



UGANDA BUREAU OF STATISTICS

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In any correspondence on
this subject please quote No: **UBOS/10/2/1**

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August 5th, 2022

EXTERNAL ADVERT

EMPLOYMENT OPPORTUNITY

UBOS is a semi-autonomous agency of Government responsible for maintenance, coordination, supervising and monitoring of the National Statistical System to ensure the collection, analysis and dissemination of standardised statistical information. The Bureau is also mandated as the principal official statistics producing agency in the country.

UBOS is seeking dynamic, competent, self-motivated, result oriented, and good team players of strong character and high integrity to fill the positions below:-

JOB TITLE:**Statistician/Economist/Demographer (30)****JOB REFERENCE:****UBOS/STAT/08/2022****REPORTS TO:****Senior Statistician****SALARY SCALE:****UBOS SP3****EMPLOYMENT TERMS:****Permanent****Job Summary:**

Responsible for the production of regular statistical indicators in the fields of economic and social statistics in line with the UBOS mandate and strategic objective.

Key Results Areas

1. Compile economic, social and demographic statistical indicators based on the internationally recommended principles and practices.
2. Profile gaps in the existing statistical data and information with the aim of having economic and social statistics complete, identify additional data sources and recommend robust method of addressing the gaps.
3. Document the metadata used in the compilation of economic and social statistical indicators from various known sources.
4. Participate in data analysis, report writing and dissemination of economic and social statistics on a regular basis.

5. Produce monthly and quarterly statistical reports.
6. Support production of M&E indicators and follow up MDAs and HLGs in the development of logical frameworks in line with agreed standards
7. Support MDAs in the application of core Monitoring & Evaluation Methods and data management tools
8. Support in coordinating advocacy and outreach activities at the Bureau and develop content for the UBOS advocacy and outreach materials
9. To support the field operations of the socio-economic surveys in line with corporate objectives
10. Any other duties as may be assigned by the Senior Statistician.

Minimum Requirements

Qualifications:

1. At least an Honors Degree in Bachelor of Statistics or Bachelor of Science Quantitative Economics, Statistics & Economics, Mathematics & Economics, and Bachelor of Demography or Population Studies;
- OR**
2. A Masters Degree in Statistics, Quantitative Economics or Population Studies for candidates with a Bachelor's of Science Degree majoring in Mathematics with Education.
 3. Should have obtained at least a Credit in Mathematics and English at O' Level;
 4. Working knowledge of MS Office and Statistical packages is a must.

Professional Membership

- Membership to the Uganda Statistical Society is a **must**.

Experience:

- Detailed knowledge of statistical data and information sources within the public and private domain.

Skills and Behavioral attributes

- Computer literate, able to use of Microsoft office Applications (MS Excel, MS Word, Power point)
- Professionalism, Integrity, team spirit
- Good communication skills
- Objective and independent
- Problem solving skills
- Confidence, patience, politeness, tact and diplomacy when dealing with difficult situations

- Creative thinking to be able to come up with new ideas
- An ability to work under pressure
- Organizational and planning skills
- Report writing skills

JOB TITLE:	IT Officer- (04)
JOB REFERENCE:	UBOS/ITO/08/2022
REPORTS TO:	Senior IT Officer
SALARY SCALE:	UBOS SP3
EMPLOYMENT TERMS:	Permanent

Job Summary:

To install, configure, upgrade, maintain and administer computer systems to support data processing, management and analysis.

Key Results Areas

1. Install, configure and maintain IT systems, operating systems and Active Directory objects and security policies;
2. Obtain, update and maintain documentation and licenses for all systems acquired by the organization;
3. Test and evaluate new technologies, and roll out new applications (acquired or internally developed), including patches and upgrades.
4. Install, configure and maintain IP addresses, network segments, LANs, WANs, Internet
5. To install and ensure optimal operations of all ICT hardware, virtual systems, networks, manage hardware inventory, monitor warranty and insurance.
6. To develop data entry applications, maintain them and support processing, data management & analysis
7. Operationalize data management, documentation and archiving of all statistical surveys/censuses and Administrative
8. Investigate, and monitor hardware and software problems and ensure necessary maintenance and repair when needed;
9. Setting up new user systems, including setting up user accounts and profiles
10. Ensuring that the systems are up, running and backed up, while performing periodic or event driven systems performance optimization
11. Provide first point of IT Support for staff, respond to call-outs and escalate issues as required, including managing the IT Service/Help Desk.
12. Perform other duties as may be assigned by the Supervisor

Minimum Requirements

Qualifications:

- A Bachelor's Degree in Computer Science, Information Technology or Computer Engineering.
- IT Certifications: MCSE-or equivalent

Experience:

- Experience of administering ICT systems in a similar corporate setting

Skills and Behavioral attributes

- Planning, deployment and maintenance of MS Windows and Unix/Linux based systems – operation systems and Relational Database Management Systems.
- In-depth interest in IT support and must be IT savvy.
- Administration of Virtual Servers using VMWare
- Administration knowledge of unified Communications solutions.
- Proven Knowledge of IT Service Management processes especially incident and Problem management.
- Professionalism, Integrity, team spirit
- Objective and independent
- Problem solving skills
- Creative thinking to be able to come up with new ideas
- An ability to work under pressure
- Organizational and planning skills

JOB TITLE: **Cyber Security Analyst (2)**

JOB REFERENCE: **UBOS/CSA/08/2022**

REPORTS TO: **Senior Cyber Security Analyst**

SALARY SCALE: **UBOS SP3**

EMPLOYMENT TERMS: **Permanent**

Job Summary:

The analyst's primary role is to understand the Bureau's IT infrastructure in detail, monitor it at all times, and evaluate threats that could potentially breach the network.

Key Results Areas

1. Keep up to date with the latest security and technology developments research/evaluate emerging cyber security threats and ways to manage

them

2. Plan for disaster recovery and create contingency plans in the event of any security breaches
3. Monitor for attacks, intrusions and unusual, un authorized or illegal activity
4. Test and evaluate security products.
5. Upgrade existing security systems.
6. Engage in 'ethical hacking', for example, simulating security breaches.
7. Monitor identity and access management, including monitoring for abuse of permissions by authorized system users.
8. Liaise with stakeholders in relation to cyber security issues and provide future recommendations.
9. Generate reports for both technical and non-technical staff and stakeholders.
10. Maintain an information security risk register and assist with internal and external audits relating to information security.
11. Monitor and respond to 'phishing' emails and 'pharming' activity.
12. Assist with the creation, maintenance and delivery of cyber security awareness training for colleagues.
13. Give advice and guidance to staff on issues such as spam and unwanted or malicious emails.

Minimum Requirements

Qualifications:

- A Bachelor's degree in science, technology, engineering or mathematics (STEM) subject. Relevant degree subjects include: cyber/information/network security, computer science, computing and information systems, software/electrical/network engineering, mathematics, physics, other IT/security/network-related degrees.
- Systems Security Certified Practitioner (SSCP)
- Certified Ethical Hacker (CEH),
- Cloud Security,
- Cyber Incident, Planning and Response (CIPR) and
- General Data Protection Regulation (GDPR) awareness.

Experience:

- Two years IT security or information security experience

Skills and Behavioral attributes

- Knowledge of security across various platforms.

- Fundamental computer forensic skills
- Professionalism, Integrity, team spirit
- Good communication skills
- Objective and independent
- Problem solving skills
- Confidence, patience, politeness, tact and diplomacy when dealing with difficult situations
- Creative thinking to be able to come up with new ideas
- An ability to work under pressure
- Organizational and planning skills
- Report writing skills

JOB TITLE:

GIS Officer Spatial Analysis (01)

JOB REFERENCE:

UBOS/GIS-SPA/08/2022

REPORTS TO:

Senior GIS Officer Spatial Analysis

SALARY SCALE:

UBOS SP3

EMPLOYMENT TERMS: **Permanent**

Job Summary:

To provide Geo-Information Services to support Statistical Production and Development for the National Statistical System.

Key Results Areas

1. Data capture in the field by use of data collection equipment like GPS, CAPI, checking of Socio-economic facilities in office and field updates
2. Develop and maintaining online map services infrastructure for data sharing and dissemination.
3. Handle customized data requirement for both external and internal clients i.e. maps, charts, tables, data collection trainings and consultations
4. Prepare post-enumeration maps for census/survey reports in both digital and analogue, like census e-atlas, map books
5. Prepare thematic maps for areas of statistical interest for directorates and MDAs
6. Production of geo-statistical information by integrating physical and socio-economic indicators
7. Training of other staff in GPS and validation of geospatial datasets

Minimum Requirements

Qualifications:

- Degree in Geo-Information Science or in any Geo- Information related or equivalent like Geography, Surveying, Geo-Information Sciences/Systems, Geomatics, Engineering, Natural Resources Management and Environmental Studies, Physics and Mathematics, Urban Planning with a bias in Geo-informatics, Information Technology

Experience:

- Two years experience with ESRI software and hardware

Skills and Behavioral attributes

- Map design skills, data processing skills and geo processing knowledge
- Computer literate, able to use of Microsoft office Applications (MS Excel, MS Word, Power point)
- Professionalism, Integrity, team spirit
- Good communication skills
- Objective and independent
- Problem solving skills
- Confidence, patience, politeness, tact and diplomacy when dealing with difficult situations
- Creative thinking to be able to come up with new ideas
- An ability to work under pressure
- Organizational and planning skills
- Report writing skills

JOB TITLE:	Human Resource Officer (01)
JOB REFERENCE:	UBOS/HRO/08/2022
REPORTS TO:	Senior HRO
SALARY SCALE:	UBOS SP3
EMPLOYMENT TERMS:	Permanent

Job Summary:

To provide proactive people management support services in accordance with the Human Resource manual

Key Results Areas

1. Prepare draft adverts for approval according to the job and person specifications and ensure that they are posted on the UBOS website
2. Provide technical support in the recruitment process.
3. Maintain and update the manpower database with the HR metrics.
4. Validate the monthly pay roll
5. Process staff leave applications and advise staff accordingly

6. Process staff allowance claims advances, loans and welfare benefits
7. Process staff identity cards
8. Take charge of staff welfare benefits
9. Identify and conduct annual training and development needs assessment within the Bureau through staff appraisals to inform the development of annual training programmes
10. Prepare and maintain a staff skills inventory and a data base of all trainings undertaken by each staff
11. Prepare bonding forms for the staff proceedings on long term training and ensure that they are duly completed before the staff proceeds on study proceeds on study leave
12. Analyze staff training reports and highlight development /work performance issues
13. Maintain a data base of training Institutions that offers specific quality training relevant to meet the Bureau needs

Minimum Requirements

Qualifications:

- **Either** an Honors degree in Human Resource Management, Organisational Psychology
- **Or** Honors Degree in Social Sciences, BA(SWSA), Public Administration or Human Resource related field and a post graduate Diploma in Human Resource Management
- Membership to HRMAU or other Human Resource professional body will be an added advantage

Experience:

- A minimum of 2 years plus hands-on experience in managing HR related work.

Skills and Behavioral attributes

- Computer literate, able to use of Microsoft office Applications (MS Excel, MS Word, Power point)
- Professionalism, Integrity, team spirit
- Good communication skills
- Objective and independent
- Problem solving skills
- Confidence, patience, politeness, tact and diplomacy when dealing with difficult situations

- Creative thinking to be able to come up with new ideas
- An ability to work under pressure
- Organizational and planning skills
- Report writing skills

JOB TITLE:

Communication / Public Relations Officer (02)

JOB REFERENCE:

UBOS/OPR/08/2022

REPORTS TO:

Senior Officer Public Relations

SALARY SCALE:

UBOS SP3

EMPLOYMENT TERMS: Permanent

Job Summary:

To assist in planning and implementation of the Bureau's public relations programs, specifically updating the Bureau's communication platforms and monitoring media coverage of the Bureau's activities.

Key Results Areas

1. Document UBOS and other activities of interest by stakeholders in the National Statistical System through videography and photography.
2. Produce edited activity videos, video clips and documentaries for screening at different UBOS and related meetings, workshops, exhibitions and post on the UBOS You Tube Channel.
3. Collate and analyses media coverage and produce a daily press digest about UBOS and her activities as well as reports and application of statistics in the media.
4. Research, write and distribute press releases to targeted media.
5. Develop and maintain the UBOS digital photo and video gallery.
6. Maintain the UBOS social Media Platforms namely the Facebook and twitter accounts.
7. Prepare and supervise the promotional videos, photographs, films and multimedia programmes.
8. Devise and coordinate photo opportunities.
9. Take responsibility for the UBOS digital equipment.
10. Liaise with the media and secure or provide digital content of specific interest to the Bureau.
11. Call and facilitate media engagements including press conferences.
12. Develop and maintain a media partners' database.
13. Write and edit in-house magazines, case studies, speeches, articles and annual report.
14. Design and produce artwork for the different publicity materials.
15. Maintain and update information on UBOS website
16. Prepare and supervise the production of publicity brochures, handouts, and direct mail leaflets.

17. Manage and develop programmes for the visiting missions from abroad.
18. Responsible for front operations including customer care
19. Develop and maintain a database for all visiting guests to UBOS
20. Manage all protocol issues including securing air-tickets, visas and confirmation of itineraries and travel for staff and visiting clients
21. Develop customer services policies.
22. Develop and manage a visitor's data base for the bureau.
23. Provide technical input and handle participant relations at UBOS workshops, conferences and meetings.
24. Participate in various publicity and advocacy programmes of the Bureau

Minimum Requirements

Qualifications:

- Bachelor's degree with honours Mass Communications, Journalism, or other related course.

Experience:

- Experience at least 2 years' working experience in the area of customer care and protocol in a reputable organization
- Demonstrated experience in writing, editing and production of advocacy and publicity materials including newsletters and bulletins

Skills and Behavioral attributes

- Computer literate, able to use of Microsoft office Applications (MS Excel, MS Word, Power point)
- Professionalism, Integrity, team spirit
- Good communication skills
- Objective and independent
- Problem solving skills
- Confidence, patience, politeness, tact and diplomacy when dealing with difficult situations
- Creative thinking to be able to come up with new ideas
- An ability to work under pressure
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- Report writing skills

MODE OF APPLICATION:

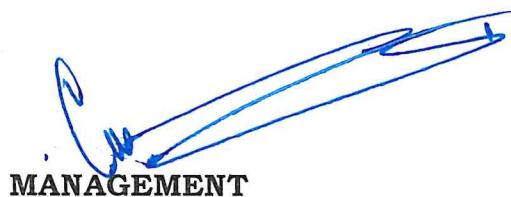
If you believe you fit the required profile, please submit your application through the **online application system available at the UBOS Website:**

<https://www.ubos.org/uboshr/public/login> not later than close of business
19th August, 2022 at 5pm. Hardcopies shall not be accepted.

All applicants must attach relevant soft copies of academic transcripts, certificates and relevant appointment letters. (*PDF copies maximum 10MB*).

UGANDA BUREAU OF STATISTICS IS AN ALL EQUAL EMPLOYMENT OPPORTUNITY ORGANISATION.

Only shortlisted candidates shall be contacted. All tendered in documents shall be verified with the relevant authorities. Any form of lobbying and canvassing will lead to automatic disqualification.



MANAGEMENT