



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

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### **EXTERNAL ADVERT NO. 3 OF 2023**

#### **THE UGANDA NATIONAL OIL COMPANY LIMITED (UNOC) IS RECRUITING**

The Uganda National Oil Company (UNOC) Limited 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 position:

#### **CORPORATE AFFAIRS**

**JOB TITLE: CHIEF CORPORATE AFFAIRS OFFICER**

**REPORTS TO: CHIEF EXECUTIVE OFFICER**

**JOB PURPOSE: TO PROVIDE LEADERSHIP IN THE DEVELOPMENT AND IMPLEMENTATION OF THE GROUP'S CORPORATE AFFAIRS POLICIES AND STRATEGIES.**

#### **ESSENTIAL DUTIES**

1. Develop and implement the Corporate Affairs Strategy in alignment with the group's strategic objectives and business plans.
2. Formulate and implement an integrated stakeholder strategic mapping that cuts across the group corporate communication and stakeholder experience.
3. Develop and implement an efficient and effective communication and stakeholder management strategy for UNOC and ensure that UNOC's image and brand are well protected.
4. Lead the development and implementation of UNOC's media strategy and media governance protocols for use within the Company and implement their adherence across the company.
5. Proactively lead engagements providing management teams with guidance in high-stakes engagement.
6. Ensure the fostering of media relationships to safeguard the company's reputation.

7. Lead in attainment and sustenance of the social license to operate for all UNOC projects.
8. Lead the development, engagements, and maintenance of strategic relationships with key internal and external stakeholders.
9. Develop and implement a Corporate Brand promotion strategy and track corporate brand market positioning and performance.
10. Develop and implement a community engagement and grievance management framework.
11. Supervise and mentor staff in the Corporate Affairs Department.
12. Any other duties as may be assigned.

### **QUALIFICATIONS**

- a) Master's degree in mass communication, Public Relations, Public Policy, International Relations, or any other relevant degree.
- b) Bachelor's Degree (Hons) in Mass Communication, Marketing, Social Sciences, Public Relations, Languages and linguistics, Business or any other relevant discipline.
- c) Twelve (12) years of relevant experience in a busy corporate entity of high repute of which five (5) must have been at a leadership level.
- d) Membership to a relevant professional body is an added advantage.
- e) Knowledge in oil and gas, Environmental, Social and Governance (ESG) is an added advantage.

### **EXPERIENCE**

- a) Experience in developing and delivering a Corporate Affairs strategy.
- b) Experience in developing and implementing a website and social media strategy.
- c) Experience in engaging stakeholders across all levels.
- d) Experience in developing an internal and external communication strategy.

### **SKILLS AND COMPETENCIES**

- a) Ability to communicate effectively.
- b) Excellent presentation skills.
- c) Strong strategic leadership and problem-solving skills.
- d) Must be computer literate.
- e) Ability to work independently, but also work effectively within a multi-disciplinary team environment.
- f) Communication management skills.
- g) Strong collaboration and social networking skills.
- h) Resilience and ability to anticipate/manage challenges.

## **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 6<sup>th</sup> October 2023** by **11:59pm 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](mailto:recruitment.unoc@unoc.co.ug)

**CHAIRMAN, BOARD OF DIRECTORS  
UGANDA NATIONAL OIL COMPANY**