

**NATIONAL PLANNING AUTHORITY (NPA) PUBLIC NOTICE AND EXPRESSION OF INTEREST
BY MAPPED COMMON CADRES OF THE DEFUNCT NATIONAL POPULATION COUNCIL**



PHASE TWO (2) RAPEX RECRUITMENT - PUBLIC NOTICE FOR: REF NO: NPA/02/2025

The National Planning Authority (NPA) was established under NPA ACT CAP 202 in compliance with article 125 of the Constitution of the Republic of Uganda (1995). The Authority is the principal statutory agency responsible for the management of development planning in Uganda. The primary function of the Authority is to produce comprehensive and integrated development plans for the country elaborated in terms of the perspective Vision, Long and Medium-term Plans.

Through its external sourcing strategies and career offers, NPA Executive Authority is desirous of filling selected vacancies to strengthen its human resources capacity by recruiting dynamic and self-motivated professional individuals to complement the current staff in the effective and efficient implementation of its mandate. The specified job offers are contractual and are **only open to interested former employees of the defunct National Population Council (NPC)** who were mapped into the positions by the Ministerial Implementation Committee. The candidates should possess the required qualifications, experience, competencies, skills and with the right work attitude and are encouraged to apply. The Public Notice and request for expression of interest is in regard to recruitment into the **Service of the National Planning Authority** under the rationalization of Government, Agencies, Commissions, Authorities and Public Expenditure (RAPEX) has been released and is open to the qualifying former and mapped employees of the defunct NPC who retired from service on 30th September, 2024.

Positions offered for expression of interest

<p>1) Senior Human Resource Officer -Capacity Development, Human Resource Planning & Performance Management), Salary Scale; NPA-OS-4 (1 Post)</p> <p>2) Human Resource Officer -Capacity Development, Human Resource Planning & Performance Management), Salary Scale; NPA-OS-5 (1 post)</p>	<p>3) Accountant: Salary Scale – NPA-OS-5 (1 Post)</p> <p>4) Management Inventory Officer: (1 Post)</p>
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APPLICATION PROCEDURE

- (a) The preferred method of applications' is physically delivering, submitting, and registering under signature at the NPA Front Desk / Reception.
- (b) Applicants are to forward an application letter accompanied with detailed curriculum vitae, including phone and email contacts; photocopies of probation, **confirmation and promotional appointment letters**, certified copies of academic and professional certificates, transcripts and copy of National ID, addressed to: **The Executive Director, National Planning Authority, P.O.BOX 21434 Kampala Uganda;**
- (c) An applicant is only required to express interest in one position and in line with the mapping report from the Ministerial Coordination and Implementation Committee. Only shortlisted candidates will be invited for suitability interviews of a particular post. "NPA" is an equal opportunity employer and any form of canvassing or lobbying shall lead to disqualification by the NPA Executive Authority Board.
- (d) The Public Notice and expression of interest is accessible on <http://www.npa.go.ug> under opportunities and has been formally communicated to: staff of the defunct NPC, the Permanent the Permanent Secretary, Ministry of Public Service and other stakeholders for information, NPA Notice Board at Statistics House, **and** emails of former staff of the defunct National Population Council.
- (e) The successful candidates will be offered contractual appointments in accordance with the provisions of the NPA HR & Admin. Manual (2023).
- (f) The deadline of submission is **Friday 24th January 2025 (16.55hrs)**. The expression of interest or applications received after the closing date and time shall not be considered

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1. Senior Human Resource Officer -Capacity Development, Human Resource Planning & Performance Management), Salary Scale; NPA-OS-4 (1 Post)

Reporting to: Manager Human Resources and Administration

Supervises: Human Resource Officer -Capacity Development, Human Resource Planning & Performance Management)

Purpose of the job:

To provide technical and guidance in the management of Human Resource Planning, Capacity Development and Performance management of the Authority.

Qualifications

- ❖ Must have a Master’s Degree in Management Studies (HRM Option), Human Resource Management, Organizational Development, or any other with HRM specialization.
- ❖ An Honors Degree in Human Resource Management / or Social Work and Social Administration or Industrial and Organizational Psychology or Social Sciences from a recognized University/ Institution

Experience and Knowledge

- ❖ Working experience of at least 7 years at senior or above level in the area of human resource management in a large and reputable organization.
- ❖ Must have a thorough understanding of the Uganda labor laws and HR best practices
- ❖ Experience in Human Resource Planning, Capacity Development and management of staff and organization performance is required
- ❖ Knowledge in developing the Human resource management information system will be an added ad

Competencies

Technical: Proficient in local (municipalities and Town councils), state, and national zoning laws and policies, Skilled in developing and implementing land use plans that balance development with sustainability. Expertise in regulatory requirements related to land use, urban development, and environmental conservation. Ability to analyze demographic, economic, and environmental data to support planning.

Behavioural; Leadership; Effective Communication; Ethics and Integrity.

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2. Human Resource Officer -Capacity Development, Human Resource Planning & Performance Management), Salary Scale; NPA-OS-4 (1 Post)

Reporting to: Senior Human Resource Officer -Capacity Development, and Performance Management

Purpose of the job:

To provide technical support in the implementation of human resource planning, capacity building and performance management policies of the Authority

Qualifications

- ❖ Must have a Master’s Degree in Management Studies (HRM Option), Human Resource Management, Organizational Development, or any other with HRM specialization.
- ❖ An Honors Degree in Human Resource Management / or Social Work and Social Administration or Industrial and Organizational Psychology or Social Sciences from a recognized University/ Institution

Experience and Knowledge

- ❖ Working experience of at least 3 years or above level in the area of human resource management in a large and reputable organization.
- ❖ Must have a thorough understanding of the Uganda labor laws and HR best practices
- ❖ Experience in Human Resource Planning, Capacity Development and management of staff and organization performance is required
- ❖ Knowledge in developing the Human resource management information system will be an added ad

Competencies

Technical: Human Resource Management, Coordinating, Planning and Organizing, Information communication technology and Strategic thinking

Behavioral: Communicating effectively, Ethics and integrity, Concern for quality and standards and Team-work

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3. Inventory Management Officer, Salary Scale; NPA-OS-5 (1 Post)

Reports to: Senior Administrative Officer

Supervises: Assistant Inventory Management Officer

Job Purpose: To supervise, coordinate and management inventory in the Authority

Qualifications

- ❖ A Masters in supply chain management, Business Administration or management discipline, Logistics, Marketing, Procurement and Supply Chain Management or related but relevant field
- ❖ Honors Bachelor’s degree in Procurement and supply chain management, commerce, Business Administration
Or
- ❖ Full professional qualifications in procurement / purchasing and supply chain management (like CIPS 6, ISM, and CILT) from a recognized awarding institution.
- ❖ In both instances Membership of a recognized professional body in supply chain management is a requirement.

Experience

- ❖ A minimum of three (3) years working experience in procurement management in a large public organization or equivalent levels of experience from a large private sector institution.
- ❖ Active membership in professional associations is desirable

Other attributes:

- ❖ Industrious and self-driven
 - ❖ Ready to work long hours
 - ❖ Track record of high Integrity
 - ❖ Computer literacy
 - ❖ Strong interpersonal & communication skills
 - ❖ Must be result oriented
- Strong team player with leadership skills

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4. Accountant, Salary Scale; NPA-OS-5 (1 Post)

Reports to: Senior Accountant

Job Purpose;

To perform General Accounting duties and producing routine Financial Statements and Reports.

Qualifications and experience:

- ❖ Either; Full professional accountancy qualifications in any of the following areas: ACCA, CPA, and ACIS & CPE from a recognized institution. Plus a degree in either BCOM (Accounting option), BA (Accounting option), Business Studies (Accounting option) or Finance and Accounting
OR
- ❖ Full professional accountancy qualifications in any of the following areas: ACCA, CPA, and ACIS & CPE from a recognized institution. Plus, post graduate qualifications in Financial Management or Business Administration from a recognized awarding institution.

Experience

- ❖ At least five (5) years professional experience from a reputable organization.

Competencies

Technical: Accounting skills, Coordinating, risk management, Planning and Organizing, Information communication technology and Strategic thinking

Behavioral: Communicating effectively, Ethics and integrity, Concern for quality and standards and Team-work

EXECUTIVE DIRECTOR