

INSPECTORATE OF GOVERNMENT (IG)

CAREER OPPORTUNITIES

The Inspectorate of Government (IG) is established by the Constitution of the Republic of Uganda, under Chapter 13, as the Good Governance Institution, Anti Corruption body of the country, responsible for promoting and fostering strict adherence to the rule of law and principles of Natural Justice in administration; elimination and fostering the elimination of corruption, abuse of authority and public office and supervision and enforcement of the Leadership Code of Conduct.

The mission of the IG is “to promote good governance through enhancing accountability and transparency; and enforcement of the rule of law and administrative justice in public offices.”

The Appointments Board of the IG now seeks to recruit suitably qualified, experienced and competent professionals to fill the following vacancies:

1. JOB TITLE: PRINCIPAL POLICY ANALYST/PLANNER (1 Vacancy)

Reports To: Under Secretary

Responsible for: The Planning and Budgeting Unit.

Duties: The officer will be responsible to the Under Secretary for performing the following duties:-

- Heading the Planning and Budgeting Unit.
- Formulation of Budget, strategic plans and policies and coordination of their implementation.
- Coordinating and managing the budget framework for the IG and acting as the link between IG and the Accountability sector.
- Coordinating the implementation of various local and foreign funded projects and programs.
- Coordinating strategic and operational budgeting for the Inspectorate of Government in line with Government of Uganda planning and budget cycle and process.
- Monitoring, evaluating and preparing appropriate reports on budget performance of all projects and programmes in the Institution and the sector.
- Reviewing and advising on budget policies and strategies.

- Advising on the implementation of the institution work plan and preparation of the institution policy statement.
- Harmonizing the resource flows into the institution in relation to Medium Term Expenditure Framework (MTEF) ceilings.
- Preparing for submission of approved projects to the Finance Committee of the Inspectorate of Government.

Person Specifications:

a) Minimum Qualifications, Competences and Experience

- At least an Honours degree in Economics, Statistics, Development Studies or any other relevant qualification in the field of Policy Analysis or Planning from a recognised University/Institution.
- A Post Graduate Diploma in Policy Analysis and Planning from a recognised University/Institution.
- Master's degree in a relevant field from a recognized University/Institution will be an added advantage.
- Must be Computer Literate and shall be required to show proof.
- Applicants should have a minimum of six (6) years relevant working experience three (3) of which should have been gained at Senior Level in Government or equivalent level of working experience from a reputable organisation.
- Ability to analyse plans and budgets and other forms of data, with sound judgment and planning skills.
- Research, report writing, communication, networking and people skills.
- High level of integrity.

b. Age limit: 30-40 years.

c. Remuneration and Benefits:

This position is placed in the IG's salary scale IG-3

2. JOB TITLE: PRINCIPAL HUMAN RESOURCE OFFICER (1 Vacancy)

Reports To: The Under Secretary

Responsible for: Human Resource Officers

Role: To plan, develop and coordinate the implementation of strategic human resource policies and development programmes, and monitor and evaluate their implementation in line with the IG's corporate plan, the HR Manual and the HR Policies and Regulations.

Duties: The officer will be responsible to the Under Secretary for performing the following duties:-

- Head the Human Resource unit.
- Plan and set performance targets for the Senior Personnel Officer and Personnel Officer in the unit.
- Standardize and Coordinate the processes for recruitment for the Inspectorate of Government.
- Interpret various aspects of the personnel policies, rules and regulations, including the Uganda Government Standing Orders.
- Provide staff guidance and counseling services.
- Manage the establishment and staffing control information systems
- Assist in the preparation of draft estimates of expenditures on personnel and draft staffing proposals in close liaison with other Heads of Directorates and/or Units.
- Coordinate staff appraisals, personnel development and training programmes for IG staff.
- Coordinate training of all IG staff.
- In-charge of the supervision of the work of Open Registry staff.
- Administer the pay-roll in close liaison with the Accounts Section.
- Coordinate with all departmental heads on matters relating to human resource planning, technical and professional training.
- Process and verify information related to recruitment, salary changes, personnel statistics and Job Analysis.
- Draft letters of appointment, termination and transfers within the IG.
- Assist in assessing terminal benefits e.g. Gratuities etc.
- Responsible for up-dating staff list for the Inspectorate of Government
- Ascertain salary entry points.
- Supervise the work of the support staff in close liaison with the Office Superintendent.

Person Specifications:

b) Minimum Qualifications, Competences and Experience

- A Bachelors Degree in Social Sciences, Human Resource Management.
- A Post Graduate Diploma qualification in Human Resource Management from a recognised University/Institution.
- Master's degree in Human Resource Management from a recognised University/Institution will be an added advantage.
- Must be Computer Literate and shall be required to show proof.
- Membership of the relevant professional organization/body where applicable.
- Experience in the management of the training function.
- Applicants should have a minimum of six (6) years relevant working experience three (3) of which should have been gained at Senior Level in Government or equivalent level of working experience from a reputable organisation.
- Ability and experience in building, leading and working with teams.
- Interpersonal skills, written and oral communication skills, including the ability to communicate effectively with all levels in the organisation.
- High Level of integrity.

b. Age limit: 30-40 years

C. Remuneration and Benefits:

This position is placed in the IG's salary scale IG-3

3. JOB TITLE: PRINCIPAL MONITORING AND EVALUATION OFFICER (1 Vacancy)

Reports To: Director of Operations

Responsible for: Monitoring and Evaluation

Role: The incumbent will be responsible for performing the following duties:

- Establishing a monitoring and evaluation system on performance of the IG.
- Maintaining an efficient monitoring and evaluation system in conformity with the IG Monitoring and Evaluation plan and frame work.
- Ensuring the review and dissemination of guidelines for monitoring and evaluation.
- Undertaking, planning, budgeting and ensuring proper management of resources for the IG.
- Document good practices, lessons learned trends, cross-cutting policy and implementation issues, etc.
- Manage the information-gathering process for quarterly and annual results and performance reports, in addition to other briefings, summaries, papers, presentations, etc. for focal various audiences as needed.
- Serve as the primary point person for all monitoring and evaluation related work.

Person Specifications:

a) Minimum Qualifications, Competences and Experience:

- At least an Honours degree in Economics, Statistics or Business Administration from a recognised University/Institution.
- A Post graduate Diploma in Monitoring and Evaluation from a recognized University/Institution.
- A Masters degree in Monitoring and Evaluation from a recognized University/Institution.
- Must be Computer Literate and shall be required to show proof.
- Applicants should have a minimum of six (6) years relevant working experience three (3) of which should have been gained at Senior Level in Government or equivalent level of working experience from a reputable organisation.
- Ability to analyse reports and other forms of data with sound judgment and planning skills.
- Research, report writing, communication and people networking skills.
- High level of integrity.

b. Age limit 30 – 40 years of age.

c. Remuneration and Benefits:

This position is placed in the IG's salary scale IG-3

4. JOB Title: ACCOUNTANT (1 Vacancy)

Reports To: Senior Accountant

Responsible for: Accounts Assistants

Role: To compile budget estimates, verifying and preparing payments including salaries, controlling vote records and imprests, reconciling, posting and maintaining books of Accounts and supervising revenue collection.

Person Specifications:

a) Minimum Qualifications, Competences and Experience:

- At least an Honors Bachelor's Degree in Finance and Accounting or Bachelor of Commerce (Accounting option) or Bachelor of Business Administration/Studies (Accounting option) from a recognised University/Institution.
- Full Member of ICPAU or similar professional body, recognised by ICPAU.
- Must be Computer Literate and shall be required to show proof.
- Post Graduate qualifications will be an added advantage.
- Applicants should have at least three (3) year's working experience in Government or equivalent level of working experience from a reputable organisation.
- High level of integrity.

b. Age limit 25 – 35 years of age.

c. Remuneration and Benefits:

This position is placed in the IG's salary scale IG-5

5. JOB TITLE: INSPECTORATE OFFICER (15 Vacancies)

Reports To: Senior Inspectorate Officer

Responsible for: Assistant Inspectorate Officers

Role: To carry out investigations into:

- Complaints of maladministration in public offices and public bodies and compile reports on findings and recommendations;
- Complaints or suspicions of corruption with a view to prosecution of culprits; and
- Complaints on suspicions of breaches of the Leadership Code Act, and verification of declarations of income, assets and liabilities of leaders, with a view to enforcement of the Leadership Code Act.

Person Specifications:

a) Minimum Qualifications, Competences and Experience:

- At least an Honours degree in Law, Commerce, Business Administration, Social Sciences from a recognised University/Institution.
- Post graduate Diploma in Legal Practice is a requirement to persons holding a degree in Law.
- Proof of enrollment is mandatory to persons holding a degree in Law.
- Must be Computer Literate and shall be required to show proof.
- A practicing certificate is desirable to persons holding a degree in Law.
- Experience in Court work will be an added advantage.
- Relevant Professional Postgraduate qualification will be an added advantage.
- Investigative skills in a large organisation will be an added advantage.
- Ability to analyse reports and other forms of data with sound judgment and planning skills.
- Research, report writing, communication and people networking skills.
- High level of integrity.

b. Age limit 25 – 35 years of age.

c. Remuneration and Benefits:

This position is placed in the IG's salary scale IG-5

The above vacancies are available at our up country stations. These are; Moyo, Lira, Gulu, Moroto, Soroti, Mbale, Tororo, Arua, Jinja, Masaka, Mbarara, Hoima, Fort Portal and Kabale.

6. JOB Title: ACCOUNTS ASSISTANT (5 Vacancies)

Reports To: ACCOUNTANT

Duties:-

The Incumbent will be responsible to the immediate Supervisor for performing the following duties:-

- Receiving, and verifying daily revenue collection returns/collection reports from banks in line with IG procedures and guidelines.
- Receipting and posting all revenue collection returns from banks and ensuring receipts are promptly issued to the rightful payers.
- Reconciling revenue credited and transferred by banks and preparing reconciliation reports in line with set guidelines and procedures.
- Conducting operational relationship engagements with revenue collecting banks to enhance compliance with collection agreements, revenue accounting and reporting procedures.
- Identifying and documenting queries to banks as well as responding to queries and inquiries regarding revenue accounting and reporting.

Person Specifications:

a) Minimum Qualifications, Competences and Experience:

- Applicants should hold a Diploma in Commerce, Finance, Accounting and Business studies from a recognized University/Institution.
- Applicants should have a minimum of three (3) years experience in accounting in Government or equivalent level of experience from a reputable organization.
- Must be computer Literate and shall be required to show proof.
- He/She should have strong analytical skills, high level of proficiency in the use of computer applications especially spreadsheets and database, computerized accounting systems (such as IFMS, Sun System, etc)
- Good Communication and Interpersonal skills.
- High level of integrity.

b. Age limit 25 – 35 years of age.

c. Remuneration and Benefits:

This position is placed in the IG's salary scale IG-6D

The above vacancies are available at our up country stations. These are; Moyo, Moroto, Mbale, Mukono and Kampala.

7. JOB Title: OFFICE SUPERVISOR (1 Vacancy)

Reports To: Senior Assistant Secretary

Responsible for: In charge of Stores.

Duties:-

The Incumbent will be responsible to the Supervisor for performing the following duties:-

- Draw up schedules for the periodic inspection and maintenance of offices.
- Monitoring the performance of contracts to ensure that repairs and regular maintenance are carried out.
- Supervising the cleaning services for IG premises and monitoring the work carried out to ensure that it is of the required standard.
- Maintaining a record of reports and complaints from staff relating to the building and its fixtures and fittings.
- Maintaining all IG offices in line with the office maintenance guidelines.
- Developing and implementing safety precautions for all IG premises in line with the IG Health and Safety at Work Policy.
- Ensure adequate stock of stores.
- Perform any other duties assigned by higher authority from time to time

Person Specifications:

a) Minimum Qualifications, Competences and Experience:

- Uganda Certificate of Education (UCE) with at least five (5) passes, including credits in English Language and Mathematics plus a Diploma in Office Management or Public Administration or its equivalent in a related field from a recognized Institution with a minimum of four (4) years working experience in property management in Government or a reputable organization.
- Must be computer Literate and shall be required to show proof.
- Good Communication and Interpersonal skills.
- High level of integrity.

b. Age limit 25 – 35 years of age.

c. Remuneration and Benefits:

This position is placed in the IG's salary scale IG-6D

Application Procedure:

Interested candidates who meet the specifications above should pick application forms from and apply to;

**The Secretary, Appointments Board
Inspectorate of Government
5th Floor Jubilee Insurance Building
Parliament Avenue
P.O Box 1682
Kampala.
E-mail: secig@igg.go.ug**

To reach not later than 29th October 2012, 5:00pm, local time.

The application forms can also be down loaded from the internet www.igg.go.ug address above.

Please enclose detailed C.V, copies of academic certificates, transcripts and testimonials, day time telephone numbers, postal and E-mail address. In addition include telephone numbers of three competent referees, who should not be relatives.

Any form of canvassing for a post shall lead to automatic disqualification.

Only successful candidates shall be contacted.