

## **JOB DESCRIPTION AND PERSONAL SPECIFICATIONS**

1. **Job Title:** Senior Skills Development, Technology Uptake and Innovation Officer
- Number of vacancies:** One (1)
- Reports to:** National Programme Coordinator
- Duty Station:** MGLSD Headquarters (Kampala)
- Duration of contract:** One-year Contract; renewable based on performance

### **Job Purpose**

The **Senior Skills Development, Technology Uptake and Innovation Officer** will be responsible for the development and implementation of the skills development agenda, technology uptake, and innovation.

### **Key duties and responsibilities:**

- i. Support initiating, developing, implementing and enforcing laws, legislation, standards, strategies and guidelines towards Skills Development, Technology Uptake and Innovation;
- ii. Provide high-level technical and policy advisory services to the Ministry and Social Partners and other stakeholders for designing and delivering innovative, flexible and inclusive learning options, including work-based learning and quality apprenticeships, especially for women and persons in vulnerable situations, while focusing on meeting the needs of the rural and informal economy and addressing digital, demographic and transition into the formal economy;
- iii. Develop integrated strategies that link technical and vocational training to better quality jobs, enterprise productivity and good working conditions, thereby enhancing the social perception of technical and vocational training;
- iv. Provide technical assistance in the development and eventual approval of Competency Standards, Qualification Accreditation Documents, Competency-based curricula, Learning materials and assessment tools for occupations identified in demand in the local market;
- v. Ensure the development of a system to sustain the training, assessment and certification of Trainers, Assessors and Training Managers in the identified industry sectors.
- vi. Develop a system of expanding strategic partnerships with key international networks; industry associations and employers;
- vii. Assessing local demands for skills and services (in different economic sectors including non-farm and off-farm) as well as aspirations of the participant poor; including identifying opportunities and key stakeholders for initiating vocational education and skills training, micro-enterprise development;

- viii. Support the establishment and maintenance of green incubation centres and industrial business shelters with common-user facilities for the unemployed and under-employed labour force;
- ix. Implementing, monitoring and regulating work-based skilling & life-long learning schemes and providing technical assistance and guidance in skills needs assessment;
- x. Promoting research, creativity and invention under the Programme;
- xi. Implementing programs for strengthening partnerships and networks with regional and international organizations on matters related to Skills Development, Technology Uptake and Innovation in the world of work;
- xii. Training and sensitizing employers and workers on skills development;
- xiii. Promoting Technology uptake and innovation in the world of work;
- xiv. Overseeing the Unit personnel activities including supervising team members, training, mentoring and appraisal of junior staff including ensuring proper and timely accountability for all resources under the Unit;
- xv. Any other duties as may be assigned from time to time.

### **Qualifications, Skills and Experience:**

- a) Applicants should be Ugandans holding an Honours Bachelor's Degree in Economics or Statistics from a recognized Institution.
- b) Applicant should possess a Masters' degree in Economics or Statistics from a recognized Institution.
- c) Possess three (3) years relevant work experience

### **Personal Competencies:**

- i. High Degree of Ethics and Integrity
- ii. Excellent interpersonal skills
- iii. Good communication and computer Skills
- iv. High degree of innovation concern for quality, standards technical
- v. Strategic thinking
- vi. Good negotiation skills
- vii. Good team building, innovation and concern for quality and standards.

### **APPLICATION PROCEDURE:**

Interested eligible applicants should submit applications including a cover letter, current Curriculum Vitae, a copy of the National ID, and copies of **Academic Certificates and Transcripts**, to be delivered at **MGLSD's General Registry on 2<sup>nd</sup> Floor, Gender and Labour House, Plot 2, George Street Not later than 1700hrs on 18<sup>th</sup> April 2025**. Only shortlisted applicants will be contacted.

## **JOB DESCRIPTION AND PERSONAL SPECIFICATIONS**

<b>Job title:</b>	Communication and Partnership Officer
<b>Number of positions:</b>	One (1)
<b>Reports to:</b>	National Programme Coordinator
<b>Duty Station:</b>	MGLSD Headquarters (Kampala)
<b>Duration of contract:</b>	One-year Contract; renewable based on performance

### **Job Purpose:**

The **Communication and Partnership Officer** will be responsible for communications structures in planning, designing, implementing and carrying out communication activities, including the development of a communications strategy and plan and dissemination of information.

### **Main Duties and Responsibilities**

- i. Develop and implement the Programme communications strategy including developing promotional material with clear objectives, practical implementation plan, a budget estimate, a brand concept, crisis/reputational risks communication plan and a mechanism to monitor its implementation.
- ii. Coordinate the development of the Programme Communication Strategy for internal and External Audience.
- iii. Annually plan and budget for the programme Communication and Public Relations function.
- iv. Draw-up and implement annual communication workplans for the Programme
- v. Initiate and maintain mutual media relations for positive media coverage of the Programme
- vi. Develop, implement and periodically review tools for internal programme communication and review alternative media tools for educating external stakeholders about the Programme
- vii. Organise press conferences in consultation with the Public Relations Officer.
- viii. Prepare, edit and disseminate Press Release and media articles
- ix. Design, edit and disseminate programme Information, Education and Communication (IEC) materials, i.e. newsletters, booklets, inserts, calendars, posters and branded corporate wear/souvenirs.
- x. Arrange, facilitate and participate in the programme live and pre-recorded media programmes in consultation with the Public Relations Officer.
- xi. Analyse project reports, prepare and share learning experience, case studies and success stories to increase knowledge, influence attitudes and improve implementation and replication by the Programme;
- xii. Build Capacity of Project staff and other stakeholders in communication-related capacity gaps.
- xiii. Capture and regularly update success stories on beneficiaries under various sub-components of the project.
- xiv. Perform any other duties as may be assigned from time to time.

## **Qualifications, Skills and Experience**

- a. Applicants should be Ugandans holding an Honours Bachelor's Degree in Business Administration, Communication, Journalism or any other related discipline from a recognized Institution;
- b. Possess three (3) years relevant work experience in communication, journalism or public relations;
- c. Proven ability to develop information, education and communication materials.
- d. A working knowledge of media relations, social media management and events planning is required;
- e. Strong organizational skills to effectively plan a variety of different events directed at promoting publicity for the project.

## **Personal Competencies:**

- i. High Degree of Ethics and Integrity
- ii. Excellent interpersonal skills
- iii. Excellent communication skills
- iv. Demonstrate solid verbal and writing skills
- v. High degree of innovation concern for quality, standards technical
- vi. Strategic thinking
- vii. Good negotiation skills
- viii. Good team building, creativity and innovation skills, and concern for quality and standards.

## **APPLICATION PROCEDURE:**

Interested eligible applicants should submit applications including a cover letter, current Curriculum Vitae, a copy of the National ID, and copies of **Academic Certificates and Transcripts**, to be delivered at **MGLSD's General Registry on 2<sup>nd</sup> Floor, Gender and Labour House, Plot 2, George Street Not later than 1700hrs on 18<sup>th</sup> April 2025**. Only shortlisted applicants will be contacted.