



THE REPUBLIC OF

UGANDA

**MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT
JOB DESCRIPTIONS AND PERSON SPECIFICATIONS**



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**DIRECTORATE OF LABOUR EMPLOYMENT AND OCCUPATIONAL
HEALTH AND SAFETY**

Job Title: Director Labour, Employment and Occupational Safety and Health

Salary Scale: U1SE

Reports to: Permanent Secretary

Responsible for: Commissioner Employment Services
Commissioner Labour, Industrial relations and Productivity
Commissioner Occupational Safety and Health

Job Purpose

To provide strategic direction and guidance on policy, legal and institutional frameworks regarding labour, employment and occupational health and safety.

Key Responsibilities and duties

- i. To oversee the formulation and review of employment, occupational safety and health, social security and labour policies, regulatory frameworks and standards.
- ii. To provide high level technical support and coordination of labour activities and operations in Government.
- iii. To provide guidance to employers and trade unions on policies related to labour and employment and social security legislation and regulations.
- iv. To promote adaptation of International Labour Laws, standards and implementation of best practices.
- v. To support mutual settlement of disputes between workers and employees by working very closely with the industrial court.
- vi. To develop advocacy programmes for employers, workers and community on their rights at the work place and risks to their health.
- vii. To advise the Permanent Secretary on the management of policies, plans and programmes of action under the Directorate of Labour.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
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Person Specifications

a. Academic qualifications

- ✓ Hold an Honor's Bachelor's Degree in Medicine and Surgery, Engineering, Humanities, Environmental Management, Law, Economics or Physical Sciences, from a recognized University or Institution.
- ✓ He/she must hold Masters of Science Degree in any of the above disciplines.

b. Working experience

At least 12 years of working experience, 3 years of which should have been at the level of Commissioner in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Understanding of Labour, Employment, Industrial Relations, Occupational Safety and Health legislation.
- ii. Knowledge of International Labour Standards.
- iii. Policy Management
- iv. Strategic thinking
- v. Leadership and team work
- vi. Problem solving skills and decision making
- vii. Knowledge management
- viii. Financial Management
- ix. Negotiation and mediation
- x. Planning, Organizing and Coordinating

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
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**DEPARTMENT OF LABOUR, INDUSTRIAL RELATIONS AND
PRODUCTIVITY**

Job Title: Commissioner Labour, Industrial Relations and
Productivity

Salary Scale: U1E

Reports to: Director Labour, Employment and Occupational Safety and
Health

Responsible for: Assistant Commissioner Labour

Purpose of the job

To provide technical expertise in the management and implementation of labour, industrial relations and productivity policies and legal framework.

Key Responsibilities and duties

- i. To initiate, develop, implement and enforce laws, legislation, standards, and guidelines on labour, industrial relations and productivity;
- ii. To provide technical support supervision and guidance to Government, employers and workers organizations on labour, industrial relations and productivity;
- iii. To develop labour, industrial relations and productivity strategies;
- iv. To provide mechanisms to promote, coordinate and monitor labour, industrial relations and productivity issues nationally, regionally and internationally in collaboration with key stakeholders;
- v. To vet collective bargaining agreements to ensure their consistency with national, regional and international protocols and obligations;
- vi. To oversee investigations, settlement and referral of labour disputes to the Industrial Court;
- vii. To maintain sound relations with workers and employers organizations;

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- viii. To plan and manage budgets of the department;
- ix. To oversee performance planning and management in the department.

Person Specifications

a. Academic qualifications

- ✓ Hold an Honor's Bachelor's Degree in any field from a recognized University or Institution.
- ✓ He/she must hold Master's Degree in labour Law/Economics/Administration, Employment studies, Human Resources, Occupational Safety and Health, or Industrial Relations.
- ✓ Must possess specialized trainings in Labour Administration
- ✓ Possession of Postgraduate qualification in Labour matters, Employment Services, Industrial Relations, Human Resource Management, Public Administration and Business Administration is an added advantage.

b. Working experience

At least 12 years of working experience, 3 years of which should have been at the level of Assistant Commissioner Labour in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Strategic thinking
- ii. Concerns for quality and standards
- iii. Ethics and Integrity
- iv. Team work
- v. Policy Management
- vi. Negotiation and mediation
- vii. Planning, organizing and coordination
- viii. Financial Management Skills
- ix. Information Technology
- x. Managing employee performance

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
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Job Title: Assistant Commissioner Labour
Salary Scale: U1
Reports to: Commissioner Labour, Industrial Relations and productivity
Responsible for: Principal Labour officer

Purpose of the job

To provide technical expertise on matters pertaining to labour inspection, labour productivity and industrial relations in the Public and Private Sectors.

Key Responsibilities and duties

- i. To carry out inspections for compliance with labour laws and standards;
- ii. To mediate in labour disputes arising from breach of contract and other disagreements;
- iii. To manage worker's compensation arising from injury or occupational diseases;
- iv. To liaise with UBOS in preparation of labour statistical data and production of the status of the Labour Market Information report;
- v. To monitor the enforcement of labour laws and standards;
- vi. To develop and implement programs on monitoring and providing technical support to Labour Unions;
- vii. To supervise Labour Union activities
- viii. To compile quarterly and annual labour reports from both centre and local governments;
- ix. To liaise with the Industrial Court in settlement of labour disputes
- x. To provide technical support supervision to staff in their division.

Person Specifications

a. Academic qualifications

- ✓ Hold an Honors Bachelor's Degree in any field from a recognized University or Institution.

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- ✓ Must hold a Master's degree in either Labour Law, Labour Economics or Labour Administration.
- ✓ Possession of a Postgraduate qualification in Public Administration or Business Administration will be an added advantage.

b. Working experience

At least 9 years of working experience, 3 years of which should have been at the level of Principal Officer in Government or equivalent level of experience from a reputable organization

c. Competences

- i. Strategic thinking
- ii. Concerns for quality and standards
- iii. Ethics and Integrity
- iv. Team work
- v. Policy Management
- vi. Negotiation and mediation
- vii. Planning, organizing and coordination
- viii. Financial Management Skills
- ix. Information Technology
- x. Managing employee performance

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
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Job Title: Principal Labour Officer

Salary Scale: U2

Reports to: Assistant Commissioner Labour

Responsible for: Senior Labour Officer

Purpose of the job

To provide technical expertise on all matters pertaining to labour productivity in the public and private sector

Key Responsibilities and duties

- i. To process cases of labour;
- ii. To develop and carry out workers training programmes;
- iii. To initiate submissions of Conventions adopted by the international labour Conference for ratification;
- iv. To compile and maintain collective agreements;
- v. To contribute to the strengthening of the relationship and collaboration between the International and Regional Labour Organizations;
- vi. To design programs for strengthening partnerships and networks with regional and international Organizations;
- vii. To liaise with International Organizations (LOARLAC, AU, EU, EAC and other UN Agencies);
- viii. To supervise and give technical support and guidance to staff below him/her.
- ix. To carry out labour inspections to ensure compliance with labour laws and standards;
- x. To handle labour disputes arising out of breach of contract;
- xi. To manage workers compensation arising out of injury or occupational diseases;
- xii. To monitor the enforcement of labour laws and standards;
- xiii. To tender advice and information all stakeholders;

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- xiv. To liaise with UBOS in the preparation of labour statistical data and production of the status of labour market information report;
- xv. To coordinate data collection activities;

Person Specifications

a. Academic qualifications

- ✓ Hold an Honor's Bachelor's Degree in any field from a recognized University or Institution
- ✓ Hold a Master's degree in either Labour Economics or Labour Productivity
- ✓ Possession of Postgraduate qualification in Labour matters, Employment Services, Industrial Relations, Human Resource Management, Public Administration and Business Administration.

b. Working experience

At least 6 years of working experience, 3 years of which should have served at the level of Senior Labour Officer in Government or equivalent level of experience from a reputable organization.

c. Competencies

- i. Concerns for quality and standards
- ii. Ethics and Integrity
- iii. Team work
- iv. Policy Management
- v. Negotiation and mediation
- vi. Planning, organizing and coordination
- vii. Financial Management Skills
- viii. Information Technology
- ix. Managing employee performance

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
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Job Title: Senior Labour Officer

Salary Scale: U3

Reports to: Principal Labour Officer

Responsible for: Labour Officer

Job Purpose: Promotion of harmonious industrial relations and productivity

Key responsibilities and duties

- i. To compile and maintain collective agreements and lists of labour disputes and grievances;
- ii. To participate in the settlement of labour disputes;
- iii. To prepare quarterly and annual reports on labour inspection, productivity and industrial relations;
- iv. To verify labour union membership;
- v. To implement labour, productivity and industrial relations programs.
- vi. To provide advisory information on managerial practices and promote productivity
- vii. To integrate productivity issues in the existing structures at the workplace
- viii. To work closely with the International Labour Relations to integrate productivity issues in the collective bargaining agreements.
- ix. To analyze inspection reports, labour performance, disputes/strikes, and collective bargaining agreements and other information from the establishments on managerial practices and productivity and prepare reports.
- x. To participate in verification and computation of compensation cases.

Person Specification

a. Academic qualification

- ✓ An Honours Bachelor degree in either Arts of Social Science or its equivalent from a recognized University/institution.
- ✓ Possession of a Post Graduate Qualification in the relevant field would be of added advantage. A post graduate diploma in labour related discipline
- ✓ Possession of specialized trainings in Labour Administration would also be of added advantage.

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b. Working experience

Should possess previous working experience of at least three (3) years as a Labour Officer

c. Competences

- i. Demonstrated technical competences in Labour Administration
- ii. Demonstrated skills in strategic planning, writing and communication
- iii. Good analytical and basic skills in research
- iv. Team building, result oriented with high level of advocacy and negotiation skills

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Title: Labour Officer

Scale: U4

Reports to: Senior Labour Officer

Responsible for: None

Job purpose

To develop and implement labour policies, and they provide guidance to HR personnel to ensure compliance with laws, policies, guidelines and regulations.

Key responsibilities and duties

- i. To assist in the verification and computation of compensation cases;
- ii. To participate in the training of labour officers;
- iii. To take and produce minutes of the Labour Advisory Board;
- iv. To take and produce minutes of the Medical Arbitration Board;
- v. To participate in labour inspection programmes and produce reports;
- vi. To draft annual labour Advisory Board report.

Person Specifications

a. Academic qualifications

- ✓ An Honor's Bachelor's degree in either Arts or Social Sciences or its equivalent from a recognized University

b. Working experience

None

c. Competences

- i. Demonstrated technical competences in Labour Administration
- ii. Demonstrated skills in strategic planning, writing and communication.
- iii. Good analytical and basic skills in research
- iv. Team work
- v. Result oriented with high level of advocacy
- vi. Negotiation skills.

DEPARTMENT OF EMPLOYMENT SERVICES

Title: Commissioner Employment Services

Scale: U1E

Reports to: Director Labour, Employment and Occupational Safety and Health

Responsible for: Assistant Commissioner Employment

Job Purpose:

To initiate, develop, implement and enforce compliance to policies, legislation, guidelines and standards on internal and external employment including labour migration.

Key Responsibilities and duties

- i. To initiate, develop and implement policies strategies and programmes aimed at job creation and providing employment services in the Country;
- ii. To assess and match work seekers with available work opportunities and facilitate placement of work seekers with employers or in other work opportunities including foreign nationals;
- iii. To regulate and provide technical guidance and supervision to employment Agencies and Government and workers on employment matters;
- iv. To develop and operate an employment information system for monitoring, evaluating, researching and analyzing trends on labour mobility, qualifications, vacancies, occupations, training opportunities and specialized skills in the labour market;
- v. To register work seekers, job vacancies and other work opportunities;
- vi. To advise work seekers on access to education and training, and access to social security benefits and provide Vocational and career counseling;
- vii. To provide specialized services to assist vulnerable work seekers and promote employment of youth and other vulnerable work seekers;
- viii. To promote and actively invest in human capital development to increase capacities and accumulation of productive assets and break intergenerational transmission of poverty;

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- ix. To provide and facilitate the exchange of information among labour market participants, including employers, employees, Job seekers and private employing Agencies, Education Sector and Training Authorities;
- x. To establish work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be placed in opportunities for self-employment;
- xi. To provide technical advice on minimum employment terms and determine the remuneration of employees or other payments for the labour force in the Country;

Person Specifications

a. Academic qualifications

- ✓ Hold an Honors Bachelor's Degree in any field from a recognized University or Institution.
- ✓ She/he must hold a Master's Degree in either Labour Law/Economics/Administration, Employment Studies or Labour Statistics.
- ✓ Must possess specialized trainings in Labour Administration
- ✓ Possession of Postgraduate qualification in Labour matters, Employment Services, Industrial Relations, Human Resource Management, Public Administration and Business Administration is an added advantage

b. Working experience

At least 12 years of working experience, 3 years of which should have been at the level of Assistant Commissioner in Government or equivalent level of experience from a reputable organization.

c. Competencies

- i. Result orientation
- ii. Project Planning and Management,
- iii. Investigation,
- iv. Leadership,
- v. Financial Management,
- vi. Networking,
- vii. Lobbying and advocacy,

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- viii. Planning, organizing and coordinating,
- ix. Good Interpersonal and communication skills,
- x. Training policies and management of systems
- xi. Risk Assessment

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Job Title:	Assistant Commissioner Employment Services
Salary Scale:	U1
Reports to:	Commissioner Labour Employment Services
Responsible for:	Principal Labour Officer

Job purpose:

To assist Ugandans secure long-term employment for within the Country and abroad

Key Responsibilities and duties

- i. To develop policies, programmes and strategies on promotion of employment;
- ii. To develop guidelines for private employment agencies;
- iii. To supervise the public employment services and activities for the informal sector;
- iv. To prepare quarterly reports from the public employment services and labour intensive programmes;
- v. To supervise and monitor public contract/labour intensive work programmes;
- vi. To promote vocational and skills training for young persons;
- vii. To promote career guidance and counselling.

Person Specification

a. Academic qualifications

- ✓ Hold an Honors Bachelor's Degree in any field from a recognized University or Institution.
- ✓ Must hold a Master's Degree in either Labour Law/Economics/Administration, Employment Studies or Labour Statistics.

b. Working experience

At least 9 years of working experience, 3 years of which should have been at Principal Labour Officer level in Government or equivalent level of experience from a reputable organization.

c. Competencies

- i. Good analytical and basic skills in research

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- ii. Team work
- iii. Result oriented with high level of advocacy and negotiation skills.
- iv. Planning, organizing and coordination
- v. Information Technology
- vi. Managing employee performance
- vii. Demonstrated skills in strategic planning, writing and communication.

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Job Title: Principal Labour Officer Employment Services

Salary Scale: U2

Reports to: Assistant Commissioner Employment Services

Responsible for: Senior Labour Officer

Job purpose:

To support the process of job creation and identification in the Country

Key responsibilities and duties

- i. To develop research programmes and undertake research to assess the effect of Government policies on the labour market.
- ii. To initiate and develop policies, regulations, guidelines, standards and strategies for the labour market;
- iii. To prepare instruments for collection, processing and dissemination of labour market information
- iv. To compile labour statistics to guide decision making
- v. To establish and manage a Labour Market Information data bank.
- vi. To extract and analyze data received from labour inspection reports;
- vii. To carry out human resource development surveys and related programmes in collaboration with line ministries;
- viii. To offer technical support and guidance to stakeholders;
- ix. To inspect work places in country and abroad;
- x. To review labour policies, laws, guidelines, manuals, checklists and code of conduct;
- xi. To prepare documents and papers for license applicants;
- xii. To monitor the remittances from Uganda migrant workers abroad.

Person Specifications

a. Academic qualifications

- ✓ Hold an Honors' degree Economics/Statistics/ Development Studies / Social Sciences from a recognized university or institution.
- ✓ Must hold a Master's Degree in either Labour Law/Economics/Administration, Employment Studies or Labour Statistics

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b. Working experience

At least 6 years of working experience, three (3) of which at Senior labour Officer level or its equivalent in government or a reputable organization.

c. Competences

- i. Research and Statistics
- ii. Information management
- iii. Networking, lobbying and advocacy
- iv. Planning, organizing and coordinating
- v. Good Interpersonal and communication skills,
- vi. Computer Literacy
- vii. Good analytical skill
- viii. Ethics and Integrity

Job Title: Senior Labour Officer Employment Services

Salary Scale: U3

Reports to: Principal Labour Officer Employment Services

Responsible for: Labour Officer

Job purpose

To support the implementation of laws, policies, regulations, guidelines and standards on employment in the Country

Key Responsibilities and duties

- i. To develop and monitor observance of code of conduct for domestic workers;
- ii. To coordinate private recruitment companies for externalisation of labour;
- iii. To inspect offices for recruitment companies;
- iv. To oversee decent work country programme
- v. To keep register of private employment agencies

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- vi. To inspect licensed companies for compliance with the statutory instrument on externalisation;
- vii. To train workers, employers and general public on labour standards
- viii. To provide technical guidance to licensed private recruitment companies and external agencies;
- ix. To enforce provisions of the Employment Act;

Person Specification

a. Academic qualification

- ✓ An Honours Bachelor degree in either Arts or Social Science or its equivalent from a recognized University/institution.
- ✓ Possession of a Post Graduate Qualification in the relevant field would be of added advantage.
- ✓ Possession of specialized trainings in Labour Administration would also be of added advantage.

b. Working experience

Should possess previous working experience of at least three (3) years as a labour Officer or equivalent in government or reputable organisation

c. Competences

- i. Demonstrated technical competences in Labour Administration
- ii. Demonstrated skills in strategic planning, writing and communication
- iii. Good analytical and basic skills in research
- iv. Team building
- v. Result oriented
- vi. Advocacy and negotiation skills

DEPARTMENT OF OCCUPATIONAL HEALTH AND SAFETY

Job Title: Commissioner Occupational Health and Safety (OSH)

Salary Scale: U1E (Sc)

Reports To: Director Labour, Employment and OSH

Responsible for: Assistant Commissioner Occupational Safety

Assistant Commissioner Occupational Health

Job purpose:

To review, evaluate, and analyze work environments and design programs and procedures to control, eliminate and prevent disease or injury caused by chemical, physical and/or biological agents' factors.

Key Responsibilities and duties

- i. To develop guidelines and regulations operationalizing the occupational safety and health policy and laws;
- ii. To enforce the occupational Safety and Health Act and other policy and legal frameworks;
- iii. To undertake accident investigations and reporting;
- iv. To initiate policy and regulatory reviews;
- v. To set the Department's research agenda in occupational safety;
- vi. To advise management and workers on safety and health at enterprise level;
- vii. To carryout training and publicity programmes on occupational safety and health;
- viii. To review environmental and social impact assessments reports, environmental audits, risk assessment reports;
- ix. To coordinate and or supervise and publish research on occupational safety and health including medical surveillance;
- x. To offer technical support and guidance to staff in the department.

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Person Specifications

a. Academic qualifications

- ✓ Hold an Honors Bachelor's Degree in either Medicine or Surgery; Public/Environmental Health; Environmental Management; Engineering or any other related qualification in Physical Sciences.
- ✓ Must hold Masters of Science Degree in either Occupational Safety or Health; Labour Administration or any other related field.
- ✓ Possession of a Post Graduate qualification in Public Administration or Business Administration will be an added advantage.

b. Working experience

At least 12 years of working experience, 3 years of which should have been at the level of Assistant Commissioner in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Strategic thinking and leadership
- ii. Concerns for quality and standards
- iii. Ethics and Integrity
- iv. Team work
- v. Policy Management
- vi. Negotiation and mediation
- vii. Planning, organizing and coordination
- viii. Financial Management Skills
- ix. Information Technology
- x. Managing employee performance
- xi. Project Planning and Management
- xii. Networking, lobbying and advocacy

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Job Title: Assistant Commissioner Occupational Safety

Salary Scale: U1E

Reports to: Commissioner Occupational Safety

Responsible for: Principal Officer, Occupational Safety

Job purpose:

To inspect and evaluate the environment, equipment and processes in working areas to ensure compliance with government safety regulations and industry standards.

Key Responsibilities and duties

- i. To develop guidelines and regulations operationalizing the occupational safety laws;
- ii. To investigate and report on accidents;
- iii. To enforce inspection standards;
- iv. To initiate policy and regulatory reviews;
- v. To direct the Department's research in occupational safety;
- vi. To advise management and workers on safety and health at enterprise level;
- vii. To train and organize publicity programmes on occupational safety and health;
- viii. To review environmental and social impact assessments, environmental audits, risk assessment reports;
- ix. To undertake, coordinate and or supervise and publish research reports on occupational safety;
- x. To offer technical support supervision to staff in the department.

Person Specification

a. Academic qualifications

- ✓ Hold an Honors Bachelor's Degree in either Medicine and Surgery, Public/Environmental Health, Environmental Management, Engineering or any other related qualification in Physical Sciences,
- ✓ Must hold Masters of Science Degree in Occupational Safety and Health or Quality, Safety and Environment or Reliability Safety Engineering or Occupational Health.

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- ✓ Possession of a Post Graduate qualification in Public Administration or Business Administration will be an added advantage.

b. Working experience

At least 9 years of working experience, 3 years of which should have been at the level of Principal Officer in Government or equivalent level of experience from a reputable organization

c. Competences

- i. Project Planning and Management
- ii. Occupational safety and health legislation
- iii. Leadership
- iv. Financial Management
- v. Networking, lobbying and advocacy
- vi. Planning, organizing and coordinating
- vii. Good Interpersonal and communication skills
- viii. Training Policies and Training Systems
- ix. Inspection Systems
- x. Computer literacy

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Job Title:	Assistant Commissioner Occupational Health
Salary Scale:	U1E (Med)
Reports to:	Commissioner Occupational Health and Safety
Responsible for:	Principal General Health Inspector

Job purpose

To ensure compliance with health and safety legislation and standards to promote the health of all employees and reduce the risk of occupational ill health.

Key Responsibilities and duties

- i. To investigate the prevalence and incidence of occupational diseases in the workplaces;
- ii. To inspect and examine the availability and use of First Aid Facilities at the workplaces;
- iii. To develop standards and guidelines for pre-employment and routine medical examination of workers;
- iv. To investigate disease outbreak and epidemics in the workplaces;
- v. To compile epidemiological patterns of Occupational diseases in Uganda, in the Region and Internationally;
- vi. To liaise with National, International Health agencies concerned with occupational health and diseases;
- vii. To coordinate research on Occupational Health;
- viii. To provide advice on workers accommodation building plans;
- ix. To analyze and advise on industrial building plans according to Occupational Safety and Health Act, No.9 of 2006 and other legislations;

Person Specifications

a. Academic qualifications

- ✓ Bachelor's Degree Surgery and Bachelor of Medicine.
- ✓ Must hold Masters of Science Degree in Physical Sciences, Occupational Safety and Health; Environment and Natural Resources, Chemical Process/Engineering or related disciplines.

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- ✓ Must also possess a Postgraduate Diploma in Occupational Safety and Health at Workplaces from a recognized institution.
- ✓ Possession of a Master of Business Administration or Postgraduate Diploma Public Administration and Management will be an added advantage.

b. Working experience

At least 9 years of working experience, 3 years of which should have been at the level of Principal Officer in Government or equivalent level of experience from a reputable organization

c. Competences:

- i. Project Planning and Management
- ii. Occupational safety and health legislation
- iii. Leadership
- iv. Financial Management
- v. Networking, lobbying and advocacy
- vi. Planning, organizing and coordinating
- vii. Good Interpersonal and communication skills
- viii. Training Policies and Training Systems
- ix. Inspection Systems
- x. Computer literacy

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Job Title:	Principal General Health Inspector
Salary Scale	U2
Reports to:	Assistant Commissioner Occupational Health
Responsible for:	Senior General Health Inspector

Job purpose:

To promote health and safety at work places and ensure compliance to guidelines, regulations and standards.

Key Responsibilities and duties

- i. To develop, enforce and review guidelines and regulations operationalizing the occupational safety and health laws;
- ii. To undertake accident investigations and reporting;
- iii. To undertake food safety and hygiene assessments/inspections;
- iv. To enforce OSH training standards;
- v. To advise management and workers on safety and health at enterprise level;
- vi. To review environmental and social impact assessments, environmental audits, risk assessment reports;
- vii. To offer technical support and guidance to staff under their supervision.

Person Specifications

a. Academic qualifications:

- ✓ Bachelor's Degree in Physical Sciences, Environmental Health, Public Health, Environmental Management or related disciplines.
- ✓ Must hold Masters of Science Degree in Occupational Safety and Health; Public Health; Environment and Natural Resources, Chemical Process/Engineering or related disciplines.
- ✓ Must possess a Certificate in Food Safety and Hygiene

b. Working experience:

At least 6 years of working experience, 3 years of which should have served at the level of Senior Officer in Government or equivalent level of experience from a reputable organization

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c. Competences:

- i. Project Planning and Management
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Training Policies and Training Systems
- vi. Inspection Systems
- vii. Computer literacy

Job Title: Principal General Safety Inspector

Salary Scale U2

Reports to: Assistant Commissioner Occupational Safety

Responsible for: Senior General Safety Inspector

Job purpose:

To ensure risks at work places are controlled through compliance with health and safety regulations and standards.

Key Responsibilities and duties

- i. To develop, enforce and review guidelines and regulations operationalizing the occupational safety and health laws;
- ii. To undertake accident investigations and reporting;
- iii. To enforce OSH training standards;
- iv. To advice management and workers on safety and health at enterprise level;
- v. To train and develop publicity programmes on occupational safety and health;
- vi. To review environmental and social impact assessments, environmental audits, risk assessment reports;
- vii. To undertake research and publish reports/findings on occupational safety;
- viii. To offer technical support and guidance to staff under their supervision.

Person Specifications

a. Academic qualifications:

- ✓ Bachelor's Degree in Physical Sciences, Environmental Management, Engineering or related disciplines.
- ✓ Must hold Masters of Science Degree in Occupational Safety and Health; Environment and Natural Resources or related disciplines.
- ✓ Must also possess a Postgraduate Diploma in Occupational Safety and Health at Workplaces from a recognized institution.

b. Working experience:

At least 6 years of working experience, 3 years of which should have served at the level of Senior Officer in Government or equivalent level of experience from a reputable organization

c. Competencies

- i. Project Planning and Management
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Training Policies and Training Systems
- vi. Inspection Systems
- vii. Computer literacy

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Job Title:	Principal General Training Inspector
Salary Scale	U2
Reports to:	Assistant Commissioner Occupational Safety
Responsible for:	Senior General Training Inspector

Job Purpose

To provide technical support and guidance in the area of occupational safety.

Key Responsibilities and duties

- i. To develop, enforce and review guidelines and regulations operationalizing the occupational safety and health laws;
- ii. To undertake accident investigations and reporting;
- iii. To enforce OSH training standards;
- iv. To advice management and workers on safety and health at enterprise level;
- v. To carry out training and publicity programmes on occupational safety and health;
- vi. To review environmental and social impact assessments, environmental audits, risk assessment reports;
- vii. To undertake and publish research reports on occupational safety;
- viii. To offer technical support and guidance to staff under their supervision.

Person Specifications

a. Academic qualifications:

- ✓ Bachelor's Degree in Physical Sciences, Environmental Management, Engineering or related disciplines.
- ✓ Must hold Masters of Science Degree in Occupational Safety and Health; Public Health; Environment and Natural Resources, Chemical Process/Engineering or related disciplines.
- ✓ Must also possess a Postgraduate Diploma in Occupational Safety and Health at Workplaces from a recognized institution.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

b. Working experience:

At least 6 years of working experience, 3 years of which should have served at the level of Senior Officer in Government or equivalent level of experience from a reputable organization

c. Competences

- i. Project Planning and Management
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Training Policies and Training Systems
- vi. Inspection Systems
- vii. Computer literacy
- viii. Possession of the International Certificate or Diploma Training Polices and Management of Training Systems is a must.

Job Title: Principal Specialized Safety Inspector

Salary Scale U2

Reports to: Assistant Commissioner Occupational Safety

Responsible for: Senior Specialized Safety Inspector

Job purpose:

To minimize risks of injury/accidents by ensuring safe and healthy working conditions for workers

Key Responsibilities and duties

- i. To develop, enforce and review guidelines and regulations operationalizing the occupational safety and health laws;
- ii. To undertake accident investigations and reporting;
- iii. To enforce construction standards on OSH;
- iv. To review Architectural plans;

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- v. To enforce OSH training standards;
- vi. To advice management and workers on safety and health at enterprise level;
- vii. To review environmental and social impact assessments, environmental audits, risk assessment reports;
- viii. To manage the performance of staff below him/her

Person Specifications

a. Academic qualifications:

- ✓ Bachelor's Degree in Laws, Physical Sciences, Environmental Management, Engineering Civil Engineering or related disciplines.
- ✓ Must hold Masters of Science Degree in Physical Sciences, Occupational Safety and Health; Environment and Natural Resources, Chemical Process/Engineering or related disciplines.
- ✓ Must also possess a Certificate in OSH (in area of specialization: Construction and Mechanical).

b. Working experience

At least 6 years of working experience, 3 years of which should have served at the level of Senior Officer in Government or equivalent level of experience from a reputable organization

c. Competencies

- i. Project Planning and Management
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Training Policies and Training Systems
- vi. Inspection Systems
- vii. Computer literacy

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Job Title: Principal Occupational Physician
Salary Scale U2
Reports to: Assistant Commissioner Occupational Safety
Responsible for: Senior Occupational Physician

Job purpose:

To prevent occupational illnesses and/or injury through workplace inspection, oversee patient's diagnosis, treatment, and prepare employees return to work after illness or injury.

Key Responsibilities and duties

- i. To enforce OSH Act, 2006;
- ii. To develop guidelines and regulations operationalizing the occupational safety and health policy and laws;
- iii. To undertake accident investigations and reporting;
- iv. To undertake medical surveillance ;
- v. To advice, treat and rehabilitate injured workers;
- vi. To undertake research in occupational health/occupational diseases/work related diseases;

Person Specifications:

a. Academic qualification

- ✓ Hold an Honor's Bachelor's Degree in medicine and surgery from a recognized Institution/University.
- ✓ Must hold Masters of Science Degree in Physical Sciences, Occupational Safety and Health; Environment and Natural Resources, Chemical Process/Engineering or related disciplines.
- ✓ Must also possess a Certificate in OSH

b. Working experience:

Applicants should have a minimum of six (6) years relevant working experience three (3) of which gained at the level of Senior Officer in a safety and health

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

related field, in Government or equivalent level of experience from a reputable organization.

c. competences

- i. Project Planning and Management
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Training Policies and Training Systems
- vi. Inspection Systems
- vii. Computer literacy

Job Title: Principal Occupational Hygienist
Salary Scale: U2
Reports to: Commissioner Occupational Safety and Health
Responsible for:

Job purpose:

To identify, assess and develop control measures for health hazards in the workplace.

Key Responsibilities and duties

- i. To enforce OSH Act, 2006;
- ii. To develop guidelines and regulations operationalizing the occupational safety and health policy and laws;
- iii. To inspect workplaces in regard to safety systems of work, work processes and work methods;
- iv. To appraise and monitor dangerous substances and agents in work environments;
- v. To prescribe means, measures and practices for protection of workers from exposure to harm;

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- vi. To identify, prescribe and evaluate the performance of control systems for hazardous substances in workplaces;
- vii. To compile and keep an up-to-date list of all hazardous processes and materials used in workplaces;
- viii. To investigate accidents and make reports of the same;
- ix. To measure occupational hygiene and advise on standards;
- x. To undertake research on occupational hygiene and occupational or work related diseases;
- xi. To train employers and workers on occupational hygiene standards; and
- xii. To supervise and offer technical support guidance to staff.

Person Specifications:

a. Academic qualification

- ✓ Should be Ugandans holding an Honor's Bachelor's Degree in Environmental or Physical or Health Sciences or the equivalent from a recognized Institution/University;
- ✓ Must hold Masters of Science Degree in Physical Sciences, Occupational Safety and Health; Environment and Natural Resources, Chemical Process/Engineering or related disciplines;
- ✓ Must also possess a Certificate in OSH
- ✓ A Postgraduate Diploma in a relevant field will be an added advantage

b. Working experience:

Applicants should have a minimum of six (6) years relevant working experience three (3) of which gained at the level of Senior Officer in a safety and health related field, in Government or equivalent level of experience from a reputable organization.

c. Ccompetences

- i. Project Planning and Management
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Training Policies and Training Systems

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
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- vi. Inspection Systems
- vii. Computer literacy

Job Title: Principal Occupational Safety Inspector
Salary Scale: U2
Reports to: Assistant Commissioner Occupational Safety and Health
Responsible for: Senior Occupational Safety Inspector

Job purpose:

To develop and enforce safety programmes and initiatives to avoid the repetition of accidents and limit the effect of work place hazards

Key Responsibilities and duties

- i. To enforce OSH Act, 2006;
- ii. To develop guidelines and regulations operationalizing the occupational safety and health policy and laws;
- iii. To inspect workplaces in regard to safety systems of work, work processes and work methods;
- iv. To appraise and monitor dangerous substances and agents in work environments;
- v. To prescribe means, measures and practices for protection of workers from exposure to harm;
- vi. To identify, prescribe and evaluate the performance of control systems for hazardous substances in workplaces;
- vii. To compile and keep an up-to-date list of all hazardous processes and materials used in workplaces;

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- viii. To investigate accidents and make reports of the same;
- ix. To measure occupational hygiene and advise on standards;
- x. To undertake research on occupational hygiene and occupational or work related diseases;
- xi. To train employers and workers on occupational hygiene standards;
- xii. To supervise and offer technical support guidance to staff they are responsible for.

Person Specifications:

a. Academic qualification

- ✓ Should be Ugandans holding an Honours Bachelor's Degree in Environmental or Physical or Health Sciences or the equivalent from a recognized Institution/University
- ✓ Must hold Masters of Science Degree in Physical Sciences, Occupational Safety and Health; Environment and Natural Resources, Chemical Process/Engineering or related disciplines;
- ✓ Must also possess a Certificate in OSH
- ✓ A Postgraduate Diploma in a relevant field will be an added advantage.

b. Working experience:

- ✓ Applicants should have a minimum of six (6) years relevant working experience three (3) of which gained at the level of Senior Officer in a safety and health related field, in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Project Planning and Management
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Training Policies and Training Systems
- vi. Inspection Systems
- vii. Computer literacy

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Job Title:	Senior General Prosecution Inspector
Salary Scale:	U3
Reports to	Principal General Prosecution Inspector
Responsible for:	General Prosecutor

Key Responsibilities and duties:

- i. To prosecute cases in courts of law
- ii. To advice management and workers on safety and health at enterprise level
- iii. To carry out training and publicity programmes on occupational safety and health
- iv. To review environmental and social impact assessments, environmental audits, risk assessment reports
- v. To undertake and publish research reports on occupational safety

Person Specifications:

a. Academic qualification

- ✓ Should be Ugandans holding an Honours Bachelor's Degree in Environmental or Physical or Health Sciences or the equivalent from a recognised Institution/University
- ✓ Must hold Masters of Science Degree in Physical Sciences, Occupational Safety and Health; Environment and Natural Resources, Chemical Process/Engineering or related disciplines;
- ✓ A Postgraduate Diploma in a relevant field will be an added advantage.

b. Working experience:

- ✓ Applicants should have a minimum of six (6) years relevant working experience three (3) of which gained at the level of Senior Officer in a safety and health related field, in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Project Planning and Management
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- iv. Good Interpersonal and communication skills
- v. Training Policies and Training Systems
- vi. Inspection Systems
- vii. Computer literacy

Job Title: Senior General Health Inspector

Salary Scale U3

Reports to: Principal General Health Inspector

Responsible for: General Health Inspector

Job purpose:

To promote health and safety at work places and ensure compliance to guidelines, regulations and standards.

Key Responsibilities and duties

- i. To develop, enforce and review guidelines and regulations operationalizing the occupational safety and health laws;
- ii. To undertake accident investigations and reporting;
- iii. To undertake food safety and hygiene assessments/inspections;
- iv. To enforce OSH training standards;
- v. To advise management and workers on safety and health at enterprise level;
- vi. To review environmental and social impact assessments, environmental audits, risk assessment reports;
- vii. To offer technical support and guidance to staff under their supervision.

Person Specifications

a. Academic qualifications:

- ✓ Bachelor's Degree in Physical Sciences, Environmental Health, Public Health, Environmental Management or related disciplines.

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- ✓ Must possess a postgraduate diploma in either Occupational Safety or Health; Public Health; Environment and Natural Resources or Chemical Process/Engineering.
- ✓ Must possess a Certificate in Food Safety and Hygiene

b. Working experience:

At least 6 years of working experience, 3 years of which should have served at the level of Senior Officer in Government or equivalent level of experience from a reputable organization

c. Competences:

- i. Project Planning and Management
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Training Policies and Training Systems
- vi. Inspection Systems
- vii. Computer literacy

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
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Job Title: Senior General Safety Inspector

Salary Scale U3

Reports to: Principal General Safety Inspector

Responsible for: General Safety Inspector

Job purpose:

To develop and enforce safety programmes and initiatives to avoid the repetition of accidents and limit the effect of work place hazards

Key Responsibilities and duties

- i. To develop, enforce and review guidelines and regulations operationalizing the occupational safety and health laws;
- ii. To undertake accident investigations and reporting;
- iii. To enforce OSH training standards;
- iv. To advice management and workers on safety and health at enterprise level;
- v. To train and develop publicity programmes on occupational safety and health;
- vi. To review environmental and social impact assessments, environmental audits, risk assessment reports;
- vii. To undertake research and publish reports/findings on occupational safety;
- viii. To offer technical support and guidance to staff under their supervision.

Person Specifications

a. Academic qualifications:

- ✓ Bachelor's Degree in Physical Sciences, Environmental Management, Engineering or related disciplines.
- ✓ Must also possess a Postgraduate Diploma in Occupational Safety and Health at Workplaces from a recognized institution.

b. Working experience:

At least 6 years of working experience, 3 years of which should have served at the level of Senior Officer in Government or equivalent level of experience from a reputable organization

c. Competencies

- i. Project Planning and Management

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- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Training Policies and Training Systems
- vi. Inspection Systems
- vii. Computer literacy

Job Title: Senior Occupational Physician

Salary Scale: U3

Reports to: Principal Occupational Physician

Responsible for: Occupational Physician

Job purpose:

To prevent occupational illnesses and/or injury through workplace inspection, oversee patient's diagnosis, treatment, and prepare employees return to work after illness or injury

Key Responsibilities and duties

- i. To enforce OSH Act, 2006;
- ii. To develop guidelines and regulations operationalizing the occupational safety and health policy and laws;
- iii. To investigate accidents and report on the same;
- iv. To undertake medical surveillance;
- v. To advise on, treat and rehabilitate injured workers;
- vi. To undertake research in occupational health and occupational or work related diseases;
- vii. To supervise and offer technical support to staff they are responsible for.

Person Specifications

a. Academic qualifications

- ✓ Must hold a Bachelor's Degree in Medicine and Surgery or related disciplines.

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- ✓ Must also possess a Postgraduate diploma in Occupational Safety and Health at Workplaces from a recognized institution.

b. Working experience

At least 3 (three) years of working experience at Officer Level or its equivalent in government or reputable organization.

c. Competences

- i. Team Work
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Computer literacy

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Job Title: Senior Occupational Hygienist

Salary Scale U3

Reports to: Principal Occupational Hygienist

Responsible for: Occupational Hygienist

Job purpose:

To identify, assess and develop control measures for health hazards in the workplace.

Key Responsibilities and duties

- i. To enforce OSH Act, 2006
- ii. To develop guidelines and regulations operationalizing the occupational safety and health policy and laws;
- iii. To inspect workplaces in regard to safe systems of work, work processes and work methods;
- iv. To appraise and monitor dangerous substances and agents in working environment;
- v. To prescribe means, measures and practices for protection of workers from over exposure;
- vi. To identify, prescribe and evaluate the performance of control systems for hazardous substances in workplaces;
- vii. To compile and keep an up-to-date list of all processes and materials used in work places that are hazardous
- viii. To undertake accident investigations and reporting
- ix. To undertake occupational hygiene measurements and advise on the standards
- x. To undertake research in occupational hygiene /occupational diseases/work related diseases
- xi. To train Employers and Workers on occupational hygiene standards
- xii. To manage the performance of staff below him/her

Person Specifications

a. Academic qualifications

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
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- ✓ Must hold a Bachelor's Degree in Physical Sciences; Environmental Management or related disciplines.
- ✓ Must a Postgraduate Diploma in Occupational Safety and Health

b. Working experience

At least 3 (three) years of working experience at Officer Level or its equivalent in government or reputable organization.

c. Key competences

- i. Project Planning and Management
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Training Policies and Training Systems
- vi. Inspection Systems
- vii. Computer literacy

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Job Title: Senior General Training Inspector

Salary Scale U3

Reports to: Principal General Training Inspector

Responsible for: General Training Inspector

Job purpose:

To reduce workplace risks and accidents through education and training

Key Responsibilities and duties

- i. To develop, enforce and review guidelines and regulations operationalizing the occupational safety and health laws;
- ii. To undertake accident investigations and reporting
- iii. To enforce OSH training standards
- iv. To advice management and workers on safety and health at enterprise level
- v. To carry out training and publicity programmes on occupational safety and health
- vi. To develop health and safety training programmes for different work contexts
- vii. To review environmental and social impact assessments, environmental audits, risk assessment reports
- viii. To undertake and publish research reports on occupational safety

Person specifications

a. Academic qualifications

- ✓ Applicants must hold a Bachelor's Degree in Physical Sciences, Environmental Management, Engineering or related disciplines.
- ✓ Must possess a Postgraduate Diploma in Occupational Safety and Health at Workplaces from a recognized institution.

b. Working experience

At least 3 (three) years of working experience at Officer Level or its equivalent in government or reputable organization.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
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c. Key competences

- i. Project Planning and Management
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Training Policies and Training Systems
- vi. Inspection Systems
- vii. Computer literacy

Job Title: Senior Specialised Safety Inspector

Salary Scale: U3

Reports to Principal Specialized Safety Inspector

Responsible for: Specialized Safety Inspector

Job Purpose:

To minimize risks of injury/accidents by ensuring safe and healthy working conditions for workers

Key Responsibilities and duties:

- i. To develop, enforce and review guidelines and regulations operationalizing the occupational safety and health laws;
- ii. To undertake accident investigations and reporting
- iii. To enforce construction standards on OSH
- iv. To review Architectural plans
- v. To enforce OSH training standards
- vi. To enforce standards

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- vii. To review safety audits
- viii. To advice management and workers on safety and health at enterprise level
- ix. To review environmental and social impact assessments, environmental audits, risk assessment reports
- x. To manage the performance of staff below him/her

Person specifications

a. academic qualifications

- ✓ Must hold a Bachelor's Degree in Civil Engineering, Mechanical Engineering, Electrical Engineering, Oil & Gas or related disciplines.
- ✓ Must possess a Postgraduate Diploma in OSH

b. Working experience

At least 3 (three) years of working experience at Officer Level or its equivalent in government or reputable organization.

c. Competencies

- i. Project Planning and Management
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Training Policies and Training Systems
- vi. Inspection Systems
- vii. Computer literacy

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Job Title: Senior Occupational Health Nurse

Salary Scale: U4

Responsible for: Occupational Health Nurse

Job Purpose:

To ensure prevention of negative health effects from dangerous exposures and treat workers' illnesses or injuries acquired from workplace

Key Responsibilities and duties:

- i. To develop, enforce and review guidelines and regulations operationalizing the occupational safety and health laws;
- ii. To undertake accident investigations and reporting
- iii. To operate the occupational clinic
- iv. To advise management and workers on safety and health at enterprise level
- v. To review environmental and social impact assessments, environmental audits, risk assessment reports
- vi. To manage the performance of staff below him/her

Person specifications

a. Academic qualifications

- ✓ Must hold a Bachelor's Degree in Nursing or related disciplines.
- ✓ Must hold a Postgraduate Diploma in Occupational Safety and Health

b. Competences

- i. Occupational safety and health legislation
- ii. Planning, organizing and coordinating
- iii. Good Interpersonal and communication skills
- iv. Training Policies and Training Systems
- v. Inspection Systems
- vi. Computer literacy

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
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Job Title: Senior Occupational Laboratory Technician

Salary Scale: U4

Responsible for: Occupational Laboratory Technician

Job Purpose:

To support the development, implementation and maintenance of occupational health and safety practices in workplaces.

Key Responsibilities and duties:

- i. To manage the OSH laboratory
- ii. To participate in the sampling and testing of OSH samples
- iii. To operate the occupational clinic
- iv. To advice management and workers on safety and health at enterprise level
- v. To manage the performance of staff below him/her

Person specifications

a. Academic qualifications

- ✓ Must hold a Bachelor's Degree in radiography or related disciplines.
- ✓ Must hold a Postgraduate Diploma in Occupational Safety and Health

b. Competences

- i. Occupational safety and health legislation
- ii. Planning, organizing and coordinating
- iii. Good Interpersonal and communication skills
- iv. Training Policies and
- v. Training Systems
- vi. Inspection Systems
- vii. Computer literacy

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Job Title: Occupational Physician
Salary Scale: U4
Reports to Senior Occupational Physician

Responsible for:

Job Purpose:

To determine the cause of a work-related injury, decide how serious it appears to be, and assess the job site where the incident occurred

Key Responsibilities and duties:

- i. To enforce the OSH Act, 2006
- ii. To develop guidelines and regulations operationalizing the occupational safety and health policy and laws;
- iii. To undertake accident investigations and reporting
- iv. To undertake medical surveillance
- v. To advice, treat and rehabilitate of diseased or injured workers
- vi. To undertake research in occupational health/occupational diseases/work related diseases
- vii. To analyze the workplaces and make suggestions for policy changes to reduce the likelihood of on-the-job injuries

Person specifications

a. Academic qualifications

Must hold a Bachelor's Degree in Medicine and Surgery or related disciplines.

b. Working Experience

None

c. Competences

- i. Team Work
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Computer literacy

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Job Title: Occupational Hygienist
Salary Scale: U4
Reports to: Senior Occupational Hygienist
Responsible for: None

Job Purpose:

To identify, assess and recommend controls for health hazards in workplaces by evaluating how chemical, physical and biological agents may affect the health of the workforce

Key Responsibilities and duties:

- i. To develop and prescribe exposure limits for dangerous substances and agents in working environments in all economic activities;
- ii. To inspect work places on routine, on-call, or through planned surveys;
- iii. To compile and keep up-to-date lists of all hazardous processes and materials used in industrial work places;
- iv. To examine all new chemicals for use in industrial processes;
- v. To carry out sampling and laboratory analysis of samples;
- vi. To evaluate the work environment;
- vii. To evaluate the performance of toxic substances and remove systems in workplace;
- viii. To recommend workers exposed to unacceptable levels of toxic materials for medical examination;
- ix. To prescribe means, measure and practices of protection of workers from unacceptable exposure.
- x. To carry out research into mechanics of toxicity of dangerous substance in working environments on workers;
- xi. To interpret actions of purely chemical substances on biological systems;
- xii. To provide biochemical laboratory evidence where disputes of workplace poisoning arise;
- xiii. To index all incoming scientific literature.

Person specifications

a. Academic qualifications

Must hold a Bachelor's Degree in Medicine and Surgery or related disciplines.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

b. Working Experience

None

c. Competences

- i. Team Work
- ii. Occupational safety and health legislation
- iii. Planning, organizing and coordinating
- iv. Good Interpersonal and communication skills
- v. Computer literacy

Job Title: Specialized Safety Inspector

Salary Scale: U4

Reports to Senior Safety Inspector

Responsible for: None

Job Purpose:

To inspect equipment, tools, and working conditions to ensure safety of workers at the work place

Key Responsibilities and duties:

- i. To enforce OSH Act, 2006;
- ii. To examine and certify plants and equipment;
- iii. To carry out training and publicity programmes on occupational safety and health;
- iv. To review environmental and social impact assessments, environmental audits, risk assessment reports;
- v. To participate in research on occupational safety and health;
- vi. To enforce safety and health regulations;
- vii. To appear in courts of law as expert witnesses when need arises;
- viii. To carry out general and specialized inspections of installations;
- ix. To investigate accidents;
- x. To render advice to stakeholders on related matters

Person specifications

a. Academic qualifications

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Must hold an Honor's Bachelor's Degree in Physical Sciences, Environment or Engineering or the equivalent from a recognized Institution/University.

b. Ccompetences

- i. Occupational safety and health legislation
- ii. Planning, organizing and coordinating
- iii. Good Interpersonal and communication skills
- iv. Computer literacy

Job Title: General Health Inspector

Salary Scale: U4

Reports To: Senior General Health Inspector

Responsible for: None

Job Purpose:

To protect people by proper control of risks at workplaces through enforcement health and safety laws, regulations and standards that ensure workplaces are not the cause of ill health, injury or death.

Key Responsibilities and duties

- i. To inspect food hygiene in workplaces;
- ii. To enforce occupational health standards and regulations in workplaces;
- iii. To investigate workplace accidents and dangerous occurrences to determine if there has been a breach of health and safety law;
- iv. To carryout special investigations on occupational health/diseases as required from time to time;
- v. To index all incoming scientific literature on occupational health;
- vi. To prescribe means, measures and practices for protection of workers from occupational health hazards;
- vii. To provide specialist advice and information on health and safety to businesses and organizations and advising on changes required;
- viii. To investigate procedures for working in hazardous environments or with potentially harmful substances.

Person Specification

a. Academic qualifications:

Must hold an Honor's Bachelor's Degree in Environmental or Physical or Health Sciences or the equivalent from a recognized Institution/University.

b. Working Experience

None

c. Competences

- i. Interpersonal and communication skills,
- ii. Result orientation,
- iii. Leadership,
- iv. Networking
- v. Ethics and Integrity.

Job Title: General Safety Inspector

Salary Scale: U4

Reports to: Senior General Safety Inspector

Responsible for: None

Job Purpose:

To develop and enforce safety programmes and initiatives to avoid the repetition of accidents and limit the effect of work place hazards

Key Responsibilities and duties

- i. To carry out routine inspection of workplaces;
- ii. To enforce the requirements of the Occupational Safety and Health Act;
- iii. To advise management and workers on safety and health;
- iv. To investigate workplace accidents and dangerous occurrences;
- v. To train and implement publicity programmes on legal rights and awareness of the occupational dangers.

Person Specifications

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

a. Academic qualifications

Must hold an Honor's Bachelor's Degree in Physical Sciences, Environment or Engineering or the equivalent from a recognized Institution/University.

b. Working Experience

None

c. Competences

- i. Good communication skills
- ii. Result oriented.

Job Title: Occupational Laboratory Technician

Salary Scale: U 5

Reports to: Senior Occupational Laboratory Technician

Responsible for:

Job Purpose

To collect and analyze body fluids, tissue and other substances to determine normal or abnormal findings.

Key Duties and Responsibilities

- i. To participate in the sampling and testing of OSH samples
- ii. To operate the occupational clinic
- iii. To participate in medical surveillance
- iv. To undertake epidemiology studies
- v. To advice management and workers on safety and health at enterprise level

Person Specifications

a. Academic qualifications

Must hold a Diploma in Laboratory Technology or the equivalent from a recognized Institution.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

b. Working Experience

None

c. Competences

- i. Good communication skills
- ii. Result oriented.

**1.0 JOB DESCRIPTIONS AND PERSON SPECIFICATIONS IN THE
DIRECTORATE OF GENDER AND COMMUNITY
DEVELOPMENT**

Job Title: Director Gender and Community Development

Salary Scale: U1SE

Reports to: Permanent Secretary

Responsible for: Commissioner Culture and Family Affairs
Commissioner Community Development and Literacy
Commissioner Gender and Women Affairs

Job purpose

To provide strategic direction and guidance on policy, legal and institutional frameworks regarding community development, culture, gender and women affairs.

Key Responsibilities and duties

- i. To promote community mobilization for development.
- ii. To promote functional literacy and skills development

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- iii. To formulate principals of laws, policies on gender and community development.
- iv. To set standards and guidelines on gender and community development
- v. To protect cultural industries and heritage.
- vi. To promote culture for development
- vii. To monitor and evaluate implementation of legislations and policies within the sector.
- viii. To ensure compliancy inspection for local governments.
- ix. To provide technical support and training to the sector
- x. To conduct advocacy for gender and community development concerns.

Person Specification

a. Academic qualifications

- ✓ Must hold an Honors' Bachelor's Degree in any field from a recognized University or Institution
- ✓ Must have a Master's degree in Gender and Women Studies, Community Development, Development Studies, Sociology, Human Rights, Social Policy and Planning, Business Administration, Arts or in other relevant field

b. Working experience

At least 12 years of working experience, 3 years of which should have been at the level of Commissioner in Government or equivalent level of experience from a reputable organization.

c. Competencies

- i. Planning, Organizing and Coordinating
- ii. Adequate working knowledge of Government process
- iii. A good understanding of contemporary Social Sector issues/challenges with particular reference to gender, community development and culture
- iv. Leadership and team work
- v. Problem solving skills and decision making
- vi. Knowledge management
- vii. Policy Management
- viii. Financial Management

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- ix. Change management
- x. Negotiation and mediation

DEPARTMENT OF CULTURE AND FAMILY AFFAIRS

Job Title: Commissioner Culture and Family Affairs
Salary Scale: U1E
Reports to: Director Gender and Community Development
Responsible for: Assistant Commissioner Culture
Assistant Commissioner Family Affairs

Purpose of the job

To provide technical expertise in the management and implementation of policies and legal framework regarding Culture and Family Affairs.

Key Responsibilities and duties

- i. To initiate and formulate policies, plans, strategies and legislation for the preservation, protection and development of culture and family institution.
- ii. To develop and disseminate guidelines, standards, procedures and regulations for promotion of active family and community participation in the

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- preservation, promotion and development of the intangible and tangible cultural heritage.
- iii. To undertake research and documentation in both the tangible and intangible aspects of Culture (the national cultural heritage) including the areas of traditions, family, customs, traditional medicine, industrial and visual arts, theatre, drama, music, archaeological and historical sites.
 - iv. To mainstream and integrate cultural and family dimension into other sectoral development policies and programmes.
 - v. To develop and implement family institution programmes.

Person Specification

a. Academic qualifications

- ✓ Hold an Honors Bachelor's Degree in any field from a recognized University or Institution
- ✓ Must have a Master's degree in Gender and Women Studies, Community Development, Development Studies, Sociology, Social Anthropology/ Archaeology, Human Rights, Social Policy and Planning, Business Administration, Arts or in other relevant field.
- ✓ Possession of a Post Graduate qualification in Gender Studies, Community Development, Culture and Family Affairs will be an added advantage.

b. Working experience

At least 12 years of working experience, 3 years of which should have been at the level of Assistant Commissioner in Government or equivalent level of experience from a reputable organization.

c. Competencies

- i. Strategic thinking
- ii. Concerns for quality and standards
- iii. Ethics and Integrity
- iv. Team work
- v. Policy Management
- vi. Negotiation and mediation
- vii. Planning, organizing and coordination

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- viii. Financial Management Skills
- ix. Information Technology
- x. Managing employee performance

Job Title: Assistant Commissioner Family Affairs

Salary Scale: U1E

Reports to: Commissioner Culture and Family Affairs

Responsible for: Principal Social Development Officer

Job Purpose

To develop comprehensive strategies and support implementation of all family initiatives and programmes

Key Responsibilities and duties

- i. To initiate and develop family policies
- ii. To coordinate the development of guidelines, standards and regulations for the family affairs institutions and programmes.
- iii. To participate in negotiations, implementation and promotion of international, regional and national conventions, agreements and protocols.
- iv. To contribute to the development of draft legislation on social welfare.
- v. To enforce legislation and regulations and promote compliance with international conventions on the family
- vi. To facilitate and maintain strategic partnerships and collaborative networks with development partners.

Person Specification

a. Academic qualifications

- ✓ Hold an Honors Bachelor's Degree in Arts, Social Sciences, Development Studies, Social Work and Social Administration, Human Resource Management and Law or any other related field from a recognized University or Institution.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
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- ✓ Must have a Master's degree in Gender and Women Studies, Community Development, Development Studies, Sociology, Human Rights, Social Policy and Planning, Business Administration, Arts or in other relevant field.

b. Working experience

Should have a minimum of nine (9) years relevant working experience, three (3) of which should have been gained at the level of Senior Officer in Government or equivalent level of experience from a reputable organization

c. Competences

- i. Results Orientation
- ii. Concerns for quality and standards
- iii. Ethics and Integrity
- iv. Team work
- v. Policy Management
- vi. Negotiation and mediation
- vii. Planning, organizing and coordination
- viii. Financial Management Skills
- ix. Information Technology
- x. Managing employee performance

Job Title: Assistant Commissioner Culture

Salary Scale: U1

Reports to: Commissioner Culture and Family Affairs

Responsible for: Principal Culture Officer

Job Purpose

To develop policies, regulations projects and programmes that promote all cultures in the Country and their conservation

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Key responsibilities and duties

- i. To carry out research and update current cultural and heritage program resources and interests within the Country;
- ii. To prepare and issue appropriate public information material including press releases, newsletters, brochures, posters and flyers for promotion of culture;
- iii. To design and build priority frameworks and interventions for the promotion of culture in line with the culture policy;
- iv. To facilitate sharing of best cultural preservation practice and knowledge across the country;
- v. To provide technical advice and support to Local Governments and other stakeholders with respect to sustainable cultural engagements, practices and initiatives;
- vi. To offer technical support and guidance to staff under their supervision.

Person Specification

a. Academic qualifications

- ✓ Hold an Honors Bachelor's Degree in Arts, Social Sciences, Development Studies, Social Work and Social Administration, Human Resource Management and Law or any other related field from a recognized University or Institution.
- ✓ Must have a Master's degree in Gender and Women Studies, Community Development, Development Studies, Sociology, Social Anthropology/ Archaeology, Human Rights, Social Policy and Planning, Business Administration, Arts or in other relevant field.

b. Working experience

Should have a minimum of nine (9) years relevant working experience, three (3) of which should have been gained at the level of Principal Officer in Government or equivalent level of experience from a reputable organization

c. Competences

- i. Results Orientation
- ii. Concerns for quality and standards
- iii. Ethics and Integrity
- iv. Team work

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- v. Policy Management
- vi. Negotiation and mediation
- vii. Planning, organizing and coordination
- viii. Financial Management Skills
- ix. Information Technology
- x. Managing employee performance

Job Title: Principal Culture Officer

Salary Scale: U2

Reports to: Assistant Commissioner Culture

Responsible for: Senior Culture Officer

Job Purpose

To support the development and implementation of programmes and activities that promote cultural heritage of the Country

Key responsibilities and duties

- i. To develop, review and implement the Uganda Culture Policy.
- ii. To carry out capacity building for stakeholders and cultural institutions.
- iii. To carry out advocacy for cultural institutions.
- iv. To advice and link local Governments to partners in relation to the culture function.
- v. To offer support supervision to staff below him or her.
- vi. To sensitize communities about cultural conservation
- vii. To develop and disseminate materials that promote culture conservation

Persons Specifications

a. Academic qualifications

- ✓ Hold an Honors Degree in Social Sciences / Social Work and Social Administration / Development Studies or an equivalent from a recognized institution.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- ✓ Must have a Master's degree in Gender and Women Studies, Community Development, Development Studies, Sociology, Social Anthropology/ Archaeology, Human Rights, Social Policy and Planning, Business Administration, Arts or in other relevant field

b. Working experience

Should have 6 years working experience at least three of which at Senior level in the field of culture or social work in Government or from reputable organization.

c. Competences

- i. Cultural Advocacy
- ii. Domestic relations Management
- iii. Community mobilization
- iv. Computer Literacy
- v. Communication Skills
- vi. Team work
- vii. Coaching and mentoring

Job Title: Principal Social Development Officer

Salary Scale: U2

Reports to: Assistant Commissioner Family Affairs

Responsible for: Senior Social Development Officer

Job Purpose

To develop comprehensive strategies and support implementation of all family initiatives and programmes

Key responsibilities and Duties

- i. To support the development and implementation of family policies
- ii. To develop guidelines, standards and regulations for the family affairs institutions and programmes.
- iii. To contribute to the development of draft legislation on social welfare.
- iv. To enforce legislation and regulations and promote compliance with international conventions on the family

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- v. To develop guidelines for the operationalization of legal frameworks and international and regional protocols on the family
- vi. To develop and maintain collaboration linkages with institutions that handle family affairs

Persons Specifications

a. Academic qualifications

- ✓ Hold an Honors Degree in Social Sciences / Social Work and Social Administration / Development Studies or an equivalent from a recognized institution.
- ✓ Must have a Master's degree in Gender and Women Studies, Community Development, Development Studies, Sociology, Social Anthropology/ Archaeology, Human Rights, Social Policy and Planning, Business Administration, Arts or in other relevant field

b. Working experience

Should have 6 years working experience at least three of which at Senior level in social work in Government or from reputable organization.

c. Competences

- i. Cultural Advocacy
- ii. Domestic relations Management
- iii. Community mobilization
- iv. Computer Literacy
- v. Communication Skills
- vi. Team work
- vii. Coaching and mentoring

Job Title: Senior Social Development Officer

Salary Scale: U3

Reports to: Principal Social Development Officer

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Responsible for: Social Development Officer

Job Purpose

To support social development and protection policy, reforms and programmes

Key responsibilities and Duties

- i. To contribute to development of policy for family empowerment
- ii. To provide technical support to local governments on issues related to family affairs
- iii. To analyze reports on family affairs and make recommendations to mitigate potential risks to the family
- iv. To carry out research on the effects of policy changes on the family institution
- v. To provide technical support in incorporating key social development concerns in sectoral plans
- vi. To contribute to activities for advocacy, dissemination and knowledge building on social development

Persons Specifications

a. Academic qualifications

Must possess an Honors Degree in Social Sciences / Social Work and Social Administration / Development Studies or an equivalent from a recognized institution.

b. Working experience

Should have 6 years working experience at least three of which at Senior level in social work in Government or from reputable organization.

c. Competences

- i. Domestic relations Management
- ii. Community mobilization
- iii. Computer Literacy
- iv. Communication Skills
- v. Team work
- vi. Coaching and mentoring

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Job Title: Senior Culture Officer
Salary Scale: U3
Reports to: Principal Culture Officer
Responsible for: Culture Officer

Job Purpose

To promote and preserve Uganda's rich cultural heritage through coordination and supervision of cultural activities.

Key responsibilities and duties

- i. To develop, review and implementation of the Uganda Culture Policy.
- ii. To build capacity of stakeholders and cultural institutions.
- iii. To carry out advocacy for cultural institutions.
- iv. To develop linkages between local Governments in relation to the culture function.
- v. To monitor, review and evaluate cultural activities

Persons Specifications

a. Academic qualifications

Must possess an Honors Degree in Social Sciences / Social Work and Social Administration / Development Studies or an equivalent from a recognized institution.

b. Working experience

Should have at least 3 years working experience in social work in Government or from reputable organization.

c. Competences

- i. Cultural Advocacy
- ii. Domestic relations Management
- iii. Community mobilization

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- iv. Computer Literacy
- v. Communication Skills
- vi. Team work
- vii. Coaching and mentoring

Job Title: Culture Officer
Salary Scale: U4
Reports to: Senior Culture Officer
Responsible for: None

Job Purpose

To promote and preserve Uganda's rich cultural heritage through coordination and supervision of cultural activities

Key responsibilities and duties

- i. To develop, review and implementation of the Uganda Culture Policy.
- ii. To build capacity of stakeholders and cultural institutions.
- iii. To carry out advocacy for cultural institutions.
- iv. To develop linkages between local Governments in relation to the culture function.

Persons Specifications

a. Academic qualifications

Must possess an Honors Degree in Social Sciences / Social Work and Social Administration / Development Studies or an equivalent from a recognized institution.

b. Working experience

Should have at least 3 years working experience in social work in Government or from reputable organization.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

c. Competences

- i. Cultural Advocacy
- ii. Domestic relations Management
- iii. Community mobilization
- iv. Computer Literacy
- v. Communication Skills
- vi. Team work
- vii. Coaching and mentoring

Job Title: Social Development Officer

Salary Scale: U4

Reports to: Senior Social Development Officer

Responsible for:

Job Purpose

To support social development and protection policy, reforms and programmes

Key responsibilities and Duties

- i. To contribute to development of policy for family empowerment
- ii. To provide technical support to local governments on issues related to family affairs
- iii. To analyze reports on family affairs and make recommendations to mitigate potential risks to the family
- iv. To carry out research on the effects of policy changes on the family institution

Persons Specifications

a. Academic qualifications

Must possess an Honors Degree in Social Sciences / Social Work and Social Administration / Development Studies or an equivalent from a recognized institution.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

b. Working experience

None

c. Competences

- i. Domestic relations Management
- ii. Community mobilization
- iii. Computer Literacy
- iv. Communication Skills
- v. Team work
- vi. Coaching and mentoring

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

DEPARTMENT OF GENDER AND WOMEN AFFAIRS

Job Title: Commissioner Gender and Women Affairs

Salary Scale: U1E

Reports to: Director Gender and Community Development

Responsible for: Assistant Commissioner Gender and Women Affairs

Job purpose

To provide technical expertise in the management and implementation of gender and women affairs policies and legal framework.

Key Responsibilities and duties

- i. To formulate, develop, implement, monitor and evaluate the National Gender Policy, Plans and Programmes, aimed at achieving Gender Equality and Empowerment.
- ii. To coordinate advocacy activities aimed at creating awareness and disseminating information about Government Policies and Programmes on Gender and Women's Empowerment
- iii. To develop, monitor and evaluate guidelines for gender responsive programmes
- iv. To facilitate and foster the implementation of constitutional and statutory requirements aimed at ensuring gender equality.
- v. To develop capacity for gender mainstreaming and promotion of women's empowerment.
- vi. To monitor compliance and report on international and regional treaties, protocols, conventions and agreements on Gender and Women's advancement.

Person Specifications

a. Academic qualifications

- ✓ Hold an honors' degree in any field from a recognized University or Institution.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- ✓ Must have a Master's degree in either Gender and Women Studies, Gender and Economic Policy or any other Gender related disciplines.
- ✓ Possession of a Post Graduate qualification in Gender in Local Economic Development, Gender and Equity Budgeting, Public Administration and Management will be an added advantage.

b. Working experience

At least 12 years of working experience, 3 years of which should have been at the level of Assistant Commissioner in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Strategic thinking
- ii. Concerns for quality and standards
- iii. Ethics and Integrity
- iv. Team work
- v. Policy Management
- vi. Negotiation and mediation
- vii. Planning, organizing and coordination
- viii. Financial Management Skills
- ix. Information Technology
- x. Managing employee performance

Job Title: Assistant Commissioner Gender and Women Affairs

Salary Scale: U1

Reports to: Commissioner Gender and Women Affairs

Responsible for: Principal Gender Officer

Principal Women in Development Officer

Job Purpose

To provide technical expertise in the management and implementation of gender and women affairs policies and legal framework.

Key Responsibilities and Duties

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- i. To coordinates preparation of policies, plans and programmes for gender mainstreaming and advancement of women.
- ii. To coordinate activities with key partners (Government, NGOs CBOs) in promoting gender mainstreaming and women advancement.
- iii. To commission research to ensure collection, documentation and dissemination of data and information for gender planning.
- iv. To disseminate and monitor the implementation of the National Gender Policy.
- v. To initiate and monitor the implementation of constitutional and other statutory instruments aimed at ensuring gender equality and women empowerment.
- vi. To report on the implementation of international and regional instruments on conventions, declarations, gender equality and women empowerment.
- vii. To liaise with OPM and UBOS and Focal Point Officers for the sector, co-chair of the gender statistics.
- viii. To offer support supervision to subordinates

Person Specifications

a. Academic qualifications

- ✓ Hold an honors' degree in any field from a recognized University or Institution.
- ✓ Must have a Master's degree in either Gender and Women Studies, Gender and Economic Policy or any other Gender related disciplines.

b. Working experience

At least 9 years of working experience, 3 years of which should have been at the level of Principal Officer in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Strategic thinking
- ii. Concerns for quality and standards
- iii. Ethics and Integrity
- iv. Team work

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- v. Policy Management
- vi. Negotiation and mediation
- vii. Planning, organizing and coordination
- viii. Financial Management Skills
- ix. Managing employee performance

Job Title: Principal Gender Officer

Salary Scale: U2

Reports to: Assistant Commissioner Gender and Women Affairs

Responsible for: Senior Gender Officer

Job Purpose

To support and facilitate the implementation of gender policies and legal framework

Key responsibilities and duties

- i. To formulate and review policies and guidelines on gender affairs.
- ii. To provide support supervision on Gender Based Violence (GBV) initiatives.
- iii. To prepare periodic reports on regional and international instruments including the Beijing Platform for Action (BFA) Commonwealth Plan of action, CEDAW, AU Solemn Declaration and Maputo protocol;
- iv. To oversee the implementation of the Uganda Gender Policy 2007 and its action plan;
- v. To carry out Gender Training Needs assessment of the various target groups;
- vi. To undertake monitoring and support supervision of local governments for compliance to standards for gender mainstreaming.
- vii. To supports initiatives for gender mainstreaming in MDAS, Civil Society, Private Sector Organisations and the Media.
- viii. To coordinate Gender Focal Point Officers in sectors and MDAs.
- ix. To provides technical backstopping to related gender training activities for collaborating NGOs and other stakeholders.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Person Specifications

a. Academic qualifications

- ✓ Hold an honors' degree in any field from a recognized University or Institution.
- ✓ Must have a Master's degree in either Gender and Women Studies, Gender and Economic Policy or any other Gender related disciplines.
- ✓ Postgraduate Diploma in Gender related disciplines will be an added advantage.

b. Working experience

At least 6 years of working experience, 3 years of which should have been at Senior Officer Level in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Concerns for quality and standards
- ii. Ethics and Integrity
- iii. Team work
- iv. Policy Management
- v. Negotiation and mediation
- vi. Planning, organizing and coordination
- vii. Financial Management Skills
- viii. Managing employee performance

Job Title: Principal Women in Development Officer

Salary Scale: U2

Reports to: Assistant Commissioner Gender and Women Affairs

Responsible for: Senior Women in Development Officer

Job Purpose

To support and facilitate the implementation of policies and legal framework for development and empowerment of women

Key responsibilities and duties

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- i. To coordinate women's empowerment programmes and activities to ensure effective collaboration with various stakeholders.
- ii. To disseminate, popularize, monitor and evaluate the implementation of the national Action Plan on Women (NAPW 2007)
- iii. To advocate and coordinate with stakeholders and partners responsible for advancement of women's concerns and ensuring integration of these concerns in the development of policies, development objectives and legislations.
- iv. To build capacity of district technical staff and political leaders on women in development concerns
- v. To initiate programmes for addressing women's concerns.
- vi. To coordinate with stakeholders (Education Sector, IGAD) as focal Officer.
- vii. To collaborate with stakeholders on the implementation of the National Action Plan on UNSCR 1325 and Goma declaration.
- viii. To coordinate activities for abandonment of FGM including annual commemoration of 16 Days of Activism against GBV
- ix. To coordinate activities related to COMESA Gender Policy implementation in Uganda.

Person Specifications

a. Academic qualifications

- ✓ Hold an honors' degree in any field from a recognized University or Institution.
- ✓ Must have a Master's degree in either Gender and Women Studies, Gender and Economic Policy or any other Gender related disciplines.
- ✓ Postgraduate Diploma in Gender related disciplines will be an added advantage.

b. Working experience

At least 6 years of working experience, 3 years of which should have been at Senior Officer Level in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Concerns for quality and standards

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- ii. Ethics and Integrity
- iii. Team work
- iv. Policy Management
- v. Negotiation and mediation
- vi. Planning, organizing and coordination
- vii. Financial Management Skills
- viii. Managing employee performance

Job Title: Senior Gender Officer

Salary Scale: U3

Reports to: Principal Gender Officer

Responsible for: Gender Officer

Job Purpose

To support and facilitate the implementation of gender policies and legal framework

Key responsibilities and duties

- i. To support local Governments through technical supervision, monitoring and mentoring
- ii. To conduct capacity building trainings for stakeholders in government, civil society, the private sector in gender and women empowerment issues.
- iii. To disseminate policies and guidelines on gender mainstreaming and women's empowerment.
- iv. To plan and coordinate women related conferences and meetings at all levels.
- v. To support the implementation of projects and programmes towards gender equality and women empowerment.
- vi. To participate in the collection, documentation and dissemination of Gender disaggregated data and information to support the formulation of programmes for the advancement of Gender Equality and Women's empowerment.

Person Specifications

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

a. Academic qualifications

- ✓ Hold an honors degree in any field from a recognized University or Institution.
- ✓ Postgraduate Diploma in Gender related disciplines will be an added advantage

b. Working experience

At least 3years of working experience in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Concerns for quality and standards
- ii. Ethics and Integrity
- iii. Team work
- iv. Policy Management
- v. Negotiation and mediation
- vi. Planning, organizing and coordination
- vii. Financial Management Skills
- viii. Managing employee performance

Job Title: Senior Women in Development Officer

Salary Scale: U3

Reports to: Principal Women in Development Officer

Responsible for: Women in Development Officer

Job Purpose

To support and facilitate the implementation of policies and legal framework for development and empowerment of women

Key responsibilities and Duties

- i. To support the implementation of women's empowerment programmes and activities to ensure effective collaboration with various stakeholders.
- ii. To disseminate, popularize, monitor and evaluate the implementation of the national Action Plan on Women (NAPW 2007)

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- iii. To advocate and coordinate with stakeholders and partners responsible for advancement of women's concerns and ensuring integration of these concerns in the development of policies, development objectives and legislations.
- iv. To build capacity of district technical staff and political leaders on women in development concerns
- v. To develop and popularise programmes for addressing women's concerns.

Person Specifications

a. Academic qualifications

- ✓ Hold an honors degree in any field from a recognized University or Institution.
- ✓ Postgraduate Diploma in Gender related disciplines will be an added advantage

b. Working experience

At least 3years of working experience in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Concerns for quality and standards
- ii. Ethics and Integrity
- iii. Team work
- iv. Policy Management
- v. Negotiation and mediation
- vi. Planning, organizing and coordination
- vii. Financial Management Skills
- viii. Managing employee performance

Job Title: Women in Development Officer

Salary Scale: U4

Reports to: Senior Women in Development Officer

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Responsible for: None

Job Purpose

To support and facilitate the implementation of policies and legal framework for development and empowerment of women

Key responsibilities and Duties

- i. Assembling data and information related to women in Development for policy and programme reviews and report writing.
- ii. Organizing National celebrations for the commemoration of International Women's day NOC and other meetings
- iii. Supporting local governments through monitoring, supervision and mentoring in the women in development programmes
- iv. Training stakeholders in Governments through, civil society, the private sector in women in development issues.
- v. Coordinating activities of the Ministry with the NGOs in women's movement.
- vi. Planning and coordinating women related conferences and meetings at all levels.
- vii. Developing women in development programmes for funding.
- viii. Supporting implementation of the projects towards empowerment/advancement of women.
- ix. Reviewing sector development plans and area based programmes for women in development programmes.
- x. Follow up and participate in the documentation of national reports and implementation of the Commonwealth Action Plan on Women, The Beijing Platform of Action, African Union Solemn Declaration, United Nations Security Council Resolution 1325, 1820 and the Goma Declaration and other National Reports required at Regional and International levels.
- xi. Mobilizing women to participate in the development process at all levels.
- xii. Disseminating advocacy and follow-up on CEDAW reporting.
- xiii. Participating in the collection, documentation and dissemination of Gender disaggregated data and information to support the formulation programmes for advancement of women.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Persons Specifications

a. Academic qualifications

Hold an Honors Bachelor's Degree in Gender and Women studies, Social Sciences or social work and social administration, law or development studies, Bachelor of Arts sociology, Human Rights or any other related course from a recognized University or Institution.

b. Working experience

None

c. Competences

- i. Good communication skills
- ii. Report writing skills
- iii. Ability to organize and coordinate varied activities
- iv. Self-motivated and positive attitude towards work
- v. Computer skills and interactive skills.

DEPARTMENT OF COMMUNITY DEVELOPMENT AND LITERACY

Job Title: Commissioner Community Development and Literacy

Salary Scale: U1E

Reports to: Director Gender and Community Development

Responsible for: Assistant Commissioner Community Development
Assistant Commissioner Adult Literacy

Job purpose

To provide technical expertise in the management and implementation of community development sector policies and legal framework.

Key Responsibilities and duties

- i. To plan and manage the implementation of community development and adult literacy programmes for specific target groups in the community
- ii. To mobilize communities for awareness creation of available Government and Civil Society Organizations (CSO) programmes
- iii. To facilitate and coordinate activities of CSOs involved in community services, to ensure adherence to government policies and development objectives
- iv. To manage and coordinate the National Functional Adult Literacy Programmes aimed at empowering Communities to effectively participate in development activities and programmes
- v. To mobilize resources required for implementation of community development and literacy programmes.
- vi. To develop and maintain effective collaboration mechanisms with organizations that promote the national community development agenda.

Person Specifications

a. Academic qualifications

- ✓ Hold an Honors Bachelor's Degree in any field from a recognized University or Institution.
- ✓ Hold a Master's Degree in Community Development, Development Studies, Social Policy and Planning, Adult Education and Literacy, Business Administration, Community Psychology, Economics, Sociology, or any other related field.
- ✓ A postgraduate qualification in Public Administration and Management will be an added advantage.

b. Working experience

At least 12 years of working experience, 3 years of which should have been at the level of Assistant Commissioner in community or social services field in Government organization or equivalent level of experience from a reputable organization.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

c. Competences

- i. Strategic thinking
- ii. Concerns for quality and standards
- iii. Ethics and Integrity
- iv. Team work
- v. Policy Management
- vi. Negotiation and mediation
- vii. Planning, organizing and coordination
- viii. Financial Management Skills
- ix. Information Technology
- x. Managing employee performance

Job Title: Assistant Commissioner Community Development

Salary Scale: U1

Reports to: Commissioner Community Development and Literacy

Responsible for: Principal Community Development Officer

Job purpose

To provide professional and technical support coordination for Community Development policy formulation, review, programming and implementation.

Key Responsibilities and duties

- i. To develop, support implementation and monitor activities, programmes and projects of community development
- ii. To carry out research to identify and better understand communities to inform planning of national initiatives and strategies
- iii. To support networking / promote collaborative linkages between stakeholders that relate to implementation of national priorities
- iv. To monitor and provide technical advice on emerging and current community issues and proposed directions.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Person Specification

a. Academic qualifications

- ✓ Hold an Honors Bachelor's Degree in any field from a recognized University or Institution.
- ✓ Hold a Master's Degree in Community Development, Development Studies, Social Policy and Planning, Adult Education and Literacy, Business Administration, Community Psychology, Economics, Sociology, Social Development, Environment Management or any other related field.
- ✓ A postgraduate qualification in Public Administration and Management will be an added advantage.

b. Working experience

At least 9 years of working experience, 3 years of which should have served at the level of Principal Officer in Government or equivalent level of experience from a reputable organization

c. Competences

- i. Strategic thinking
- ii. Concerns for quality and standards
- iii. Ethics and Integrity
- iv. Team work
- v. Policy Management
- vi. Negotiation and mediation
- vii. Planning, organizing and coordination
- viii. Financial Management Skills
- ix. Information Technology
- x. Managing employee performance

Job Title: Assistant Commissioner Adult Literacy

Salary Scale: U1

Reports to: Commissioner Community Development and Literacy

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Responsible for: Principal Literacy Officer

Purpose of the job

To provide professional and technical support in coordination of Social Development policy formulation, review, programming and implementation.

Key Responsibilities and duties

- i. To develop and support implementation of adult literacy policies and legal frameworks
- ii. To seek for grants and/or funding for adult literacy programmes
- iii. To coordinate development and evaluation of national adult literacy programs
- iv. To coordinate the collection and collation of adult literacy and education data for national planning
- v. To develop appropriate networks and partnerships with local agencies in the field of adult literacy and education
- vi. To identify good practice in adult literacy and supporting their mainstreaming into national policy and practice

Person Specification

a. Academic qualifications

- ✓ Hold an Honors Bachelor's Degree in any field from a recognized University or Institution.
- ✓ Hold a Master's Degree in Community Development, Development Studies, Social Policy and Planning, Adult Education and Literacy, Business Administration, Community Psychology, Economics, Sociology, Social Development, Environment Management or any other related field.
- ✓ A postgraduate qualification in Public Administration and Management will be an added advantage.

b. Working experience

At least 9 years of working experience, 3 years of which should have served at the level of Principal Officer in Government or equivalent level of experience from a reputable organization

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

c. Competences

- i. Strategic thinking
- ii. Concerns for quality and standards
- iii. Ethics and Integrity
- iv. Team work
- v. Policy Management
- vi. Negotiation and mediation
- vii. Planning, organizing and coordination
- viii. Financial Management Skills
- ix. Information Technology
- x. Managing employee performance

Job Title: **Principal Community Development Officer**

Salary Scale: U2

Reports to: Assistant Commissioner Community Development

Responsible for: Senior Community Development Officer

Job purpose

To develop policies, legal frameworks and programmes for improvement of community lives across the Country

Key Responsibilities and duties

- i. To initiate, design and formulate community management projects/programmes.
- ii. To offer technical supervision to district staff on community development.
- iii. To participate in formulation and review of community development Policy.
- iv. To document best practices on Community Development.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- v. To organize and co-coordinate annual reviews of the Community Development Officers.
- vi. To supervise subordinate staff

Person Specification

a. Academic qualifications

- ✓ Hold an honors degree in Social Sciences or Humanities (Psychology, Human Resource management, Sociology, Social Work and Social Administration), Development Studies and Community Based Rehabilitation from a recognized University or Institution.
- ✓ Hold a Master's Degree in Community Development, Development Studies, Social Policy and Planning, Adult Education and Literacy, Business Administration, Community Psychology, Economics, Sociology, Social Development, Environment Management or any other related field.
- ✓ Possession of a post graduate Diploma in Community Based Rehabilitation, Management and Community mobilization is an added advantage.

b. Working experience

At least six (6) years working experience, three (3) of which must have been at the level of Senior Community Development Officer in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Planning
- ii. Report writing
- iii. Policy formulation and management
- iv. Financial management
- v. Ability to lead and organize a working team
- vi. People centered and people skills
- vii. Ethics and integrity
- viii. Networking and Advocacy
- ix. Public Relations
- x. Analytical skills

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Job Title: Principal Literacy Officer
Salary Scale: U2
Reports to: Assistant Commissioner Adult Literacy
Responsible for: Senior Literacy Officer

Job purpose

To provide technical support in coordination of adult literacy policy formulation, review, programming and implementation.

Key Responsibilities and duties

- i. To initiate, design and formulate of adult education and literacy Projects/Programmes.
- ii. To offer technical supervision to district staff on adult literacy.
- iii. To monitor and evaluate adult literacy and education programmes and activities
- iv. To support formulation and reviewing of the adult literacy policy.
- v. To identify and document best practices on adult education and literacy.

Person Specification

a. Academic qualifications

- ✓ Hold an honors degree in Social Sciences or Humanities (Psychology, Human Resource management, Sociology, Social Work and Social Administration), Development Studies and Community Based Rehabilitation from a recognized University or Institution.
- ✓ Hold a Master's Degree in Community Development, Development Studies, Social Policy and Planning, Adult Education and Literacy, Business Administration, Community Psychology, Economics, Sociology, Social Development, Environment Management or any other related field.
- ✓ Possession of a post graduate Diploma in Community Based Rehabilitation, Management and Community mobilization is an added advantage.

b. Working experience

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

At least six (6) years working experience, three (3) of which must have been at the level of Senior Community Development Officer in Government or equivalent level of experience from a reputable organization

c. Competences

- i. Planning
- ii. Report writing
- iii. Policy formulation and management
- iv. Financial management
- v. Ability to lead and organize a working team
- vi. People centered and people skills
- vii. Ethics and integrity
- viii. Networking and Advocacy
- ix. Public Relations
- x. Analytical skills

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS IN THE DIRECTORATE SOCIAL PROTECTION

Job Title: Director Social Protection

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Salary Scale: U1SE
Report to: Permanent Secretary
Responsible for: Commissioner Youth and Children Affairs
Commissioner Disability and Elderly
Commissioner Equity and Rights

Job purpose

To oversee the formulation, coordination and implementation of Government policies and programmes on social transformation and development.

Key responsibilities and duties

- i. To formulate, review and operationalize Policies, Laws, Technical Guidelines, Manuals, Code of Conduct and Checklists
- ii. To establish and operationalize a One Stop Registry for Social Protection Interventions
- iii. To spearhead the development and implementation of Youth, Children, Elderly, Disability, Rights and Equity programmes and projects
- iv. To spearhead the formulation of information management system for social protection interventions
- v. To promote liaison with established legal bodies to educate, sensitize and train disadvantaged groups their rights.
- vi. To provide technical support and advice on education of marginalized and disadvantaged groups.
- vii. To promote research on issues regarding rights of especially marginalized and disadvantaged groups.
- viii. To initiate appropriate affirmative action related to economic rights for marginalized groups.

Person Specification

a. Academic qualifications

- ✓ Hold honors Degree in any field from a recognized University or Institution.
- ✓ Must have a Master's Degree in Social Protection, Economics, Development Studies and Human Rights, Business Administration, Population Studies, Economic Policy and Planning, Social Policy and Management.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

✓ Post graduate qualifications in Social Protection are an added advantage.

b. Working experience

Must have at least 12 years of working experience, 3 of which should have been at Commissioner Level in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Strategic thinking
- ii. Concerns for quality and standards
- iii. Ethics and Integrity
- iv. Team work
- v. Policy Management
- vi. Negotiation and mediation
- vii. Planning, organizing and coordination
- viii. Financial Management Skills
- ix. Information Technology
- x. Managing employee performance

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

DEPARTMENT OF YOUTH AND CHILDREN AFFAIRS

Job Title: Commissioner Youth and Children Affairs

Salary Scale: U1E

Reports to: Director Social Protection

Responsible for: Assistant Commissioner Children Affairs

Assistant Commissioner Youth Affairs

Job purpose

To oversee the formulation, coordination and implementation of Government policies and programmes on child protection and youth development.

Key responsibilities and duties

- i. To initiate and formulate policies and laws relevant to child protection and youth development
- ii. To monitor the implementation of programmes for children and youth especially the most vulnerable and marginalized
- iii. To guide operations of remand homes, reception centers, rehabilitation center and children homes in as far as provision of care and protection to children is concerned
- iv. To guide the operations of youth skills development centers for youth empowerment
- v. To lobby for financial resources from development partners for the implementation of children and youth programmes
- vi. To provide technical support to the Local Governments and other stakeholders on child protection and youth development issues
- vii. To liaise with local and international bodies in relation to children and youth interventions

Person Specifications

a. Academic qualifications

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- ✓ Hold an Honors Bachelor's Degree in Humanities (Social Work and Social Administration, Social Sciences and Development Studies) from a recognized University or Institution.
- ✓ Must hold a Master's Degree in either Law; Human Rights; Social Sector Planning and Management; Public Administration and Management and Development Studies.
- ✓ A Postgraduate Diploma in Public Administration/Management, Project Planning and Management and Social Justice will be an added advantage

b. Working experience

Must have at least 10 years of working experience, 3 years of which should have been at the level of Assistant Commissioner in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Strategic thinking
- ii. Concerns for quality and standards
- iii. Ethics and Integrity
- iv. Team work
- v. Policy Management
- vi. Negotiation and mediation
- vii. Planning, organizing and coordination
- viii. Financial Management Skills
- ix. Information Technology
- x. Managing employee performance

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Job Title: Assistant Commissioner Children Affairs
Salary Scale: U1
Reports to: Commissioner Youth and Children Affairs
Responsible for: Principal Probation and Welfare Officer
Principal Kampiringisa National Rehabilitation Centre

Purpose of the job:

Assists the Commissioner of Youth and Children Affairs in overseeing the formulation, coordination and implementation of Government policies and programmes on child protection.

Key Responsibilities and duties

- i. To co-ordinate the implementation of activities of the department to ensure quality in service delivery to the children;
- ii. To disseminate information, advice and monitor the implementation of the Children's Act;
- iii. To provide technical support supervision for Babies and Children Homes in the country/District offices;
- iv. To building the human resource capacity of probation and social welfare at the center and district staff in consultation with District Authorities;
- v. To develop development guidelines and manuals on children issues;
- vi. To provide technical support supervision in respect of children programmes to Districts and NGOs;
- vii. Carries out children research and information management

Person Specifications

a. Academic qualifications

- ✓ Hold an Honors degree in Social Work, Social Administration, Social Sciences and Development Studies from a recognized university or institution.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- ✓ Must hold a Master's Degree in either Law; Human Rights; Social Sector Planning and Management; Public Administration and Management and Development Studies.
- ✓ A Postgraduate Diploma in Public Administration/Management, Project Planning and Management and Social Justice will be an added advantage

b. Working experience

At least 9 years professional working experience, 3 of which should have been at the level of Principal Officer in a Government Institution or reputable organization.

c. competences:

- i. Legislation on management of Children Affairs
- ii. Court Procedures.
- iii. Policy management
- iv. Networking, Lobbying and Advocacy
- v. Planning, organizing and coordinating
- vi. Strategic thinking
- vii. Good Interpersonal and communication skills,
- viii. Leadership and Networking
- ix. Computer Literacy

Job Title: Assistant Commissioner Youth Affairs

Salary Scale: U1E

Reports to: Commissioner Youth & Children Affairs

Responsible for: Principal Youth Officers

Principals of Youth Skills Development Centers

Job purpose

Assists the Commissioner of Youth and Children Affairs in overseeing the formulation, coordination and implementation of Government policies and programmes on youth development.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Key Responsibilities and duties

- i. To co-ordinate the implementation of activities of the department to ensure empowerment of youth;
- ii. To disseminate information, advice and monitor the implementation of the Uganda National Youth Policy;
- iii. To build the human resource capacity for delivery of youth functions in consultation with District Authorities;
- iv. To develop guidelines on youth issues;
- v. To provide technical support supervision in respect of youth programmes at national, District and NGOs levels;
- vi. To carry out research, collect and manage information on youth issues
- vii. To coordinate the planning and implementation of youth skills development programmes
- viii. To monitor, evaluate and report on the National Youth Policy and World Program of Action on Youth implementation.
- ix. To advise and guide the National Youth Council and other youth organizations.

Person Specifications

a. Academic qualifications

- ✓ Hold an Honors degree in Humanities (Social Work, Social Administration, Social Sciences, and Development Studies) from a recognized university or institution.
- ✓ Must hold a Master's Degree in either Law; Human Rights; Social Sector Planning and Management; Public Administration and Management and Development Studies.
- ✓ A Postgraduate Diploma in any of these -Public Administration/Management, Project Planning and Management and Youth Work

b. Working experience

At least three years of professional working experience at level of Principal Officer in a Government Institution.

c. Competences

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- i. Good understanding of legislation and policies related to youth,
- ii. Ability to apply knowledge and skills for community mobilization and participation
- iii. Good communication,
- iv. Interpersonal and analytical skills,
- v. Ethics and integrity,
- vi. Financial management
- vii. Team work
- viii. Leadership.

Job Title: Principal Probation and Welfare Officer

Salary Scale: U2

Reports to: Assistant Commissioner Children Affairs

Responsible for: Senior Probation and Welfare Officer

Job Purpose

To ensure compliance to policy and legal frameworks for the protection of children and their rights

Key Responsibilities and duties

- i. To document and disseminate information on the rights of all people especially the disadvantaged.
- ii. To supervise, monitor and evaluate child protection institutions.
- iii. To compile quarterly and annual reports for child care and protection.
- iv. To advocate for child care and protection.
- v. To develop and maintain a data base on child care organizations.
- vi. To develop and nurture national, regional and international networks and collaboration linkages for child care and protection

Person Specification

a. Academic qualifications

- ✓ Hold an Honor's degree in Social Sciences or Social Work and Social Administration, or the equivalent from a recognized Institution/ University

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- ✓ Must hold a Master's Degree in either Law; Human Rights; Social Sector Planning and Management; Public Administration and Management and Development Studies.
- ✓ A Postgraduate Diploma in either Public Administration/Management, Project Planning and Management, Law or Social Justice will be an added advantage.

b. Working experience

At least six (6) years relevant working experience three of which should have been at a senior level at relevant department (Probation and Social Welfare, Community Development, Social Development) in a government institution or a reputable organization

c. Competences

- i. Knowledge and interpretation of the children's act and other child protection legal instruments
- ii. Communication skills
- iii. Result oriented
- iv. Ability to work with minimum supervision
- v. Interpersonal and analytical skills
- vi. Ethics and integrity
- vii. Financial management
- viii. Team work and leadership.

Job Title:	Principal Youth Officer
Salary Scale:	U2
Reports To:	Assistant Commissioner Youth
Directly supervises:	Senior Youth Officers

Job purpose

Assists the Assistant Commissioner of Youth in the formulation, coordination and implementation of Government policies and programmes on youth development.

Key Responsibilities and duties

- i. To plan and implement youth skills development programmes.
- ii. To plan and implement youth livelihoods programmes;
- iii. To plan and implement youth HIV/AIDS and sexual reproductive and rights programmes in the ministry;
- iv. To supervise the youth regional skills training centers and their Programmes.
- v. To manage the training for youth function in local governments
- vi. To coordinate and monitor youth activities in other sectors and institutions.
- vii. To develop and maintain a data base on youth organizations.
- viii. To coordinate the Economic Commission for Africa and Common wealth youth programmes.
- ix. To plan, coordinate and supervise the Commonwealth Youth Distance learning Programs.

Person Specifications

a. Academic qualifications

- ✓ Hold an Honors degree in Humanities (Social Work, Social Administration, Social Sciences, and Development Studies) from a recognized university or institution.
- ✓ Must hold a Master's Degree in either Law; Human Rights; Social Sector Planning and Management; Public Administration and Management and Development Studies.
- ✓ A Postgraduate Diploma in either Public Administration/Management, Project Planning and Management, Law or Social Justice will be an added advantage.

b. Working experience

At least six (6) years relevant working experience three of which should have been at the level of a Senior Youth Officer or Senior Officer in the Social Development or Community Development discipline in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Good understanding of legislation and policies related to youth,

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- ii. Ability to apply knowledge and skills for community mobilization and participation,
- iii. Good communication skills,
- iv. Interpersonal and analytical skills,
- v. Ethics and integrity,
- vi. Financial management
- vii. Team work
- viii. Leadership.

Job Title: Principal (Institution)

Salary Scale: U2

Reports to: Assistant Commissioner Children

Responsible for:

Purpose of the job:

To implement and coordinate policies and programmes on children rehabilitation and development.

Key Responsibilities and duties

- i. To coordinate all matters pertaining to child care, rehabilitation and protection at the institution.
- ii. To compile quarterly and annual reports for child care and protection.
- iii. To advocate for child care and protection.
- iv. To develop work plans and budgets for the institution.
- v. To develop appropriate operational systems based on existing policy, legal framework, regulations and standards.
- vi. To coordinate and supervise the staff and activities of the home.
- vii. To coordinate staff development programmes to ensure quality of staff.
- viii. To design and implement appropriate activities/programmes for the children at the institution.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- ix. To develop and sustain a network strategy and collaboration mechanisms with other stake holders

Person Specifications

a. Academic qualifications

- ✓ Hold an honors' Degree in Social Sciences or humanities (Psychology, Human Resource Management, Sociology, Social Work and Social Administration, Human Rights, Business Administration) and Community Based Rehabilitation from a recognized University or Institution.
- ✓ Must hold a Master's Degree in either Law; Human Rights; Social Sector Planning and Management; Public Administration and Management and Development Studies.
- ✓ Possession of a specialized qualification in the area of social child care and Rehabilitation is an added advantage

b. Working Experience

At least six (6) years relevant working experience three of which should have been at the level of a Senior Probation and Welfare Officer or Senior Officer in the Social Development or Community Development discipline in Government or equivalent level of experience from a reputable organization

c. Competences

- i. Good understanding of social Protection legislation and practices;
- ii. Demonstrable leadership, management skills in Social protection and management;
- iii. Management of Organizational Environment;
- iv. Strategic Thinking;
- v. Planning, organizing and coordinating;
- vi. Financial Management.
- vii. Ability to lead and organize a working Team
- viii. People Centered and People skills;
- ix. Knowledge Management,
- x. Ethics and Integrity;
- xi. Networking
- xii. Public Relations and Advocacy;

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

xiii. Communicating Effectively;

Job Title: Senior Youth Officer
Salary Scale: U3
Reports To: Principal Youth Officer
Responsible for: Youth Officer

Job purpose

Key Responsibilities and duties

- i. To participate in planning and implementation of youth development responses/programmes
- ii. To contribute to development and review of policy for youth.
- iii. To design and implement capacity building plans and programmes for service delivery in youth work including monitoring.
- iv. To initiate and implement quality assurance systems for delivery of services in youth work.
- v. To coordinate and liaise with local and international youth agencies/organizations.
- vi. To initiate and design programmes for youth health issues including HIV/AIDS, drug abuse, sexual and reproductive health programmes
- vii. To offer technical support supervision to subordinate staff

Person Specification

a. Academic qualifications

- ✓ Hold an Honors Degree in Social Sciences, humanities, Development studies or related area from a recognized institution
- ✓ A Postgraduate Diploma in either Public Administration/Management, Project Planning and Management, Law or Social Justice will be an added advantage.

b. Working experience

Should have working experience of at least three years in coordinating and managing programmes for youth in government or a reputable Civil Society Organization

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

c. Ccompetences

- i. Team work
- ii. Communication skills
- iii. Proposal writing
- iv. Preparation of work plans and budgets
- v. Result oriented
- vi. Human Rights approaches
- vii. Ethics and Integrity;
- viii. Concern for standards;
- ix. Networking
- x. Public Relations and Advocacy;
- xi. Communicating Effectively;
- xii. Analytical Skills.

Job Title: Senior Probation and Welfare officer

Salary Scale: U3

Reports to: Principal Probation and Social Welfare officer

Responsible for: Probation and Social Welfare Officers

Officers in charge of Children institutions (Remand Homes and Reception Centre)

Job Purpose

Key Responsibilities and duties

- i. To develop and implement child care and protection programmes
- ii. To compile quarterly and annual reports on the activities of children institutions
- iii. To supervise child care and protection institutions
- iv. To advocate for the improvement of child care and protection institutions

Person Specifications

a. Academic qualifications

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- ✓ Hold an Honours degree in Humanities (Social Sciences or Social Work and Social Administration, or the equivalent from a recognized Institution/University
- ✓ A Postgraduate Diploma in any of these -Public Administration/Management, Project Planning and Management and Social Justice is an added advantage

b. Working experience

Should have at least three (3) years relevant working experience in probation and social welfare, community development and labour in a government institution or a reputable organization

c. Competences

- i. Knowledge and interpretation of all child care and protection legal instruments
- ii. Advocacy and Communication skills
- iii. Result oriented
- iv. Ability to work with minimum supervision

Job Title: Probation and Welfare Officer (Institutions)

Salary Scale: U4

Reports to: Senior Probation and Welfare Officer

Responsible for: Probation and Welfare Assistants

Job Purpose

To manage the day today activities of the institution

Key Responsibilities and duties

- i. To initiate, monitor and oversee the management and improvement of the home
- ii. To develop an appropriate operational system and advise on intervention strategies.
- iii. To coordinate and supervise the staff and activities of the home.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- iv. To act as accounting officer of the home/institution
- v. To coordinate staff development programmes to ensure quality of staff.
- vi. To design and conduct appropriate activities for the children.
- vii. To design and sustain a network and collaboration linkages with other stake holders
- viii. To liaise with police and judicial offices for the protection and welfare of children in conflict with the law
- ix. To liaise with the community to integrate children back into communities on release from remand/rehabilitation

Person Specifications

a. Academic qualifications

Hold an Honor's degree in Humanities (Social Sciences or Social Work and Social Administration, or the equivalent from a recognized Institution/ University

b. Working experience

None

c. Competences

- i. Teamwork.
- ii. Communication skills
- iii. Computer literacy.

Job Title: Assistant Probation and Welfare Officer (Institutions)

Salary Scale: U6

Reports to: Probation and Welfare Officer

Job purpose

To support the Probation and Welfare Officer in the day to day running of the Institution

Key Responsibilities and duties

- i. To support the Probation and Welfare Officer in the care and protection of the children in the institution.
- ii. To monitor the welfare of the children.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- iii. To keep records of children in the Remand Home.
- iv. To provide psychosocial support to children in the Remand Home.
 - v. To monitor each child to be discussed with the senior staff of the institution.
- vi. To support the Probation and Welfare Officer in preparing progress reports on each child in the institution or use in the resettlement/placement of the child by courts/District Probation Welfare Officer.

Person Specifications

a. Academic qualifications

Hold a Diploma in Social Work, Social Administration, or any Diploma in Social Sciences.

b. Competences

- i. Teamwork.
- ii. Communication skills
- iii. Computer literacy.

Job Title: Probation and Welfare Assistant (Reception Centre)

Salary Scale: U7

Reports to: Assistant Probation and Welfare Officer

Job Purpose

To implement and coordinate policies and programmes on children rehabilitation and development

Key duties and Responsibilities

- i. To keep records of children in the home.
- ii. To provide psychosocial support to the children in the home.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- iii. To support the Assistant Probation and Welfare Officer in preparing progress reports on each child in the institution or use in the resettlement / placement of the child by courts / District Probation and welfare Officer.
- iv. To initiate, monitor and oversee the management and improvement of the home
- v. To develop an appropriate operational system and advise on intervention strategies.
- vi. To coordinate and supervise the staff and activities of the home.
- vii. To act as accounting officer of the home/institution
- viii. To coordinate staff development programmes to ensure quality of staff.
- ix. To design and conduct appropriate activities for the children.
- x. To design and sustain a network and collaboration linkages with other stake holders

Person Specification

a. Academic qualifications

- ✓ Must hold a Certificate in either Social Development, Community Development or related field.
- ✓ Should have an “O” Level Certificate with at least a pass in English.

b. Working experience

Proven experience working with vulnerable children who are in contact with the law is desirable.

c. Competences

- i. Teamwork.
- ii. Communication skills
- iii. Computer literacy.
- iv. Should be child friendly
- v. Trainable

Job title: **Nursing Officer/ Registered Nurse**

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Salary Scale: U5

Reports to: Officer in Charge of Remand Home or Vocational Rehabilitation Centre or Reception Centre

Job Purpose

Key responsibilities and duties:

- i. To provide nursing care services to sick children in a Remand Home, Reception Centre or a Vocational Rehabilitation Centre.
- ii. To provide treatment to mild ailments of children in the Institution and referring to hospital those who need further management.
- iii. To take charge, advice on discipline and welfare of children matters in their institutions.
- iv. To ensure appropriate use of the Institutions property in the dormitory.
- v. To check and keep record of the health status of the children under the care of the institution.
- vi. To take care of the sanitary needs of the children and general cleanliness of the environment where the children stay.
- vii. To advice on dietary needs and make sure food is properly prepared and in a clean environment.
- viii. To compile reports as required.

Person Specifications:

a. Academic qualifications

- ✓ Hold a Diploma in Registered Nursing or its equivalent from a recognized Institution.
- ✓ Must be registered with the Nurses and Midwives Council.

b. Working experience

None

c. Competences

- i. Interpersonal skills
- ii. Communication skills
- iii. Diligence and commitment

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

iv. Honesty and integrity

Job Title: Kitchen Attendant

Salary Scale: U8L

Reports to: Officer in Charge of the Institution

Job Purpose

To ensure quality, timely preparation of meals of the right quantity

Key Responsibilities and duties

- i. To collect food from store, prepare and cook.
- ii. To collect water and other materials for cooking
- iii. To wash kitchen and other cooking utensils
- iv. Other relevant duties as may be assigned

Person Specifications

a. Academic

- i. Hold a minimum of Uganda Certificate of Education with at least a pass in English.
- ii. Knowledge of spoken Swahili would be advantageous.
- iii. Previous working experience is advantageous

DEPARTMENT OF ELDERLY AND DISABILITY

Job Title: Commissioner Disability and Elderly

Salary Scale: U1E

Reports to: Director Social Protection

Responsible for: Assistant Commissioner Elderly and Disability

Job purpose

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

To initiate the formulation, coordination and implementation of Government policies and programmes on social Equity, social rehabilitation, promotion and protection of vulnerable and marginalized groups for inclusive development.

Key responsibilities and duties

- i. To formulate and review policies, laws, guidelines and programmes which address the concerns of people with disabilities and older persons.
- ii. To ensure adequate training of manpower for delivery of social services to marginalised groups and persons with disabilities.
- iii. To organise and be responsible for the management of data on marginalised groups and persons disabilities.
- iv. To promote programmes for capacity building of persons with Disabilities and the older persons.
- v. To provide guidelines to Vocational Rehabilitation Institutions, other disability and older persons programs
- vi. To provide technical back stopping and monitoring of disability and older persons programs
- vii. To strengthen collaboration mechanisms with NGOs, FBOs and CBOs in the area of disability and elderly.

Person Specifications

a. Academic qualifications

- ✓ Hold an honors' Degree in Social Sciences or humanities (Psychology, Human Resource Management, Sociology, Social Work and Social Administration, Human Rights, Business Administration) and Community Based Rehabilitation from a recognized University of Institution.
- ✓ A Master's Degree in Social Development policy and planning, Psychology, Humanities, Human Rights, Management and Community Based Rehabilitation, from a recognized University or Institution.
- ✓ Possession of a specialized qualification in the area of social protection is an added advantage

b. Working experience

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

At least twelve (12) years' experience in social protection and community development field, three of which must have been at the level of Assistant Commissioner in Government or a reputable Organization

c. Competences

- i. Good understanding of social Protection legislation and practices;
- ii. Demonstrable leadership, management skills in Social protection and management;
- iii. Strategic Thinking;
- iv. Policy Formulation and Management;
- v. Planning, organizing and coordinating;
- vi. Financial Management.
- vii. Team work
- viii. Knowledge Management,
- ix. Ethics and Integrity;
- x. Concern for standards;
- xi. Networking
- xii. Public Relations and Advocacy;
- xiii. Communicating Effectively;
- xiv. Analytical Skills.

Job Title: Assistant Commissioner Elderly and Disability
Salary Scale: U1
Reports to: Commissioner Elderly and Disability
Responsible for: Principal Rehabilitation Officer

Job purpose

To develop policies, plans and strategies for promotion and the empowerment of the elderly and disabled.

Key Responsibilities and duties

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- i. To build capacity of various stakeholders in implementing programs on disability and social gerontology
- ii. To advocate for protection and promotion of rights of OPs and PWDs
- iii. To coordinate the Mine Action Victim Assistance
- iv. To initiate, coordinate and monitor the mainstreaming of issues of disability and older persons in other sectoral plans and programs
- v. To monitor and evaluate Local Governments on matters pertaining to Disability and older persons programs
- vi. To manages staff performance under her/his supervision

Person Specifications

a. Academic qualifications

- ✓ Hold an honors' Degree in Social Sciences or humanities (Psychology, Human Resource Management, Sociology, Social Work and Social Administration, Human Rights, Business Administration) and Community Based Rehabilitation from a recognized University of Institution.
- ✓ A Master's Degree in Social Development policy and planning, Community Based Rehabilitation, Psychology, Humanities, Human Rights, Management, Business Administration, from a recognized University or Institution.
- ✓ Possession of a specialized qualification in the area of special needs training is an added advantage

b. Working experience

At least nine (9) years' experience in social protection and community development field, three of which must have been at the level of Principal in Government or a reputable Organization.

c. Competences

- i. Good understanding of social Protection legislation and practices;
- ii. Demonstrable leadership, management skills in Social protection and management;
- iii. Management of Organizational Environment;
- iv. Strategic Thinking;
- v. Policy Formulation and Management;

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- vi. Planning, organizing and coordinating;
- vii. Financial Management.
- viii. Ability to lead and organize a working Team
- ix. People Centered and People skills;
- x. Knowledge Management,
- xi. Ethics and Integrity;
- xii. Concern for standards;
- xiii. Networking
- xiv. Public Relations and Advocacy;
- xv. Communicating Effectively;
- xvi. Analytical Skills.

Job Title: Principal Rehabilitation Officer

Salary Scale: U2

Reports to: Assistant Commissioner Elderly and Disability

Responsible for: Senior Rehabilitation officer

Job purpose

Formulate and coordinate the implementation of Government policies and programmes for disabled persons.

Key Responsibilities and duties

- i. To coordination of matters pertaining to Disabled group and their protection.
- ii. To supervise, monitor and evaluate Rehabilitation institutions.
- iii. To compile quarterly and annual reports for disabled group and protection.
- iv. To advocate for disabled groups and protection.
- v. To organize the Day of the disabled people

Person Specifications

a. Academic qualifications

- ✓ Hold an honors' Degree in Social Sciences or humanities (Psychology, Human Resource Management, Sociology, Social Work and Social

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Administration, Human Rights, Business Administration) and Community Based Rehabilitation from a recognized University or Institution.

- ✓ Possess a Masters in either Community Based Rehabilitation, Psychology, Law, Social Work and Social Administration, Management, Social Development and Planning, or Development Studies from a recognized University.
- ✓ Possession of a specialized qualification in the area of social protection is an added advantage

b. Working experience

At least Six (6) years' experience social protection and community development field, three of which must have been at Senior level in a Government institution or a reputable organization.

c. Competences.

- i. Good understanding of social Protection legislation and practices;
- ii. Demonstrable leadership, management skills in Social protection and management;
- iii. Strategic Thinking;
- iv. Policy Formulation and Management;
- v. Planning, organizing and coordinating;
- vi. Financial Management.
- vii. Ability to lead and organize a working Team
- viii. People Centered and People skills;
- ix. Knowledge Management,
- x. Ethics and Integrity;
- xi. Concern for standards;
- xii. Networking
- xiii. Public Relations and Advocacy;
- xiv. Communicating Effectively;
- xv. Analytical Skills.

Job Title: Principal Gerontologist

Salary Scale: U2

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Reports to: Assistant Commissioner Elderly and Disability

Responsible for: Senior Gerontologist

Job purpose

Formulate and coordinate the implementation of Government policies and programmes for the elderly.

Key Responsibilities and duties

- i. To coordinate all matters pertaining to Elderly and their protection.
- ii. To advocate for the mainstreaming of elderly persons issues in all sectoral policies, programmes and plans.
- iii. To supervise, monitor and evaluate of Elderly shelters
- iv. To compile quarterly and annual reports for protection of the Elderly.
- v. To collect, organise and manage data on older persons.
- vi. To monitor and evaluate programmes of older persons.
- vii. To advocate for protection of Elderly persons.

Person Specifications

a. Academic qualifications

- ✓ Hold an honors' Degree in Social Sciences or humanities (Psychology, Human Resource Management, Sociology, Social Work and Social Administration, Human Rights, Business Administration) and Community Based Rehabilitation from a recognized University of Institution.
- ✓ A Master's Degree in Social Development policy and planning, Community Based Rehabilitation, Psychology, Humanities, Human Rights, Management, Business Administration, from a recognized University or Institution.
- ✓ Possession of a specialized qualification in the area of special needs training is an added advantage

b. Working experience

At least Six (6) years' experience in social protection field and working with the elderly, three of which must have been at Senior Gerontology level in a Government institution or a reputable organization

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

c. Competences

- i. Planning
- ii. Report writing
- iii. Policy formulation and management
- iv. Financial management
- v. Ability to lead and organize a working team
- vi. People centered and people skills
- vii. Ethics and integrity
- viii. Networking and Advocacy
- ix. Public Relations
- x. Analytical skills

Job Title: Senior Gerontologist
Salary Scale: U3
Reports to: Principal Gerontologist
Responsible for: Gerontologist

Job purpose

Key Responsibilities and duties

- i. To participate in policy formulation and development of guidelines on older persons.
- ii. To provide adequate training of manpower in social gerontology for delivery of services to older persons.
- iii. To promote programmes for older persons.
- iv. To organize and be responsible for management of data on older persons.
- v. To advocate for promotion and protection of rights of older persons.
- vi. To monitor and evaluate programmes on older persons.
- vii. To ensure that issues of older persons are mainstreamed in all sectoral policies, programmes and plans.

Person Specifications

a. Academic qualifications

- ✓ Hold an honors' Degree in Social Sciences or Humanities (Psychology, Human Resource management, Sociology, Social Work and Social Administration) and Community Based Rehabilitation from a recognized University or Institution.
- ✓ Possess a post graduate Diploma in Community Based Rehabilitation, Management and Counselling and Guidance.

b. Working experience

At least three (3) years as either a Gerontologist, Social Development Officer or Welfare and Rehabilitation Officer in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Planning
- ii. Report writing
- iii. Policy formulation and management
- iv. Financial management
- v. Ability to lead and organize a working team
- vi. People centred and people skills
- vii. Ethics and integrity
- viii. Networking and Advocacy
- ix. Public Relations
- x. Analytical skills

Job Title: Senior Rehabilitation Officer
Salary Scale: U3
Reports to: Principal Rehabilitation Officer
Responsible for: Rehabilitation Officer

Job purpose

Key Responsibilities and duties

- i. To initiate, conduct research, document and disseminate information on disability
- ii. To participate in the formulation, programme design and implementation
- iii. To provide technical advice, conduct support supervision within the area of disability.
- iv. To develop project proposals on disability and elderly persons.
- v. To advocate for the rights and protection of PWDs
- vi. To advocate for the recognition of the role of PWDs in the development process.
- vii. To monitor and evaluate the implementation of Government initiatives as they apply to PWDs.

Person Specifications

a. Academic qualification

- ✓ Hold an honors' Degree in Social Sciences or Humanities (Psychology, Human Resource management, Sociology, Social Work and Social Administration) and Community Based Rehabilitation from a recognized University or Institution.
- ✓ Possess a post graduate Diploma in either Community Based Rehabilitation, Management or Counseling and Guidance.

b. Working experience

At least three (3) years' work experience as either a Social Development Officer or Welfare and Rehabilitation Officer in Government or equivalent level of experience from a reputable organization

c. Competences

- i. Planning
- ii. Networking and Advocacy
- iii. Communication skills

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- iv. Proposal writing
- v. Ethics and integrity
- vi. Public Relations
- vii. Analytical skills

Job Title: Gerontologist

Salary Scale: U4

Reports to: Senior Gerontologist

Responsible for: None

Job purpose

Key Responsibilities and duties

- i. To participate in policy formulation and development of guidelines on older persons.
- ii. To provide adequate training of manpower in social gerontology for delivery of services to older persons.
- iii. To promote programmes for older persons.
- iv. To organize and be responsible for management of data on older persons.
- v. To advocate for promotion and protection of rights of older persons.
- vi. To monitor and evaluate programmes on older persons.
- vii. To ensure that issues of older persons are mainstreamed in all sectoral policies, programmes and plans.

Person Specification

a. Academic qualifications

Hold an honors' Degree in Social Sciences or Humanities (Psychology, Human Resource management, Sociology, Social Work and Social Administration) and Community Based Rehabilitation from a recognized University or Institution.

b. Working experience

None

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

c. Competences

- i. Teamwork
- ii. People centered and people skills
- iii. Ethics and integrity
- iv. Public Relations

Job Title: **Rehabilitation Officer**
Salary Scale: U4
Reports to: Senior Rehabilitation Officer
Responsible for: None

Job purpose

Key Responsibilities and duties

- i. To participate in policy formulation and development of guidelines on Persons with Disabilities.
- ii. To ensure adequate training of manpower in delivery of services to Persons with Disabilities.
- iii. To promote government programmes for Persons with Disabilities..
- iv. To organize and be responsible for management of data on Persons with Disabilities.
- v. To advocate for promotion and protection of rights of Persons with Disabilities.
- vi. To participate in monitoring and evaluation of programmes on Persons with Disabilities.

Person Specifications

a. Academic qualifications

Hold an honors' Degree in Social Sciences or Humanities (Psychology, Human Resource management, Sociology, Social Work and Social Administration) and Community Based Rehabilitation from a recognized University or Institution.

b. Working experience

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

None

c. Competencies

- i. Teamwork
- ii. People centered and people skills
- iii. Ethics and integrity
- iv. Public Relations

Job Title: Instructor

Salary Scale: U5

Reports to: Rehabilitation Officer

Responsible for: none

Job purpose

To impart knowledge and skills to People with Disabilities (PWDs)

Key Responsibilities and duties

- i. To training PWDs in chosen skills
- ii. To requisition for training materials
- iii. To prepare lesson plans
- iv. To prepare progress reports on trainees
- v. To carry out continuous assessment of trainee achievement and progress
- vi. To prepare final exams and make reports on trainees
- vii. To provide guidance and counselling

Person Specifications

a. Academic qualifications

Hold a Diploma in the relevant discipline from a recognized institution (Tailoring and embroidery; Leather Works; Metal Works and Fabrication; Carpentry and Joinery; Food Science and Technology; Agriculture; Information Technology; Cosmetology)

b. Competences

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- i. Job knowledge
- ii. Communication skills
- iii. Guidance and counseling skills
- iv. Teamwork
- v. Report writing
- vi. Ethics and integrity
- vii. Knowledge sharing

DEPARTMENT OF EQUITY AND RIGHTS

Job Title: Commissioner Equity and Rights
Salary Scale: U1E
Reports to: Director Social Protection
Responsible for: Assistant Commissioner Equity and Rights

Job purpose

To oversee the formulation, coordination and implementation of Government policies and programmes on social transformation and development.

Key Responsibilities and duties

- i. To advise top management on issues of equity promotion, economic and civic rights.
- ii. To formulate and review policies and programmes to promote inclusive social development.
- iii. To develop operational guidelines, legal framework, and standards for the management and promotion of inclusive social development programmes.
- iv. To coordinate plans and programmes to promote equity especially among the marginalized communities.
- v. To supervise and provide technical support and advice on rights and equity.
- vi. To monitor and network with organizations responsible for inclusive social development promotion activities,
- vii. To coordinate research on the impact of policy and programmes on inclusive social promotion.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- viii. To coordinate the development of the affirmative action interventions for vulnerable groups
- ix. To lobby statutory bodies and advocate for the integration of equity, rights and social assistance for the vulnerable groups.

Person Specifications

a. Academic qualification

- ✓ Hold an Honors Bachelor's Degree in any field from a recognized University or Institution.
- ✓ Must hold a Master's Degree in either Law; Human Rights; Economics; Social Policy and Planning; Community Psychology; Development Studies.
- ✓ Possession of a Post Graduate qualification in Business Administration and Public Administration will be an added advantage.

b. Working experience

At least 12 years of working experience, 3 years of which should have been at the level of Assistant Commissioner in Government or equivalent level of experience from a reputable organization.

c. Competences

- i. Good understanding of social Protection legislation and practices;
- ii. Demonstrable leadership, management skills in Social protection and management;
- iii. Management of Organizational Environment;
- iv. Strategic Thinking;
- v. Policy Formulation and Management;
- vi. Planning, organizing and coordinating;
- vii. Financial Management.
- viii. Ability to lead and organize a working Team
- ix. People Centered and People skills;
- x. Knowledge Management,
- xi. Ethics and Integrity;
- xii. Concern for standards;

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- xiii. Networking
- xiv. Public Relations and Advocacy;
- xv. Communicating Effectively;
- xvi. Analytical Skills.

Job Title: Assistant Commissioner Equity and Rights

Salary Scale: U1

Reports to: Commissioner Equity and Rights

Responsible for: Principal Social Development Officer

Job purpose

To formulate and coordinate the implementation of Government policies and programmes on social Equity, social inclusion, promotion and protection of rights of the vulnerable and marginalized groups for inclusive development.

Key Responsibilities and duties

- i. To initiates proposals for policy formulation and reviews on equity and rights promotion.
- ii. To liaise with established legal bodies to educate, sensitize and train disadvantaged groups their rights.
- iii. To coordinate research on issues regarding rights of especially marginalized and disadvantaged groups.
- iv. To initiate appropriate affirmative action programmes/projects related to rights for marginalized groups.
- v. To compile and present state party reports on key Human rights international conventions such as ESCR

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- vi. To disseminate state party comments from UN specialized committees to all the stakeholders.
- vii. To oversee the development of new innovations on social transfers for the vulnerable people.
- viii. To coordinate the documentation and dissemination of data and information on various interventions for equity and livelihood promotion through reports on the performance of livelihood and equity promotion programmes.
- ix. To provide technical support and advice to top management on equity, equal opportunities, affirmative action, social assistance and rights.

Person Specification

a. Academic qualifications

- ✓ Hold an honors' Degree in Social Sciences or humanities (Psychology, Human Resource Management, Sociology, Social Work and Social Administration, Human Rights, Business Administration) and Law from a recognized University of Institution.
- ✓ A Master's Degree in Social Development policy and planning, Psychology, Humanities, Human Rights, Management, Business Administration, from a recognized University or Institution.
- ✓ Possession of a specialized qualification in the area of social protection is an added advantage

b. Working experience

At least nine (9) years' working experience, three (3) of which must have been at Principal Social Development Officer level in Government or a reputable Organization.

c. Competences

- i. Management of organizational Environment
- ii. Strategic thinking
- iii. Policy formulation and management
- iv. Planning, organizing and coordination
- v. Financial management
- vi. Result oriented

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- vii. Ability to lead and organize a working team
- viii. People centered and people skills
 - ix. Ethics and integrity
 - x. Networking and Advocacy
 - xi. Public Relations
 - xii. Communication skills
- xiii. Analytical skills

Job Title: Principal Social Development Officer

Salary Scale: U2

Reports to: Assistant Commissioner Equity and Rights

Responsible for: Senior Social Development Officer

Job purpose

To promote equity and rights through protection of rights of the vulnerable and marginalized groups

Key Responsibilities and duties

- i. To initiate and design interventions to promote equity and rights.
- ii. To prepare technical reports on the performance of equity and rights promotion programmes.
- iii. To monitor and evaluate the effectiveness of organs charged with the management and implementation of equity and rights programmes
- iv. To develop and design equity and rights tracking indicators and techniques for household and community levels.
- v. To assess and vet activities of non-government organizations involved in equity and rights promotion.
- vi. To design and coordinate capacity building programmes in the areas of equity and rights promotion.
- vii. To carry out sensitization and create awareness for marginalized groups.
- viii. To design training manuals as well as information education and communication materials on equity and rights.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- ix. To assess the capacity needs of different organs charged with poverty eradication and equity promotion.
- x. To provide technical support in the areas of equity and rights promotion.

Person Specifications

a. Academic qualifications

- ✓ Hold an Honors Bachelor's Degree in Social Sciences, Law, Human Rights, Economics, Arts or Humanities, or any other related field from a recognized University or Institution.
- ✓ Must hold a Masters in either Social sector Development, Law, Human Rights or other related disciplines from recognized University or Institution.

b. Working experience

Must have at least six (6) years of relevant working experience, three (3) of which should have been gained at the level of Senior Officer in Government or equivalent level of experience from a reputable organization.

c. Competences;

- i. A good understanding of contemporary social development issues/challenges with particular reference to equity and Rights.
- ii. Good understanding of equity and rights legislations
- iii. Interpersonal skills
- iv. Analytical and communication skills
- v. Results-oriented
- vi. Networking and advocacy
- vii. Ethics and Integrity
- viii. Financial Management
- ix. Team work
- x. Coaching and Mentoring skills.

Job Title: Senior Social Development Officer

Salary Scale: U3

Reports to: Principal Social Development Officer

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

Responsible for: Social Development Officer

Job purpose

To formulate and implement Government policies and programmes on Social Equity, social inclusion, promotion and protection of rights of the vulnerable and marginalized groups for inclusive development.

Key Responsibilities and duties

- i. To formulate and review programmes, policies and laws relating to equity, equal opportunities, affirmative action, social assistance and rights.
- ii. To develop and disseminate plans, guidelines, laws, standards, policies and information for promotion of equity, equal opportunities, accountability and rights.
- iii. To provide technical support, mentoring and advice on equity, equal opportunities, affirmative action, social assistance and rights to stakeholders.
- iv. To design and implement equal opportunities programmes and projects
- v. To document and disseminate data and information on various interventions for equity and livelihood promotion through reports on the performance of livelihood and equity promotion programmes.
- vi. To sensitize, educate and provide skills and information to communities especially the poor and vulnerable groups on equity, equal opportunities, affirmative action, social assistance and rights,
- vii. To liaise with established legal bodies to educate, sensitize and train disadvantaged groups on their rights
- viii. To liaise and network with other stakeholders to design and implement appropriate capacity building programmes for equity and rights

Person Specifications

a. Academic qualification

- ✓ Hold an honors' Degree in Social Sciences or Humanities (Psychology, Human Resource Management, Sociology, Social Work and Social Administration, Human Rights, Business Administration), Law and Community Based Rehabilitation from a recognized University or Institution.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- ✓ Possession of a specialized qualification in the area of social protection especially in equity and rights is an added advantage

b. Working experience

Must have at least three (3) years' working experience as a Social Development Officer or relevant field in Government or a reputable Organization.

c. Competences

- i. Strategic Thinking;
- ii. Policy Formulation and Management;
- iii. Planning, organizing and coordinating;
- iv. Financial Management.
- v. Ability to lead and organize a working Team
- vi. People Centered and People skills;
- vii. Knowledge Management,
- viii. Ethics and Integrity;
- ix. Concern for standards;
- x. Networking
- xi. Public Relations and Advocacy;
- xii. Communicating Effectively;
- xiii. Analytical Skills

Job Title: Social Development Officer

Salary Scale: U4

Reports to: Senior Social Development Officer

Responsible for: None

Job purpose

To support the development and implementation of policies and programmes for promotion and protection of the rights of vulnerable groups.

Key Responsibilities and duties

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

- i. To create awareness on property rights especially for vulnerable groups of society.
- ii. To initiate appropriate affirmative action related to civic rights of disadvantaged groups.
- iii. To carry out research and collect data on issues regarding human rights of especially marginalized and disadvantaged groups.
- iv. To coordinate training and sensitization of marginalized communities on equity and rights
- v. To prepare reports on rights and equity.
- vi. To train and sensitize marginalized communities on equity and rights,
- vii. To innovate programmes and projects on inclusive growth
- viii. To evaluate the experiences of marginalized communities in exercising their rights.

Person Specifications

a. Academic qualifications

Hold an honors' Degree in Social Sciences or Humanities (Psychology, Human Resource Management, Sociology, Social Work and Social Administration, Human Rights, Business Administration), Law and Community Based Rehabilitation from a recognized University or Institution.

b. Working experience

None

c. Competences

- i. Strategic Thinking;
- ii. People Centered and People skills;
- iii. Knowledge Management,
- iv. Ethics and Integrity;
- v. Concern for standards;
- vi. Networking
- vii. Public Relations and Advocacy;
- viii. Communicating Effectively;

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR MINISTRY OF
GENDER, LABOUR AND SOCIAL DEVELOPMENT 2018

ix. Analytical Skills