



Headquarters at Plot 15 Yusuf Lule Road, P.O Box 36316, Kampala, Uganda

THE UGANDA NATIONAL OIL COMPANY LIMITED (UNOC) IS RECRUITING

The Uganda National Oil Company (UNOC) Ltd was established under the Petroleum (Exploration, Development and Production) Act and the Petroleum (Refining, Conversion, Transmission and Midstream storage) Act, both of 2013 and incorporated under the Companies' Act, 2012. It is a limited liability company wholly owned by the Government of Uganda.

The overall function of UNOC is to handle the State's commercial interests in the Oil and Gas industry and ensure that the resource is exploited in a sustainable manner.

UNOC now invites applications from persons interested to develop their career with a dynamic results-oriented Company to occupy the following position:

JOB TITLE: Clerk/Librarian

REPORTS TO: Senior Legal Officer

JOB PURPOSE: **The Essential Duties; to provide clerical support to the legal team as well as manage the departmental library.**

1. To support the legal team in ensuring that all relevant filings are done timely and efficiently.
2. To ensure that all documents that require service are properly served and in time.
3. To ensure that all required regulatory licences, authorisations, documentations and memberships are efficiently obtained.
4. To record and ensure safety of all library materials of the department.
5. To provide support in ensuring proper filing of departmental documentation.
6. To provide support in any other matter of a clerical nature.
7. To perform any other duties assigned.

Qualifications and attributes:

- a) A Diploma in Law
- b) Any other relevant qualification is an added advantage.
- c) The candidate must have at least 3(three) years' experience in a busy corporate entity of high repute preferably a busy law firm.
- d) The candidate must have excellent work ethic.

- e) Excellent judgment and ability to anticipate issues or risks
- f) Strong interpersonal and communication skills and the ability to take good decisions based on judgment are absolutely essential.
- g) High level of integrity
- h) Proven track record of outstanding performance
- i) Ability to work under pressure
- j) Ability to work as part of a team
- k) Excellent oral and written communication skills
- l) Ability to work and produce results in an environment with multiple challenging tasks.

Application procedure:

Completed and signed Application Forms together with **certified** copies of academic certificates should be addressed and submitted in TRIPLICATE to the address below by 17:00 hours (5:00pm EAT) not later than **Friday, 14th December 2018.**

Applications delivered through courier or post office will also be received. Applications **must** include a cover letter, application form and supporting documents.

While we thank you for your interest, **only shortlisted** candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

UNOC is an equal opportunity employer. Applicants from the Albertine Graben are encouraged to apply.

The Job Details and Application Form can be downloaded from **Careers** at www.unoc.co.ug

**CHIEF EXECUTIVE OFFICER
UGANDA NATIONAL OIL COMPANY
P.O.BOX 36316, KAMPALA
Plot 15, YUSUF LULE ROAD, KAMPALA**