



PETROLEUM AUTHORITY OF UGANDA

BACKGROUND

The Petroleum Authority of Uganda (PAU) is a statutory body established under Section 9 of the Petroleum (Exploration, Development and Production) Act 2013, and in line with the National Oil and Gas Policy for Uganda which was approved in 2008. The PAU's mandate is to monitor and regulate the exploration, development and production, together with the refining, gas conversion, transportation and storage of petroleum in Uganda. This includes ensuring that petroleum operations in Uganda are carried out in accordance with the relevant laws, regulations, guidelines, statutes and in line with international best practice for the petroleum industry.

The Petroleum Authority of Uganda now invites applications from qualified Ugandans who fully meet the required job specifications and with the right personal attributes to occupy the following positions in the Authority's established structure.

1.0: MANAGER HEALTH, SAFETY AND SECURITY

1.1 Job Summary

The Manager Health, Safety and Security (HSS) will report to the Director QHSSSE, Data Management and ICT and will be responsible for monitoring and regulating HSS matters in the oil and gas sector and managing all HSS aspects in the PAU.

1.2 Key Duties and Responsibilities

- a) Contribute to the planning, budgeting and reporting on the activities of the Directorate.

- b) Coordinate the drafting of the Health, Safety and Environment Policy for PAU.
- c) Coordinate health and safety related activities in the oil and gas sector in consultation with relevant Government Ministries, Departments and Agencies (MDAs), development partners and other stakeholders.
- d) Be the PAU liaison officer on any security matters over the operations in the oil and gas sector.
- e) Coordinate the review and advise on the adequacy of existing policies, regulations, standards, strategies, guidelines and plans regarding health, safety and security management in the oil and gas sector.
- f) Ensure adequate review of incident reports, safety reports, safety concepts, emergency response plans, oil spill response plans and other relevant health and safety reports in consultation with relevant MDAs.
- g) Ensure that health, safety and security issues are integrated into planning, design and implementation phases of activities in the oil and gas sector.
- h) Ensure all operations including drilling and the integrity of facilities and processes are monitored.
- i) Ensure implementation of occupational health and safety policies, legislation, standards, operational procedures and international conventions and treaties taking into consideration best practice principles.
- j) Ensure implementation of measures to promote a safe working culture in the oil and gas sector.
- k) Ensure Health, Safety and Security of the public in the vicinity of oil and gas operations.
- l) Any other duties as may be assigned from time to time.

1.3 Qualifications, Skills and working Experience

13.1 Basic Qualification

- a) A Master's degree in Safety Engineering, or Occupational Safety and Health or Safety and Risk Management or Instrumentation and Control Engineering or any other relevant field from an internationally recognized University Institution.
- b) An honours Bachelor's degree in an Engineering discipline from an internationally recognized University / Institution.

1.4 Experience

- a) A minimum of 7 years' working experience in health, safety and security management in Oil and Gas Sector operations.
- b) Demonstrated experience working in a leadership role in an organization/business unit/project with diverse professionals.

1.5 Added Advantage

- a) A certification or an internationally recognized professional qualification in health and safety specialization in the Oil and Gas Sector.
- b) Membership of an internationally recognized professional body.
- c) Good understanding of International best practices and standards.
- d) Proven ability to work independently and meet deadlines.
- e) Good knowledge and understanding of the Ugandan health and safety legislation, guidelines and standards.

1.6 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- f) Track record of training and mentoring others.

- g) Excellent analytical skills.
- h) Proficiency in the necessary computer packages.

2.0 MANAGER OPERATIONS AND COMPLIANCE

2.1 Job Summary

The Manager Operations and Compliance will be responsible for the Compliance Division of the Exploration Directorate and will report to the Director Exploration. He / She will deploy and supervise field monitors and ensure that the licensed companies under exploration comply with the legal framework of the country and the petroleum industry best practice. He/ She will also be responsible for receiving and evaluating data from oil companies under petroleum exploration licenses.

2.2 Key Roles & Responsibilities

- a) Responsible for Management of Exploration Areas.
- b) Deploy and supervise field monitors of petroleum exploration activities of licensees with respect to the relevant laws, regulations and Production Sharing Agreements (PSAs).
- c) Appoint and supervise Area Managers for Exploration Areas.
- d) Ensure receipt and evaluation of relevant reports, data and samples submitted by oil companies under petroleum exploration licenses.
- e) Responsible for coordinating Finance Committee Meetings (FCM), Technical Committee Meetings (TCM) and Advisory Committee Meetings (ACM) between the Authority and licensees for exploration licenses
- f) Advise on the policies and legislation affecting petroleum exploration.
- g) Advise on issuance, renewal and revocation of petroleum exploration licenses.
- h) Coordinate the preparation, documentation, review and submission of periodic progress reports to relevant internal and external stakeholders.

- i) Plan and budget for resource requirements in the business Unit and monitor the usage to ensure efficiency.
- j) Develop and monitor a Business Unit Work plan and develop Performance Agreements with all the staff under supervision.
- k) Monitor staff performance and provide guidance and periodic feedback for performance improvement in the business unit.
- l) Assess the training and development needs of staff under supervision and recommend appropriate interventions.
- m) Provide coaching and mentoring support to staff under jurisdiction.
- n) Initiate and implement activities/programs intended to create and harness teamwork in the business Unit.
- o) Implement any other staff related programs as introduced and approved in the organization.
- p) Create and maintain a working atmosphere that fosters creativity and innovation in the team.
- q) Any other duties as may be assigned from time to time.

2.3 Qualifications, Skills and working Experience

2.3.1 Basic Qualifications

- a) A Master's degree in Petroleum Geosciences, Petroleum Engineering or Exploration Geophysics from an internationally recognized University / Institution.
- b) An honours Bachelor's degree in Physical Sciences or related discipline from an internationally recognized University / Institution.

2.3.2 Experience

- a) A minimum of 7 years' relevant working experience in the Oil and Gas Sector, 3 years of which should have been obtained from a busy and well-organized institution.
- b) Proven supervisory experience in the field as well as in an office-based environment.

- c) Demonstrated working experience in an organization /project with diverse professionals that requires team work.

2.3.3 Added advantage

- a) An Internationally recognized qualification in Management, Law, Economics, or Business Administration.
- b) Good knowledge of the oil and gas policies, laws, regulations and guidelines regarding petroleum exploration in Uganda.
- c) Excellent communication and business-focused team working skills.
- d) Membership with an internationally recognized professional body.

2.3.4 Character & Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- f) Track record of coaching and mentoring others.
- g) Excellent analytical skills.
- h) Proficiency in the relevant computer packages.

4.0 SENIOR GEOGRAPHICAL INFORMATION SYSTEM (GIS) OFFICER

4.1 Job Summary

The Senior GIS Officer will report to the Manager Data Management. He/She will be working in liaison with the Data Administration, Data Management and Information Technology teams, and will be responsible for integrating customized GIS applications and tools and maintain software programs to support the needs of the Authority.

4.2 Key Duties and Responsibilities

- a) Creating and maintaining the equipment necessary for GIS data storage.
- b) Lead the development of the tools for loading/transferring GIS data between different systems.
- c) Overseeing manipulation, analysis and presentation of geographical information through the creation of programs to convert GIS information from one format to another.
- d) Lead the development of internet applications to present GIS data and tools on corporate websites.
- e) Lead the use of tools to join together different GIS data sets and create new information or investigate patterns.
- f) Coordinate the development, testing, debugging and maintenance of an array of custom web based GIS applications, tools and supporting web services using standard software lifecycle processes.
- g) Support the infrastructure by maintaining and developing new capabilities in Microsoft Net.
- h) Develop software in an agile development process by working with stakeholders to refine developed products.
- i) Perform web and mobile application development using JavaScript, HTML5, CSS, AJAX for the Esri ArcGIS platform.
- j) Provide support, troubleshooting, modifications, enhancements and maintenance for existing GIS applications, scripts, tools and web services.
- k) Create and maintain system related documentation.
- l) Perform any other duties as may be assigned from time to time.

4.3 Qualifications, Skills and working Experience

4.3.1 Basic Qualifications

- a) Master's degree in computer science or Geographical Information Systems from an internationally recognized University / Institution.

- b) An honours Bachelor's degree in Computer science or Geographical Information Systems from an internationally recognized University / Institution.

4.3.2 Experience

- a) A minimum of 5 years' working experience in GIS applications.
- b) Demonstrated experience working in a leadership role in an organization/business unit/project with diverse professionals.

4.3.3 Added Advantage

- a) A qualification in oil and gas from an internationally recognized university
- b) Membership of at least one internationally recognized professional body.
- c) Microsoft database administration certification TIL version 3.
- d) Project management certifications in either Prince2 or PMP.

4.3.4 Character & Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- f) Track record of coaching and mentoring others.
- g) Excellent research and analytical skills.
- h) Proficiency in computer packages like Microsoft Word, Microsoft Excel and Microsoft Access, among others.

5.0 SENIOR LEGAL OFFICER (REGULATORY & LAND MATTERS)

5.1 Job Summary:

The Senior Legal Officer (Regulatory & Land Matters) will be responsible for legal advisory and board affairs and will report to the Manager Policy and Board Affairs. He or she will provide legal advice and guidance on land acquisition matters to support the work of PAU and of its operations. He will also support the function of executing Board secretarial work and that of management in support of the Manager Legal Advisory and Board Affairs. He will coordinate regulatory impact assessments and give concrete proposals for amendment of laws, regulations and policies.

5.2 Key Duties and Responsibilities:

- a) Assists the Manager Legal Advisory and Board Affairs on all legal matters of the Authority.
- b) Carries out research and provides legal guidance on land issues arising out of the authority operations.
- c) Guides and handles the convening and facilitation of Board meetings.
- d) Assists preparation of minutes of the Board, reports and other critical research required to support the Board.
- e) Follows up on implementation of decisions made by the Board.
- f) Participates in the preparation of advise to senior management and the Board of Directors on corporate governance issues and compliance with statutory and regulatory requirements.
- g) Prepares minutes, agenda, notices, and subsequent correspondence in connection with meetings of Management and Board of Directors.
- h) Participates in the review of laws, regulations and procedures applicable to the work of PAU, checks for any changes to this new legislation, policy changes and developments which may affect the work of PAU.
- i) Coordinate the preparation, documentation, review and submission of periodic progress reports to relevant internal and external stakeholders.

- j) Plan and budget for resource requirements in the business Unit and monitor the usage to ensure efficiency.
- k) Develop and monitor a Business Unit Work plan and develop performance agreements with all the staff under supervision.
- l) Monitor staff performance and provide guidance and periodic feedback for performance improvement.
- m) Assess the training and development needs of staff under supervision and recommend appropriate interventions.
- n) Provide coaching and mentoring support to staff under jurisdiction.
- o) Initiate and implement activities/programs intended to create and harness teamwork in the business Unit.
- p) Implement any other staff related programs as introduced and approved in the organization.
- q) Create and maintain a working atmosphere that fosters creativity and innovation in the team.
- r) Perform any other duties as may be assigned from time to time.

5.3 Qualifications, Skills and working Experience:

5.3.1 Basic Qualifications

- (a) A Master's Degree in Petroleum Law or Petroleum Policy, or Land Management from an internationally recognized University / Institution.
- (b) An honours Bachelor of Laws Degree from an internationally recognised University / Institution.
- (c) A Postgraduate Diploma in legal practice.
- (d) The applicant must also be enrolled as an advocate.

5.3.2 Experience

- (a) At least 5 years' experience in a similar or relevant organization.
- (b) Demonstrated experience in working in a leadership role in a similar organisation.

- (c) Demonstrated experience in liaising with other Government institutions and stakeholders.

5.3.3 Added Advantage

- a) A qualification in the oil and gas sector from internationally recognised institutions.
- b) Internationally recognised professional qualifications or membership with an internationally recognised professional body.

5.3.4 Character and Competencies

- (a) A good knowledge of legal and regulatory provisions of the Ugandan law and international law pertaining to the oil and gas industry.
- (b) Critical thinking and problem-solving skills.
- (c) Ability to work independently and in a team.
- (d) Excellent analytical, negotiation and coordination skills.
- (e) Excellent communication and interpersonal skills.
- (f) Excellent supervisory skills.
- (g) Good IT literacy and computer skills.
- (h) Ability to lead and motivate co-workers.
- (i) Ability to meet tight deadlines.

6.1 SENIOR NATIONAL CONTENT OFFICER, MANPOWER REGULATION

6.1 Job Summary

The Senior National Content Officer: Manpower regulation reports to the Manager National Content and is responsible for monitoring and regulating recruitment of personnel for oil and gas operations in the country.

6.2 Key Duties and Responsibilities

- a) Review and advise on the compliance with the requirements of the laws of the proposed annual company organization structures.
- b) Ensure the annual company organization structures are commensurate with the proposed work program and are benchmarked.
- c) Ensure efficient review of applications for work permits.
- d) Coordinate the development and maintenance of a database of people directly employed by the industry, nationals and expatriates and a record of work permits as recommended by the Authority.
- e) Ensure the implementation of nationalization plans is monitored and reports submitted promptly.
- f) Work with the responsible government bodies to regularly undertake labour audits and prepare reports on the state of employees under the oil companies.
- g) Coordinate the development of guidelines on recruitment.
- h) Review and advise on the proposed budgets under staff costs.
 - i) Ensure appropriate career paths for all the jobs in the sector are drawn to help prospective or upcoming talents.
 - j) Supervise the development and administration of the National Oil and Gas Talent Register.
- k) Coordinate the preparation, documentation, review and submission of periodic progress reports to relevant internal and external stakeholders.
- l) Plan and budget for resource requirements in the business Unit and monitor the usage to ensure efficiency.
- m) Develop and monitor a Business Unit Work plan and develop Performance Agreements with all the staff under supervision.

- n) Monitor staff performance and provide guidance and periodic feedback for performance improvement.
- o) Assess the training and development needs of staff under supervision and recommend appropriate interventions.
- p) Provide coaching and mentoring support to staff under jurisdiction.
- q) Initiate and implement activities/programs intended to create and harness teamwork in the business Unit.
- r) Implement any other staff related programs as introduced and approved in the organization.
- s) Create and maintain a working atmosphere that fosters creativity and innovation in the team.
- t) Perform any other duties as may be assigned from time to time.

6.3 Qualifications, Skills and working Experience

6.3.1 Basic Qualifications

- a) Master's degree in Business Administration, Human Resource Management, Monitoring and Evaluation or Economics/Finance from an internationally recognized University / Institution.
- b) An honours Bachelor's degree in Business Administration, Human Resource Management, Law, Physical Sciences or related disciplines from an internationally recognized University / Institution.

6.3.2 Experience

- a) A minimum of 5 years' relevant working experience in the Oil and Gas Sector, at least two (2) years of which should have been attained in a busy and well organized institution.
- b) Demonstrated experience working in a leadership role in an organization/business unit/project with diverse professionals.

6.3.3 Added Advantage

- a) A qualification in the Oil and Gas Sector from an internationally recognized institution
- b) Internationally recognized professional qualifications or membership of at least one internationally recognized professional body.
- c) Good Knowledge of the policies, laws, regulations and guidelines regarding National Content.
- d) Good Knowledge and understanding of procurement and contracting, and career path and development in the oil and gas industry.

6.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- f) Excellent coaching and mentoring skills.
- g) Excellent research and analytical skills.
- h) Proficiency in the relevant computer packages like Microsoft Word, Microsoft Excel and Microsoft Access, among others.

7.0 SENIOR UPSTREAM COST ENGINEER

7.1 Job Summary

The Senior Upstream Cost Engineer will report to the Manager, Cost Monitoring and will oversee the monitoring and regulation of costs of operations in the upstream petroleum value chain.

7.2 Key Duties and Responsibilities

- a) Ensure cost efficient upstream operations.

- b) Contribute in the planning, budgeting and reporting on the activities of the Cost Monitoring Department.
- c) Responsible for evaluating and advising on the day today contractor requests related to contracting, budgets and expenditure as regards to upstream operations.
- d) Participate in the development of appropriate methodologies for pipeline tariff building for facilities in the midstream and provide advice on the appropriate tariffs.
- e) Coordinate the monitoring of compliance by upstream licensees in cost management.
- f) Coordinate the monitoring of upstream field operations costs.
- g) Coordinate evaluation of draft management letters and preparation for exit meetings over cost recovery audits by the Office of the Auditor General and other relevant institutions.
- h) Coordinate the review and advise on budgets for upstream projects and support the same in the midstream.
- i) Support the process of ascertaining the cost of oil or gas due to licensees.
- j) Ensure cost control databases put in place to control costs are always up to date, the cost estimation tools are being used to generate comparative costs and that approved budgets are always benchmarked.
- k) Coordinate the preparation, documentation, review and submission of periodic progress reports to relevant internal and external stakeholders.
- l) Plan and budget for resource requirements in the business Unit and monitor the usage to ensure efficiency.
- m) Develop and monitor a Business Unit Work plan and develop Performance Agreements with all the staff under supervision.
- n) Monitor staff performance and provide guidance and periodic feedback for performance improvement.
- o) Assess the training and development needs of staff under supervision and recommend appropriate interventions.
- p) Provide coaching and mentoring support to staff under jurisdiction.
- q) Initiate and implement activities/programs intended to create and harness teamwork in the business Unit.

- r) Implement any other staff related programs as introduced and approved in the organization.
- s) Create and maintain a working atmosphere that fosters creativity and innovation in the team.
- t) Perform any other duties as may be assigned from time to time.

7.3 Qualifications, Skills and working Experience

7.3.1 Basic Qualifications

- a) A Master of Science Degree in Petroleum Engineering or Economics/Finance from an internationally recognized University / Institution.
- b) An honours Bachelor's Degree in Geosciences, Statistics, Mathematics, Accounting, Physical Sciences or related disciplines from an internationally recognized University/ Institution.

7.3.2 Experience

- a) A Minimum of 5 years working experience in project cost control, estimation, forecasting or commercial management of engineering, procurement and construction works preferably in the Oil and Gas Sector.
- b) Demonstrated experience in working in a team in an organization/business unit/project with diverse professionals within the upstream oil and gas industry.

7.3.3 Added Advantage

- a) A professional/ advanced qualification in Finance/Accounting, Audit/Compliance/Risk, Cost Engineering/Management.
- b) Membership of at least one internationally recognized professional body.
- c) Good knowledge of the policies, laws, regulations and guidelines regarding cost monitoring in the oil and gas sector in Uganda.

7.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- f) Excellent coaching and mentoring skills.
- g) Excellent analytical and problem solving skills.
- h) Proficiency in the necessary computer packages.

8 SENIOR MIDSTREAM COST ENGINEER

8.1 Job Summary

The Senior Midstream Cost Engineer will report to the Manager, Cost Monitoring and will oversee the monitoring and regulation of costs of operations in the midstream.

8.2 Key Duties and Responsibilities

- a) Ensure cost efficient midstream operations.
- b) Contribute in the planning, budgeting and reporting on the activities of the Cost Monitoring Department.
- c) Responsible for evaluating and advising on the day today contractor requests related to contracting, budgets and expenditure as regards to midstream operations.
- d) Coordinate the development of appropriate methodologies for pipeline tariff building for facilities in the midstream and provide advice on the appropriate tariffs.
- e) Coordinate the monitoring of compliance by licensees in cost management in the midstream.
- f) Coordinate the monitoring of midstream field operations costs.
- g) Coordinate the review and advise on budgets on midstream operations.

- h) Ensure cost control databases put in place to control costs are always up to date, the cost estimation tools are being used to generate comparative costs and that approved budgets are always benchmarked.
- i) Coordinate the preparation, documentation, review and submission of periodic progress reports to relevant internal and external stakeholders.
- j) Plan and budget for resource requirements in the business Unit and monitor the usage to ensure efficiency.
- k) Develop and monitor a Business Unit Work plan and develop Performance Agreements with all the staff under supervision.
- l) Monitor staff performance and provide guidance and periodic feedback for performance improvement.
- m) Assess the training and development needs of staff under supervision and recommend appropriate interventions.
- n) Provide coaching and mentoring support to staff under jurisdiction.
- o) Initiate and implement activities/programs intended to create and harness teamwork in the business Unit.
- p) Implement any other staff related programs as introduced and approved in the organization.
- q) Create and maintain a working atmosphere that fosters creativity and innovation in the team.
- r) Any other duties as may be assigned from time to time.

8.3 Qualifications, Skills and working Experience

8.3.1 Basic Qualification

- a) A Master of Science Degree in Petroleum Engineering or Economics / Finance from an internationally recognized University / Institution.
- b) An honours Bachelor's Degree in Geosciences, Statistics, Mathematics, Accounting, Physical Sciences or related discipline from an internationally recognized University / Institution.

8.3.2 Experience

- a) A Minimum of 5 years working experience in project cost control, estimation, forecasting or commercial management of engineering, procurement and construction works preferably in the oil and gas sector.
- b) Demonstrated experience in working in a team in an organization/business unit/project with diverse profession within the upstream oil and gas industry.

8.3.3 Added Advantage

- a) A professional/ advanced qualification in Finance/Accounting, Audit/Compliance/Risk, Cost Engineering/Management.
- b) Membership of at least one internationally recognized professional body.
- c) Good knowledge of the policies, laws, regulations and guidelines regarding cost monitoring in the Oil and Gas Sector in Uganda.

8.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- f) Excellent coaching and mentoring skills.
- g) Excellent analytical and problem solving skills.
- h) Proficiency in the necessary computer packages.

9 SENIOR UPSTREAM ECONOMIST AND FINANCIAL ANALYST

9.1 Job Summary

The Senior Upstream Economist and Financial Analyst reports to the Manager Economic and Financial Analysis and is responsible for producing risk based financial and economic evaluations of operations and projects in the upstream to facilitate regulatory decisions.

9.2 Key Roles and Responsibilities;

- a) Coordinate the development of work plans and budgets for the department.
- b) Produce timely reports on the execution of the activities of the department.
- c) Provide information and analysis for regular updates on the movement in the macro-economic factors and how these movements affect the industry.
- d) Provide information and analysis for regular updates on any developments in economic and financial evaluation, taxation and fiscal terms, cost structures, prices, hydrocarbon availability including analysis of their impact on the sector in Uganda.
- e) Coordinate the production of an annual benchmark report for Uganda's sector.
- f) Project manage the function of economic/financial modelling for the upstream.
- g) Coordinate the review of assumptions.
- h) Draft position papers.
- i) Perform the necessary independent scenario analyses required to support negotiations.

- j) Initiate and coordinate the review and development of models/tools required to undertake the necessary economic/financial analysis.
- k) Provide the necessary input from the upstream in the comparative economic/financial modelling work on tariffs.
- l) Participate in the review of submitted inputs for the determination of tariffs.
- m) Coordinate the review of documents for licensing or renewal of licenses.
- n) Undertake comparative economic/financial modelling work on the proposed licenses.
- o) Coordinate research on topical issues in the sector and write technical papers.
- p) Undertake continued analysis and benchmarking of Uganda's fiscal regimes.
- q) Coordinate the review of related legislation to ensure regulation is not a burden or cost.
- r) Look out for changes in the tax and revenue legislation and model their impact on the sector.
- s) Perform any other duties as may be assigned from time to time.

9.3 Qualification, Skills and working Experience

9.3.1 Basic Qualifications:

- a) A Master's degree in Petroleum Economics, Finance or Taxation from an internationally recognized University/ Institution.
- b) An honours Bachelor's degree in Economics, Finance, Petroleum Geosciences, Physical Sciences, or any other

related degree from an internationally recognized University/ Institution.

9.3.2 Experience

- a) A minimum of 5 years' experience in the area of economic/financial analysis, at least two (2) of which should have been served in a reputable organization.
- b) Demonstrated experience of working in a leadership role in an organization/business unit/project with diverse professionals.

9.3.3 Added Advantage

- a) Possession of a training in financial analysis.
- b) Demonstrated knowledge of the oil and gas industry.
- c) Considerable knowledge of tax laws.
- d) Good knowledge of economic theory, research and models.
- e) Knowledge of the laws and policies in the Oil and Gas Sector in Uganda.

9.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity and professionalism.
- b) Excellent interpersonal and communication skills.
- c) Familiarity with the main data manipulation languages and the principles of database design.
- d) Good organisational skills.
- e) The ability to achieve tight work deadlines under pressure.
- f) The ability to create and maintain strong working relationships with colleagues and customers.
- g) A willingness to keep up to date with the current developments in technology.
- h) A commitment to continuing professional development (CPD).

- i) An understanding of relevant legislation.

9.0 SENIOR MIDSTREAM ECONOMIST AND FINANCIAL ANALYST

9.1 Job Summary

The Senior Midstream Economist and Financial Analyst reports to the Manager Economic and Financial Analysis and is responsible for producing risk based financial and economic evaluations of operations and projects in the midstream to facilitate regulatory decisions.

9.2 Key Roles and Responsibilities;

- a) Provide information and analysis for regular updates on the movements in the macro-economic factors and how these movements affect the industry.
- b) Provide information and analysis for regular updates on any developments in economic and financial evaluation, taxation and fiscal terms, cost structures, prices, hydrocarbon availability including analysis of their impact on the sector in Uganda.
- c) Project manage the function of economic/financial modelling for the midstream.
- d) Coordinate the review of assumptions.
- e) Draft position papers.
- f) Perform the necessary independent scenario analyses required to support negotiations.
- g) Initiate and coordinate the review and development of models/tools required to undertake the necessary economic/financial analysis.
- h) Coordinate comparative economic/financial modelling work on tariffs.
- i) Coordinate the review of submitted inputs for the determination of tariffs.

- j) Coordinate the review of documents for licensing or renewal of licenses in the midstream.
- k) Undertake comparative economic/financial modelling work on the proposed licenses under midstream.
- l) Coordinate research on topical issues in the sector and write technical papers.
- m) Coordinate the review of related legislation to ensure regulation is not a burden or cost.
- n) Look out for changes in the tax and revenue legislation and model their impact on the sector.
- o) Any other duties as may be assigned from time to time.

9.4 Qualification, Skills and working Experience

9.4.1 Basic Qualifications:

- a) A Master's degree in Petroleum Economics, Finance or Taxation from an internationally recognized University / Institution.
- b) A honours Bachelor's degree in Economics, Finance, Petroleum Geosciences, Physical Sciences, or any other related degree from an internationally recognized institution.

9.4.2 Experience

- a) A minimum of 5 years' experience in the area of economic/financial analysis, at least two (2) of which should have been served in a reputable organization.
- b) Demonstrated experience of working in a leadership role in an organization/business unit/project with diverse professionals.

9.4.3 Added Advantage

- a) Possession of a training in financial analysis.
- b) Demonstrated knowledge of the oil and gas industry.
- c) Considerable knowledge of tax laws.
- d) Good knowledge of economic theory, research and models.
- e) Knowledge of the laws and policies in the Oil and Gas Sector in Uganda.

9.4.4 Character and Competencies

- a) Innovative and with a proven high level of integrity and professionalism.
- b) Excellent interpersonal and communication skills.
- c) Familiarity with the main data manipulation languages and the principles of database design.
- d) Good organisational skills.
- e) The ability to achieve tight work deadlines under pressure.
- f) The ability to create and maintain strong working relationships with colleagues and customers.
- g) A willingness to keep up to date with the current developments in technology.
- h) A commitment to Continuing Professional Development (CPD);
- i) An understanding of relevant legislation.

10 PETROLEUM OFFICER / PIPELINE ENGINEER

10.2 Job Summary

The Petroleum Officer / Pipeline Engineer will be responsible for reviewing pipeline designs and standards. He / she will be responsible for supervising the development and operation of pipelines in the country.

10.3 Key Roles and Responsibilities

- a) Provide expertise technical support to issues pertinent to pipelines, treating, processing and measurement facilities.
- b) Provide primary selection, sizing along with layout of projected pipeline facilities.
- c) Review and advise on engineering designs and diagrams related to pipeline.
- d) Define standards and procedures for the relative engineering area and contribute to software evaluations.
- e) Ensure an adequate standard of technical documentation and contribute in updating project standards.
- f) Review and advise on maps for pipelines, processing, dehydration, compression and treating facilities along with meter stations and various gas facilities.
- g) Evaluate process engineering and hydraulic of equipment and piping systems.
- h) Review project scopes, AFEs, cost estimates and proposals for the projects, equipment sizing, modifications and related parameters.
- i) Manage specific projects as required inclusive of direct supervision for constructing activities and management of all contracts.
- j) Supervise project budgets along with schedules.
- k) Supervise repairs and, analyse mitigative actions effectiveness.
- l) Recommend any plant modifications or changes.
- m) Perform any other duties as may be assigned from time to time.

10.4 Qualifications, Skills and working Experience

10.4.1 Basic Qualifications

- a) The basic degree required for the job is a Bachelor's degree in engineering or technology from an internationally recognised University/Institution.

b) A master's degree in Pipeline Engineering from an internationally recognised University/Institution.

10.4.2 Added Advantage

- a) Relevant working experience in the Oil and gas sector, in a busy and well-organized institution.
- b) The person should have excellent technical knowledge regarding optical engineering.
- c) The person needs to be an excellent communicator and should have the excellent communication and management skills.
- d) He or she should have the exceptional and problem-solving skills.
- e) He or she should be able to work in the difficult and stressful working conditions as well.
- f) Should have the physical fitness which is necessary in certain engineering jobs.
- g) An internationally recognized professional qualification or membership with an internationally recognized professional body
- h) Good knowledge of the policies, laws, regulations and guidelines regarding petroleum refining and processing

10.4.3 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- g) Excellent analytical and problem-solving skills.
- h) Proficiency in the relevant computer packages.
- i) Ability to work in difficult environments under pressure.

11.0 MANAGEMENT ACCOUNTANT

11.1 Job Summary

Plan, develop and monitor the implementation of the corporate budget so as to enable cost effective implementation of PAU strategies and support business continuity. The Management Accountant will report to the Finance Manager in the execution of his/her duties.

11.2 Key Roles & Responsibilities

- a) Prepare a breakdown of the approved budget and capture details into the financial management system of the Authority and the Programme Based Budgeting (PBB) system of Ministry of Finance.
- b) Compare actual expenditure against what was budgeted for to obtain the variances, trends in budget utilization and write a report for review by the Finance Manager.
- c) Carry out regular expenditure analysis for cost control, highlight areas of wastage in resource utilization and submit reports to the Finance Manager.
- d) Prepare sensitization materials on cost control for presentation to management and budget liaison officers of directorates.
- e) Receive, register and analyze imprest accountabilities to establish compliance to imprest management guidelines.
- f) Follow up submissions, delays and queries arising out of accountabilities with the responsibility centres.
- g) Produce schedule of un accounted imprest funds and submit to Finance Manager for action.
- h) Generate fuel consumption reports from the Fleet Management system, analyze and compare it with the physical accountabilities received to establish accuracy in reporting.
- i) Prepare schedule of imprest balances for final accounts.
- j) Receive, register and review accountabilities for complete documentation, relevance and accuracy.

- k) Raise Queries to individuals in respect to inadequate accountabilities.
- l) Post and update the staff ledger balances with the accountabilities submitted.
- m) Generate reminders and follow up on outstanding advances due for accountability.
- n) Obtain and analyze bank statements.
- o) Ascertain correct account codes, cost centers and post to appropriate expenditure cash book/ account.
- p) Prepare and submit monthly Bank Reconciliation reports to the Finance Manager for review.
- q) Gather Information on staff levels /grades/numbers and compute insurance entitlements for staff (workman's compensation).
- r) Obtain relevant information on PAU assets and their value, location to enable in the computation of insurable values and amounts to be apportioned.
- s) Prepare schedules for monthly apportionments and post them into the PAU Accounting systems.
- t) Update and maintain a record file of insurance policies and payment vouchers.
- u) Monitor the insurance contract period and track the expiry periods to ensure that the timelines agreed upon are abided by.
- v) Reconcile the expenditure accruals and prepayments accounts.
- w) Perform any other duties as may be assigned from time to time.

11.3 Qualifications, Skills and working Experience

11.3.1 Basic Qualifications

- a) An honours Bachelor's degree in Commerce, Business Administration or a related field with a bias in Accounting from a recognized University / Institution.
- b) Must be a member of the Institute of Certified Public Accountants of Uganda.

11.3.2 Experience

- a) At least 5 years work experience in a Financial Management related environment, 3 of which should have been attained in Management Accounting in a reputable Organization.
- b) Experience in the budget preparation, monitoring and evaluation in a Government Organization

11.3.3 Added advantage

- a) Specialized training in the application of Accounting /Financial Management Software/Systems.
- b) Specialized Training in the Budget Development, Monitoring and Implementation processes.

11.3.4 Character & Competencies

- a) Excellent analytical and Management skills.
- b) Innovative and with a proven high level of integrity.
- c) Ability to work independently and in a team.
- d) Proven track record of outstanding performance.
- e) Excellent interpersonal and communication skills.
- f) Possess good administrative and negotiation skills.
- g) Confident and dynamic personality.

12.0 SOCIAL AFFAIRS CORDINATOR

12.1 Job Summary

The Social Affairs Coordinator will report to the Senior Land and Social Affairs Coordinator and will be responsible for planning, implementation, and monitoring of social aspects in the oil and gas sector. He / She will drive a culture for continued development and improvement in best industry societal practices. This role will entail frequent field work in the Albertine Graben region.

12.2 Key Duties and Responsibilities

- a) Advise on interventions to mitigate social risks and impacts that are required to be integrated into policies, plans and programs for the oil and gas sector.
- b) Plan for and ensure undertaking of baseline studies to establish relevant social and economic issues that need to be considered in the implementation of oil and gas sector activities.
- c) Identify social groups that may be affected by the activities of the oil and gas sector, or who may affect the success of such activities.
- d) Coordinate sensitization meetings and stakeholder consultations with host communities and other relevant stakeholders and follow up on actions required.
- e) Ensure that all societal related grievances are handled promptly and professionally in order to maintain good relationship with host communities and other relevant stakeholders.
- f) Participate in regular field inspections and monitoring of oil and gas operations.
- g) Support land acquisition and compensation related activities.
- h) Participate in development of appropriate Information, Education and Communication materials for sensitization of communities and other relevant stakeholders.
- i) Mobilize host communities to participate in relevant oil and gas activities and programs.
- j) Monitor implementation of Resettlement Action Plans, Community Development Action Plans and Corporate Social Responsibility activities.
- k) Ensure that oil and gas activities are conducted in a manner that preserves the social and cultural heritage of the project areas.
- l) Provide input in review and development of relevant policies, legislation, standards, regulations and guidelines.
- m) Participate in review of reports including the ESIS, Audits and monitoring reports to ensure that social issues are adequately addressed.

- n) Contribute to the planning, budgeting and reporting on the activities of the department.
- o) Perform any other duties as may be assigned from time to time.

12.3 Qualifications, Skills and working Experience

12.3.1 Basic Qualifications

- a) A Master's degree or equivalent in any of the following fields; Social Work and Social Administration (SWSA), Social Sciences, Sociology or Social Economics.
- b) A Bachelor's Degree or equivalent in any of the following fields; SWSA, Social Sciences, Sociology or Social Economics

12.3.2 Experience

A minimum of two (2) years relevant work experience served in a reputable organization.

12.3.3 Added Advantage

- a) A qualification in the oil and gas sector from an internationally recognized institution;
- b) Membership with nationally and internationally recognized professional bodies;
- c) Sound knowledge of policies, laws, regulations, standards and guidelines governing the oil and gas sector in the country.
- d) Familiarity with socio-economic issues related to oil and gas operations.

12.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.

- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- f) Excellent research and analytical skills.
- g) Proficiency in the relevant computer packages like Microsoft word, Microsoft Excel and Microsoft Access, among others

13.0 DRILLING ENGINEER

13.1 Job Summary

The Drilling Engineer will report to the Senior Operations Engineer and will follow up and participate in the daily monitoring and regulation of drilling, completion and work over operations. He/she will be closely involved in development & production planning & operations by production licensees. He/she will also be involved in reviewing proposals, data, samples and any other submissions made by the production licensees to ensure compliance with the relevant laws, regulations, Production Sharing Agreements and best petroleum industry practices.

13.2 Key Roles and Responsibilities

- a) Support the evaluation of licensee applications/proposals on drilling and completions (directional drilling, casing & string design, completions, fluids & cementing, reservoir simulation technology, sand control etc.).
- b) Undertake wellsite monitoring of drilling, completion and work over operations to ensure compliance to the various aspects of Uganda's regulatory framework.
- c) Review drilling and completions aspects in submissions made by licensees including Field Development Plans and operations and other technical meetings to identify salient issues and advise the Authority to support regulatory decision making.

- d) Support the review of licensee work programs and budgets related to drilling, completions & work over operations.
- e) Ensure timely submission of drilling and well testing data by development and production licensees.
- f) Evaluate and advise on licensee proposals for well maintenance operations and other proposals for optimising well performance.
- g) Evaluate licensee well proposals and drilling programmes.
- h) Perform any other duties as may be assigned from time to time.

13.3 Qualifications, Skills and working Experience

13.3.1 Qualifications

- a) A Master's degree in Petroleum Engineering from an internationally recognized institution
- b) A Bachelor's degree in Chemical, Civil, Electrical or Mechanical Engineering, or related discipline from an internationally recognized institution.

13.3.3 Added Advantage

- a) Experience in well site and/or production operations.
- b) Membership to relevant professional organizations.

13.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Excellent analytical skills.
- f) Proficiency in relevant industry computer packages and software.

14.0 INSTRUMENTATION ENGINEER

14.1 Job Summary

The Instrumentation Engineer will report to the Senior Operations Engineer and will be responsible for following up and participating in the monitoring and regulation of production and metering systems and operations. He/she will be closely involved in monitoring of the design, development, installation and maintenance of the systems and devices which will be used to control, monitor and regulate petroleum production.

14.2 Key Roles and Responsibilities

- a) Undertake field monitoring of production systems, processes and operations to ensure compliance with international standards and Ugandan regulatory requirements.
- b) Support the review and evaluation of licensee proposals/applications for approval of the various components of production systems, and operations and advise on the suitability to aid regulatory decision making.
- c) Review licensee proposals for metering designs and configurations to ensure technical suitability and regulatory compliance.
- d) Review licensee work programs and budgets related to production systems, processes and operations.
- e) Undertake periodic evaluation of licensee instrumentation and control systems to ensure compliance and advise on the suitable upgrades.
- f) Perform any other duties as may be assigned from time to time.

14.3 Qualifications, Skills and working Experience

14.3.1 Qualifications

- a) A Master's degree in Chemical, Electrical or electronics engineering from an internationally recognized institution.

- b) A Bachelor's degree in Chemical, Electrical or electronics engineering from an internationally recognized institution

14.3.2 Added Advantage

- a) Experience in oil and gas operations.
- b) Membership to relevant professional organizations.

13.3.4 Character and Competencies

- a) Must possess strong communication skills, including the ability to translate project needs into the design and development of suitable hardware
- b) Must possess excellent problem-solving skills and an ability to think outside the box are essential

15.0 RESERVOIR GEOLOGIST

15.1 Job summary

The Reservoir Geologist will report to the Senior Subsurface Geoscience and will be responsible for following up and participating in the monitoring and regulation of the oil and gas industry aspects of Reservoir Geology. He/she will be involved in monitoring and regulating of the planning and execution of reservoir development activities by production licensees to ensure optimal recovery of petroleum.

15.2 Key Roles and Responsibilities

- a) Interpret geological data in relation to fields under development and/or production.
- b) Receive, validate and analyse well and other reservoir data.
- c) Support the development and continuous update of in-house geological reservoir models for fields under development and/or production.
- d) Develop inhouse petroleum production profiles for the fields under development and/or production to aid in regulatory decision making.
- e) Support the review of licensee proposals/applications for approval with regard to reservoir development and/or management.

- f) Evaluate production data and generate technical reports and recommendations pertaining thereto.
- g) Support the evaluation and approval of production permit applications by licensees.
- h) Perform any other duties as may be assigned from time to time.

15.3 Qualifications, Skills and working Experience

15.3.1 Qualifications

- a) Must possess a Master's degree in petroleum geosciences from an internationally recognized institution.
- b) A Bachelor's degree in physical sciences or petroleum geoscience from an internationally recognized institution.

15.3.3 Added Advantage

- a) Experience in petroleum geology, including the use of reservoir modelling other specialised petroleum industry software.
- b) Membership to relevant professional organizations.

15.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Excellent analytical skills.
- f) Proficiency in relevant industry computer packages and software

16 RESERVOIR GEOPHYSICIST

16.1 Job summary

The Reservoir Geophysicist will report to the Senior Subsurface Geoscientist and will be responsible for following up and participating in the daily monitoring and regulation of the oil and gas industry aspects of Reservoir Geophysics. He/she will be involved in monitoring and regulating the planning and execution of reservoir development activities by production licensees to ensure optimal recovery of petroleum.

16.2 Key Roles and Responsibilities

- a) Receive, validate and analyse seismic, well and other geophysical data acquired by licensees under development and/or production.
- b) Support inhouse static and dynamic modelling of fields under development and/or production.
- c) Review licensee work programs and budgets related to the development and production of petroleum reservoirs.
- d) Support the review of licensee proposals/applications for approval with regard to reservoir development and/or management.
- e) Support the review of licensee proposals for seismic and other geophysical data acquisition for fields under development and/or production.
- f) Support the evaluation and approval of production permit applications by licensees.
- g) Perform any other duties as may be assigned from time to time.

16.4 Qualifications, Skills and working Experience

16.4.1 Qualifications

- a) Must possess a Master's degree in petroleum geophysics from an internationally recognized institution.
- b) A Bachelor's degree in physical sciences or engineering from an internationally recognized institution.

16.4.2 Added Advantage

- a) Experience in petroleum geophysics, including the use of reservoir modelling other specialised petroleum industry software.
- b) Membership to relevant professional organizations..

16.4.3 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Excellent analytical skills.
- f) Proficiency in relevant industry computer packages and software.

17 LEGAL OFFICER

17.1 Job Summary:

The Legal Officer will give advice on Health, Safety and Environmental issues arising out of the PAU operations. He or she will be responsible for drafting contracts, follow up the said contracts and ensure that the contracts are in compliance with Uganda laws and protect PAU interests.

17.2 Key Roles and Responsivities

- a) Assist the senior legal officer in carrying out research and generating legal advice.
- b) Facilitate the review of Health, safety and environmental laws and regulations.
- c) Draft contracts of the authority and ensure that they are in compliance with laws.
- d) To carry our risk profiling of PAU contractual framework to ensure protection of PAU interests.
- e) To carry out legal due diligence on persons dealing with PAU.

- f) Prepare monthly and annual reports on sectional activities in accordance with PAU policies and procedures.
- g) To undertake such general legal work as may be allocated from time to time including the representation of PAU in different Fora and preparing briefs.
- h) Perform any other duties as may be assigned from time to time.

17.3 Qualifications, Skills and Working Experience:

17.3.1 Qualifications

- a) A Bachelor of Laws Degree from a recognised University.
- b) A Postgraduate diploma in legal practice
- c) The applicant must also be enrolled as an advocate.
- d) A valid practicing certificate
- e) A post graduate qualification/master's degree in drafting and contract matrices, oil and gas law, Health safety and Environment is added advantage

17.3.2 Experience

- a) At least 2 years' experience in a similar or relevant organization preferably in a busy office
- b) Demonstrated experience in advisory and policy analysis.
- c) Demonstrated experience in Board secretarial matters.
- d) Demonstrated experience in contractual negotiation and management
- e) Demonstrated experience in corporate support services

17.3.3 Added Advantage

- a) Other qualifications in the oil and gas, Health, safety and environmental from internationally recognised institutions
- b) Internationally recognised professional qualifications like Chartered Institute of Purchasing & Supplies (CIPS), Institute of Chartered Secretaries and Administrators (ICSA)
- c) C) membership of nationally and internationally recognised professional bodies.

17.3.4 Character and Competencies

- (a) A good knowledge of procurement, environmental and contractual laws pertaining to the oil and gas industry
- (b) Critical thinking and problem solving skills
- (c) Ability to work independently and in a team.
- (d) Excellent analytical, negotiation and coordination skills.
- (e) Excellent communication and interpersonal skills.
- (g) Good IT literacy and computer skills
- (h) Ability to carry out in depth research and write briefs
- (i) Ability to meet tight deadlines

18 CORPORATE AFFAIRS OFFICER

18.1 Job Summary:

The Corporate Affairs Officer Will Report to the Senior Corporate Affairs Officer and will be responsible for initiating the development of key internal and external Corporate Affairs (CA) collateral and support the CA team to maintain high impact of key internal and external events.

18.2 Key Duties and Responsibilities:

- a) Support proactive and reactive internal employee communications, ensuring they are consistently on-brand and in line with Centre corporate messaging
- b) Manage existing internal communication channels (email and intranet) and develop new channels e.g. News weaver and plasma screens.
- c) Initiate the development of engaging content across all communication channels, suited to targeted audience groups.
- d) Cascade internal communications from the Executive Director to all frontline staff, to ensure that all PAU staff are informed of key initiatives, projects and relevant business developments e.g. production of regular videos.

- e) Participate in updating the internal and external annual communications plan incorporating prioritized list of activities ensuring delivery of all key messages and support for PAU`s corporate objectives.
- f) Cultivate a clear understanding of our clients in the different regions and audience groups, to ensure our communications reach the right audiences.
- g) Ensure timely and cost-efficient management of external agency support with a focus on quality and efficiency of service provision.
- h) Implement an international mind set with reference to communications methods and strategies, ensuring that solutions are market- and culturally- appropriate.
- i) Develop communication consistency through Brand and tone of voice guidelines and bring the values to life in everything that PAU does.
- j) Participate in reviewing effectiveness of programmes and processes and implementation of continuous improvement and remedial action.
- k) Produce accurate stakeholder engagement reports and dashboards representing effects of interventions on targeted stakeholders.
- l) Participate in the preparation, documentation, review and submission of periodic progress reports to relevant internal and external stakeholders.
- m) Perform any other duties as may be assigned from time to time.

18.3 Qualifications, Skills and working Experience:

18.3.1 Qualifications

An honours Bachelor's degree in Business, Marketing, Communication, Statistics or any other related field from an internationally recognized University / Institution.

18.3.2 Experience

- a) At least three (3) years' experience in corporate stakeholder engagement & management or related experience.
- c) Demonstrated experience in liaising with Stakeholders.

18.3.3 Added Advantage

- (a) A master's degree in Business, Marketing, Communications or related field from an internationally recognized University / Institution.
- c) Membership of a relevant professional body.

18.3.4 Character and Competencies

- a) Drive, confidence, energy and enthusiasm.
- b) Excellent writing and reporting skills.
- c) Excellent Analytical skills.
- d) Ability to work for long hours with minimum supervision.
- e) Excellent interpersonal skills.
- f) Flexible and positive approach to change.
- g) Proven ability to understand complex communication issues, recognising business wide implications.
- h) Excellent presentation skills, and ability to communicate effectively.
- i) Exceptional time management, planning and organisational skills.
- j) Ability to manage an unpredictable workload due to the changing requirements of the role and organisation.

- k) Experience in internal and external communications roles which supports the effective delivery of the respective digital channels.

19.0 TECHNICAL SAFETY ENGINEER

19.1 Job Summary

The Technical Safety Engineer will report to the Senior Health and Safety Engineer and will be responsible for monitoring technical and operational health and safety aspects of oil and gas operations. He / She will also be responsible for ensuring that a Safety in Design Approach is adopted in oil and gas projects, and that a structured process is implemented to keep residual risks as low as reasonably practicable (ALARP).

19.2 Key Duties and Responsibilities

- a) Advise on compliance of licensees to health and safety requirements in the Petroleum (Exploration, Development and Production) Act, 2013, the Petroleum (Refining, Conversion, Transmission and Midstream storage) Act, 2013, Occupational Safety and Health Act, 2006 and other applicable laws, regulations, standards and industry best practice.
- b) Participate in development and implementation of a health and safety supervisory strategy for the oil and gas sector.
- c) Ensure safety is integrated during planning, design and execution of oil and gas activities.
- d) Participate in review of technical reports submitted by the licenses such as field development plans, front end engineering designs, risk assessment studies, safety reports, design philosophies, specifications, drawings and data sheets, fire and explosion protection studies among others.
- e) Respond to emergency situations and incidents either during or after regular working hours, to provide technical assistance and advice.

- f) Conduct health and safety audits and inspections on operations / equipment and procedures, present recommendations for improvement; and follow-up their implementation.
- g) Participate in development/review of policies, laws, regulations, standards, strategies, guidelines and plans for regulating technical & operational safety in the oil and gas sector.
- h) Advise on emergency preparedness and response in oil and gas operations.
- i) Review incident reports submitted by licensees and participate in incident investigation, including near misses, to an appropriate level; analyze immediate and root causes; and determine appropriate measures to prevent reoccurrences.
- j) Prepare, maintain and analyze health and safety performance statistics in the oil and gas sector (FAR, LTI, RWDC, MTC, FAC, Near Misses) and design measures to promote a safe working culture.
- k) Participate in the review of relevant health and safety procedures, manuals and guidelines and ensure that they meet legislative and best practice requirements.
- l) Perform any other duty as may be assigned from time to time.

19.3 Qualifications, Skills and working Experience

19.3.1 Basic Qualifications

An honours Bachelor's degree in an Engineering discipline from an internationally recognized University / Institution.

19.3.2 Experience

A minimum of three (3) years' working experience in health and safety management in the oil and gas sector.

19.3.3 Added Advantage

- a) A post graduate qualification in safety engineering, safety and risk management, instrumentation and

control engineering or any other relevant post graduate qualification from an internationally recognized institution.

- b) Relevant certification in health and safety specializing in the oil and gas sector.
- c) Good knowledge and understanding of the Ugandan health, safety legislation, guidelines and standards.
- d) Membership with an internationally recognized professional body.
- e) Knowledge of safety management systems, processes, and techniques applicable to the oil and gas industry; as well as international industry fire and safety codes, recommended practices, standards and specifications.
- f) Knowledge of inherently safer design and risk-based design.
- g) Understanding concepts of process shutdown, fire and gas detection, relief/flare systems, passive/active firewater protection, and emergency response.

19.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Good interpersonal and communication skills.
- d) Good research and analytical skills.
- e) Good written, verbal and presentation skills, particularly the ability to communicate in a multidisciplinary project context environment.

20.0 ENVIRONMENT OFFICER (BIODIVERSITY)

20.1 Job Summary

The Environment Officer will be responsible for planning and monitoring of oil and gas activities to ensure environmental and biodiversity conservation. He/she will ensure continued development and improvement in biodiversity initiatives including best industry practice and best available technologies to ensure that petroleum activities do not compromise the biodiversity and environment.

20.2 Key Duties and Responsibilities

- a. Participate in the review and advise on environment reports including project briefs, environment and social impact statements, biodiversity reports, environment audit reports and environment monitoring reports.
- b. Ensure that all licensees have biodiversity action plans integrated into their operations so as to achieve Net Loss/Net Gain to biodiversity in areas they operate.
- c. Undertake analysis of different parameters from a biological environment point of view including study of flora and fauna of terrestrial and aquatic biota of all oil and gas activities in operational areas.
- d. Propose and participate in the reviews of the legislation related to environment for mainstreaming biodiversity conservation considerations in the oil and gas sector.
- e. Participate in the development and update PAU's Environment Policy.
- f. Participate in the monitoring of licensees to ensure compliance with all relevant environment legislation, standards, guidelines and international best practice.
- g. Regularly update the environment database for record keeping and monitoring purposes.
- h. Participate in the preparation of monthly environment reports.

- i. Ensure that licensees integrate biodiversity initiatives in their Environment Management Systems in all their operations.
- j. Liaise with relevant environmental Ministries, Departments and Agencies to ensure harmonized work.
- k. Perform any other duties as may be assigned from time to time.

20.3 Qualifications, Skills and working Experience

20.3.1 Basic Qualifications

An Honours Bachelor's degree in Ecology, Botany, Zoology, Forestry or related discipline from an internationally recognized University / Institution.

20.3.2 Experience

- a. A minimum of three (3) years' working experience in the Oil and Gas sector operations, with specific responsibility for Environment issues.
- b. Experience in biodiversity monitoring, mapping and offsets.
- c. Demonstrated experience working in a team of an organization/business unit/project with diverse professionals.

20.3.3 Added Advantage

- a) A Master's degree in Botany, Zoology, Forestry, Ecology, Conservation, Biological Sciences or any other related degree from an internationally recognized University / Institution.
- b) A qualification in the oil and gas sector from an internationally recognized Institution.
- c) Internationally recognized professional qualifications or membership with an internationally recognized professional body.
- d) Good understanding of international best practices and standards e.g. IFC and Equator principles.
- e) Proven ability to work independently and meet deadlines.

- f) Good knowledge and understanding of the Ugandan environmental legislation, guidelines and standards.

20.3.4 Character and Competences

- a. Innovative and with a proven high level of integrity.
- b. Ability to work independently and in a team.
- c. Proven track record of outstanding performance.
- d. Excellent interpersonal and communication skills.
- e. Proficiency in the relevant computer packages including Microsoft Office.

21.0 HUMAN RESOURCE OFFICER, PERFORMANCE MANAGEMENT

21.1 Job Summary

Implement the PAU staff Performance Management programmes in order to enhance individual performance, accountability, motivation and productivity. He / she will plan, design and monitor the implementation of PAU staff development programs.

21.2 Key Roles & Responsibilities

- a) Conduct Performance management audits in order to enhance compliance with performance management process and standards.
- b) Compile and consolidate Performance evaluation reports in order to track performance of all PAU staff and enhance accountability.
- c) Review and implement performance Management systems.
- d) Monitor and evaluate the implementation of performance recommendations to enhance staff productivity and motivation.
- e) Plan, implement and assess the effectiveness of Staff Development initiatives.
- f) Plan, organize and coordinate forums to promote knowledge sharing within the organization.

- g) Identify future talent needs and develop strategies to manage the talent pool.
- h) Develop and implement knowledge management initiatives in order to enhance Knowledge retention, and dissemination.
- i) Develop and maintain various sources of data/information in order to widen the knowledge base of staff in the organization.
- j) Design and implement on-boarding programs to inculcate staff into the PAU culture and orient them into their new roles, responsibilities and environment.
- k) Design and implement Corporate Teambuilding engagements to enhance staff motivation, create corporate renewal and build relation.
- l) Perform any other duties as may be assigned from time to time.

21.3 Qualifications, Skills and working Experience

21.3.1 Basic Qualifications

- a) Honours Bachelor's degree in Human Resource Management or Organizational / Industrial Psychology or Management / Administration or Social Sciences / Arts with personnel or Human Resource Management as a subject from an internationally recognized University/ Institution.
- b) Specialized training in research methods.

21.3.1 Experience

- a) At least three (3) years' work experience in Human Resource Management, particularly in areas of performance and reward management.
- b) Experience of supporting high volume staff appraisal activities across a wide variety of roles and professional sectors.
- c) Experience of using electronic Human Resource systems for performance management and staff database.

21.3.2 Added advantage

- a) Post graduate qualification in the relevant field from an internationally recognized Institution.
- b) Training in Balance Score Card Framework.
- c) Good Knowledge of Labour Laws.

21.3.3 Character & Competencies

- a) Excellent written and verbal communication skills.
- b) Innovative with a proven high level of integrity.
- c) Excellent Computer skills, in particular advanced word processing, Excel, Power Point and other data analysis tools.
- d) Excellent people management and interpersonal skills.
- e) Excellent analytical and report writing skills.
- f) Excellent administrative and negotiation skills.
- g) Ability to make timely and accurate decision.
- h) Ability to work collaboratively in a team.
- i) Ability to research and keep abreast with current trends in performance management best practices.
- j) Excellent planning and organizational skills.
- k) Ability to assimilate large amounts of information and pay attention to detail.
- l) Self-Motivated with the ability to work with minimal supervision.

22.0 RECORDS & REGISTRY OFFICER

22.1 Job Summary

Manage the storage and movement of PAU records in order to facilitate safety, timely and easy access to records in the organization.

22.2 Key Roles & Responsibilities

- a) Analyze requests from users for transfer and determine the status of the records against standards.
- b) Issue out boxes for packing of records that are to be transferred to the Records Centre.
- c) Receive and Acknowledge receipt of records from the record users by making reconciliation between the details on the transfer list and actual records.
- d) Capture records received in the database and update whenever there is change in movement of that particular record.
- e) Conduct sensitizations and provide hands on assistance to staff on records management.
- f) Conduct compliance inspections on records management to enhance adherence to records management standards.
- g) Identify space, prepare location numbers and paste them on the transferred records.
- h) Update and file the transfer forms in the respective department box files.
- i) Prepare reports on records received in the Records Centre and submit to the supervisor.
- j) Analyze user requests for retrieval of records to determine the nature of records.
- k) Check through Records Centre database/ departmental transfer forms to confirm and retrieve the requested records.
- l) Update the status of borrowed files in the file tracking data base/ register.
- m) Prepare a list of all borrowed records and submit to the line supervisor for action.
- n) Receive and acknowledge receipt of borrowed files and reconcile the details in the file tracking database.
- o) Conduct a file census to account for files in the records center and update their status database.
- p) Prepare reports for the activities done and submit to the supervisor.

- q) Study transfer forms to determine the nature of records that need to be weeded out of the Records Centre.
- r) Compile lists of records that are to be weeded.
- s) Conduct actual weeding of records from the shelves and pack them in labelled gunny bags and attach the transfer lists.
- t) Compile lists of records to be disposed off and submit to the supervisor.
- u) Participate in the actual disposal of records to ensure adherence to procedures and guidelines by service providers.
- v) Prepare the disposal report and submit to the line supervisor for review.
- w) Perform any other duties as may be assigned from time to time.

22.2 Qualifications, Skills and working Experience

22.2.1 Basic Qualifications

An honours Bachelor's degree in either Library & Information Science, Records & Archives Management or Information & Office Management from an internationally recognized University / Institution.

22.2.2 Experience

A minimum of three (3) years' working experience in records & registry management from a reputable organization.

22.2.3 Added advantage

- a) Post Graduate Qualification in Records Management or related field from an internationally recognized Institution.
- b) Proficiency in Electronic Records Management

- c) Good Knowledge of Records and Archives Act, Access to information act (2005), Records Management processes and procedures, Electronic transactions Act (2011) and ISO standards.

22.2.4 Character & Competencies

- a) Strong written and oral Communication skills.
- b) Excellent interpersonal skills with the ability to multi- task.
- c) Demonstrate high level of integrity and confidentiality.
- d) Excellent analytical skills with close attention to detail.
- e) Good reporting writing skills.
- f) Ability to work under pressure with minimum supervision.

23.0 ESTATES & TRANSPORT OFFICER

23.1 Job Summary

Manage the delivery of estates and transport services to support business operations in PAU.

23.2 Key Roles & Responsibilities

- a) Establish Departmental requirements for office equipment and utilities and budget for their procurement and installation.
- b) Monitor the PAU maintenance contracts to ensure conformity to the Service Level Agreement.
- c) Develop service delivery standards and guide contractors during installation works.
- d) Verify monthly utility bills and recommend for payments.
- e) Approve requests for vehicle repairs, maintenance, street parking and outsourced transport services.

- f) Plan and budget for transport requirements such as fuel, lubricants, tubes and tires.
- g) Inspect and review the performance of garages in terms of the set service delivery standards.
- h) Develop and review policies that govern operations in the Fleet section
 - i) Monitor vehicle usage and maintenance in PAU and recommend areas for improvement.
 - j) Conduct transport needs analysis, identify and agree on the transport needs.
- k) Monitor the development of terms of reference for estates contractors and supervise works projects.
 - l) Identify appropriate office premises, establish appropriate value and manage the tenancy contracts.
- m) Lead the supervision, monitoring and evaluation of outsourced civil works contracts to ensure value for money.
- n) Protect PAU property such as land, buildings parking yards and drainage systems from encroachment.
- o) Develop office layout and setup.
- p) Recommend payment of property rates, rent and ground rates.
- q) Plan and budget for resource requirements in the business Unit and monitor the usage to ensure efficiency.
- r) Develop and monitor a Business Unit Work plan and develop performance agreements with all the staff under supervision.
- s) Monitor staff performance and provide guidance and periodic feedback for performance improvement.
- t) Assess the training and development needs of staff under supervision and recommend appropriate interventions.
- u) Provide coaching and mentoring support to staff under jurisdiction.

- v) Initiate and implement activities/programs intended to create and harness teamwork in the business Unit.
- w) Implement succession planning and any other staff related programs as introduced and approved in the organization.
- x) Create and maintain a working atmosphere that fosters creativity and innovation in the team.
- y) Perform any other duties as may be assigned from time to time.

23.3 Qualifications, Skills and working Experience

23.3.1 Basic Qualifications

- a) An honours Bachelor's degree in Civil Engineering from an internationally recognized University / Institution.
- b) Membership of at least one professional body.

23.3.2 Experience

At least three (3) years' working experience in civil engineering from a reputable organization.

23.3.3 Added advantage

- a) Post Graduate qualification in Management or Public Administration from an internationally recognized Institution.
- b) Training in Project Planning & Management.
- c) Training in Contract Management.
- d) Knowledge of Road Safety & Traffic Act, Uganda National Land policy and Uganda Land Act.

23.3.4 Character & Competencies

- a) Strong negotiation skills.
- b) Good communication skills.
- c) A good team player.
- d) An impeccable record of integrity.

- e) Ability to provide accurate solutions in times of crisis.

24.0 SYSTEMS ADMINISTRATOR

24.1 Job summary

The Systems Administrator will be responsible for the administration of PAU's computer software systems, servers, storage devices and network connections to ensure high availability and security of the supported business applications. The successful candidate will participate in the planning and implementation of policies and procedures to ensure system provisioning and maintenance that is consistent with PAU's goals, industry best practices and regulatory requirements.

24.2 Key Roles & Responsibilities

- a) Participate and support capacity planning and development of long-term strategic goals for systems and software in conjunction with end-users.
- b) Coordinate with network engineering, business application, and database administration functions to implement desktop and server systems that utilize industry best practices to meet corporate objectives.
- c) Deploy workstations, servers, printers, scanners, firewalls, encryption systems, and appliances security systems.
- d) Administer virtual and physical servers with both Windows, Linux and Perform, test routine system backups and restores.
- e) Design enterprise LAN/WAN and Active Directory infrastructures and operate physical and virtual environments and carry out maintenance
- f) Ensure the security of the server infrastructure by implementing industry best-practices regarding privacy, security, and regulatory compliance.
- g) Develop and maintain documentation about current environment setup, standard operating procedures, and best practices.

- h) Administer end user accounts, permissions, access rights, and storage allocations in accordance with best-practices
- i) Anticipate, mitigate, identify, troubleshoot, and correct hardware and software issues on servers, and workstations.
- j) Develop required reports in response to business user and management needs.
- k) Perform any other duties as may be assigned from time to time.

24.3 Qualifications, Skills and working Experience

24.3.1 Basic Qualifications

An Honours Bachelors of Science degree in Computer Science, or Information Communication Technology or Computer Engineering from an internationally recognized University/ Institution.

24.3.2 Experience

- a) Minimum of three (3) years working experience in a relevant field.
- b) Must be fluent with Windows networking, and advanced desktop support.
- c) Thorough understanding of Microsoft applications / infrastructure.
- d) Capable of resolving critical software and hardware issues in a time sensitive manner, cognizant of requisite service levels.
- e) Have knowledge with MS SQL server, windows clustering, domain controller setup, and group policy.
- f) Have an understanding of NAS and SAN storage management, and MS DFS.

24.3.3 Added advantage

- a) MSc. Computer Science or Computer Engineering or ICT Management, Policy and Architectural Development or

Information and Network Security from an internationally recognized University/ Institution.

- b) Possession of a professional qualification in; MCSE, MCSA, CCNP, VCA, VCP, ITIL, RHSA, RHSE, PMP.
- c) Membership with an internationally recognized professional body.

24.3.4 Character & Competencies

- a) Possess excellent project management skills.
- b) Good communication and interpersonal skills.
- c) Ability to conduct research into enterprise networking issues and products as required.
- d) Highly self-motivated and directed, with keen attention to detail.
- e) Proven analytical and problem-solving abilities.
- f) Ability to effectively prioritize tasks in a high-pressure environment.
- g) Strong customer service orientation.
- h) Ability to work in a flexible schedule including late nights, early mornings, long days, weekends and public holidays.

25.0 RESERVOIR ENGINEER

25.1 Job summary

The Reservoir Engineer will follow up and participate in the daily monitoring and regulation of the oil and gas industry aspects of Reservoir Engineering. He/she will be involved in development, production planning and operations by production licensees; and reviewing and analysing proposals, data, samples and other submissions made by the licensees to ensure compliance with the relevant laws, regulations and the Production Sharing Agreements. He/she will report to the Senior Subsurface Engineer.

25.2 Key Roles & Responsibilities

- a) Participate in field and other operations undertaken by regulated entities, including the acquisition of engineering data.
- b) Collaborate with geoscientists to design and / or review development activities through reservoir characterization modelling and simulation.
- c) Participate in the monitoring and analysis of all surveillance programs for reservoir performance and development of an efficient reservoir management strategy.
- d) Receive, validate and analyse engineering data including test and production data and recommend improvements to enhance reservoir performance.
- e) Follow up with new technologies and integrate innovative technology for enhancement of reservoir performance.
- f) Develop and maintain strong working relationships with field operational sections teams.
- g) Review submissions made by regulated entities for operations and other technical meetings to identify salient issues and advise management.
- h) Review licensee work programs and budgets related to the development and production of petroleum reservoirs, to support their timely approval.
- i) Review Field Development Plans, Petroleum Reservoir Reports and any other technical proposals concerning reservoir engineering and advice management for regulatory decision making.

- j) Review submissions of petroleum resources by Licensees and undertake independent evaluation of resources and maintain an efficient reserves system
- k) Review submissions regarding tail end production and cessation of petroleum activities.
- l) Review reserves audits, applications for annual production permits and prepare required documents and technical presentations to facilitate regulatory decision making.
- m) Perform any other duties as may be assigned from time to time.

25.2 Qualifications, Skills and working Experience

25.2.1 Basic Qualifications

An honours Bachelor's degree in Engineering, or Physical sciences from an internationally recognized University/ Institution.

25.2.3 Experience

Minimum of three (3) years working experience in reservoir characterization and Production Operations.

25.2.4 Added advantage

- a) Master's degree in Petroleum Engineering from an internationally recognized Institution.
- b) Membership with a relevant professional body.

25.2.5 Character & Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- g) Excellent analytical and problem solving skills.
- h) Proficiency in the relevant computer packages.

26.0 PETROLEUM OFFICER / REFINING ENGINEER

26.1 Job Summary

The Petroleum Officer / Refining Engineer will report to Manager Refinery. Gas processing and utilization and will be responsible for reviewing refinery designs and standards and supervising the development and operation of refineries in the country.

26.2 Key Roles and Responsibilities

- a) Plan the refinery procedure to ensure the maximum output.
- b) Review refinery designs proposed by licensees and advise Management.
- c) Ensure the smoothness of all the processes related to refining.
- d) Supervise the maintenance and repair works in the refinery.
- e) Supervising staff of quality control department.
- d) Review the standards proposed by licensees and advise Management.
- f) Record all the quality test results and present them before management.
- g) Regularly monitor the production and machinery to ensure the quality.
- h) Work as a trouble shooter in the times of emergency or technical snags in the refinery.
- i) Supervise the layout of the refinery properly by keeping all the factors in mind.
- j) Supervise project budgets along with schedules.
- k) Recommend any plant modifications or changes.
- l) Make on-site visits frequently as and when needed.
- m) Perform any other duties as may be assigned from time to time.

26.3 Qualifications, Skills and Experience

26.3.1 Basic Qualifications

- a) Bachelor's degree in engineering or technology from an internationally recognised University/Institution
- b) Master's Degree in Chemical or Refinery Engineering from an internationally recognised University/Institution

26.3.2 Added Advantage

- a) Relevant working experience in the Oil and gas sector, in a busy and well-organized institution.
- b) The person should have excellent technical knowledge regarding optical engineering.
- c) The person needs to be an excellent communicator and should have the excellent communication and management skills.
- d) He or she should have the exceptional and problem-solving skills.
- e) He or she should be able to work in the difficult and stressful working conditions as well.
- f) Should have the physical fitness which is necessary in certain engineering jobs.
- g) An internationally recognized professional qualification or membership with an internationally recognized professional body
- h) Good knowledge of the policies, laws, regulations and guidelines regarding petroleum refining and processing.

26.3.3 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess excellent analytical and problem solving skills.

- e) Possess good administrative and negotiation skills.
- g) Proficiency in the relevant computer packages.

27.0 NATIONAL CONTENT OFFICER: CONTRACTS

27.1 Job Summary

The National Content Officer-Contracts reports to the Senior National Content Officer-Contracts and is responsible for monitoring and regulating procurements by the Licensees, Contractors and Subcontractors in the Oil and Gas sector in Uganda. He / she will also be responsible for measuring and reporting on national content achievements in the sector.

27.2 Key Duties and Responsibilities

- a) Ensure adequate review of contracting strategies to ensure the legal requirements and aspirations of the national content policy are considered including unbundling of contracts to the extent feasible.
- b) Ensure adequate review of annual procurement plans submitted by oil companies.
- c) Coordinate the review of quarterly and annual reports submitted by IOCs on contracts for works, goods and services in the Oil and Gas Sector.
- d) Coordinate the review of quarterly and annual procurement reports.
- e) Prepare quarterly updates on the procurements of works, goods and services in the oil and gas sector.
- f) Prepare quarterly compliance reports in the area of procurement
- g) Coordinate audits of the procurement processes by the Oil Companies

- h) Ensure bidder complaints are efficiently handled.
- i) Ensure up-to-date record of contracts for goods, works and services entered into is maintained.
- j) Coordinate the development of guidelines on procurement in the Oil and Gas Sector.
- k) Support the development and administration of the NSD to ensure it evolves as envisaged in the law and design report.
- l) Ensure adequate monitoring of value addition efforts arising from procurements in the sector
- m) Perform any other duties as may be assigned from time to time.

27.3 Qualifications, Skills and Experience

27.3.1 Basic Qualifications

An honours Bachelor's degree in Commerce, Economics, procurement and Logistics, Law, Engineering, or any other related field from an internationally recognized University / Institution.

27.3.2 Experience

A minimum of two (2) years' relevant work experience.

27.3.3 Added Advantage

- a) Master's Degree in a related field from an internationally recognized University / Institution.
- b) A qualification in the oil and gas sector from an internationally recognized institution.
- c) Internationally recognized professional qualifications or membership with an internationally recognized professional body.
- d) Good Knowledge of the policies, laws, regulations and guidelines regarding National Content.
- e) Good Knowledge and understanding of procurement and contracting in the oil and gas industry.

27.3.4 Character and Competencies

- a) Innovative and with a proven high level of integrity.
- b) Ability to work independently and in a team.
- c) Proven track record of outstanding performance.
- d) Excellent interpersonal and communication skills.
- e) Possess good administrative and negotiation skills.
- f) Excellent research, report writing and analytical skills.
- g) Proficiency in the relevant computer packages like Microsoft Word, Microsoft Excel and Microsoft Access, among others

How to Apply:

Interested candidates who fully meet the required job specifications and with the right personal attributes for the above positions are invited to apply for the jobs online www.pau.go.ug/OPPORTUNITIES/CAREERS/VACANCIES.

APPLICATION DEADLINE:

All applications should reach the PAU's website www.pau.go.ug by Wednesday 18th April 2018 at 11:59 pm.

Please note that only shortlisted candidates will be contacted and any form of lobbying will lead to automatic disqualification.

Please forward any enquires regarding this advert to recruitment@pau.go.ug or call telephone number 0414231924.

**THE EXECUTIVE DIRECTOR,
PETROLEUM AUTHORITY OF UGANDA (PAU).**