



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

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 for persons interested to develop their career with a dynamic results-oriented Company to occupy the following positions:

HUMAN RESOURCE DEPARTMENT

1.0 JOB TITLE: FRONT OFFICE ADMINISTRATOR (1 VACANCY)

1.1 REPORTS TO: HUMAN RESOURCE OFFICER

1.2 JOB PURPOSE: PROVIDE GENERAL FRONT OFFICE AND ADMINISTRATIVE SERVICES TO SUPPORT UNOC BUSINESS OPERATIONS.

1.3 Essential Duties

1. Responsible for answering incoming calls, directing calls to appropriate offices,
2. Provide callers and or visitors with information such as company address, directions to the company location, website and other related information.
3. Maintains safe and clean reception area by complying with procedures, rules, and regulations
4. Receive mail, distribute it to the respective offices and make follow up on correspondences
5. Schedule, organise and co-ordinate internal meetings.

6. Co-ordinate staff and UNOC guest travels including Air ticket and Hotel bookings
7. Assists in the ordering, receiving, stocking and distribution of office supplies
8. File, record and track documents coming in and going out as may be assigned.
9. Type letters, memos, reports and other correspondences as may be assigned.
10. Assist in the preparation of presentations as may be assigned.
11. Perform secretarial services to meetings as may be assigned.
12. Undertake other related clerical duties such as photocopying, faxing and filing.
13. Maintain a database of such supplies and maintain a database of supplies.
14. Any other duties as may be assigned from time to time.

1.4 Qualifications and attributes:

- a) A Bachelor's Degree [Honours] in Social Sciences, Arts, Development Studies, Public Administration, Social Administration, Office and Information Management, Business Administration, Secretarial Management, Administrative Secretary or any relevant degree
- b) 0-3 years working experience as an administrative assistant, virtual assistant or office administrative assistant.
- c) Working knowledge of office management systems, procedures and equipment.
- d) Proficiency in MS Office [MS Word, MS Excel, MS PowerPoint and MS Outlook.
- e) Excellent Interpersonal and communication skills
- f) Ability to relate with different stakeholders
- g) Courteous and respectful
- h) Strong attention to detail
- i) Ability to multi-task
- j) Improvisation and decision-making ability
- k) A high sense of personal grooming

2 JOB TITLE: NATIONAL CONTENT OFFICER- (1 VACANCY)

2.1 REPORTS TO: NATIONAL CONTENT SPECIALIST

2.2 JOB PURPOSE: RESPONSIBLE FOR IMPLEMENTING THE COMPANY NATIONAL CONTENT STRATEGY AND PLAN

2.3 Essential Duties

1. Ensure compliance with the National Content regulations and Government of Uganda reporting requirements on National Content
2. Support the implementation of the UNOC National Content Strategy in liaison with other departments
3. Participate in analysing projects and activities of UNOC and provide guidance on areas of participation and capacity building for Ugandans and Ugandan enterprises.
4. Coordinate skills and capacity development initiatives for Ugandans and Ugandan enterprises in liaison with Joint Venture partners and other stakeholders.
5. Participate in preparing funding and resourcing proposals to support capacity-building initiatives of the Company.
6. Participate in Community sensitizations on opportunities in the Oil and Gas sub-sector and develop and implement Community skilling and capacity building plan.
7. Participate in contracts and agreement negotiations, budget and work plan reviews and other engagements with Joint Venture Partners and suppliers of goods and services to ensure that the Company national content priorities are embedded and complied with.
8. Ensure appropriate liaison with internal and external stakeholders on National Content aspects as may be assigned.
9. Participate in the evaluation of bid documents and validate National Content provisions in line with the National Content regulations.
10. Represent the Company in National Content Fora and events as may be assigned.
11. Provide support in monitoring internal (Company and Project) and external (contractors) national content implementation performance and compliance.
12. Prepare and submit periodical reports on National Content activities in line with the National Content work plan.
13. Any other duties as may be assigned.

2.4 Qualifications, Experience & Attributes

- a) A Bachelor's Degree (Hons) in Business Administration, Human Resource Management, Development Studies, Engineering, Procurement, or related discipline.
- b) A minimum of 5 years' relevant working experience from a reputable organization.
- c) Demonstrated experience in developing and implementing training/capacity building activities

- d) Good knowledge and understanding of Uganda Oil and Gas policies, laws, regulations and guidelines regarding National Content
- e) Excellent interpersonal, written and oral communication skills
- f) Good research, report writing and analytical skills
- g) Good public speaking and presentation skills
- h) Innovative and creative thinking skills
- i) High level of integrity.
- j) Good computer skills including proficiency in Word, Excel and PowerPoint

UPSTREAM DEPARTMENT

1.0 JOB TITLE: GEOLOGIST SPECIALIST (1 VACANCY)

1.1 REPORTS TO: GEOSCIENCES MANAGER

1.2 JOB PURPOSE: TO BE THE GEOLOGICAL FOCAL POINT WITHIN A MULTI-DISCIPLINARY SUBSURFACE TEAM, RESPONSIBLE FOR COMPREHENSIVE ANALYSIS AND INTERPRETATION OF GEOSCIENCE DATA TO GENERATE ECONOMICALLY JUSTIFIED INVESTMENT OPPORTUNITIES FOR THE COMPANY.

1.3 Essential Duties

1. Monitor the acquisition of geoscience data to ensure quality.
2. Interpret and evaluate geological data to determine subsurface geology, resource base.
3. Participate in the definition and evaluation of proposals for field development.
4. Provide reservoir geology input to support estimation of petroleum resources/Reserves and classify the company's resource portfolio with prudent classification frameworks.
5. Provide geological input for supporting the identification of drilling targets while working in collaboration with the drilling Engineers.
6. Provide geological input and participate in the development of geological reservoir models to understand structure, reservoir characterization and petroleum quality and quantity.
7. Evaluate geological work programs from partners and participate in joint venture activities for jointly operated assets.

8. Provide geological input to support development of well proposals in conjunction with a multidisciplinary geoscience team.
9. Provide reservoir geology input to support the development of reservoir management and surveillance programs and identify further opportunities in fields on production.
10. Assist in the development of operational procedures for E&P operations.
11. Supervise and develop staff in the unit
12. Any other duties as may be assigned.

1.4 Qualification, Experience and Attributes:

- a) Bachelor's Degree in Petroleum Geosciences or other relevant degree
- b) Master's Degree in Petroleum Geosciences will be an added advantage
- c) Minimum 6 years' experience as a geoscientist in the upstream petroleum projects. Be skilled in integrated reservoir modelling. Have knowledge of development and production operations, Health & Safety standards and operational procedures.
- d) Hands-on experience in geologic analysis and integration software suites, such as PETREL
- e) Strong communication, quantitative skills and detailed oriented
- f) Ability to work in a dynamic, evolving, energetic, fast-paced work environment.
- g) Ability to work well under pressure, handling multiple demands that may be non-sequential
- h) Ability to work with a team and should have for fieldwork
- i) Analytical writing skills to draft quality briefing notes, research notes and reports.

NATIONAL PIPELINE COMPANY

1 JOB TITLE: TRADING OFFICER OPERATIONS (1 VACANCY)

1.1 REPORTS TO: TRADING SPECIALIST (PLANNING & OPERATIONS)

1.2 JOB PURPOSE: To implement the petroleum products trading operations and carry out related activities in the downstream trading division, in compliance with company policies, procedures and guidelines.

1.3 Essential Duties

1. Effectively coordinate the implementation of approved trading transactions with the product suppliers, customs clearing agents, transporters, and related internal stakeholders for timely servicing of the customer orders.
2. Confirm weekly/monthly product supply prices from approved suppliers to facilitate appropriate timely comparisons to inform and facilitate closing of weekly/monthly trading transactions.
3. Generate and update Loading Orders against provided trucks/barges/wagons list from the Transporters and follow through for full completion of the loadings against confirmed volume of product purchased.
4. Coordinate the securing and timely sharing of relevant documents to facilitate quick resolutions on product delivery anomalies including transit losses, demurrage, and other potential negative impacts on transactions.
5. Consolidate customer demand forecast commitments including prospective volume considerations to facilitate supply planning and timely product sourcing and delivery.
6. Participate in gathering supply and demand information to inform optimal sourcing, stocking, and trading of petroleum products.
7. Coordinate with the internal support functions to facilitate timely internal approvals processes for confirmed customer orders to facilitate timely order processing.
8. Coordinate with the nominated product loading terminals to schedule loadings of confirmed customer demand commitments to ensure timely deliveries of customer demand commitments.
9. Promote the implementation of QHSE standards in all trading operations with full compliance to the company policy and industry standards.
10. Participate in implementing identified operational risk mitigation measures in the handling of petroleum products.
11. Promote implementation of set quality control measures to customers and transporters to ensure satisfactory delivery of quality specialty petroleum products.
12. Effectively coordinate with the Business Development and internal processes teams to ensure timely servicing of customer orders.
13. Participate in implementing the developed stakeholder management system to continuously improve operational service levels.
14. Perform any other duties as may be assigned by your supervisor from time to time to facilitate growth opportunities and participate in company-wide activities.

1.4 Qualifications, Experience & Attributes;

- a) Bachelor's Degree (Hons) in either Mechanical Engineering, Industrial Chemistry, Economics, Statistics, Commerce, Business Administration, Marketing, or other related degree.
- b) Should have demonstratable relevant working experience of at least five (5) years, two (2) of which must have been in downstream petroleum business.

- c) Experience in Business Development is an added advantage.
- d) Relevant professional development training will be an added advantage.
- e) Training in QHSE principles is an added advantage.
- f) Self -motivated and significant planning and follow through skills.
- g) Must have passion for execution and result oriented skills.
- h) Strong interpersonal and communication skills.
- i) Good negotiation skills.
- j) Good coordination and stakeholder management skills.

2 JOB TITLE: TRADING OFFICER - BUSINESS DEVELOPMENT (1 VACANCY)

2.1 REPORTS TO: TRADING SPECIALIST (BUSINESS DEVELOPMENT)

2.2 JOB PURPOSE: To implement trading processes and carry out related activities in the downstream petroleum products business development.

2.3 Essential Duties

1. Participate in the initiation, internal processing, and the pursuit of identified opportunities to implement the approved business cases for petroleum products.
2. Continuously gather information on the market and supply trends for petroleum products for analysis to inform timely responsiveness for business development.
3. Implement the customer onboarding process to acquire and manage qualifying customers and effectively deliver the approved customer value propositions (CVPs).
4. Monitor/track market petroleum products prices to inform effective price negotiations with suppliers and customers to deliver the required trading profitability.
5. Participate in gathering supply and demand information to inform optimal sourcing, stocking, and trading of petroleum products.
6. Coordinate with the internal support functions to facilitate efficient internal document processing against confirmed customer demand commitments.
7. Coordinate with the Trading Operations Team to ensure timely deliveries of customer demand commitments.
8. Participate in the implementation of marketing initiatives to enhance market penetration and extraction of optimal value for petroleum products in the identified markets.
9. Implement identified risk mitigation measures in the petroleum products business activities.
10. Promote implementation of set quality control measures to customers and transporters to ensure satisfactory delivery of quality petroleum products.

11. Effectively coordinate with internal processes teams to ensure timely servicing of customer petroleum products demand and minimize negative impacts on achievement of business targets.
12. Perform any other duties as may be assigned by your supervisor from time to time to facilitate growth opportunities and participate in company-wide activities.

2.4 Qualifications, Experience & Attributes

- a) Bachelor's Degree (Hons) in either Mechanical Engineering, Industrial Chemistry, Economics, Statistics, Commerce, Business Administration, Marketing, or other related degree.
- b) Should have demonstratable relevant working experience of at least five (5) years, two (2) of which must have been in downstream petroleum business.
- c) Experience in Business Development is an added advantage.
- d) Relevant professional development training will be an added advantage.
- e) Training in QHSE principles is an added advantage.
- f) Self -motivated and significant planning and follow through skills.
- g) Must have passion for execution and result oriented skills.
- h) Strong interpersonal and communication skills.
- i) Good negotiation skills.
- j) Good coordination and stakeholder management skills.

3 JOB TITLE: TRADING OFFICER - SPECIALTIES (1 VACANCY)

3.1 REPORTS TO: TRADING SPECIALIST (BUSINESS DEVELOPMENT & SPECIALITIES)

3.2 JOB PURPOSE: To implement the trading processes and carry out related activities with special focus on the specialty petroleum products business development

3.3 Essential Duties

1. Participate in the initiation, internal processing, and the pursuit of identified opportunities to implement the approved business cases for specialty petroleum products.
2. Continuously gather information on the market and supply trends for specialty petroleum products for analysis to inform timely responsiveness for business development.
3. Implement the customer onboarding process to acquire and manage qualifying customers and effectively deliver the approved customer value propositions (CVPs).

4. Monitor/track market specialty petroleum products prices to inform effective price negotiations with suppliers and customers to deliver the required trading profitability.
5. Generate weekly/monthly specialties trading transactions and seek relevant internal approvals to service the customer demand commitments as per the guidelines in the respective Sales & Purchase Agreements.
6. Participate in gathering supply and demand information to inform optimal sourcing, stocking, and trading.
7. Participate in the implementation of marketing initiatives to enhance market penetration and extraction of optimal value for specialty products in the identified markets.
8. Implement identified risk mitigation measures in the specialty petroleum products business activities.
9. Promote implementation of set quality control measures to customers and transporters to ensure satisfactory delivery of quality specialty petroleum products.
10. Perform any other duties as may be assigned by your supervisor from time to time to facilitate growth opportunities and participate in company-wide activities.

3.4 Qualifications, Experience & Attributes

- a) Bachelor's Degree (Hons) in either Mechanical Engineering, Industrial Chemistry, Economics, Statistics, Commerce, Business Administration, Marketing, or other related degree.
- b) Should have demonstratable relevant working experience of at least five (5) years, two (2) of which must have been in downstream petroleum business.
- c) Relevant professional development training will be an added advantage.
- d) Training in QHSE principles is an added advantage.
- e) Self-motivated and significant planning and follow through skills.
- f) Must have passion for execution and result oriented skills.
- g) Strong interpersonal and communication skills.
- h) Good negotiation skills.
- i) Good coordination and stakeholder management skills.

UGANDA REFINERY HOLDING COMPANY

1 JOB TITLE: HEAD REFINERY DEVELOPMENT (1 VACANCY)

1.1 REPORTS TO: GENERAL MANAGER

1.2 JOB PURPOSE: To direct refinery technology, engineering, and project developments.

1.3 Essential Duties

1. Review and provide input in all key FEED documents for the refinery project.
2. Assure HSE compliance during design, Engineering, Procurement and Construction (EPC) and operations.
3. Ensure compliance with the company's engineering codes and standards – international and local.
4. Participate in the negotiation of key refinery agreements including but not limited to the Implementation Agreement, Crude Oil Supply Agreement, Product Offtake Agreements, Shareholder Agreements and EPC Agreements.
5. Implement UNOC's National Content plan in project execution.
6. Define and monitor Key Performance Indicators for Refinery and Engineering operations.
7. Direct facility budgeting, revenue, and cost reporting, as well as audits.
8. Identify, develop, and implement business process systems, including project execution procedures
9. Prepare and maintain the risk management framework for the Refinery operations.
10. Ensure regulatory approval of all facilities and operations, as appropriate.
11. Manage Stakeholder engagements – local communities, cultural institutions, GoU Ministries, Department and Agencies, International Oil Companies, Investors, the public.
12. Identify business development and investment opportunities for URHC - Petrochemicals, industrial gases, and fertilizers.
13. Ensure proper interface management with EACOP, multiproduct pipeline, Upstream, EACOP, Kampala Storage Terminal (KST), Airport, Petrochemicals and Industrial Gases, Fertilizers, among others.
14. Provide leadership and mentorship to the refinery and engineering team.
15. Any other duties as may be assigned.

1.4 Qualifications, Experience & Attributes

- a) Master's degree in Engineering, or Business Administration or other relevant Master's degree.
- b) An honours Bachelor's degree in Chemical, Civil, Electrical or Mechanical Engineering, Applied Science or other relevant Bachelor's degree.
- c) A post graduate qualification in project management would be an added advantage.
- d) A minimum of 10 years' experience in (a) oil and gas corporate entity(ies) of high repute, at least five years of which should be at a mid-level leadership position.
- e) A minimum of five (5) years' experience in the context of refinery operations or refinery EPC is mandatory.
- f) Possess excellent leadership and team building skills.
- g) Exceptionally strong analytical skills, having the ability to analyse, refine, summarize, and clearly present data and information.
- h) Ability to design suitable business processes to assure sustainable operations.

- i) Possession of excellent judgement and integrity.
- j) Strategic and tactical thinker.
- k) High degree of professionalism and maintenance of confidentiality.
- l) Be commercially astute and possess sound negotiation skills.
- m) Stakeholder management and institutional building skills will be vital in working with leaders in government, investors, and partners.
- n) Excellent communication and personnel management skills.

2 JOB TITLE: PROJECT OFFICER (1 VACANCY)

2.1 REPORTS TO: MANAGER PROJECT DEVELOPMENT

2.2 JOB PURPOSE: To implement activities in the delivery of the refinery and KIP projects, from planning through construction to commissioning and operation.

2.3 Essential Duties

1. Support the planning, construction and operation of the Refinery and Kabaale Industrial Park projects
2. Supervise site activities for the Refinery and KIP projects during planning and construction phases.
3. Assist with the preparation of the Project Implementation Plan (PIP) and other key documents to support the project
4. Assists with the creation of the Annual Work Plans (AWPs) and schedules for the project and its components for approval.
5. Ensures that projects activities are implemented in accordance with the company's engineering guidelines and specifications, codes and standards, and regulatory agency requirements to meet necessary functionality and performance requirements.
6. Monitor and report on all emerging project risks and suggest mitigation measures.
7. Identify project issues and possible solutions and bring them to the attention of the line manager for action.
8. Prepare regular reports to track the progress of project components to ensure schedules and deadlines are being met.
9. Develop and deliver site training to educate, inform and guide stakeholders on all on going site operations
10. Maintain records regarding development, QHSE performance and operations of the Project
11. Work with UNOC HSE Department to maintain thorough knowledge and understanding of applicable environmental/safety regulations and company processes and procedures.
12. Assist the Project Development Manager with stakeholder consultations and communications, including status reporting, meeting minutes and other project documentations to various stakeholders.

13. Ensure all internal/external stakeholder enquiries on the project are dealt with in a timely, concise, and accurate manner
14. Interfaces with project contractors, keeps track of their deliverables, and keeps the line manager up to date.
15. Any other duties as may be assigned.

2.4 Qualifications, Experience & Attributes

- a) Bachelor's degree (Hons) in Mechanical Engineering, Civil Engineering, Chemical engineering, or other relevant bachelor's degree from an internationally recognized University.
- b) Postgraduate degree, diploma, or any relevant professional qualification in project Management is an added advantage.
- c) Minimum of five (5) years working experience in Engineering project execution, monitoring and evaluation, or construction supervision from a reputable organization.
- d) Good knowledge of Oil & Gas Midstream or downstream Operations will be an added advantage.
- e) Knowledgeable in detailed design reviews, logistics operations, contractor management, contracting, and construction site management.
- f) Strong computer skills with a working knowledge of the Microsoft Office Program (Word, Excel, Power Point)
- g) Ability to work under limited supervision
- h) Exceptional strong analytical skills
- i) Possession of excellent judgement and integrity

CEO'S OFFICE

1 JOB TITLE: CORPORATE STRATEGY OFFICER

1.1 REPORTS TO: MANAGER, CORPORATE STRATEGY

1.2 JOB PURPOSE: Provide strategic and technical support towards the development, execution, and monitoring of Strategy for UNOC Group and Subsidiary Companies. Conduct Industry, Scenario analysis and advise the executive on possible Strategic options and initiatives.

1.3 Essential Duties

1. Execute and monitor Scorecards with defined corporate objectives, targets, and responsibilities to support the company's strategies.

2. Measure and monitor progress against the corporate objectives, strategic initiatives, and performance targets.
3. Undertake Industry and scenario analysis for management to consider potential strategic options.
4. Assist in the development, and periodically review the Company's corporate strategy.
5. Manage, facilitate, and follow-through strategy development and review workshops.
6. Lead and manage key performance metrics for UNOC and its subsidiary companies.
7. Develop and manage KPIs that are fit-for-purpose, meaningful with the ability to drill down to the lowest Business Units.
8. Oversee the cascading and alignment of the company's corporate strategy across all business units and subsidiaries.
9. Lead the review and development of Corporate and Subsidiary Scorecards.
10. Update Performance progress in the Corporate Strategy Management System
11. Lead change management initiatives.

1.4 Qualifications, Experience & Attributes

- a) At Least an Upper Second-Class Bachelor's (Hons) Degree in Economics or Statistics from a reputable University
- b) A professional Certification i.e., BSP, PMP or KPIP is an added advantage
- c) At least 5 Years' experience in Strategy and M&E in a dynamic and large organisation
- d) Ability to develop technical concepts notes and Corporate Performance Reports
- e) Knowledge and Experience of the Energy industry will be an added advantage
- f) Demonstrated knowledge of Strategy Development and Management Frameworks
- g) Practical Knowledge of statistical analytical tools such as STATA and or R
- h) Good Presentation, strategic thinking skills, and interpersonal skills.
- i) Self-motivated and autonomous with a can-do attitude.
- j) Demonstrated experience change management and stakeholder management.

LEGAL & CORPORATE AFFAIRS

1 JOB TITLE: ADMINISTRATIVE ASSISTANT (1 VACANCY)

1.1 REPORTS TO: CHIEF LEGAL & CORPORATE AFFAIRS

1.2 JOB PURPOSE: Provide general administrative services to support UNOC business operations

1.3 Essential Duties

1. Answer incoming calls and direct them to appropriate officers.
2. Record and distribute appropriately all incoming and outgoing correspondences in the department

3. Manage the documentation storage and retrieval in the respective department and efficiently label files for easy identification
4. Establish a track record of the movement of documents in the files for easy reference and accountability
5. Type letters, memos, reports and other correspondences of the department
6. Undertake other activities administrative activities such as photocopying, binding documents and filing
7. Support departmental meetings, engagement in scheduling, booking rooms, availing refreshments and any documentation as required.
8. Coordinate staff and UNOC guest travels including Air Ticket and Hotel booking.
9. Generate minutes for minutes and engagements in the department and ensure actions are followed through.
10. Participate in preparing and monitoring of departmental plans and budgets.
11. Support consolidation of the monthly departmental reports.
12. Provide for Front Office cover in inevitable circumstances.
13. Assist in the ordering, receiving, stocking and distribution of departmental supplies and maintain a database of such supplies.
14. Initiate procurement processes in the department and liaise with the Procurement Unit to ensure timely delivery of the required goods and services
15. Any other duties as may be assigned.

1.4 Qualifications, Experience and Attributes:

- a) A Bachelor's Degree [Honours] in either Social Sciences, Law, Arts, Development Studies, Public Administration, Social Administration, Office and Information Management, Business Administration, Secretarial Management, Administrative Secretary or any relevant degree
- b) 0- 3 years of relevant working experience.
- c) Working knowledge of office management systems, procedures and equipment.
- d) Proficiency in MS Office [MS Word, MS Excel, MS PowerPoint and MS Outlook
- e) Excellent organizational, planning, written and verbal communication skills.
- f) Excellent time management skills and the ability to prioritize and multitask

FINANCE AND ADMINISTRATION DEPARTMENT

1 JOB TITLE: SUPPLY & LOGISTICS MANAGER- (1 VACANCY)

1.1 REPORTS TO: HEAD PROCUREMENT AND LOGISTICS

1.2 JOB PURPOSE: To manage, coordinate and oversee the movement, distribution and storage of materials, goods, supplies and transport services for the company.

1.3 Essential Duties

1. Participate actively in the definition and update of annual project planning and budgets through the definition/revision of the company supply chain strategy.
2. Manage supply and logistics contracts for maximum value extraction.
3. Examine existing procedures or opportunities for streamlining activities to reduce operating costs and improve transport and distribution needs.
4. Ensure efficient means of transporting products or supplies.
5. Plan and monitor inbound and outgoing deliveries for the company.
6. Maintain inventory integrity, process controls, procedures, and systems throughout the logistics network.
7. Monitor stock levels and re-order new stock as appropriate.
8. Plan and organize the transfer of goods and materials from suppliers.
9. Prepare Logistics and support plans, deployment timelines to ensure non disruption of travel activities.
10. Prepare import and export materials transportation plan, supervision of the implementation of the plan.
11. Analyze data from the IVMs system and make recommendations to Management.
12. Conduct analysis of vehicle status and make recommendations for timely replacement.
13. Manage vehicle related costs on fuel, repairs and maintenance and ensure vehicle repairs and maintenance are performed in accordance with set standards.
14. Drive the embedment of safety culture in execution of logistics operations.
15. Prepare monthly vehicle related costs capturing fuel, maintenance, repairs, driver behavior and all other Fleet management data.
16. Provide Leadership, mentor and oversee the development and performance of staff under your supervision.
17. Any other duties as may be assigned by your supervisor.

1.4 Qualifications, Experience and Attributes

- a. Master's degree in Business Administration, Supply Chain Management, Procurement, Logistics/Supply Chain, or other relevant master's degree.
- b. A Bachelor's degree (Hons) in Supply Chain Management, Procurement, Logistics/Supply Chain, Business Administration, Commerce, Economics, Engineering OR other relevant degree.
- c. Minimum 8 years relevant working experience in a busy organisation.
- d. Proven experience in all technical areas of supply chain operations including procurement, logistics, transport/distribution.
- e. Experience in managing and supervising others in logistics and procurement functions.
- f. Good knowledge of Oil & Gas Operations.

- g. Good communication skills.
- h. Good leadership skills.
- i. Extremely organized and analytical.
- j. Possess strong negotiating skills.

2 JOB TITLE: TREASURY & PROJECT FINANCE MANAGER - (1 VACANCY)

2.1 REPORTS TO: HEAD TREASURY & FINANCIAL ACCOUNTING

2.2 JOB PURPOSE: To conduct the day-to-day management of UNOC's treasury operations and controls including cash and liquidity management, corporate financial management and financial risk management.

2.3 Essential Duties

1. Elicit and analyse project finance proposals for various projects.
2. Support the review of financial models for various projects.
3. Propose an optimal financing mix for various projects & operations.
4. Manage international credit lines, letters of credit and corporate guarantees and ensure compliance to customer credit limits.
5. Support the development of an effective cash management plan & strategy.
6. Forecast and manage the company's cash flows and ensure adequate liquidity to meet company obligations as they fall due.
7. Provide support to cash, investment and foreign exchange trading, settlements, and reporting.
8. Significantly contribute to financial discipline through development, implementation, and evaluation of cash management systems to optimize efficiencies.
9. Maintenance of up-to-date Bank mandates.
10. Coordinate periodical Petty cash, Banks, Creditors & Debtors Reconciliations.
11. Support the annual and long-term investment planning processes.
12. Support the Interest Rate and Forex Exposure Management for UNOC & its subsidiaries.
13. Manage corporate credit cards.
14. Work with banking partners to evaluate existing bank relationships and available bank products and pricing.
15. Support the coordination of revenue recognition for UNOC & its subsidiaries.
16. Support accounting and reporting for petroleum revenues as per the governance structures in Upstream, Midstream and Downstream.
17. Support the conduct of revenue reconciliations between UNOC and its Joint Venture Partners.
18. Support the development & implementation of dividend policy & procedures.
19. Draft policies and procedures related to project finance operations.

20. Ensure compliance to internal controls for treasury and revenue management.
21. Manage the performance and development of the treasury section staff.
22. Any other duties as may be assigned.

2.4 Qualifications, Experience and Attributes

- a. Master's degree in a Finance, Accounting, Business Administration or other related relevant master's degree.
- b. Bachelor's Degree (Hons) in Finance, Business Administration, Accounting, or other related fields.
- c. Full Professional Membership (ACCA, CPA, CMA).
- d. Certificate or post graduate training in International Treasury Management and Corporate Finance will be an added advantage
- e. At least eight (8) years' experience of which three (3) years should be as Senior/Supervisory role.
- f. Proven experience with implementing treasury workstations and new processes with minimal supervision.
- g. Broad knowledge and understanding of IFRS and any other relevant accounting standards.
- h. Knowledge of Uganda tax laws and exposure to international tax.
- i. Broad knowledge and understanding of Joint Venture Operations and Accounting.
- j. Knowledge Integrated Planning and budgeting.
- k. Expert knowledge of Enterprise Resource Systems (ERPs).
- l. General knowledge of Oil & Gas Operations will be an added advantage.
- m. Strong communication skills.
- n. Strong planning and analysis skills.
- o. Good interpersonal skills.

3 JOB TITLE: MANAGER FINANCIAL ACCOUNTING - (1 VACANCY)

3.1 REPORTS TO: HEAD TREASURY & FINANCIAL ACCOUNTING

3.2 JOB PURPOSE: To maintain an effective business control environment and ensure the integrity of the financial accounting system & information.

3.3 Essential Duties

1. Prepare statutory accounts for UNOC and its Subsidiaries in accordance with IFRS.
2. Ensure the integrity of Finance Systems and chart of accounts through constant review & updates.
3. Manage inter-company transactions between the parent company (UNOC) and its subsidiaries.

4. Ensure smooth finance transactions processing, check for accuracy, and posting on a timely basis.
5. Develop, review, update and ensure consistent adherence to business internal control policies and procedures and their effectiveness across the company.
6. Ensure timely reconciliation of all balance sheet accounts.
7. Support the conduct of smooth internal and external/ statutory Audit engagements and ensure closure of Audit Findings.
8. Follow-up on Financial control issues raised in various audits and inspections and ensure agreed action items implemented on a timely basis.
9. Track Monthly Joint Interest Billings & Cash Calls of Joint Venture Partners.
10. Ensure UNOC meets its financial compliance requirements as per the Upstream JOA(s) & Midstream governance mechanisms.
11. Support the update of the Non-operated assets structure.
12. Oversee accounting for stocks and inventory.
13. Coordinate Fixed Assets Management (Fixed Assets register, Depreciation and Work in Progress)
14. Follow up on Cost Recovery Audits and related issues for Non-Operated Assets in line with the PSA provisions
15. Support cost control and budget monitoring for UNOC and its subsidiaries.
16. Propose budget and General Ledger re-allocations/adjustments.
17. Provide Leadership, mentor and oversee the development and performance of staff under supervision.

3.4 Qualifications, Experience and Attributes

- a. Master's degree in a Finance, Accounting, Business Administration or other related relevant master's degree.
- b. Bachelor's Degree (Hons) in Finance, Business Administration, Accounting, or other related fields.
- c. Full Professional Membership (ACCA, CPA, CMA)
- d. Certificate or post graduate training in International Treasury Management and Corporate Finance will be an added advantage.
- e. At least eight (8) years' experience of which three (3) years should be at Senior/Supervisory role.
- f. Proven experience with implementing treasury workstations and new processes with minimal supervision.
- g. Broad knowledge and understanding of IFRS and any other relevant accounting standards.
- h. Knowledge of Uganda tax laws.
- i. Broad knowledge and understanding of Joint Venture Operations and Accounting.
- j. Proficiency in MS Office Applications.

- k. Knowledge Integrated Planning and budgeting.
- l. Expert knowledge of Enterprise Resource Systems (ERPs)
- m. General knowledge of Oil & Gas Operations will be an added advantage
- n. Strong communication skills.
- o. Strong planning and analysis skills
- p. Good interpersonal skills

4 JOB TITLE: STOCKS ACCOUNTANT- (1 VACANCY)

4.1 REPORTS TO: MANAGER FINANCIAL ACCOUNTING

4.2 JOB PURPOSE: Responsible for ensuring proper management of company's inventory/ stock items. Maintains and updates the stock records, responsible for conducting physical stock counts, perform regular stock reconciliations and overall monitoring of stock transactions.

4.3 Essential Duties

1. Review the stock management processes and procedures for improvement.
2. Ensure accurate and efficient management of stocks with correct stock entries which are updated in a timely manner.
3. Conduct physical stock counts are carried at the end of every quarter in accordance with laid down stock taking procedures.
4. Reconcile inventory accounts to the general ledger.
5. Identify and follow up on damaged, obsolete & slowing moving stock items for appropriate action.
6. Monitor unit costs for all the products in the system and correct any unusual movements.
7. Conduct daily Integrity Checks and run daily stocks integrity reports.
8. Investigate, explain the causes and correct any stock differences on a daily basis.
9. Carry out manual stock reconciliation at the end of the month.
10. Reconcile stock transfers with the account for clearing transfer and ensure that all stock transactions for the month have been processed.
11. Analyse and report on all stock adjustments and over/under deliveries.
12. Identify variances and their causes and task physical custodians to account for the variances.
13. Ascertain accurate records and documentation of the purchases and issues of materials.
14. Any other duties as many be assigned.

4.4 Qualifications, Experience and Attributes

- a) Bachelor's Degree (Hons) in Finance, Business Administration, Accounting, or other related fields.
- b) Full Professional Membership (ACCA, CPA, CMA)
- c) A minimum of five (5) years of relevant working experience.
- d) Experience in using accounting software ERP's
- e) Must possess skills in General Ledger Accounting with bias in stock accounting and purchase order processing.
- f) Knowledge of Stock Accounting/Inventory Management support especially for petroleum products
- g) Proficiency in Microsoft Excel
- h) Knowledge of financing, accounting and banking processes
- i) Must demonstrate exceptionally strong analytical skills, having an ability to analyse, refine, summarize, and clearly present data and information.
- j) Ability to work under pressure and tight deadlines.
- k) High degree of professionalism and maintenance of confidentiality.

5 JOB TITLE: ACCOUNTS PAYABLE ACCOUNTANT (1 VACANCY)

5.1 REPORTS TO: TREASURY ACCOUNTANT

5.2 JOB PURPOSE: To handle all aspects related to accounts payables and payroll processing within the company's control environment and adherence to the policies, procedures and guidelines of UNOC and its subsidiaries.

5.3 Essential Duties:

1. Verify Invoices against contract terms and other agreements.
2. Process and record vendor/supplier invoices for payment on a timely basis and accurately.
3. Process and post invoices and expenses claims and clearing cash advances.
4. Process cash advances and reimbursements for staff.
5. Monthly update of the General Ledger and Accrual schedules.
6. Reconciliation of payable accounts with vendor supplier statements.
7. Prepare periodical vendor aging reports.
8. Attend to vendor/supplier queries or inquires to maintain good working relationships and resolve invoice discrepancies.
9. Timely preparation and processing of payroll.
10. Filing of PAYE, NSSF Returns and Provident Fund Contributions.
11. Support annual statutory audits and resolve all possible queries related to Accounts Payables.
12. Perform any other duties as may be assigned from time to time by the supervisor.

5.4 Qualifications, Experience and Attributes:

- a. Bachelor's Degree (Hons) in Finance, Business Administration, Accounting, or other related fields.
- b. 0-3 years of related work experience
- c. Experience in using accounting software/ERP's
- d. Proficiency in Microsoft Skills
- e. Knowledge of financing, accounting and banking process
- f. Excellent analytical skills
- g. Attention to detail

APPLICATION PROCEDURE

UNOC will ONLY consider online applications submitted through her website on the careers portal at <https://www.unoc.co.ug/career-opportunities/>

APPLICATION DEADLINE

All applications should be submitted **not later than Friday 7th October 2022 by 17:00 hours (5:00pm EAT).**

NOTE:

- 1) Applicants are required to scan and attach **CERTIFIED** copies of the required academic documents e.g. Degree, Transcript, Diploma, A-level and O-level certificates
- 2) Applications without Certified academic documents will not be considered.
- 3) Attach a copy of the Curriculum Vitae
- 4) Only shortlisted and successful candidates will be contacted, and any form of lobbying will lead to automatic disqualification
- 5) Please forward any inquiries regarding this advert to recruitment.unoc@unoc.co.ug call telephone number +256 312 444 600.

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

**CHIEF EXECUTIVE OFFICER
UGANDA NATIONAL OIL COMPANY**