- c. The working and reporting relationships across different functional areas which aid maximization efficiency while at the same time facilitating the assessment of employee performance and determining the future training needs of employees in the Ministry of Tourism Wild life and Antiquities.

INTRODUCTION

A Job description and person specification is a detailed description of the role, including all responsibilities, objectives, qualifications and competences an employee will require to successfully perform in a particular job. It is of paramount importance that the criteria used to select candidates for particular jobs be directly related to the duties of the job description and contain the minimum requirements essential to do the job effectively. This information should also form the basis of the advert in order to attract the most suitable candidates for the jobs. A job description and person specification is of great importance in both the recruitment process and the subsequent management of job practices including appointments, induction and training.

A detailed job description and person specification entails thinking about exactly what skills and experience are required to fulfill the roles and responsibilities of the job and the type of person that will form part of the team to do the job. The job description and person specification also gives the candidates an idea of what exactly the employer is looking for before they think of applying for the job. They also help to manage the expectations of successful new employees and prevent situations where they feel they have been misled about the exact nature of the role.

Job description and specifications can be used as a checklist of evaluating curriculum vitae (CVs) for accuracy and to save on time during the recruitment process.

PRINCIPLES AND STANDARD OF DETAILED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS (JDs &PSs)

The Job Descriptions and Person Specifications prepared for the organization have taken into consideration the principles and standards of detailed JDs and PSs. These are;

- i) Being specific as much as possible about the responsibilities of the job, including any deadlines for delivery and measurements of success,
- ii) Leaving room for flexibility within the job specification and making it obvious if the role is likely to change or grow in the near future. This helps to prevent employees from resenting and taking on responsibilities not in their original job description,
- iii) Providing for alternatives or equivalents in case some required qualification can be equated to, qualified by experience or other sets of qualifications but still be suitable,
- iv) Non discriminative on grounds of gender, age, ethnicity and sexuality,
- v) Considering the clients' opinion on the type of person they would prefer to work with if the role involves service delivery.

STANDARD JOB DESCRIPTION AND PERSON SPECIFICATION

Job Descriptions and Personal Specifications for the Ministry were prepared using a recognized and consistent template which clearly states the following:

- i. The job title and the position in the Ministry including the supervisor and any other staff reporting to them;
- ii. Employer details, including: name, location of employer and where the post is based;
- iii. Salary scale and/or grade /hourly pay;
- iv. The location of the job;
- v. Responsibilities: the position to which the post reports and the positions (if any) or numbers of staff for which the post is responsible;
- vi. A summary of the general nature, main purpose and the objectives of the job;
- vii. A list of the main duties or tasks of the employee;
- viii. Scope of the job; expanding on the main tasks and the importance of the Jobs;

Job importance can be indicated by giving information such as the number of people to be supervised, the degree of precision required and the value of the materials and equipment used.
- ix. Qualifications and training required to perform the role;
- x. Skills, knowledge and aptitudes that are directly related to the job;
- xi. Experience: the type of experience necessary;
- xii. Competences and qualities that the successful candidates must be able to demonstrate;
- xiii. Personal qualities that you are looking for in a person to do the job. Any criteria relating to personal qualities or circumstances must be essential and directly related to the job role and must be applied equally to all groups irrespective of gender, sexual orientation, race, age, nationality, disability, religion, or belief. To do otherwise is potentially discriminatory;
- xiv. Other criteria and any desirable competences and qualities that are not

essential but would help someone perform the role. It is important that you consider which competences and qualities are essential and which are desirable for the position and how these requirements will be tested and assessed during the selection process;

xv. Essential criteria would be crucial to the position and only applicants that meet all of the essential criteria should be offered an interview;

xvi. Desirable criteria would not be crucial to the job but would help someone perform the role and therefore be an added advantage if the applicant had them;

This can assist when choosing between applicants that meet all the essential criteria.

xvii. Salary and benefits;

xviii. Probationary period;

xix. Final statement: as positions can change and adapt over time, it is wise to include a final statement on the job description. For example: a job description will be correct at the time of printing and gives the main responsibilities and tasks of the role. However, these may change or be added as appropriate. This allows the employer to make changes to the tasks and responsibilities without having to necessarily change the job description. If the role does change drastically however, the job description should be reviewed immediately.

BENEFITS OF JOB DESCRIPTIONS AND PERSONAL SPECIFICATIONS

The benefits of standard and detailed job descriptions and personal specifications are to;

1. Detail the purpose, tasks and responsibilities of the post;
2. Enable jobseekers to read about the position and match themselves to the job role before applying for it;
3. Provide a basis for short listing applicants;
4. Use as a reference for interviewing applicants;
5. Provide the interview panel with the selection criteria by which to assess the best candidate for the role;
6. Assist with organizing and designing the new staff member's induction and training program;
7. Detail what the person needs to fulfill the requirements of the position by providing a profile of the skills and knowledge considered essential and desirable;
8. Used in appraisals as an ongoing assessment tool through the employment.
9. The job description should always be checked and referred to before the job is advertised as over time the position can change. The job description should be updated to reflect these changes. For the new positions, it's important to allow sufficient time to write up suitable job descriptions.

DEPARTMENT OF TOURISM DEVELOPMENT

Job Title: Commissioner Tourism Development
Salary Scale: U1SE
Report to: Permanent Secretary
Responsible for: Assistant Commissioner -Tourism Development
Assistant Commissioner – Quality Assurance

Job Purpose

To provides strategic leadership and guidance in the development of Tourism in Uganda.

Key duties and responsibilities

- i. To coordinate the formulation, implementation and review of laws, policies, regulations and plans for tourism development;
- ii. To facilitate the implementation of International and regional agreements in Tourism;
- iii. To coordinate the monitoring, and supervision of the Tourism and related activities;
- iv. To coordinate the development and implementation of tourism projects, departmental budgets, work plans and programs;
- v. To manage the human, financial and physical resources of the Department;
- vi. To coordinate the development of Tourism products and services in the sector;
- vii. To provide technical guidance and support to statutory institutions, civil society and private sector in tourism development;
- viii. To coordinate research and development in the tourism sub – sector;
- ix. To coordinate the promotion of tourism investment and enterprise development.

Person Specifications

(a) Academic Qualifications

- i. An Honors Bachelor's Degree either in; Tourism, Tour and Travel, Leisure and Hospitality Management, Arts (with Geography and History options), Natural Science (Geography and Wildlife), Commerce, Economics or International Studies from a recognized university.
- ii. A Master's Degree in any of the specified disciplines above from a recognized University or Institution;

(b) Work Experience

A minimum of twelve (12) years of working experience three (3) of which should have been served at Assistant Commissioner Level in Government or equivalent level in a reputable organization.

(c) Competencies

(i) Technical

- Policy management in a Public Service setting;
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Change management;
- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking;

(ii) Behavioral

- Leadership Skills;
- Strategic Thinking;
- Ethics and Integrity;
- Effective Communication;
- Knowledge Management;
- Innovative and Self-drive;
- Interpersonal and Public Relations;
- Ability to Mentor, Coach and Develop Subordinates;

Job Title: Assistant Commissioner Tourism Development

Salary Scale: UIE

Report to: Commissioner Tourism Development

Directly Supervises: Principal Tourism Officer

Job Purpose:

To provide technical support and guidance in Tourism Development in Uganda

Key duties and responsibilities

- i. To lead the formulation, implementation and review of tourism, laws, Policy, regulations and plans;
- ii. To lead the implementation of International and regional agreements in Tourism;
- iii. To lead the monitoring, and supervision of the Tourism and related activities;
- iv. To lead the technical development and implementation of tourism projects, departmental budgets, work plans and programs;
- v. To provide policy guidance and technical advice to the Tourism products and services;
- vi. To provide technical guidance and support to statutory institutions, civil society and private sector in tourism development;
- vii. To provide technical guidance on research and development of the tourism Sub – sector;
- viii. To supervise and appraise the staff in the department of Tourism development;

Person Specifications

(a) Academic Qualifications

- i) An Honors Bachelor’s Degree either in; Tourism, Tour and Travel, Leisure and Hospitality Management, Arts (with Geography and History options),

Natural Science (Geography and Wildlife), Commerce, Economics or International Studies from a recognized university.

- ii) A Master's Degree in any of the specified disciplines above from a recognized University or Institution.

(b) Work Experience:

A minimum of nine (9) years working experience three (3) of which should have been served at Principal Tourism Officer level in Government or equivalent level in a reputable organization.

(c) Competences:

(i) Technical

- Policy management in a Public Service setting;
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Change management;
- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking.

(ii) Behavioral

- Leadership Skills;
- Strategic Thinking;
- Ethics and Integrity;
- Effective Communication;
- Knowledge Management;
- Innovative and Self-drive;
- Interpersonal and Public Relations;

- Ability to Mentor, Coach and Develop Subordinates.

Job Title: Assistant Commissioner Tourism (Quality Assurance)
Salary Scale: UIE
Reports to: Commissioner Tourism Development
Directly Supervises: Principal Tourism Development Officer

Job Purpose:

To provide technical guidance in regulation and quality assurance of Tourism products and services in Uganda

Key duties and responsibilities

- i. To lead the formulation and review of regulations and standards for quality assurance of the Tourism products and services;
- ii. To lead the enforcement of regulations and standards for quality assurance of the Tourism products and services;
- iii. To lead the development, Implementation, monitoring and review of the Tourism Quality Assurance Framework;
- iv. To provide technical guidance in the implementation of International and Regional agreements in the Tourism Sub Sector;
- v. To provide technical, institutional and enterprise capacity support in tourism products and services;
- vi. To lead the monitoring, and supervision of the Tourism and related activities;
- vii. To lead the preparation of departmental work plans, budgets and reports;
- viii. To lead in research and development in the tourism sub – sector;

Person Specifications

(a) Academic Qualifications

- i) An Honors Bachelor's Degree either in; Tourism, Tour and Travel, Leisure and Hospitality Management, Arts (with Geography and History options), Natural Science (Geography and Wildlife), Commerce, Economics or International Studies from a recognized university.
- ii) A Master's Degree in any of the specified disciplines above from a recognized University or Institution.

(b) Work Experience:

A minimum of nine (9) years working experience three (3) of which should have been served at Principal Tourism Officer level in Government or equivalent level in a reputable organization.

(c) Competences:

(i) Technical

- Policy management in a Public Service setting;
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Strategic Thinking
- Change management
- Planning, Organizing and coordinating skills;
- Research and Analytical skills
- Negotiation and networking

(ii) Behavioral

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations
- Ability to Mentor, Coach and Develop Subordinates;

Job Title: Principal Tourism Development Officer (Quality Assurance)

Salary Scale: U2

Reports to: Assistant Commissioner Tourism (Quality Assurance)

Directly Supervise: Senior Tourism Development Officer (Quality Assurance)

Job Purpose:

To regulate and assure quality of Tourism products and services in the Uganda

Key duties and responsibilities

- i. To develop and review regulations and standards for quality assurance of the Tourism products and services;
- ii. To facilitate the enforcement of regulations and standards for quality assurance of the Tourism products and services;
- iii. To develop, monitor and review of the Tourism Quality Assurance Framework;
- iv. To implement International and Regional agreements in the Tourism Sub – Sector;
- v. To participate in the institutional and enterprise capacity in tourism products and services;
- vi. To monitor and evaluate tourism products and services;
- vii. To design, implement departmental projects, programs, work plans, budgets and reports;
- viii. To facilitate research and development in the tourism sub – sector.

Person Specifications

(a) Academic Qualifications

- i. An Honors Bachelor's Degree either in; Tourism, Tour and Travel, Leisure and Hospitality Management, Arts (with Geography and History options), Natural Science (Geography and Wildlife), Commerce, Economics or International Studies from a recognized university.
- ii. A Master's Degree in any of the specified disciplines above from a recognized University or Institution

(b) Work Experience:

A minimum of six (6) years working experience three (3) of which should have been served at Senior Tourism Officer in a Government Institution or an equivalent reputable organization

(c) Competences:

(i) Technical

- Policy management in a Public Service setting
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Strategic Thinking
- Change management
- Planning, Organizing and coordinating skills;
- Research and Analytical skills
- Negotiation and networking

(ii) Behavioral

- Leadership Skills
- Ethics and Integrity
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations
- Ability to Mentor, Coach and Develop Subordinates;

Job Title:	Principal Tourism Development Officer
Salary Scale:	U2
Reports:	Assistant Commissioner Tourism
Directly Supervises:	Senior Tourism Development Officer

Job Purpose:

To design and develop facilities, products and services with the objective of developing a viable tourism industry

Key Duties and Responsibilities

- i. To design, implement and review tourism laws, regulations, policy and plans for Tourism Development;
- ii. To implement International and regional agreements in Tourism;
- iii. To monitor and supervise Tourism related activities;
- iv. To lead in the preparation of departmental work plans, budgets and reports;
- v. To provide policy guidance and technical advice to management and the public about Tourism products and services;
- vi. To participate in the operations of the Statutory Institutions under the Ministry;
- vii. To draft and implement departmental projects and programs;
- viii. To carry out research identify and examine opportunities for the development of the tourism sub – sector;
- ix. To review, analyze and provide recommendation on a range of strategic issues including marketing, event and product development

Person Specifications

(a) Academic Qualifications

- i) An Honors Bachelor's Degree either in; Tourism, Tour and Travel, Leisure and Hospitality Management, Arts (with Geography and History options), Natural Science (Geography and Wildlife), Commerce, Economics or International Studies from a recognized university.
- ii) A Master's Degree in any of the specified disciplines above from a recognized University or Institution.

(b) Work Experience:

At least a minimum of six (6) years working experience three (3) of which should have been served at Senior Tourism Officer level in Government Institution or an equivalent level from a reputable organization.

(c) Required Competences:

(i) Technical

- Policy management in a Public Service setting;
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Strategic Thinking;
- Change management;
- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking;

(ii) Behavioral

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication;
- Knowledge Management;
- Innovative and Self-drive;
- Interpersonal and Public Relations;
- Ability to Mentor, Coach and Develop Subordinates;

Job Title: Senior Tourism Development Officer (Quality Assurance)

Salary Scale: U3

Reports: Principal Tourism Development Officer (Quality assurance)

Directly Supervises: Tourism Development Officer (Quality assurance)

Job Purpose:

To provide technical support in regulation and quality assurance of Tourism products and services in the country

Key duties and responsibilities

- i. To participate in the formulation, implementation and review of laws, regulations, departmental projects, programs and standards for quality assurance of the Tourism products and services;
- ii. To enforce regulations and standards for quality assurance of the Tourism products and services;
- iii. To lead in the development, Implementation, monitoring and review of the Tourism Quality Assurance Framework;
- iv. To participate in the implementation of International and Regional agreements in the Tourism Sub Sector;
- v. To participate in the institutional and enterprise capacity in tourism products and services;
- vi. To participate in the monitoring and evaluation of the tourism products and services;
- vii. To lead in preparation of departmental work plans, budgets and reports;
- viii. To lead the collection of tourism statistics and inventories of the tourism products and services;

Person Specifications

(a) Academic qualifications

An Honors Bachelor's Degree either in; Tourism, Tour and Travel, Leisure and Hospitality Management, Arts (with Geography and History options), Natural Science (Geography and Wildlife), Commerce, Economics or International Studies from a recognized university.

(b) Work experience:

A minimum of three (3) years working experience as a Tourism Officer in Government or a reputable organization

(c) Required competences:

(i) Technical

- Policy management in a Public Service setting
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations
- Change management
- Planning, Organizing and coordinating skills;
- Research and Analytical skills
- Negotiation and networking

(ii) Behavioral

- Leadership Skills
- Ethics and Integrity
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations

- Ability to Mentor, Coach and Develop Subordinates;

Job Title: Senior Tourism Development Officer
Salary Scale: U3
Reports to: Principal Tourism Development Officer
Directly Supervises: Tourism Development Officer

Job Purpose:

To provide technical support in Tourism Development department in the country

Key Duties and Responsibilities

- i. To participate in the formulation, implementation and review of laws, Policy, regulations and plans for Tourism development;
- ii. To participate in the implementation of International and regional agreements in Tourism;
- iii. To Identify and develop tourism products and services
- iv. To Collect and analyze tourism and market statistics
- v. To undertake tourism and marketing promotional activities
- vi. To participate in the monitoring and supervision of the Tourism and related activities.
- vii. To prepare departmental work plans, budgets and reports
- viii. To participate in the operations of the Statutory Institutions under the Ministry.
- ix. To collect tourism statistics and inventories of the tourism products and services.

Person Specifications

(a) Academic Qualifications

An Honors Bachelor's Degree either in; Tourism, Tour and Travel, Leisure and Hospitality Management, Arts (with Geography and History options),

Natural Science (Geography and Wildlife), Commerce, Economics or International Studies from a recognized university.

(b) Work Experience:

A minimum of three (3) years working experience as a Tourism Officer in Government or a reputable organization

(c) Required Competences

(i) Technical

- Policy management in a Public Service setting
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Change management
- Planning, Organizing and coordinating skills;
- Research and Analytical skills
- Negotiation and networking

(ii) Behavioral

- Leadership Skills
- Ethics and Integrity
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations
- Ability to Mentor, Coach and Develop Subordinates;

Job Title: Tourism Development Officer
Salary Scale: U4
Reports: Senior Tourism Development Officer
Directly Supervises: None

Job Purpose:

To provide technical support in Tourism Development department in the country

Key Duties and Responsibilities

- i. To formulate, implementation and review laws, policies, regulations and plans for Tourism Development.
- ii. To participate in the implementation of International and regional agreements in Tourism.
- iii. To participate in the monitoring and supervision of the Tourism related activities.
- iv. To prepare and implement departmental projects, programs, work plans, budgets and reports
- v. To participate in collection of tourism statistics and inventories of the tourism products and services.

Person Specifications

(a) Academic qualifications

An Honors Bachelor's Degree either in; Tourism, Tour and Travel, Leisure and Hospitality Management, Arts (with Geography and History options), Natural Science (Geography and Wildlife), Commerce, Economics or International Studies from a recognized university.

(b) Work experience:

Nil

(c) Competences:

(i) Technical

- Change management
- Planning, Organizing and coordinating skills;
- Research and Analytical skills

(ii) Behavioral

- Ethics and Integrity
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations
- Result orientation

DEPARTMENT OF WILDLIFE CONSERVATION

Job Title: Commissioner, Wildlife Conservation

Salary Scale: U1SE

Report to: Permanent Secretary

Responsible for: Assistant Commissioner, Wildlife Conservation
(Planning & Partnerships)

Assistant Commissioner, Wildlife Conservation
(Licensing & Monitoring)

Job Purpose

To provide strategic guidance and technical leadership in the management and conservation of Wildlife resources in the country

Key duties and responsibilities

- i. To coordinate the formulation of policies, legislation, departmental work plans, standards and guidelines on conservation and sustainable development of wildlife resources in Uganda;
- ii. To coordinate implementation, monitoring and evaluation of policies, national plans, legislation, guidelines, and strategies on conservation and sustainable development of wildlife resources in Uganda;
- iii. To provide leadership development and enforcement of standards on conservation and sustainable development of wildlife resources;
- iv. To lead the mainstreaming of conservation and sustainable development of wildlife resources into MDAs and local government policies, plans and programs;
- v. To coordinate promotion of wildlife-based private investments and enterprise development;
- vi. To lead the regulation of trade in wildlife and wildlife products;

- vii. To Provide Technical Leadership in the negotiation and implementation of Multilateral Environmental Agreements (MEAs) on wildlife conservation.
- viii. To provide technical leadership on implementation of regional and international collaboration on wildlife conservation and management.
- ix. To provide technical guidance and support to Statutory, Trust agencies, civil society and private sector on wildlife conservation.
- x. To mobilize resources for implementation of policies, plans and programs on conservation and sustainable development of wildlife.
- xi. To lead in assessment of risks and impacts of development on wildlife conservation and ensure adequate mitigation measures are implemented.

Person Specifications

(a) Academic Qualifications

- i) An Honors Bachelor's Degree either in; Wildlife Management, Conservation Biology, BSc (Botany and Zoology), Environmental Science or Ecology from a recognized University or Institution;
- ii) A Master's Degree in any of the specified disciplines above from a recognized University or Institution;

(b) Work Experience

A minimum of twelve (12) years of working experience three (3) of which should have been served at Assistant Commissioner Level in Government or equivalent level in a reputable organization.

(c) Required Competencies

(i) Technical

- Policy management in a Public Service setting;
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;

- Strategic Thinking
- Change management
- Planning, Organizing and coordinating skills;
- Research and Analytical skills
- Negotiation and networking

(ii) Behavioral

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations
- Ability to Mentor, Coach and Develop Subordinates;

Job Title: Assistant Commissioner, Wildlife Conservation
(Planning and Partnerships)

Salary Scale: UIE

Reports to: Commissioner, Wildlife Conservation

Directly Supervises: Principal Wildlife Officer (Planning and Partnerships)

Job Purpose

To provide technical support and guidance in wildlife conservation, planning and strategic partnerships

Key Duties and Responsibilities

- i. To lead the formulation, implementation, monitoring and evaluation of policies, laws, standards and guidelines, plans, strategies, programs and projects on wildlife conservation;
- ii. To coordinate the evaluation of Protected Area Management Plans' implementation;
- iii. To facilitate the collection, analysis and dissemination of information on wildlife conservation;
- iv. To mainstream and integrate wildlife conservation issues into MDAs and local government policies, plans and programs;
- v. To lead the negotiation and implementation of Multilateral Environmental Agreements (MEAs) on wildlife conservation;
- vi. To facilitate the implementation of regional and international collaboration on wildlife conservation and management;
- vii. To monitor statutory agencies, Trust agencies, civil society and private sector and ensure compliance with the set standards on wildlife conservation;
- viii. To lead the preparation of departmental work plans, budgets and reports;
- ix. To support the Monitoring and evaluation of policies, laws, standards and guidelines on wildlife conservation;

- x. To develop national, regional and international collaborative programs and partnership initiatives with Civil Society and private sector on conservation and sustainable development of wildlife;

Person Specifications

(a) Academic Qualifications

- i) An Honors Bachelor's Degree either in; Wildlife Management, Conservation Biology, BSc (Botany and Zoology), Environmental Science or Ecology from a recognized University or Institution;
- ii) A Master's Degree in any of the specified disciplines above from a recognized University or Institution;

(b) Work experience

A minimum of nine (9) years of working experience three (3) of which should have been served at Principal Wildlife Officer Level in Government or equivalent level in a reputable organization.

(c) Required Competencies

(i) Technical

- Policy management in a Public Service setting;
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Strategic Thinking
- Change management
- Planning, Organizing and coordinating skills;
- Research and Analytical skills
- Negotiation and networking

(ii) Behavioral

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations
- Ability to Mentor, Coach and Develop Subordinates;

Job Title: Assistant Commissioner, Wildlife Conservation
(Licensing and Monitoring)

Salary Scale: UIE

Reports to: Commissioner, Wildlife Conservation

Directly Supervises: Principal Wildlife Officer (Licensing and
Monitoring)

Job Purpose

To provide technical guidance and support in the monitoring sustainable utilization and development of wildlife resources

Key duties and responsibilities

- i. To lead the formulation and implementation of policies, laws, standards, plans, strategies, programs and guidelines on wildlife conservation;
- ii. To support the monitoring of implementation of policies, national plans, laws, guidelines, and strategies on wildlife conservation;
- iii. To support the collection, analysis and dissemination of information on wildlife conservation;
- iv. To monitor compliance with set standards on wildlife conservation;
- v. To lead the promotion of wildlife-based private investments;
- vi. To regulate trade in wildlife and wildlife products;
- vii. To implement Multilateral Environmental Agreements (MEAs), regional and international collaboration on wildlife conservation;
- viii. To guide and monitor Statutory and Trust agencies, civil society and private sector in wildlife conservation;
- ix. To lead the preparation of departmental work plans, budgets and reports;
- x. To lead the assessment of risks and impacts of development projects on wildlife conservation and ensure adequate mitigation measures are implemented.

Person Specifications

(a) Academic Qualifications

- i. An Honors Bachelor's Degree either in; Wildlife Management, Conservation Biology, BSc (Botany and Zoology), Environmental Science or Ecology from a recognized University or Institution;
- ii. A Master's Degree in any of the specified disciplines above from a recognized University or Institution;

(b) Work Experience

A minimum of nine (9) years of working experience three (3) of which should have been served at Principal Wildlife Officer Level in Government or equivalent level in a reputable organization.

(c) Competencies

(i) Technical

- Policy management in a Public Service setting;
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Strategic Thinking
- Change management
- Planning, Organizing and coordinating skills;
- Research and Analytical skills
- Negotiation and networking

ii) Behavioral

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations
- Ability to Mentor, Coach and Develop Subordinates;

Job Title: Principal Wildlife Officer (Planning and Partnership)

Salary Scale: U2

Reports to: Assistant Commissioner Wildlife Conservation (Planning and Partnership)

Directly Supervises: Senior Wildlife Officer (Planning and Partnership)

Job Purpose

To develop and implement projects, budgets, plans, strategies, partnerships and programs for wildlife conservation.

Key duties and responsibilities

- i. To initiate, develop, implement, monitor and evaluate policies, laws, plans, strategies, programs, projects, standards and guidelines on wildlife conservation;
- ii. To facilitate the collection, analysis and dissemination of information on wildlife conservation;
- iii. To participate in the mainstreaming and integration of wildlife conservation issues into MDA and local government policies, plans and programs;
- iv. To lead evaluation of Protected Area Management Plans' implementation;
- v. To implement Multilateral Environmental Agreements (MEAs), regional and international collaboration on wildlife conservation and management;
- vi. To guide Statutory agencies, Trust agencies, civil society and private sector on wildlife conservation;
- vii. To prepare departmental work plans, budgets and reports.

Person Specifications

(a) Academic Qualifications

- i. An Honors Bachelor's Degree either in; Wildlife Management, Conservation Biology, BSc (Botany and Zoology), Environmental Science or Ecology from a recognized University or Institution;
- ii. A Master's Degree in any of the specified disciplines above from a recognized University or Institution;

(b) Work Experience

A minimum of six (6) years of working experience three (3) of which should have been served at Senior Wildlife Officer Level in Government or equivalent level in a reputable organization.

(c) Competencies

(i) Technical

- Policy management in a Public Service setting;
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Strategic Thinking
- Change management
- Planning, Organizing and coordinating skills;
- Research and Analytical skills
- Negotiation and networking

(ii) Behavioral

- Leadership Skills;
- Ethics and Integrity;

- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations
- Ability to Mentor,
- Coach and Develop Subordinates;

Job Title: Principal Wildlife Officer (Licensing and Monitoring)

Salary Scale: U2

Reports to: Assistant Commissioner, Wildlife Conservation (Licensing and Monitoring)

Directly Supervises: Senior Wildlife Officer (Licensing/Monitoring)

Job Purpose

To develop and monitor the implementation of projects, plans, strategies and programs for the sustainable utilization of wildlife resources.

Key duties and responsibilities

- i. To initiate, develop and implement policies, laws, plans, strategies, programs, projects, standards and guidelines on wildlife conservation;
- ii. To participate in the monitoring of implementation of policies, national plans, laws, guidelines, and strategies on wildlife conservation;
- iii. To facilitate the collection, analysis and dissemination of information on wildlife conservation;
- iv. To facilitate the enforcement of standards on wildlife conservation and ensure compliance;
- v. To facilitate the promotion of wildlife-based private investments;
- vi. To participate in the regulation of trade in wildlife and wildlife products;
- vii. To implement Multilateral Environmental Agreements (MEAs), regional and international collaboration on wildlife conservation and management;
- viii. To monitor Statutory and Trust agencies, civil society and the private sector on wildlife conservation;
- ix. To monitor the management of potential impacts of development on wildlife conservation.

Person Specifications

(a) Academic Qualifications

- i. An Honors Bachelor's Degree either in; Wildlife Management, Conservation Biology, BSc (Botany and Zoology), Environmental Science or Ecology from a recognized University or Institution;
- ii. A Master's Degree in any of the specified disciplines above from a recognized University or Institution

(b) Work Experience

A minimum of six (6) years of working experience three (3) of which should have been served at Senior Wildlife Officer Level in Government or equivalent level in a reputable organization.

(c) Competencies

(i) Technical

- Policy management in a Public Service setting;
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Strategic Thinking;
- Change management;
- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking.

(ii) Behavioral

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication;

- Knowledge Management;
- Innovative and Self-drive;
- Interpersonal and Public Relations;
- Ability to Mentor, Coach and Develop Subordinates.

Job Title: Senior Wildlife Officer (Planning and Partnerships)
Salary Scale: U3
Reports to: Principal Wildlife Officer (Planning and Partnerships)
Directly Supervises: Wildlife Officer

Job Purpose

To facilitate the development and establishment of strategic partnerships for wildlife resources conservation in the country

Key duties and responsibilities

- i. To initiate the formulation and implementation of policies, laws, plans, strategies, programs, projects, standards and guidelines on wildlife conservation;
- ii. To monitor and evaluate the implementation of policies, national plans, laws, guidelines, and strategies on wildlife conservation;
- iii. To collect, analyze and disseminate information on wildlife conservation;
- iv. To mainstream and integrate wildlife conservation issues into MDAs and local government policies, plans and programs;
- v. To implement Multilateral Environmental Agreements (MEAs), regional and international collaboration on wildlife conservation;
- vi. To review and evaluate Protected Area Management Plans;
- vii. To analyze Plans, Strategies, Programs and budgets of affiliated statutory and trust institutions;
- viii. To initiate the development of national, regional and international partnership initiatives on conservation and sustainable development of wildlife;
- ix. To guide on collaboration arrangements with other Ministries, Departments, Agencies and Local Governments on matters of wildlife conservation;
- x. To initiate proposals for wildlife conservation projects and grants.

Person Specifications

(a) Academic Qualifications

An Honors Bachelor's Degree either in; Wildlife Management, Conservation Biology, BSc (Botany and Zoology), Environmental Science or Ecology from a recognized University or Institution.

(b) Work Experience

A minimum of three (3) years of working experience which should have been served at Wildlife Officer Level in Government or an equivalent level from a reputable organization

(c) Required Competencies

(i) Technical

- Policy management in a Public Service setting;
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Change management
- Planning, Organizing and coordinating skills;
- Research and Analytical skills
- Networking

(ii) Behavioral

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations
- Ability to Mentor, Coach and Develop Subordinates;

Job Title: Senior Wildlife Officer (Licensing)

Salary Scale: U3

Reports to: Principal wildlife Officer (Licensing and Monitoring)

Directly Supervises: Wildlife Officer

Job Purpose

To facilitate sustainable utilization, development and conservation of wildlife resources in the country

Key duties and responsibilities

- i. To participate in the formulation and implementation of policies, laws, plans, strategies, programs, projects, standards and guidelines on wildlife conservation;
- ii. To enforce set standards and regulations on wildlife conservation and management;
- iii. To promote wildlife-based private investments;
- iv. To initiate proposals for wildlife conservation projects and grants;
- v. To monitor trade in wildlife and wildlife products;
- vi. To support implementation of Multilateral Environmental Agreements (MEAs), regional and international collaboration on wildlife conservation;
- vii. To supervise wildlife trade data entry, maintenance and analysis;
- viii. To mobilize and support private sector capacity building programmes especially wildlife use rights licensees.

Person Specifications

(a) Academic Qualifications

An Honors Bachelor's Degree either in; Wildlife Management, Conservation Biology, BSc (Botany and Zoology), Environmental Science or Ecology from a recognized University or Institution.

(b) Work Experience

A minimum of three (3) years of working experience which should have been served at Wildlife Officer Level in Government or equivalent level in a reputable organization

(c) Required Competencies

(i) Technical

- Policy management in a Public Service setting;
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Change management
- Planning, Organizing and coordinating skills;
- Research and Analytical skills
- Networking

(ii) Behavioral

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations
- Ability to Mentor, Coach and Develop Subordinates.

Job Title: Senior Wildlife Officer (Monitoring)
Salary Scale: U3
Reports to: Principal Wildlife Officer (Licensing and Monitoring)
Directly Supervises: Wildlife Officer

Job Purpose

To facilitate monitoring of the implementation of policies, laws, standards, guidelines, plans, strategies and programs for conservation and sustainable utilization of wildlife resources in the country

Key duties and responsibilities

- i. To participate in the formulation and implementation of policies, laws, national plans, strategies, programs, projects, standards and guidelines on wildlife conservation;
- ii. To collect, analyze and disseminate information on wildlife conservation;
- iii. To enforce set standards on wildlife conservation;
- iv. To implement Multilateral Environmental Agreements (MEAs), regional and international collaboration on wildlife conservation;
- v. To assess potential developmental, environmental, social impact and threat on wildlife conservation;
- vi. To initiate proposals for wildlife conservation projects and grants.

Person Specifications

(a) Academic Qualifications

An Honors Bachelor's Degree either in; Wildlife Management, Conservation Biology, BSc (Botany and Zoology), Environmental Science or Ecology from a recognized University or Institution.

(b) Work Experience

A minimum of three (3) years of working experience which should have been served at Wildlife Officer Level in Government or equivalent level in a reputable organization

(c) Competencies

(i) Technical

- Policy management in a Public Service setting;
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Change management
- Planning, Organizing and coordinating skills;
- Research and Analytical skills
- Networking

(ii) Behavioral

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations
- Ability to Mentor, Coach and Develop Subordinates;

Job Title:	Wildlife Officer
Salary Scale:	U4
Reports to:	Senior Wildlife Officer
Directly Supervises:	None

Job Purpose

To implement, enforce and monitor policies, laws, standards, guidelines, plans, strategies, projects and activities for sustainable utilization and conservation of wildlife resources.

Key Duties and Responsibilities

- i. To implement policies, laws, standards, plans and projects on wildlife conservation;
- ii. To collect, analyze data and disseminate information on wildlife conservation;
- iii. To enforce standards on wildlife conservation;
- iv. To monitor wildlife-based private investments;
- v. To participate in the regulation of trade in wildlife and wildlife products;
- vi. To monitor Statutory and Trust agencies on wildlife conservation;
- vii. To assess the impacts of development initiatives on wildlife conservation;
- viii. To prepare departmental work plans, budgets and reports.

Person Specifications

(a) Academic Qualifications

An Honors Bachelor's Degree either in; Wildlife Management, Conservation Biology, BSc (Botany and Zoology), Environmental Science or Ecology from a recognized University or Institution.

(b) Work Experience

Nil

(c) Competencies

(i) Technical

- Planning, Organizing and coordinating skills;
- Research and Analytical skills
- Networking

(ii) Behavioral

- Ethics and Integrity;
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations

DEPARTMENT OF MUSEUM SERVICES

Job Title:	Commissioner, Museum Services
Salary Scale:	U1SE
Reports:	Permanent Secretary
Directly Supervises:	Assistant Commissioner, Museum Services

Job Purpose

To provide professional and strategic leadership in the implementation of Museum services, programs and plans in Uganda.

Key duties and responsibilities

- i. To coordinate the formulation and review of policies, plans, programs and guidelines for the Museums in the country;
- ii. To provide strategic leadership in the development of annual recurrent and capital development estimates for the museums;
- iii. To coordinate the development and management of Museums projects;
- iv. To supervise the development and enhancement of National and regional museums;
- v. To coordinate the acquisition of museum artifacts;
- vi. To coordinate the implementation and domestication of the conventions and agreements affecting museum artifacts in liaison with UNESCO, ICOM and other development partners;
- vii. To coordinate the research and publications in Ethnography, History, Archaeology and general Museology;
- viii. To oversee the establishment of private and community museums in the country to ensure they meet the set standards;
- ix. To coordinate the restitution of artifacts from other countries.

Person Specifications

(a) Academic Qualifications

- i) An honors bachelor's degree in either; History, Archeology, Social Anthropology/Ethnography, Geography, Tourism, Fine Art and Design, Industrial Art and Design, Natural Science (Zoology, Botany, Paleontology, Environmental Science), Education (History, and Geography); Heritage Management, Museology from a recognized University or Institution.
- ii) A Master's degree in any of the above disciplines from a recognized University or Institution;

(b) Work Experience

Twelve (12) years working experience, three (3) of which should have been served at the level of Assistant Commissioner level in Government or an equivalent level from a reputable organization

(c) Competences:

(i) Technical

- Knowledge in cultural heritage, conservation and museology;
- Financial Management;
- Planning, organizing and coordinating;
- Management of Organizational Environment;
- Strategic Thinking;
- Human Resource Management.

(ii) Behavioral

- Leadership and Team Work;
- Accountability;
- Public Relations and customer care;
- Communicating Effectively;

- Knowledge Management,
- Ethics and Integrity;
- Ability to coach and mentor staff.

Job Title: Assistant Commissioner, Museum Services
Salary Scale: U1E
Reports: Commissioner, Museum Services
Directly Supervises: Principal Curator, Collection Management
Principal Curator, Education and Public Programme

Job Purpose

To provide technical leadership in the implementation of museum services, programs and plans in Uganda

Key duties and responsibilities

- i. To provide technical support and guidance in the formulation and review of policies, plans, programs and guidelines for Museum services;
- ii. To develop annual recurrent and capital development estimates for the museums;
- iii. To provide technical support and guidance in the preparation and management of Museums initiatives and projects;
- iv. To lead the development and enhancement of national, regional, community and private museums;
- v. To provide technical guidance on research and publication in Ethnography, History and general Museology;
- vi. To coordinate the accessioning of museum artefacts by the original owners;
- vii. To supervise, coach and mentor staff in museum services;
- viii. To provide technical guidance on restitution and international exchanges.

Person Specifications

(a) Academic Qualifications

- i) An honors bachelor's degree in either; History, Archeology, Social Anthropology/Ethnography, Geography, Tourism, Fine Art and Design, Industrial Art and Design, Natural Science (Zoology, Botany, Paleontology), Education (History and Geography); Heritage Management, Museology from a recognized University or Institution.
- ii) A Master's degree in any of the above disciplines from a recognized University or Institution;

(b) Work Experience

A Minimum of Nine (09) years working experience, three (3) of which should have been served at the level of Principal Curator in Government or an equivalent level from a reputable organization

(c) Competences:

(i) Technical

- Knowledge in cultural heritage, conservation and museology
- Financial Management;
- Planning, organizing and coordinating;
- Management of Organizational Environment;
- Strategic Thinking;
- Human Resource Management.

(ii) Behavioral

- Leadership and Team Work;
- Accountability;
- Public Relations and customer care;
- Communicating Effectively;
- Knowledge Management,
- Ethics and Integrity;

- Ability to coach and mentor staff.

Job Title: Principal Curator (Collections Management)

Salary Scale: U 2

Reports: Assistant Commissioner, Museums

Directly Supervises: Senior Curator

Job Purpose

To manage and implement the operations of museums services

Key duties and responsibilities

- i. To develop and implement plans, programs and guidelines for the Museums;
- ii. To acquire artefacts of national significance for appreciation of past, present and future development of the nation;
- iii. To manage the register of cultural heritage artefacts;
- iv. To supervise the curating and interpreting of important natural and cultural artefacts for public education and enjoyment;
- v. To supervise the assessments and grading of community and private Museums;
- vi. To examine artefacts for quality assurance and ensure they comply with the set standards;
- vii. To supervise the programmes and operations of the national, regional, community and private Museums;
- viii. To facilitate the research and publications on museum collections.

Person Specifications

(a) Academic Qualifications

- i) An honors bachelor's degree in either; History, Archeology, Social Anthropology/Ethnography, Geography, Tourism, Fine Art and Design,

Industrial Art and Design, Natural Science (Zoology, Botany, Paleontology), Education (History and Geography); Heritage Management, Museology from a recognized University or Institution.

- ii) A Master's degree in any of the above disciplines from a recognized University or Institution;

(b) Work Experience

A Minimum of Six (6) years working experience, three (3) of which should have been served at Senior Curator level in Government or an equivalent level from a reputable organization.

(c) Required Competences:

(i) Technical

- Knowledge in cultural heritage, conservation and museology;
- Financial Management;
- Planning, organizing and coordinating;
- Management of Organizational Environment;
- Strategic Thinking;
- Human Resource Management.

(ii) Behavioral

- Leadership and Team Work;
- Accountability;
- Public Relations and customer care;
- Communicating Effectively;
- Knowledge Management,
- Ethics and Integrity.

Job Title: Principal Curator (Education and Public Programs)

Salary Scale: U 2

Reports: Assistant Commissioner, Museums

Directly Supervises: Senior Curators

Job Purpose

To implement the museums services related to education and public programs.

Key duties and responsibilities

- i. To develop curriculum and age-appropriate educational materials for schools and the communities;
- ii. To establish and maintain opportunistic and sustainable partnerships with individuals, cultural organizations, academic institutions, and community agencies to broaden awareness, support, resources, and revenue for public programs;
- iii. To develop public programs, promotional materials and participate in Marketing and communicating information to the public;
- iv. To lead in curating and interpreting the important natural and cultural artefacts for public education and enjoyment;
- v. To manage the education and public programmes to create awareness on information about the natural and cultural heritage to the public;
- vi. To develop creative and innovative programs that advance appreciation, understanding and knowledge of heritage;
- vii. To supervise the education and public programs of the national, regional, community and private Museums;
- viii. To supervise the research and publications on museum audiences;
- ix. To develop and manage records database of museum visitors.

Person Specifications

(a) Academic Qualifications

- i) An honors bachelor's degree in either; History, Archeology, Social Anthropology/Ethnography, Geography, Tourism, Fine Art and Design, Industrial Art and Design, Natural Science (Zoology, Botany, Paleontology, Environmental Science), Education (History and Geography); Heritage Management, Museology from a recognized University or Institution.
- ii) A Master's degree in any of the above disciplines from a recognized University or Institution;

b) Work Experience

A minimum of Six (6) years working experience, three (3) of which should have been served at Senior Curator level in Government or an equivalent level from a reputable organization.

c) Competences:

(i) Technical

- Knowledge in cultural heritage, conservation and museology;
- Planning, organizing and coordinating;
- Management of Organizational Environment;
- Strategic Thinking;
- Human Resource Management.
- Public Relations and customer care.

(ii) Behavioral

- Leadership and Team Work;
- Accountability;
- Communicating Effectively;
- Knowledge Management,

- Ethics and Integrity.

Job Title:	Senior Curator (Ethnography/Archaeology)
Salary Scale:	U3
Reports:	Principal Curator
Directly Supervises:	Curators

Job Purpose

To manage and implement ethnographic collections for museums services

Key duties and responsibilities

- i. To carry out research in specialised fields of cultural, artistic, scientific, technological and historical interest;
- ii. To Preserve and treat objects that have been selected for display in the Uganda Museum and regional museums for public viewing and enjoyment;
- iii. To curate and interpret the important natural and cultural artefacts, for public education and enjoyment;
- iv. To supervise and manage the Inventory and documentation of the museum collections;
- v. To receive and conserve artefacts that have been acquired from communities and repatriated from other countries;
- vi. To Inspect museums to ensure compliance of set standards and guidelines.

Person Specifications

(a) Academic Qualifications

An Honor's bachelor's degree in either; Industrial Art and Design, History, Archaeology, Social Anthropology/Ethnography, Geography, Tourism, Museology or Heritage Studies from a recognized University or Institution

(b) Work Experience

s level from a reputable organization

(c) Competencies

(i) Technical

- Knowledge in heritage;
- Change management;
- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking.

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations
- Ability to Mentor, Coach and Develop Subordinates;

Job Title: Senior Curator (Palaeontology/Natural history)
Salary Scale: U3
Reports: Principal Curator
Directly Supervises: Curator (Palaeontology/Natural history)

Job Purpose

To manage and implement archaeological and natural history collections

Key duties and responsibilities

- i. To carryout research in specialised fields of archaeological and natural historical interest;
- ii. To preserve and treat objects that have been selected for display in the Uganda Museum and regional museums for public viewing and enjoyment;
- iii. To curate and interpret important archaeological and natural history artefacts, for public education and enjoyment;
- iv. To disseminate archaeology and natural history information to create awareness on the natural and cultural heritage to the public;
- v. To supervise and manage Inventory and documentation of natural history museum collections;
- vi. To receive and conserve artefacts that have been acquired from communities and repatriated from other countries;
- vii. To inspect museums to ensure compliance of set standards and guidelines.

Person Specifications

(a) Academic Qualifications

An honors bachelor's degree in either; Natural Science (Zoology, Botany, Paleontology, Environmental Sciences), Education (History and Geography); Heritage Management, Museology from a recognized University or Institution.

(b) Work Experience

Three (3) years working experience at Curator level in Government or an equivalent level from a reputable organization

(c) Competencies

(i) Technical

- Change management;
- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking;

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication;
- Knowledge Management;
- Innovative and Self-drive;
- Interpersonal and Public Relations.

Job Title: Senior Curator (Public Programs)
Salary Scale: U3
Reports: Principal Curator (Education and Public Programs)
Directly Supervises: Curator (Public Programs)

Job Purpose

To manage and implement public programmes for museums services

Key duties and responsibilities

- i. To develop workplans and calendars for national events to enable public programs functional.
- ii. To design the promotional materials, marketing and Communication strategies to the public about the museum services.
- iii. To undertake outreach and awareness activities to the communities on museum services.
- iv. To develop and implement the preparations of celebrating the annual International Museums Day.
- v. To develop creative and innovative programs that advance appreciation, understanding and knowledge of heritage in Museums.
- vi. To market and promote the museum activities and services to the public.
- vii. To prepare quarterly and annual reports on the museum public programs.
- viii. Participate in curating and interpreting the important natural and cultural artefacts for public education and enjoyment.
- ix. To conduct marketing research and writing publications on museum audiences and exhibitions.
- x. To plan and manage the public events hosted at the Uganda Museum gardens and the educational halls in liaison with education curators.

Person Specifications

(a) Academic Qualifications

An Honor's bachelor's degree in Arts in either; History, Archaeology, Social Anthropology/Ethnography, Geography, Tourism, Museology, Natural Science (Zoology, Botany, Paleontology, Environmental Science) or Education (History and Geography) from a recognised University or Institution.

(b) Work Experience

Three (3) years working experience at Curator level in Government or an equivalent level from a reputable organization

(c) Competencies

i) Technical

- Change management;
- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking.

ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication;
- Knowledge Management;
- Innovative and Self-drive;
- Interpersonal and Public Relations.

Job Title: Senior Curator (Education and Research)
Salary Scale: U3
Reports: Principal Curator (Education and Public Programs)
Directly Supervises: Curator (Education Services)

Job Purpose

To develop, manage and implement museums education services

Key duties and responsibilities

- i. To perform historical and interpretive research of and for exhibits for the development of museum education curricula;
- ii. To participate in various museum publications on educational and interpretive materials.;
- iii. To develop, research and implement innovative educational programming on heritage conservation for broad and diverse audiences presented in various formats;
- iv. To coordinate specialized lectures, workshops with universities and higher learning institutions
- v. To plan, implement and supervising school-based programs and partnerships including the development of relationships with teachers and schools;
- vi. To curate and interpret educational exhibitions
- vii. To develop and manage records of museum school visitors.

Person Specifications

(a) Academic Qualifications

An honors bachelor's degree in either; History, Archeology, Social Anthropology/Ethnography, Geography, Tourism, Fine Art and Design, Industrial Art and Design, Natural Science (Zoology, Botany, Paleontology,

Environmental Science), Education (History and Geography); Heritage Management, Museology from a recognized University or Institution.

(b) Work Experience

Three (3) years working experience at Curator level in Government or an equivalent level from a reputable organization

(c) Competencies

(i) Technical

- Change management
- Planning, Organizing and coordinating skills,
- Research and Analytical skills
- Negotiation and networking

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations

Job Title: Curator (Education and Research)
Salary Scale: U 4
Reports: Senior Curator (Education and Research)
Directly Supervises: Assistant Curators

Job Purpose

To develop, manage and implement museums education services

Key duties and responsibilities

- i. Implement museum education curricula and age-appropriate educational materials for schools and the communities;
- ii. Conduct gallery instruction and guidelines for tours in the museums and sites
- iii. Liase with conservators for sites information and educational services
- iv. Conduct gallery tour services to the visitors
- v. To carrying out historical and interpretive research of and for exhibits for the development of museum education curricula;
- vi. To implement innovative educational programming on heritage conservation for broad and diverse audiences presented in various formats;
- vii. To carry out market analysis of education to enhance museum visitor attraction;
- viii. To liaise with the relevant departments for information to write reports and papers for publications about museum education;
- ix. To disseminate educational information to the public.

Person Specifications

(a) Academic Qualifications

An honors bachelor's degree in either; History, Archeology, Social Anthropology/Ethnography, Geography, Tourism, Fine Art and Design, Industrial Art and Design, Natural Science (Zoology, Botany, Paleontology,

Environmental Science), Education (History and Geography); Heritage Management, Museology from a recognized University or Institution.

(b) Work Experience

Nil

(c) Competencies

(i) Technical

- Knowledge in heritage
- Change management
- Planning, Organizing and coordinating skills,
- Research and Analytical skills
- Negotiation and networking

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations

Job Title: Curator (Palaeontology/Natural History)
Salary Scale: U 4
Reports: Senior Curator (Archaeology/Natural history)
Directly Supervises: Assistant Curators

Job Purpose

To collect and conserve museum artefacts

Key duties and responsibilities

- i. To collect data and specimen in specialised fields of cultural, artistic, scientific, technological and natural historical interest;
- ii. To preserve and treat objects that have been selected for display in the Uganda Museum and regional museums for public viewing and enjoyment;
- iii. To curate and interpret the important natural history artefacts, for public education and enjoyment;
- iv. To disseminate archaeology and natural history information to create awareness on the natural and cultural heritage to the public;
- v. To manage inventory and documentation of natural history museum collections;
- vi. To receive and conserve artefacts that have been acquired from communities and repatriated from other countries;
- vii. To inspect museums to ensure compliance of set standards and guidelines.

Person Specifications

(a) Academic Qualifications

An Honor's bachelor's degree in either; Geology, Biology, Museology, Natural Sciences (Environmental Sciences, Palaeontology, Zoology, Botany/Ethnobotany) from a recognized University or Institution.

(b) Work Experience

Nil

(c) Competencies

(i) Technical

- Change management
- Planning, Organizing and coordinating skills,
- Research and Analytical skills
- Negotiation and networking

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations

Job Title:	Curator (Ethnography/Archeology/History)
Salary Scale:	U4
Reports:	Senior Curator
Directly Supervises:	Assistant Curator (Archivist)

Job Purpose

To collect and conserve museum artefacts

Key duties and responsibilities

- i. To carry out research in specialised fields of cultural, artistic, scientific, technological and historical interest;
- ii. To Preserve and treat objects that have been selected for display in the Uganda Museum and regional museums for public viewing and enjoyment;
- iii. To curate and interpret the important natural and cultural artefacts, for public education and enjoyment;
- iv. To supervise and manage the Inventory and documentation of the museum collections;
- v. To receive and conserve artefacts that have been acquired from communities and repatriated from other countries;
- vi. To Inspect museums to ensure compliance of set standards and guidelines.

Person Specifications

(a) Academic Qualifications

An honors bachelor's degree in either; History, Archeology, Social Anthropology/Ethnography, Geography, Tourism, Fine Art and Design, Industrial Art and Design, Natural Science (Zoology, Botany, Paleontology), Education (History and Geography); Heritage Management, Natural Science from a recognized University or Institution.

(b) Work Experience

NIL

(c) Competencies

(i) Technical

- Knowledge in heritage;
- Change management;
- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking.

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations
- Ability to Mentor, Coach and Develop Subordinates;

Job Title: Curator (Exhibitions)
Salary Scale: U 4
Reports: Senior Curator (Public Programs)

Job Purpose

To carryout exhibitions and maintenance of Museum galleries

Key duties and responsibilities

- i. To develop exhibition plans for the galleries;
- ii. To design displays, exhibitions, installations and artefacts for public viewing;
- iii. To plan for exhibition fabrications, installation, lighting showcases;
- iv. To maintain exhibition galleries at the required standards;
- v. To carry out exhibition research and coordinate with relevant departments for information to write reports and publications;
- vi. To participate in ensuring galleries are well maintained from dust and lighting;
- vii. To prepare exhibition mounts and fittings;
- viii. To keep records of exhibition materials;
- ix. To collect, document, preserve specimen and exhibit artefacts in museums;
- x. To develop digital programmes for online and virtual exhibitions and clients' needs responses on museums.

Person Specifications

(a) Academic Qualifications

An Honor's bachelor's degree in Graphic Design, Fine Art and Design Industrial Art and Design, Curatorship or Museology from a recognized University or Institution.

(b) Work Experience

Nil

(c) Required Competencies

(i) Technical

- Change management
- Planning, Organizing and coordinating skills,
- Research and Analytical skills
- Negotiation and networking

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication;
- Knowledge Management;
- Innovative and Self-drive;
- Interpersonal and Public Relations.

Job Title: Curator (Public Programs)
Salary Scale: U 4
Reports: Senior Curator (Public Programs)
Directly Supervises: Assistant Curator

Job Purpose

To develop and manage Museum Public programs

Key duties and responsibilities

- i. To prepare and communicate museum services to the public in liaison with relevant
- ii. To prepare public and stakeholders reports, newsletters, annual plans, budgets, digital and social media information and programs;
- iii. To organize and implement public programs, events, festivals, promotional materials, and marketing;
- iv. To curate and interpret important natural and cultural artefacts for public education and enjoyment;
- v. To undertake public programmes to create awareness on information about the natural and cultural heritage to the public;
- vi. To participate in implementing creative and innovative programs that advance appreciation, understanding and knowledge of heritage;
- vii. To develop and manage records of museum visitors.

Person Specifications

(a) Academic Qualifications

An honors bachelor's degree in either; History, Archeology, Social Anthropology/Ethnography, Geography, Tourism, Fine Art and Design, Industrial Art and Design, Natural Science (Zoology, Botany, Paleontology,

Environmental Science), Education (History and Geography); Heritage Management, Museology from a recognized University or Institution.

(b) Work Experience

Nil

(c) Required Competencies

(i) Technical

- Change management
- Planning, Organizing and coordinating skills,
- Research and Analytical skills
- Negotiation and networking

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Knowledge Management
- Innovative and Self drive
- Interpersonal and Public Relations

Job Title: Assistant Curator

Salary Scale: U5

Reports to: Curator

Directly Supervises: Nil

Job Purpose

To preserve museum artefacts

Key duties and responsibilities

- i. To guide and handle visitors in the museums.
- ii. Prepare exhibitions layouts of artefacts in museums.
- iii. To arrange and prepare Laboratory specimen for testing.
- iv. Maintain Laboratory equipment /specimen
- v. To classify and file correspondences, indexing and maintain an inventory of all files.
- vi. To maintain and update the artefacts database.

Person Specifications

(a) Academic Qualifications

A Diploma in Education History, Art History, Archaeology, Social Anthropology/Ethnography, Geography), Tourism, Leisure and Hospitality, Museology, Music, Dance and Drama or Heritage studies from a recognized University or Institution.

(b) Work Experience

Nil

(c) Required Competencies

(i) Technical

- Research and Analytical skills

- Interpretation skills
- Planning and organizational skills

(ii) Behavioural

- Ethics and Integrity;
- Effective Communication
- Innovative and Self drive

Job Title: Assistant Curator (Taxidermy)

Salary Scale: U 5

Reports to: Curator

Directly Supervises: Nil

Job Purpose

To preserve museum artefacts

Key duties and responsibilities

- i. To mould and mount artefacts in the museums;
- ii. To preserve and present animals through removal, disinfection and presentation of their skin;
- iii. To arrange and prepare Laboratory specimen for testing;
- iv. To maintain Laboratory equipment /specimen;
- v. To create natural or realistic colourations using air brushing and painting techniques;
- vi. To take and record measurements of the taxidermy specimen;
- vii. To perform taxidermy activities on natural history specimens for exhibition mounts.

Person Specifications

(a) Academic Qualifications:

A Diploma either in; Taxidermy, Zoology, Botany, Biology or Wildlife from a recognized University or Institution.

(b) Working experience

Nil

(c) Required Competencies

(i) Technical

- Research and Analytical skills
- Craftsmanship N
- Negotiation and networking
- Ethics and Integrity;
- Effective Communication
- Innovative and Self drive

(ii) Behavioural

- Ethics and Integrity;
- Effective Communication
- Innovative and Self drive
- Time management
- Physical stability

JOB TITLE: Assistant Archivist

Salary Scale: U5

Report to: Curator

Directly Supervises: Nil

Job Purpose:

To conserve and manage museum archival materials

Key duties and responsibilities:

- i. The storage, documentation, preservation, conservation and restoration of artifacts, records and books
- ii. Coordinate with relevant sections in the department for information
- iii. Setup an information centre that will be accessible to the researchers
- iv. In charge of the Dark room and the Photographic services of the department
- v. Carryout Digitization of information materials (artifacts, record and books)
- vi. Collecting relevant Archival materials from the public or community
- vii. Carrying out Archival outreach and exhibitions
- viii. Should be able to carry out Appraisal, Description of the archival
- ix. records, books and artifacts
- x. Carryout sensitization of the masses about the importance and relevance of Archival materials.

(a) Persons Specifications

A Diploma in Library and Information Science or a Diploma in Records and Archives from a recognized University or Institution.

(b) Work Experience

Nil

(c) Competencies

(i) Technical

- Research and Analytical skills
- Negotiation and networking
- Highly skilled craftsman

(ii) Behavioural

- Ethics and Integrity;
- Effective Communication
- Innovative and Self drive
- Time management
- Physical stability

Job Title: Guide/Gallery Assistant
Salary Scale: U 7
Reports to: Assistant Curators
Directly Supervises: Nil

Job Purpose

Attend to visitors and the galleries.

Key duties and responsibilities

- i. To clean specimens, structure/glasses in the galleries and stores;
- ii. To welcome and guide visitors through the museum galleries;
- iii. To provide guidance to visiting school teachers during the lesson sessions in the museum;
- iv. To manage security of the galleries/sites and ensure safety of artefacts and museum equipment;
- v. To clean and maintain galleries.

Person specifications

(a) Academic Qualifications

Uganda Certificate of Education plus a certificate in the fields of either Museology, Tourism or Leisure and hospitality from a recognised Institution.

(b) Work Experience

Nil

(c) Required Competencies

(i) Technical

- Research and Analytical skills
- Negotiation and networking

(ii) Behavioural

- Ethics and Integrity;
- Effective Communication
- Innovative and Self drive
- Time management

Job Title:	Artisan (Electrician)
Salary Scale:	U 7
Reports to:	Curator
Directly Supervises:	Nil

Job Purpose

To install and maintain electrical works in the museum

Key duties and responsibilities

- i. To identify and rectify electrical faults in buildings;
- ii. To carry out routine maintenance of electrical installations;
- iii. To check the power supply to all domestic sockets and other lighting fittings;
- iv. To recommend and participate in the procurement of electrical appliances and fittings;
- v. To prepare reports to management on all electrical faults;
- vi. To operate and maintain generators.

Person specifications

(a) Academic Qualifications

Uganda Certificate of Education plus a Uganda Craftsman Certificate Part II in Electrical Installation and servicing skills from a recognized Institution

(b) Work Experience

Nil

Required Competencies

(iii) Technical

- Research and Analytical skills
- Negotiation and networking
- Highly skilled craftsman

(iv) Behavioural

- Ethics and Integrity;
- Effective Communication
- Innovative and Self drive
- Time management
- Physical stability

Job Title: Artisan (Carpenter)

Salary Scale: U 7

Reports: Assistant Engineer

Directly Supervises: Nil

Job Purpose

To manage carpentry works in Museums.

Key duties and responsibilities

- i. To design the interior structures including furniture, cabinets, showcases and other exhibition requirements;
- ii. To construct, fix, fit and paint wood work structures;
- iii. To check for quality /quantity of carpentry supplies received for conformity;
- iv. To make wood work requisitions and purchase orders;
- v. To conduct gallery inspections to ensure that works of art are secure, properly displayed, and clean;
- vi. To safe custody and storage of materials and equipment.

Person Specifications

(a) Academic Qualifications

A Uganda Certificate of Education plus a certificate in carpentry and joinery craft from a recognised Institution.

(b) Work experience:

Nil

(c) Required Competencies

(i) Technical

- Highly skilled craftsman
- Negotiation and networking

(ii) Behavioural

- Ethics and Integrity;
- Effective Communication
- Innovative and Self drive
- Time management
- Physical stability

Job Title: Artisan (Plumber)
Salary Scale: U 7
Reports to: Assistant Engineer
Directly Supervises: Nil

Job Purpose

To install and maintain plumbing systems of Museums

Key duties and responsibilities

- i. To carry out plumbing work in buildings as and when required;
- ii. To identify and rectify plumbing faults in the building;
- iii. To monitor the water supply to all buildings;
- iv. To carry out periodic preventive maintenance on plumbing system;
- v. To check for quality of plumbing supplies received for conformity;
- vi. To make plumbing requisitions and purchase orders;
- vii. To maintain appropriate service and repair records.
- viii. To respond to routine emergency calls for repairs and service.

Person Specifications

(a) Academic qualifications:

A Uganda Certificate of Education plus a Uganda Craftsman Certificate in plumbing and pipe fitting from a recognized Institution.

(b) Work experience

Nil

(c) Required Competencies

(i) Technical

- Research and Analytical skills

- Negotiation and networking
- Highly skilled craftsman

(ii) Behavioural

- Ethics and Integrity;
- Effective Communication
- Innovative and Self drive
- Time management
- Physical stability

Job Title: Receptionist

Salary Scale: U7

Reports to: Secretary

Directly Supervises: Nil

Job Purpose

To manage the Front Desk office

Key duties and responsibilities

- i. To receive and welcome guests;
- ii. To register and make reservations for all incoming guests;
- iii. To attend to customers' requests, inquiries and complaints;
- iv. To compile guest bills and submit proper sales summary reports;
- v. To administer all internal and external communication efficiently and effectively;
- vi. To receive incoming calls, mail and direct clients to the right offices;
- vii. To inform and report to the immediate supervisor all information relating to Museum business, customer service, guests' complaints and staff.

Person Specifications

(a) Academic qualifications

- i) A Uganda Certificate of Education, plus a Basic Certificate in Customer Care Management or Hotel Operations/Catering from a recognized Institution.
- ii) Computer literacy will be an added advantage

(b) Working experience

Nil

(c) Required competencies

(i) Technical

- Listening and communicating effectively;

- Negotiation and networking;
- Knowledge of Client handling and management.

(ii) Behavioural

- Ethics and Integrity;
- Interpersonal skills;
- Innovative and Self-drive;
- Time management.

Job Title:	Driver
Salary Scale:	U8
Reports to:	Transport Officer
Directly Supervises:	Nil

Job purpose

To drive and maintain assigned vehicle

Key duties and responsibilities

- i. To carry out daily vehicle maintenance checks and generate reports in line with the administrative guidelines;
- ii. To drive the vehicle for official duty and assignments;
- iii. To maintaining and updating record of vehicle movement logbook, insurance, license service card;
- iv. To report technical/Mechanical faults to the supervising officer/Transport officer;
- v. To ensure cleanliness and safety of the assigned vehicle.

Person Specifications

(a) Academic qualifications:

- i. A Uganda Certificate of Education with at least a pass in English language;
- ii. A Valid Driving Permit, and should have passed competency driving tests of Ministry of Works and Transport.

(b) Work Experience

- At least two years minimum driving experience;
- Knowledge of motor vehicle mechanics would be an added advantage.

(c) Required competencies

(i) Technical

- Responsible driving;
- Demonstrated competencies in vehicle Driving;
- Basic Motor vehicle maintenance;
- Records and Information Management;
- Abide with Traffic rules, regulations and guidelines.

(ii) Behavioral

- Communicating effectively;
- Team work;
- problem solving;
- Ethics and integrity;
- Results orientation.
- Time Management

Job Title: Office Attendant

Salary Scale: U8

Reports to: Secretary

Directly Supervises: Nil

Job Purpose

To provide cleaning services to offices

Key duties and responsibilities:

- i. To collect mail from post office and other offices;
- ii. Receiving and distributing of memos, mails and newspaper and ensure all the mails are registered before dispatching;
- iii. Cleaning offices and office equipment of the Director;
- iv. Operating photocopier and duplicating machines;
- v. Preparing and serving tea to Instructors and staff;
- vi. Locking and opening offices on time.

Person Specifications

(a) Academic qualifications:

- i) A Uganda Certificate of Education with at least a pass in English language;
- ii) Computer literacy will be an added advantage.

(b) Working experience

Nil

(c) Required Competencies

(i) Technical

- Records management
- Planning and organizing

(ii) Behavioral

- Communicating effectively
- Team work
- Ethics and integrity
- Results orientation
- Time management

DEPARTMENT OF SITES AND MONUMENTS

Job Title:	Commissioner, Sites and Monuments
Salary Scale:	U1SE
Reports to:	Permanent Secretary
Directly Supervises:	Assistant Commissioner, Sites and Monuments

Job purpose

To provide strategic and professional leadership of the Sites and Monuments Department

Key duties and responsibilities

- i. To coordinate the formulation, implementation and review of policies, plans, programs and guidelines for the Sites and Monuments in the country;
- ii. To oversee the development of annual recurrent and capital development estimates for the Sites and Monuments;
- iii. To provide strategic leadership and professional guidance in the management of Sites and Monuments projects;
- iv. To coordinate the development, promotion and enhancement of public and private Sites and Monuments;
- v. To coordinate the grading and gazetting of national, community and private sites and monuments;
- vi. To lead the implementation and domestication of the 1972, UNESCO conventions and agreements affecting the Cultural heritage in liaison with other development partners;
- vii. To coordinate the research and publication in Sites and Monuments;
- viii. To provide strategic and professional guidance in the implementation of Public Private Partnerships (PPP) in Sites and Monuments in Uganda.

Person Specifications

(a) Academic qualifications

- i) An Honor's bachelor's degree in either; History, Archaeology, Geography, Tourism, Social Sciences (Anthropology) Natural sciences (Botany, Zoology, Palaeontology, Environmental Sciences), Environmental Management, Geology or Heritage Studies from a recognized University or Institution.
- ii) A master's degree in any of the above fields or Management from a recognised University or Institution;

(b) Work Experience

Twelve (12) years working experience, three (3) of which should have been served at Assistant Commissioner level in Government or an equivalent level from a reputable organization

(c) Required Competencies

(i) Technical

- Policy management in a Public Service setting;
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Strategic Thinking;
- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking;
- Resource mobilization;
- Knowledge Management

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication;
- Innovative and Self-drive;
- Interpersonal and Public Relations;
- Ability to Mentor, Coach and Develop Subordinates.

Job Title: Assistant Commissioner, Sites and Monuments
Salary Scale: U1E
Reports: Commissioner, Sites and Monuments
Directly Supervises: Principal Conservators, sites and Monument development and Principal conservator Maintenance and Inspection

Job purpose

To provide technical leadership in the management of Sites and Monuments

Key duties and responsibilities

- i. To provide technical support and guidance in the formulation of policies and guidelines to regulate the conservation and management of monuments and heritage sites;
- ii. To provide technical leadership in the inspection and monitoring of monuments, cultural sites and historical buildings operations;
- iii. To facilitate research and publication in Sites and Monuments;
- iv. To supervise the issuing of permits (licenses) to local and foreign researchers for excavation, collection, export and film production;
- v. To coordinate the development of departmental work plans, budgets and reports;
- vi. To supervise the development, promotion and enhancement of public, community, private Sites and Monuments;
- vii. To supervise, coach and mentor staff in museum services.

Person Specifications

(a) Academic Qualifications

- i. An Honor's bachelor's degree in either; History, Archaeology, Geography, Tourism, Social Sciences (Anthropology) Natural sciences (Botany, Zoology,

Palaeontology, Environmental Sciences), Environmental Management, , Geology or Heritage Studies from a recognized university/ institution;

ii. A master's degree in any of the above fields or Management;

(b) Work Experience

Nine (09) years working experience, three (3) of which should have been served at Principal Conservator level in Government or an equivalent level from a reputable organization.

(c) Required Competencies

(i) Technical

- Policy management in a Public Service setting;
- Knowledgeable of Government of Uganda Accounting procedures, rules and regulations;
- Strategic Thinking;
- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking;
- Resource mobilization;
- Knowledge Management.

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication;
- Innovative and Self-drive;
- Interpersonal and Public Relations;
- Ability to Mentor, Coach and Develop Subordinates.

Job Title: Principal Conservator, Sites and Monuments
Salary Scale: U 2
Reports to: Assistant Commissioner, Sites and Monuments
Directly Supervises: Senior Conservator

Job purpose

To supervise operations of Sites and monuments

Key duties and responsibilities

- i. To draft policies, plans, programs and guidelines for the Sites and monuments;
- ii. To draft annual, recurrent and capital development estimates for the Sites monuments;
- iii. To supervise the assessment and grading of Sites and monuments across the country;
- iv. To develop cultural tourism products in the conservation and management of all Sites and monuments;
- v. To develop thematic research and publications in Sites and monuments department;
- vi. To prepare plans for implementation and domestication of the UNESCO 1972 convention and agreements affecting the Sites and monuments in liaison with other development partners;
- vii. To prepare periodic reports and submitting to senior management and UNESCO world heritage;
- viii. To write project proposals for sites and monuments development.

Person Specifications

(a) Academic qualifications

- i. An Honor's bachelor's degree in either; History, Archaeology, Geography, Tourism, Social Sciences (Anthropology) Natural Sciences (Botany, Zoology,

- Palaeontology, Environmental Sciences), Environmental Management, Geology or Heritage Studies from a recognized University or Institution;
- ii. A master's degree in any of the above fields or management from a recognised University or Institution.

(b) Work Experience

Six (06) years working experience, three (3) of which should have been served at Senior Conservator level in Government or an equivalent level from a reputable organization

(c) Required Competencies

(i) Technical

- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking;
- Resource mobilization;
- Knowledge Management.

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication;
- Innovative and Self-drive;
- Interpersonal and Public Relations;
- Ability to Mentor, Coach and Develop Subordinates.

Job Title: Principal Conservator, Maintenance and Inspection
Salary Scale: U 2
Reports to: Assistant Commissioner, Sites and Monuments
Directly Supervises: Senior Conservator

Job purpose

To coordinate the planning, design and management of construction, rehabilitation, upgrading and maintenance of Sites and Monuments

Key duties and responsibilities

- i. To plan, develop and review Annual Engineering and technical work plans, set benchmarks for the implementation of the planned projects, evaluate the performance of the plan and generate reports to management as required;
- ii. To design and implement projects aiming at improving the performance of the sites and monuments infrastructure;
- iii. To plan, design and manage the construction, rehabilitation, upgrading and periodic maintenance of the sites and monuments including signage in line with the approved work plan;
- iv. To plan, design and manage the construction and maintenance of the historical Infrastructure;
- v. To provide technical advice relating to historical buildings, conservation areas and other applicable design matters in relation to planning and development applications;
- vi. To visit, inspect and survey historical sites and infrastructure;
- vii. To assess and recommend building and conservation areas and to produce area appraisals and schedules of work;
- viii. To estimate restoration and conservation costs for sites and monuments.

Person Specifications

(a) Academic Qualifications

- i) An Honor's bachelor's degree in either; Civil Engineering, Architecture, Land Surveying and Spatial Information Systems, Land Scape Architecture, Science and Construction Management or Quantity Surveying from a recognized University or Institution;
- ii) A master's degree in any of the above fields from a recognised University or Institution;
- iii) Must be registered with a relevant professional body.

(b) Work Experience

Six (06) years working experience, three (3) of which should have been served at Senior Conservator level in Government or an equivalent level from a reputable organization

(c) Required Competencies

(i) Technical

- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking;
- Resource mobilization;
- Knowledge Management.

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication;
- Innovative and Self-drive;
- Interpersonal and Public Relations;

- Ability to Mentor, Coach and Develop Subordinates.

Job Title: Senior Conservator, Maintenance and Inspection
Salary Scale: U 3
Reports to: Principal Conservator, Maintenance and Inspection
Directly Supervises: Conservator

Job purpose:

To coordinate the construction and maintenance of heritage and conservation infrastructure

Key duties and responsibilities:

- i. To design projects aiming at improving the performance of the sites and monuments infrastructure;
- ii. To supervise the construction, rehabilitation, upgrading and periodic maintenance of the sites and monuments including signage in line with the approved work plan;
- iii. To design construction and maintenance plans of the historical infrastructure;
- iv. Inspecting and surveying historical sites and infrastructure to assess their condition;
- v. To assess and recommend building and conservation areas and to produce area appraisals and schedules of work;
- vi. To estimate restoration and conservation costs for sites and monuments.

Person Specifications

(a) Academic qualifications

An Honor's bachelor's degree in either; Civil Engineering, Architecture, Land Surveying and Spatial Information Systems, Land Scene Architecture, Science and Construction Management or Quantity Surveying from a recognized University or Institution;

(b) Work Experience

Three (03) years working experience at Conservator level in Government or an equivalent level from a reputable organization.

(c) Required Competencies

(i) Technical

- Planning, organizing and coordinating skills;
- Research and analytical skills;
- Negotiation and networking;
- Resource mobilization;
- Knowledge Management.

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication;
- Innovative and Self-drive;
- Interpersonal and Public Relations;
- Ability to Mentor, Coach and Develop Subordinates.

Job Title: Senior Conservator, Sites and Monuments
Salary Scale: U 3
Reports to: Principal Conservator, Sites and Monuments
Directly Supervises: Conservators

Job purpose:

To conserve sites and monuments

Key duties and responsibilities:

- i. To develop quality assurance tools for conservation and management of heritage sites like historic buildings, landscapes, monuments, cemeteries and memorial sites;
- ii. To take inventory and document sites and monuments;
- iii. To identify, assess and grade the Sites and Monuments for gazetting on the national list;
- iv. To prepare and submit nomination dossiers to UNESCO world heritage;
- v. To inspect and supervise the maintenance of national Sites and Monuments throughout the country;
- vi. To collect, analyse, disseminate and publish information on sites and monuments.

Person Specifications

(a) Academic qualifications

An Honor's bachelor's degree in either; History, Archaeology, Geography, Tourism, Development Studies, Social Sciences (Anthropology), Environmental Sciences, Environmental Management, Palaeontology, Geology or heritage studies from a recognized University or Institution.

(b) Work Experience

Three (03) years working experience at Conservator level in Government or an equivalent level from a reputable organization.

(c) Required Competencies

(i) Technical

- Planning, organizing and coordinating skills;
- Research and analytical skills;
- Negotiation and networking;
- Resource mobilization;
- Knowledge management.

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication;
- Innovative and Self-drive;
- Interpersonal and Public Relations;
- Ability to Mentor, Coach and Develop Subordinates.

Job Title: Senior Research officer
Salary Scale: U 3
Reports to: Principal Conservator, Sites and Monuments
Directly Supervises: Researchers

Job purpose:

To conduct research on cultural heritage sites

Key duties and responsibilities:

- i. To supervise fieldwork, analyse and write final reports and papers for publications;
- ii. To present research findings to research audiences/conferences and workshop;
- iii. To review research proposals and recommend excavation and export permits;
- iv. To maintain regular contact with related institutions and a network of researchers;
- v. To organize meetings with experts, consultants, and researchers on research work as necessary;
- vi. To supervise and oversee research activities in other sections of the department.

Person Specifications

(a) Academic qualifications

An Honor's bachelor's degree in either; History, Archaeology, Geography, Tourism, Social Sciences (Anthropology), Natural sciences (Botany, Zoology, Palaeontology, Environmental Sciences,) Environmental Management, Geology or Heritage Studies from a recognized University or Institution;

(b) Work Experience

Three (03) years working experience at Researcher level in Government or an equivalent level from a reputable organization.

(c) Required Competencies

(i) Technical

- Planning, organizing and coordinating skills;
- Research and analytical skills;
- Negotiation and networking;
- Resource mobilization;
- Knowledge management.

(ii) Behavioural

- Leadership skills;
- Ethics and integrity;
- Effective communication;
- Innovative and self-drive;
- Interpersonal and Public Relations.
- Ability to Mentor, Coach and Develop Subordinates;

Job Title: Research Officer
Salary Scale: U 4
Reports to: Senior Researcher
Directly Supervises: Assistant Conservator
Job purpose:
To carryout research on cultural heritage sites

Key duties and responsibilities:

- i. To collect, collate and interpret research data;
- ii. To design research tools for the data collection and analysis for writing final reports and papers for publications;
- iii. To present research findings to research audiences/conferences and workshops;
- iv. To plan and develop strategies for Research activities;
- v. To liaise with professional research institutions to strengthen the heritage research in Uganda;
- vi. To prepare excavation and export permits;
- vii. To monitor and Manage Environmental and social Impact Assessment on Physical Cultural heritage;
- viii. To upload online heritage publications on the Ministry website.

Person Specifications

(a) Academic Qualifications

An Honor's bachelor's degree in either; History, Archaeology, Geography, Tourism, Social Sciences (Anthropology), Environmental Sciences, Environmental Management, Palaeontology, Geology or heritage studies from a recognized University or Institution.

(b) Work Experience

Nil

(c) Required Competencies

(i) Technical

- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking;
- Resource mobilization;
- Knowledge Management.

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication;
- Innovative and Self-drive;
- Interpersonal and Public Relations;
- Ability to Mentor, Coach and Develop Subordinates.

Job Title: Conservator, Sites and Monuments
Salary Scale: U4
Reports to: Senior Conservator, Sites and Monuments
Directly Supervises: Assistant Conservator

Job purpose:

To conserve and manage sites and monuments

Key duties and responsibilities:

- i. To undertake fieldwork and to interpret sites and monuments data for reports and papers for publications;
- ii. To represent the Department at District Council meetings on conservation and heritage management;
- iii. To supervise and inspect conservation and management of heritage sites; like historic buildings, landscapes, monuments, cemeteries and memorial sites;
- iv. To take inventory and document National, community, private sites and monuments;
- v. To identify, assess and grade the Sites and Monuments for gazetting on the National list;
- vi. To inspect, supervise and maintain National Sites and Monuments throughout the country.

Person Specifications

(a) Academic Qualifications

An Honor's bachelor's degree in either; History, Archaeology, Geography, Tourism, Social Sciences (Anthropology), Natural sciences (Botany, Zoology, Palaeontology) Environmental Sciences, Environmental Management, Geology or Heritage Studies from a recognized University or Institution.

(b) Work Experience

Nil

(c) Required Competencies

(i) Technical

- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking;
- Resource mobilization;
- Knowledge Management.

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Innovative and Self drive
- Interpersonal and Public Relations
- Ability to Mentor, Coach and Develop Subordinates;

Job Title: Conservator, Maintenance and Inspection
Salary Scale: U4
Reports to: Senior Conservator, Maintenance and Inspection
Directly Supervise: Assistant Conservator, Maintenance and Inspection

Job purpose:

To conserve and manage sites and monuments

Key duties and responsibilities:

- i. To supervise the implementation of the designed projects aimed at improving the performance of the sites and monuments infrastructure;
- ii. To undertake field work and document findings from inspection of sites and monuments and develop conditional assessment reports.
- iii. To check/examine Consultants as well as contractors` works including the construction, restoration and claims for interim and final payments to ensure provision of quality work and value for money during restoration and conservation of Sites and Monuments.
- iv. To develop progress reports for construction, rehabilitation, upgrading and maintenance of the sites and monuments including signage among others in line with the approved plan;
- v. To critically monitor and maintain the level of the attributes for the sites and monuments throughout the entire country.
- vi. To develop and implement the Heritage conservation physical planning detailed plans and guidelines for the conservation areas including the sites and monuments as well as their buffer zones in the entire country.
- vii. To ensure the incorporation of the heritage physical planning conservation detailed plans within the physical planning detailed plans of the local government areas of jurisdiction (*Districts, Cities, Municipalities and Town councils*) and supervise the local governments` physical planning departments in their implementation.

- viii. To develop and implement the Heritage Conservation Disaster Risk Management Plans (DRMP) for the conservation areas including the sites and monuments as well as their buffer zones in the entire country.
- ix. To undertake the Heritage Conservation Impact Assessment for the Sites and Monuments in the entire country.

Person Specifications

a) Academic Qualifications

An Honor's bachelor's degree in either; Civil Engineering, Architecture, Land Surveying and Spatial Information Systems, Land Scape Architecture, Science and Construction Management or Quantity Surveying from a recognized University or Institution;

b) Work Experience

Nil

c) Required Competencies

(i) Technical

- Planning, Organizing and coordinating skills;
- Research and Analytical skills;
- Negotiation and networking;
- Resource mobilization;
- Knowledge Management.

(ii) Behavioural

- Leadership Skills;
- Ethics and Integrity;
- Effective Communication
- Innovative and Self drive
- Interpersonal and Public Relations
- Ability to Mentor, Coach and Develop Subordinates;

Job Title: Assistant Conservator, Sites and Monuments

Salary Scale: U5

Reports to: Conservator, Sites and Monuments

Directly Supervises: Site Attendants

Job purpose:

To conserve and maintain sites and monuments

Key duties and responsibilities:

- i. To conserve and maintain heritage sites like historic buildings, landscapes, monuments, cemeteries and memorial sites;
- ii. To update inventory and to document sites and monuments;
- iii. To inspect and supervise maintenance of national Sites and Monuments in designated areas;
- iv. To represent the Department at District Council meetings on heritage matters;
- v. To prepare public programs and guides for visitors and school children visiting sites and heritage centres;
- vi. To prepare reports and papers for publications;
- vii. To interpret information about the sites and Monuments for public presentation and experiences;
- viii. To disseminate educational and public programmes for Community awareness.

Person Specifications

(a) Academic Qualifications

A diploma in either; History, Archaeology, Geography, Tourism, Development Studies, Social Sciences (Anthropology), Environmental Sciences, Environmental Management, Palaeontology, Geology or heritage studies from a recognized University or Institution.

(b) Work Experience

Nil

(c) Competencies

(i) Technical

- Planning, Organizing and coordinating skills;
- Research and Analytical skills
- Negotiation and networking
- Knowledge Management

(ii) Behavioural

- Ethics and Integrity;
- Effective Communication
- Innovative and Self drive
- Interpersonal and Public Relations

Job Title: Assistant Conservator, Maintenance and Inspection

Salary Scale: U 5

Reports to: Conservator

Job purpose

To provide engineering services to sites and monuments

Key duties and responsibilities

- i. To draft architectural, structural designs and plans for museums, monuments and heritage sites;
- ii. To repair the museum buildings, monuments and heritage properties;
- iii. To prepare exhibitions and interpret artefacts in regional museums;
- iv. To prepare and test Laboratory construction specimen;
- v. To write reports for approval on historic buildings restoration and transformation of monuments;
- vi. To develop maintenance plans of museum buildings, monuments and heritage sites
- vii. To provide information on construction works related to museums, monuments and heritage sites.

Person Specifications

(a) Academic Qualifications:

A Diploma in either; Civil Engineering, Architecture, Land surveying and Geomatics, Land Surveying and Spatial Information Systems, Land Scape Architecture, Urban Design or Quantity Surveying from a recognized University or Institution.

(b) Working experience

Nil

(c) Competencies

(i) Technical

- Research and Analytical skills
- Negotiation and networking
- Highly skilled craftsman

(ii) Behavioural

- Ethics and Integrity;
- Effective Communication
- Innovative and Self drive
- Time management
- Physical stability

Job Title: Site Attendant
Salary Scale: U 7
Reports to: Assistant Conservator Sites and Monuments
Directly Supervises: Nil

Job purpose:

To maintain sites and monuments

Key duties and responsibilities:

- i. To maintain the heritage sites, clean for attraction;
- ii. To receive and guide visitors/ tourists to Sites and Monuments;
- iii. To participate in the surveys with conservators of sites and monuments in their areas of jurisdiction
- iv. To inspect cultural heritage property to identify faults and defects;
- v. To provide support to researchers during data collection and documentation of sites.

Person Specifications

(a) Academic Qualifications:

A Uganda Advanced Certificate of Education

(b) Working experience

Nil

(c) Required Competencies

(i) Technical

- Records management
- Planning and organizing

(ii) Behavioral

- Communicating effectively
- Team work
- Ethics and integrity
- Results orientation
- Time management

Job Title: Security Guard
Salary Scale: U 8
Reports to: Assistant Conservator, Sites and Monuments
Directly Supervises: Nil

Job purpose:

To provide security services to sites and monuments.

Key duties and responsibilities

- i. To inspect the cultural heritage property under their jurisdiction to ensure safety;
- ii. To patrol the premises to ensure maximum security during day and night;
- iii. To make daily reports in the Security Daily Book;
- iv. To apprehend suspected characters for proper identification;
- v. To check property and luggage entering and leaving the site premises and to establish whether it has officially been authorized;
- vi. To restrain passage of unauthorized persons through restricted areas;
- vii. To report theft cases and breach of security to the relevant authorities;
- viii. To monitor and manage visitors at the monuments and heritage sites to ensure their safety.

Person Specifications

(a) Academic Qualifications

Uganda Certificate of Education with training in security.

(b) Work Experience

Nil

(c) Required Competences

(i) Technical

- Security Planning and organizing;
- Safe use of fire arms and restrains;
- Accountability;
- Records and Information Management;
- Crime detection and reporting

(ii) Behavioural

- Assertiveness and self-confidence;
- Ethics and integrity;
- Listening and communicating effectively;
- Public relations and customer care;
- Time Management;
- Personal management and self-control