



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 and results-oriented Company to occupy the following positions:

HUMAN RESOURCE DEPARTMENT

JOB TITLE: MANAGER, HUMAN RESOURCE (TWO YEAR CONTRACT)

REPORTS TO: CHIEF HUMAN RESOURCE OFFICER

JOB PURPOSE: Develop policy, implement, and coordinate the routine human resources functions such as recruitment, performance management, compensation, benefits, training, employee relations and enforcing Company HR Policies and Practices.

Essential Duties

1. Participate in the development and implementation of Human Resource policies, strategies, systems, and tools.
2. Participate in the preparation and implementation of plans and budgets of the human resources operations and prepare of periodical reporting on the same.
3. Coordinate the recruitment processes and employee induction and orientation program in line with Company policies and procedures.
4. Develop and maintain a human resources information system.
5. Coordinate and implement the Company Organizational Development activities including but not limited to the periodic review of the Company Organogram, job profiles, culture transformation and change management programs ensuring alignment with the corporate strategy.
6. Coordinate the staff performance review programs to ensure effectiveness and compliance within the organization.

7. Conduct periodical salary surveys within the labor market and recommend competitive wage rates.
8. Coordinate the development and implementation of staff training and development programs.
9. Coordinate and implement the corporate reward and recognition program.
10. Oversee the implementation staff welfare initiatives across the business units including leave management, staff events and bereavement.
11. Supervise and manage outsourced services including but not limited to cleaning, health insurance and catering services and prepare periodical contract management reports.
12. Design and coordinate Corporate Teambuilding engagements to enhance staff motivation and enhance relationships.
13. Supervise, appraise and develop the Human Resource staff in the department.
14. Represent the department at personnel-related meetings and events.
15. Perform any other duties as may be assigned.

Qualifications, Experience and Attributes

- a) Bachelor's Degree (Hons) in Social Sciences, Social Work and Social Administration, Human Resource Management or Business Administration (Human Resource Management option).
 - b) Master's degree in Public Administration, Management, Business Administration or other related master's degree.
 - c) Possession of relevant professional membership such as SHRM, CIPD or other relevant professional membership is an added advantage.
 - d) Proven eight (8) years of operational HR experience, three (3) of which should be at a senior level providing generalist HR service across a full range of HR issues.
 - e) Must have excellent communication, personnel management skills and a high level of integrity.
 - f) Experience of building and developing the capacity of HR staff through the use of training, performance management frameworks and development plans.
 - g) Excellent planning, coordination, and reporting skills.
 - h) Ability to build relationships quickly with a wide variety of people, both internally and externally.
 - i) Excellent skills in handling and advising on complex people management issue.
 - j) Good attention to detail.
 - k) Strong communication skills (written and spoken) in English.
- Demonstrated computer proficiencies, including Microsoft Office Suite, especially Word, Excel, PowerPoint and database management.

LEGAL & CORPORATE AFFAIRS DEPARTMENT

JOB TITLE: SENIOR LEGAL OFFICER – BOARD AFFAIRS

REPORTS TO: MANAGER BOARD AFFAIRS AND ADVISORY SERVICES

JOB PURPOSE: To provide support in ensuring that the company complies with all regulatory and good corporate governance requirements & overseeing smooth operation of Board and Shareholder meetings.

Essential Duties

1. Provide support in management of all Board and Shareholder matters and secretarial services.
2. Ensure that all Board packs and supporting documentation are prepared, printed, distributed, and filed in a timely manner.
3. Assist, when assigned, in taking, and reviewing minutes of Board and Shareholder meetings.
4. Assist in smooth running of both Board and Shareholder meeting by ensuring that logistical and other related matters are managed in an efficient and timely manner.
5. Provide support in ensuring that the company and its subsidiaries adhere to good corporate governance practices.
6. Ensure proper custody of the Company's legal and other relevant documents.
7. Provide support in the implementation of the Company's Corporate Governance Code.
8. Assist in the preparation for and conduct of regular Board evaluations.
9. Identify and coordinate relevant induction & training programmes for the Board and assist in their implementation.
10. Initiate policy development, draft, amend and review policies in line with Company, statutory and regulatory requirements.
11. Prepare legal opinions on any matter as may be required by UNOC and all its subsidiaries.
12. Provide support in the preparation of memos, correspondences, and processing of any Board related payments.
13. Assist with the maintenance of statutory records and registers.
14. Assist with preparation of Annual reports and statutory returns applicable within the function.
15. Provide support in monitoring and mitigating the governance risks as set out in the Company's risk management framework.
16. Any other duties as may be assigned.

Qualifications, Experience and Attributes

- a) Bachelor's degree (Hons) in Law (LLB) and possession of a valid practising certificate.
- b) Possession of Postgraduate Diploma in Legal Practice.
- c) Enrolled advocate with a valid practising license
- d) Possession of an ICSA qualification is an added advantage.
- e) At least 6 (six) years' experience in a busy corporate entity of high repute.
- f) Demonstrated experience in dealing with Board matters and in providing advisory services in a large corporate entity.
- g) Minute taking experience.
- h) Excellent analytical, research and drafting skills.
- i) Excellent judgment and ability to anticipate legal issues or risks.
- j) High level of integrity, proven track record of outstanding performance, and ability to work under pressure as part of a team.
- k) Strong interpersonal skills

- l) Excellent oral and written communication skills

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 24th February 2023 by 11:59 pm (EAT).**

NOTE:

- 1) Applicants are required to scan and attach **CERTIFIED** copies of the required academic documents only e.g. Degree, Transcript, Diploma certificates.
- 2) Please forward any enquires regarding this advert to recruitment.unoc@unoc.co.ug

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