



THE REPUBLIC OF UGANDA

NATIONAL POPULATION COUNCIL

EXTERNAL ADVERT NO. 1/2023

SUMMARY

National Population Council (NPC) is a government agency established by an Act of Parliament in 2014 as a semi-autonomous institution under the Ministry of Finance, Planning and Economic Development. The mandate of the Council is to formulate and review the National Population Policy, promote the integration of population variables in development planning at all levels with emphasis in harnessing the Demographic Dividends (DD), and mobilize resources for the implementation of the National Population Policy and Programme.

NPC invites applications from suitably qualified Ugandans to fill the following vacant posts

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| 1 | Post | Driver |
| | No of Vacancies | 3 |
| | Reference | HRM 063/01/DRV/FAD/2023 |
| | Salary Scale | NPC 8 B |
| | Reports to | Fleet Manager |
| | Job Summary | To drive and maintain Vehicles following the National Population Council transport policy and as directed by the Supervising Officer. |
| | Duties and Responsibilities | <ol style="list-style-type: none">1. Drive vehicles for official duty and assignments;2. Report any technical faults on the vehicles to the supervising officer;3. Carry out essential maintenance and cleanliness of the vehicle;4. Maintain basic records regarding the vehicle as instructed;5. Ensure the safety of the vehicle while on duty; |
| | Qualifications: | <ol style="list-style-type: none">1. Should have a Uganda Certificate of Education (UCE) with a credit in English with at least a pass in Mathematics;2. Have a valid driving permit with class DM, DL, CH, CM, and B;3. Have passed a competence driving test from a reputable organization. |

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| | Experience | At least three (3) years of driving experience. |
| | Competencies | <p>Technical</p> <ul style="list-style-type: none"> i. Basic knowledge of mechanical and vehicle maintenance; ii. Should possess a clean driving record; iii. Be accountable. <p>Behavioral</p> <ul style="list-style-type: none"> i. Have public relations and customer care skills; ii. Time management; iii. Ethics and integrity; iv. Be flexible. |
| 2 | Post | Register Assistant |
| | No of Vacancies | 1 |
| | Reference | HRM 063/01/DRV/ICD/2023 |
| | Salary Scale | NPC 7 |
| | Reports to | National Programme Officer Documentation |
| | Job Summary | To provide technical guidance in data/information integrity and availability for smooth operations of National Population Council. |
| | Duties and Responsibilities | <ol style="list-style-type: none"> 1. Maintain a set of documentation and reports, mails, and mailing list for NPC; 2. Systematically collect books, periodicals, reports, studies and other documents relevant to the work of the NPC; 3. Plan and supervise the selection and acquisition of relevant material for the Library; 4. Identify, evaluate, and maintain a list of general and specialized information sources to meet the requirements of NPC staff using manual or computerized systems and networks; 5. Analyze and code the content of material by cataloging, classifying, and indexing 6. Develop and maintain manual and/or computerized information files; 7. Organize the storage and preservation of material; respond to external requests for documents; 8. Support in the preparation of documents for the meetings of the NPC; 9. Review all substantive documents prepared and disseminated by NPC to establish and maintain a coding and numbering system within NPC; 10. Create tools and systems to ensure easy and safe circulation of files; and |

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| | | 11. Manage information in the archives and creating accessible archives. |
| | Qualifications: | Diploma in Records and Archives Management, or Library Science or equivalent qualifications from a recognized institution; |
| | Experience | Non-Required, but at least one (1) year of information management experience will be an added advantage. |
| | Competencies | <p>Technical</p> <ul style="list-style-type: none"> i. Have strong written and communication skills; ii. Be able to work with a variety of different people; iii. Be familiar with digital media; iv. Know office systems, archive software, and laws about information management; v. Be extremely meticulous; vi. Be able to market information to a desired audience; vii. Be extremely flexible to changing technology. <p>Behavioural</p> <ul style="list-style-type: none"> i. Ability to achieve results; ii. Time Management; iii. Strong interpersonal skills; iv. Ethics and Integrity; v. Attentive to detail. |
| 3 | Post | Personal Secretary |
| | No of Vacancies | 1 |
| | Reference | HRM 063/01/DRV/FAD/2023 |
| | Salary Scale | NPC 7 |
| | Reports to | Administrative Officer |
| | Job Summary | To provide Secretarial, administrative, and office managerial services to the Council. |
| | Duties and Responsibilities | <ol style="list-style-type: none"> 1. Take and transcribe dictation and produce error free work; 2. Receive and disseminate correspondences, mails, and other information for the office, plus making and following up on appointments; 3. Draft letters and other material of simple and routine nature and type reports; 4. Organize meetings, take minutes, and circulate decisions to the relevant action offices; 5. Receive and guide clients to relevant offices; 6. Attend to telephone calls on the third ring; 7. Respond to inquiries about NPC 8. Maintain and update the telephone directory and notice boards of the Council. 9. Maintain office cleanliness and orderliness; and |

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| | | 10. Manage and account for office equipment and materials. |
| | Qualifications: | Diploma in Secretarial Studies or equivalent qualifications from a recognized awarding institution. |
| | Experience | Non-required, but at least one (1) year of office management experience will be an added advantage. |
| | Competencies | Technical <ul style="list-style-type: none"> i. Information and Communications Technology; ii. Computer skills using several packages like spreadsheets and database management; iii. Knowledge of using various office machines like fax, photocopiers, and audio equipment; iv. Records and Information Management; v. Communication; vi. Confidentiality; and vii. Time Management. Behavioral <ul style="list-style-type: none"> i. Confidentiality; ii. Time Management; iii. Good communication skills; iv. Public Relations and Customer Care; v. Courteous; vi. Team Work. |
| 4 | Post | Welfare Assistant |
| | No of Vacancies | 1 |
| | Reference | HRM 063/01/DRV/FAD/2023 |
| | Salary Scale | NPC 9 |
| | Reports to | Human Resource Officer |
| | Job Summary | To provide welfare support services to ensure the effective operation of the National Population Council offices. |
| | Duties and Responsibilities | <ul style="list-style-type: none"> 1. Prepare and serve tea; 2. Make sure cups and flasks are collected in the officer's rooms; 3. Make sure the rubbish is disposed off in the pantry; 4. Clean kitchen utensils and cause replacement of old ones; 5. Take and maintain inventory of Utensils and report of damages; and 6. Clean kitchen and maintain safety measures. |
| | Qualifications: | A Uganda Certificate of Education (UCE) with a credit in English Language and Certificate in Catering. |
| | Experience | Non-required, but at least one (1) welfare support services experience will be an added advantage. |
| | Competencies | Technical |

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| | | <ul style="list-style-type: none"> i. Neatness and cleanliness; ii. Able to organize work. <p>Behavioral</p> <ul style="list-style-type: none"> i. Communicating Effectively; ii. Public Relations and Customer Care. |
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Applications should be submitted to the Director General, National Population Council, Plot 9 Colville Street, Statistics House, P Box 2666, Kampala.

Submission Guidelines:

- a) Please submit via email jobs@npcsec.go.ug with a copy to npcsec@npcsec.go.ug
- b) Attach copies of your academic and professional certificates;
- c) Photocopy of National Identity card
- d) Detailed Curriculum Vitae
- e) The deadline for applications is Monday, 10th July 2023 at 5.00 pm
- f) Only those selected for interviews will be contacted
- g) NPC is an equal-opportunity employer; any form of lobbying will lead to automatic disqualification
- h) Candidates who will present forged certificates will be prosecuted

Dr. Jotham Musinguzi
Director General