



## UGANDA HUMAN RIGHTS COMMISSION

### OFFICE OF THE SECRETARY

#### ADVERTISEMENT

#### VACANT POSITIONS

Uganda Human Rights Commission (UHRC) is a National Human Rights Institution established under Article 51 of the Constitution of the Republic of Uganda to promote and protect Human Rights.

The Commission is responsible for investigations and resolutions of Human Rights complaints as well as monitoring places of detention and the county's compliance with Human Rights treaties and conventions; as well as conducting civic education and carrying out research in Human Rights related matters.

Applications are invited from suitably qualified Ugandans to fill vacant posts listed below. Uganda Human Rights Commission employs staff on a five(5) year contracts renewable after satisfactory performance. Applicants should submit three copies of applications attached with three (3) recent passport size photographs, copy of National Identity Card, curriculum vitae and certified copies of Academic documents. The advert and job descriptions can also be accessed on the Uganda Human Rights Commission website [www.uhrc.ug](http://www.uhrc.ug)

#### INTERNAL AUDIT

**POST:** Principal Internal Auditor

**Salary Scale:** HRC-2L

**Reports to:** Secretary to the Commission

**Age:** Between 30-45 years

#### Job summary

Work primarily as a team leader and a team player to review financial management processes, value for money for operations and compliance with relevant financial and audit regulations in the Commission.

**Key duties:**

- Supervising and supporting the Internal Audit Unit in the achievement of the Annual Audit Plan
- Planning, and leading audit assignments to assess the efficiency and effectiveness of Commission business processes and internal control systems
- Liaising with external auditors in carrying out audits and preparing relevant schedules for auditors.
- Supporting the senior management in fulfilling their oversight roles by independently assessing the organisation's internal control structure, raising awareness of control risk, providing advice to management in developing control solutions, and monitoring the implementation of management's control measures.
- Providing support to the preparation of the audit testing program and assessing of the adequacy of the design and operation of the controls associated with the key risks identified
- Carrying out risk assessment and impact of the issues identified, preparing and presenting the Risk Assessment Report to management and following-up and tracking of remediation of management action plans to address issues identified during assessment.
- Conducting analysis of current IT processes, performing IT controls walkthroughs, and monitoring progress of remediation and providing management with timely and accurate assessment of IT general control compliance needs and the effects on institutional operations
- Providing or assisting in providing training, coaching and guidance to internal audit staff in conducting audits and other audit-related issues
- Assisting staff in addressing audit report queries
- Ensuring a system is in place which ensures that all major risks of the organisation are identified and analysed, on a periodic basis
- Reviewing and evaluating the effectiveness and efficiency of operations, reliability of financial reporting, compliance with applicable laws and regulations, and safeguarding of assets.
- Preparing and presenting reports of findings and recommendations to management, regarding the effectiveness and efficiency of processes and operations.
- Performing any other assigned duties given from time to time

### **Required Academic qualifications**

- A Bachelor's degree in Commerce/ Business Administration (Accounting option), or a degree in Accounting from a recognized University and full professional qualifications in either ACCA or CIMA or CPA
- Must be a registered member of the ICPAU
- Masters degree in the related field or auditing certificates in CIA, CISA, CFE, CFIP will be an added advantage

### **Experience**

- At least 10 years of progressive and professional auditing experience, three(3) of which should have been at a Senior position in a Government Institution or equivalent / relevant level of experience from a reputable organization

### **Skills**

- Ability to exercise independent judgment within the general policy guidelines.
- Good interpersonal skills and establish and maintain effective working relationships with all levels of staff.
- Communicate clearly and concisely, both orally and in writing.
- Computer literacy in MS Office and Accounting packages
- Firmly believe in delegation and motivating people
- Manage stressful situations
- Having analytical skills

## **FINANCE AND ADMINISTRATION**

**POST: Administrative Assistant**

**Salary scale: HRC-7**

**Reports to: Principal Human Rights Officer**

**Age: Between 25 to 35 years**

### **Job summary**

To provide Secretarial, administrative and office management services to the Regional Offices.

### **Key functions/duties**

- Taking and transcribing dictation and producing error free work
- Receiving and disseminating correspondences, mails and other information for the Regional Office

- Receiving and forwarding telephone calls to staff and direct external calls
- Maintaining safety of Commission records and data
- Organizing the Regional Human Rights Officers' meetings, taking minutes and circulating decisions to the relevant action offices
- Receiving and guiding clients to relevant offices
- Attending to telephone calls and directing them to relevant Offices;
- Making and following up on appointments
- Ensuring that offices are maintained clean and in order
- Managing and accounting for office equipment, materials and imprest,
- Compiling the punctuality analysis report
- Appraising performance of Office Assistant and other support staff in the Regional Office
- Any other duty assigned from time to time.

### **Qualifications Required**

A Diploma or its equivalent in Secretarial Studies from a recognized institution, Additional qualification is an added advantage.

### **Experience:**

Three (3) years' experience in Secretarial work, or similar experience from a recognized institution.

### **Competencies,**

- Information and Communications Technology;
- Planning, organizing and coordinating;
- Records and Information Management;
- Public Relations and Customer Care;
- Communication;
- Confidentiality; and
- Time Management.

**POST:**                   **Systems Officer**

**Salary Scale:**       **HRC-5-1**

**Reports to:**         **Systems Manager**

**Age:**                   Between 25 to 35 years

**Job Summary:**     The Systems Officer is responsible for the day-to-day operation and maintenance of the systems, physical design, development, and security of UHRC databases and information systems.

### **Key Duties/Functions**

- Designing, developing, implementing and maintaining UHRC Databases and data archives.
- Code-testing and troubleshooting programs utilizing the appropriate hardware, database, and programming technology.
- Maintaining and modifying programs as directed the supervisor.
- Initiating policies and procedures for database and system users.
- Developing and implementing the database and applications; and monitoring security measures.
- Preparing and maintaining appropriate documentation and ensuring regular updates.
- Carrying out periodic backups and restoring the Commission’s vital information.
- Mentoring and supporting Systems users with challenges during systems operations.
- Maintaining server based systems on daily basis.
- Training system users on the set database standards, procedures and guidelines.
- Performing systems analysis and programming tasks to maintain and control the use of data entry programs.
- Updating computer network systems and related technology on regular basis.
- Performing any other duties assigned from time to time

**Qualifications Required;**

A Bachelor’s degree with honors in Soft-ware Engineering, or Computer Science from a recognized institution.

Knowledge of Visual Studio, SQL server, Crystal Reports and MySQL is essential

Certification in professional database development and administration, including Microsoft SQL Server is an added advantage.

**Job Title:** Transport Officer  
**Salary Scale:** HRC-5  
**Age:** Between 30 to 40 years  
**Reports to:** Director Finance & Administration

**Job Summary:**

The Transport Officer will be a part of administrative team and will take care of direct activities related to routing and tracking of Commission vehicles, their maintenance and mentoring the drivers and maintaining the vehicles.

**Key duties and responsibilities:**

- Planning, organizing and managing the work of driving staff and ensuring that the drivers assignment is accomplished in a manner consistent with Commission requirements
- Developing criteria, instructions, procedural manuals, and contracts for the transportation programs
- Reading, interpreting maps, developing weekly driving route chart and advising on the most efficient route service for the Commission
- Supervising and controlling the driving staff for the specified routes
- Coordinating the schedule for major or periodic vehicle maintenance with management and staff to minimize service interruptions
- Ensuring the availability of road safety programs to Drivers and developing and maintaining active road accident prevention programs.
- Ensuring that pool of disciplined drivers is maintained in the Commission service
- Monitoring motor vehicles spending trends and ensuring motor-vehicle expenses are consistent with approved budgets
- Directing and coordinating activities of the transport office,
- Ensuring timely issue of Fuel Cards to users and reliability in transport services,
- Monitoring Motor-vehicle Log books usage, timely motor-vehicle servicing,
- Planning and Budgeting for transport activities and fleet Management,
- Supervising and appraising staff in the Transport department
- Ensuring that Commission vehicles are used in accordance with Government of Uganda Rules and Regulations and that vehicle usage data is correctly recorded.
- Performing any duty assigned from time to time

**Qualifications required:**

- A degree in Mechanical Engineering, Transportation, Logistics, Fleet management or other related field.
- Must have a valid national driving license;

**Experience:**

Three years of extensive experience in transport operations

**Skills/Competences**

- Demonstrate ability to manage diverse transport operations;
- Etiquettes and people management skills;
- Fair knowledge of MS Office software;
- Ability to solve problems, take initiative and plan the tasks;
- Flexibility with time to work extra hours is highly required;
- Ability to work in a team with high people orientation is must;

## **PROCUREMENT UNIT**

**Post:** Procurement Officer  
**Salary Scale:** HRC 5-1  
**Age:** Between 25 to 35 years  
**Position reports to:** Senior Procurement Officer

### **Job Description:**

- Liaising with end users and preparing draft procurement plans for an entity
- Guiding the suppliers on procurement procedures
- Verifying procurement and disposal requisitions
- Preparing draft bid documents and participating in evaluation of bids as and when assigned
- Compiling documentation and maintaining safe custody of procurement and disposal records
- Entering sanctioned transactions on the systems for further processing and producing required reports
- Any other duties assigned from time to time.

### **Academic qualifications**

- Honors degree in Procurement or Supply Chain Management or Bachelor of Commerce or Business Administration with specialization in Procurement and Supply Chain Management from a recognized University.

#### **OR**

- Full professional Qualification/Membership of Procurement/Purchasing in Supply Chain Management like CIPS, ISM, CILT, from a recognized awarding Institution

### **Experience**

- Any experience in the related field will be of additional advantage.

## **LIBRARY AND DOCUMENTATION CENTRE (LDC)**

**Post:** Senior Librarian

**Salary Scale:** HRC-4

**Reports to:** Director Research Education Documentation

**Age:** Between 30 to 40 years

### **Job Summary**

The Senior Librarian is responsible for the effective and efficient management of the Library and Documentation Center (LDC) and regional libraries

### **Key functions**

- Planning, managing, coordinating and controlling the day to day activities of the Commission's Library and Documentation Centre.
- Selecting, Identifying, securing and acquiring information resources.
- Preparing Library and Documentation Centre work plans and budgets
- Conducting LDC inventory census and updating the Library with required and relevant reading materials
- Handling correspondences between LDC and its service providers.
- Supervising and controlling the Commission LDC's clients and ensuring that security and safety control measures are in place.
- Carrying out dairy user surveys in regard purpose of visit, observation raised and assessing client satisfaction.
- Ensuring routine subscription for journals and online magazines
- Maintaining and controlling the LDC cataloguing system.
- Preparing and submitting LDC's periodic and annual reports
- Creating collaborative relationships and networking with other information centers and human rights organisations for information sharing.
- Offering referral services to users whose information needs are not met at the Commission's LDC.
- Extracting information for LDC from Commission's website and keeping direct linkage with the Officer in charge.
- Monitoring Regional Min-Libraries and ensuring their compliance with LDC standards.
- Archiving all information needed for future use in appropriate manner
- Supervising and Appraise all staff in the LDC
- Performing any other duty assigned from time to time.



## **Qualifications Required**

An Honors Bachelor's degree in Library and Information Science or Records management from a recognized University plus Post Graduate qualification in the related field. A Masters degree in the related field is of added advantage.

## **Experience**

Six years' experience in Library Management from a recognized Institution of Higher learning or reputable organization.

## **Competence/Skills required**

- Records and Information Management
- Information Communications Technology
- Communication
- Team work; and
- Good customer relations skills

## **DIRECTORATE OF MONITORING AND INSPECTION**

**POST:** Senior Human Rights Officer

**Salary Scale:** HRC-3

**Age:** Between 25 to 35 years

**Job summary:** To coordinate and implement interventions and activities of the Right to Health Unit

### **Key Functions/duties**

- Becoming a focal point person on public health policy, programming and human rights issues;
- Planning and coordinating the inspection of health facilities around the country;
- Planning and drafting special reports on the Right to health and an Annual Report Chapter on health service provision;
- Monitoring compliance on policy programmes and projects related to the right to health and in particular public health issues;
- Developing, testing and administering right to health monitoring tools;
- Analyzing health related laws, bills, policies and other relevant documentation to assess compliance with human rights obligations;
- Planning and advocating for improved health related rights;
- Initiating and or supporting programmes aimed at capacity building for health workers, healthy living environment advocates at all levels.
- Planning and Budgeting for activities related to Rights to Health.
- Advocating for the ratification and domestication of treaties related to right to health.
- Preparing, Producing and submitting periodic reports on the performance of the Right to Health
- Perform any other duties as assigned from time to time.

**Qualifications:**

- Bachelor's Degree in Law/Human Rights plus a Post Graduate Qualification in the related Field
- Post Graduate training in public health and human rights issues will be an added advantage.

**Working Experience**

- Six years of working experience in the related field

**Skills and Competencies**

- Excellent written and oral communication skills in English
- Previous experience in monitoring and report writing
- Strong analytical, research and writing skills
- Willing to work under pressure
- A proven team player

Closing date for receiving the applications will be 30<sup>th</sup> October 2017. Applications should be made in writing with a completed resume and delivered to:

*The Secretary,  
Uganda Human Rights Commission,  
Twed Plaza, Plot 22B Lumumba Avenue,  
P.O. Box 4929 Kampala.*