



THE REPUBLIC OF UGANDA

Ministry of Gender, Labour & Social Development

The Government of Uganda under the Ministry of Gender, Labour and Social Development with the support from ILO is implementing the pilot of Apprenticeship Scheme in the Tourism and Hospitality sector for the unemployed / underemployed youth from Refugees and Host Communities of Isingiro and Arua district. The Ministry of Gender, Labour and Social Development with support of International Labour Organisation (ILO) is leading the implementation of the pilot project to skill Ugandans.

As part of partnership with the Ministry, ILO initiated the Inclusive Jobs and Education for Host Communities, Refugees and other Forcibly Displaced Persons Project that is aimed at improving youth employability through implementation of Formal and Informal apprenticeships.

One part of the program will focus on improving the skills and capacities of refugees and host community members to be more employable and match the needs of the labour market. ILO will support the Ministry of Labour Gender and Social Development to operationalize apprenticeships as envisaged in the UNAF, 2018 through piloting of apprenticeship in the hotel and hospitality sector through a placement of 100 apprentices from refugee camps and host communities in Arua and Isingiro Districts.

The Ministry of Gender Labour and Social Development, invites applications from qualified Ugandans to fill vacant positions in the Apprenticeship Pilot Project as follows:

Deadline for submission of applications is 3rd May, 2021

Job description and person specifications

1. Job Title: Project Assistant

Number of vacancies: One (1)

Reports to: Apprenticeship and Graduate Volunteer Coordinator

Duty Station: Headquarters (Kampala)

Terms: One-year Contract; renewable based on performance

Job Purpose

The Project Officer will coordinate and take lead in the implementation of project activities.

Main duties and responsibilities:

The officer perform the following duties:-

- i. Take lead in efficient and effective implementation of project activities;
- ii. Ensure transparent and accountable administration of programme resources, including procurement and financial management
- iii. Take lead in the project preparation and submission of consolidated annual work plans as well as budgets;
- iv. Take lead in the preparation and presentation of project briefs to the NASC
- v. Take lead in the activation of National Apprenticeship Steering Committee and Sectoral Apprenticeship Committee as provided in UNAF, 2018
- vi. Provide periodic progress reports to the stakeholders on project implementation as well as audit reports.
- vii. Ensure proper and timely accountability for all resources under the Project;
- viii. Undertake the development and / or review of policies, laws, regulations standards and guidelines on work-based learning
- ix. Undertake training of industry associations and MDAs on UNAF, 2018
- x. Support the DLIRP to develop and mobilize resources for implementation of UNAF, 2018
- xi. Support the development of corporate strategies tailored to specific development partner; provide strategic advice and policy recommendations with a view to positioning the Programme and

MoGLSD strongly including fast-tracking advocacy and networking interventions.

- xii. Perform monitoring and evaluation functions for the Project Work.
- xiii. Performing any other relevant tasks that may be assigned by the Supervisor.

Person specification

- i. The applicant must hold a Bachelor' Degree in Industrial and Organizational Psychology, Business Administration, Labour Studies or an equivalent from the recognized University.
- ii. Service orientated with a very good planning and analytical skills
- iii. IT literate, proficient with MS Office
- iv. Integrity and honesty
- v. Excellent communication and organizational skills
- vi. Ability to work under tight deadlines
- vii. Ability to maintain discretion, diplomacy and confidentiality
- viii. Team player with excellent interpersonal skills
- ix. Precise and meticulous, superior attention to detail

2. Job Title: Assistant Labour Officer (01)

Number of vacancies: One (1)

Reports to: Apprenticeship and Graduate Volunteer Coordinator

Duty Station: Headquarters (Kampala)

Terms: One-year Contract; renewable based on performance

Job Purpose

The Project Officer will coordinate and take lead in the implementation of project activities.

Main duties and responsibilities:

The officer perform the following duties:-

- i. Take lead in efficient and effective implementation of project activities;
- ii. Support the labour inspection inspectorate in the implementation of labour laws;
- iii. Support the activation of National Apprenticeship Steering Committee and Sectoral Apprenticeship Committee as provided in UNAF, 2018

- iv. Provide reports on the labour inspection inspectorate in regard to the implementation of labour laws;
- v. Support the development and / or review of policies, laws, regulations standards and guidelines on labour inspection
- vi. Performing any other relevant tasks that may be assigned by the Supervisor.

Person specification

- i. The applicant must hold a Bachelor' Degree in Industrial and Organizational Psychology, Business Administration, Labour Studies or an equivalent from the recognized University.
- ii. Service orientated with a very good planning and analytical skills
- iii. IT literate, proficient with MS Office
- iv. Integrity and honesty
- v. Excellent communication and organizational skills
- vi. Ability to work under tight deadlines
- vii. Ability to maintain discretion, diplomacy and confidentiality
- viii. Team player with excellent interpersonal skills
- ix. Precise and meticulous, superior attention to detail

3. Job Title: Driver (02)

Number of vacancies: Two (2)

Reports to: Apprenticeship and Graduate Volunteer Coordinator

Duty Station: Headquarters (Kampala)

Terms: One-year Contract; renewable based on performance

Job Purpose

To drive and maintain the vehicle in accordance with the transport policy; and as directed by the supervising officer.

Main duties and responsibilities

- i. Schedule annual vehicle examination for service vehicles with the transportation Department.
- ii. Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition
- iii. Ensure sound running of the vehicles assigned and arrange minor repairs where necessary, check oil and tires properly and keep the service vehicles in clean condition, both inside and outside.

- iv. Keep track of timely car insurance renewals.
- v. Update monthly mileage records.
- vi. Maintain log book of each service vehicle on daily basis.
- vii. Distribute mail as needed, both incoming and outgoing.
- viii. Facilitate airport pickups for VIP visitors and transportation during official visits.
- ix. Any other duties as may be assigned from time to time

Person specification

- i. A Uganda Certificate of Education (UCE) with a pass in English language and Mathematics
- ii. Valid driving permit of class E, held for the last three years.
- iii. Driving experience in a reputable organization for at least five years.
- iv. Basic knowledge of mechanical and vehicle maintenance.
- v. Certificate of defensive driving from Ministry of Works
- vi. Good driving record references.
- vii. Proactive, takes ownership, mature, flexible personality
- viii. Team player and good people skills
- ix. Fluency in English (spoken and written)