



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

## EXTERNAL ADVERT NO. 2 OF 2024

### 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 positions:

**DEPARTMENT : UPSTREAM**

**JOB TITLE : ENGINEERING MANAGER - EXPLORATION-(1 VACANCY)**

**REPORTS TO : HEAD EXPLORATION & NEW VENTURES**

**JOB PURPOSE : TO MANAGE THE COMPANY'S ENGINEERING ASPECTS OF EXPLORATION PROJECT OPERATIONS TO MAXIMIZE VALUE FOR THE COMPANY.**

### ESSENTIAL DUTIES

1. Provide expert technical leadership and guidance to engineering and technical teams engaged in exploration activities.
2. Supervise preparation and evaluation of drilling and completion programs and reports.
3. Recommend well trajectories, completions and perforations.
4. Preparation of AFE's for drilling & completions work and obtaining necessary approvals.
5. Support the development and execution of the company's exploration strategy, aligning it with overall business objectives and market trends.
6. Monitor and supervise the drilling of exploration and appraisal wells to ensure that all identified objectives are met in a safe manner.
7. Monitor and supervise the preparation and evaluation of well prognosis and drilling, work-over and completion programs.
8. Coordinate the planning, preparation and evaluation of exploration work programs and budgets for the drilling Section and other technical proposals and reports.

9. Coordinate and supervise the company's engineering activities in company-operated and non-operated areas in a timely, safe and cost-effective manner.
10. Coordinate the review of technical reports from exploration JV Partners.
11. Prepare and evaluate engineering aspects of applications for petroleum exploration licenses and other technical proposals and reports from strategic partners
12. Develop detailed project plans, timelines and budgets for engineering aspects of exploration activities
13. Ensure adequate and efficient data acquisition quality control, storage and analysis of engineering data and physical field samples that relate to the evaluation of the exploration areas
14. Identify and evaluate technical, regulatory and economic risks associated with exploration projects
15. Develop risk mitigation strategies and ensure compliance with industry standards and regulations
16. Ensure compliance with industry regulations, safety standards, and environmental considerations during exploration activities
17. Prioritize and promote a strong health, safety, and environment (HSE) culture
18. Evaluate the impact of all exploration activities on the environment by participating in the development, implementation and monitoring of a sound Health, Safety and Environment protection programs
19. Evaluate and recommend industry leading technologies for incorporating into exploration projects
20. Drive innovation within exploration team to improve efficiency in operations
21. Provide regular updates and reports to Management and stakeholders on exploration progress, resource estimates and other developments
22. Stay informed about relevant industry regulations, permits, and compliance requirements, ensuring adherence to legal and regulatory standards
23. Participate in the development of operational procedures and ensure that all exploration operations are conducted according to approved procedures
24. Participate in negotiation of joint venture agreements
25. Participate in meetings with Partners and Authorities, when required
26. Collaborate with cross-functional teams and external partners to achieve seamless coordination and project execution
27. Manage and supervise the exploration engineering staff
28. Set performance goals, provide mentorship, and facilitate professional development of exploration staff

### **Qualifications & Experience**

- a) Master's degree in petroleum engineering or any other relevant degree.
- b) Bachelor of Science (Hons) in either Geology and Chemistry, Physics and Mathematics, Petroleum Geosciences & Petroleum Engineering, or other relevant honours degree
- c) Postgraduate qualification in management of petroleum operations will be an added advantage
- d) Membership in the relevant oil and gas industry professional bodies like SPE, AAPG, and SEG is an added advantage
- e) Minimum of eight (8) years' experience in Petroleum E&P Operations, four (4) of which should have been attained at a Supervisory/team leader level/managerial level
- f) Proven experience in well-site operations

- g) Extensive experience in exploration engineering in the oil and gas industry
- h) Experience in project development & management especially in exploration operations is an added advantage

### **Skills & Competencies**

- a) Strong leadership, management, and communication skills
- b) Good negotiation skills and communication skills
- c) Strong technical expertise in drilling & well engineering operations, production optimization, and surface facilities management
- d) In-depth knowledge in well planning, drilling operations and managing exploration operations
- e) Excellent project management, and strong analytical and problem-solving abilities
- f) In-depth knowledge and ability to use industry tools and software technologies used for exploration data analysis
- g) Understanding of regulatory frameworks and environmental considerations in exploration
- h) Must have knowledge of Ugandan's Oil and Gas regulatory frameworks
- i) Good understanding of HSE regulations, practices, and environmental considerations in oil and gas operations
- j) Knowledge of management of petroleum operations
- k) Knowledge of industry-specific software and tools for drilling, reservoir characterization and other exploration engineering operations

**DEPARTMENT : UPSTREAM**

**JOB TITLE : EXPLORATION GEOLOGIST - (1 VACANCY)**

**REPORTS TO : EXPLORATION GEOLOGIST SPECIALIST**

**JOB PURPOSE : RESPONSIBLE FOR EVALUATING GEOSCIENTIFIC DATA TO IDENTIFY, EVALUATE AND ASSESS POTENTIAL OIL AND GAS RESOURCES, USING GEOLOGICAL TECHNIQUES.**

### **ESSENTIAL DUTIES**

1. Undertake geological data acquisition, interpretation and evaluation to generate hydrocarbon plays, prospects and leads
2. Evaluate and interpret E&P data to understand the surface and subsurface structures, develop reservoir models and characterize reservoirs
3. Participate in the quality control, storage and management of geological data and physical field samples that relate to exploration areas
4. Evaluate exploration prospects and opportunities to assess their petroleum potential.
5. Evaluate and rank the resources, risks and uncertainties of the prospects to be drilled and suggest exploration and development programs
6. Assist in planning of exploration wells
7. Develop subsurface static reservoir models to understand structure, reservoir characteristics and petroleum quality and quantity
8. Participate in the estimation of the petroleum resources/ reserves and classify the Company's resource portfolio with prudent classification frameworks

9. Identify geological uncertainties and risks associated with exploration targets and propose mitigation strategies
10. Identify and evaluate technical, regulatory and economic risks associated with geological aspects exploration projects
11. Evaluate Partners' technical proposals and participate in meetings with Partners and Authorities, when required.
12. Participate in the preparation of applications for petroleum exploration licenses, and evaluation of geological work programs and other technical proposals
13. Assist in the development of operational procedures for E&P operations and in ensuring that all operations are conducted according to approved procedures
14. Participate in negotiation of joint venture agreements

### **Qualifications & Experience.**

- a) Bachelor of Science (Hons) in either Geology and Chemistry, Physics and Mathematics, Petroleum Geosciences & Petroleum Engineering, or other relevant honours degree
- b) Membership in the relevant oil and gas industry professional bodies like SPE, AAPG, and SEG is an added advantage
- c) Minimum of four (4) years' experience in petroleum E&P operations
- d) Hands-on experience in geological analysis and integration software suites.
- e) Relevant experience in exploration geology within the oil and gas industry
- f) Knowledge in exploration and development operations, Health & Safety standards, and operational procedures

### **Skills & Competencies**

- a) Ability to work independently, but also work effectively within a multi-disciplinary team environment to develop appropriate work programs
- b) Good negotiation and communication skills
- c) Good knowledge of Health & Safety standards and operational procedures
- d) Strong analytical and problem-solving abilities
- e) Understanding of regulatory frameworks and environmental considerations in exploration
- f) Be skilled in integrated reservoir modelling
- g) Knowledge in well log analysis, core description, and seismic interpretation

**DEPARTMENT : UPSTREAM**

**JOB TITLE : FACILITIES ENGINEER - (1 VACANCY)**

**REPORTS TO : DRILLING AND COMPETITIONS MANAGER**

**JOB PURPOSE : RESPONSIBLE FOR SUPPORTING ENGINEERING OPERATIONS OF PLANTS AND SURFACE PRODUCTION FACILITIES, INCLUDING TROUBLESHOOTING, PROCESS MODELLING, PERFORMANCE MONITORING, AND IDENTIFICATION OF IMPROVEMENT OPPORTUNITIES (PRODUCTION, SAFETY, EFFICIENCY).**

## **ESSENTIAL DUTIES**

1. Provide engineering assistance to operations of plants and surface production facilities including troubleshooting of process operating problems, conducting special tests, developing reports and reporting of production status
2. Evaluate and implement process improvements to increase production capacity, improve operational efficiency and reliability of surface facilities
3. Assist in the estimation, tracking and forecasting of budgets for OPEX and CAPEX for facilities and plants
4. Participate in initiatives to enhance facilities' safety, upgrade environmental safeguards, and ensure the overall optimization of process operations
5. Evaluate partners' facilities engineering proposals and participate in meetings with partners and Authorities, if required
6. Assist in matters of evaluation, selection and coordination of vendors supplying services, materials, equipment and other needs for operation of surface facilities and plants
7. Provide guidance for process design and development of key deliverables for surface facilities such as; PFD, P&IDs, Control Narratives, and Equipment/Valve/Pipe Sizing Calculations
8. Support the creation and interpretation of Company engineering and facilities' standards. Educate engineering and operations teams on how these standards apply to upstream oil and gas facility design, engineering, and operation.
9. Support and maintain facilities performance reporting and facilities Project KPIs.
10. Effectively communicate project tracking and reporting as needed.
11. Perform any other duties assigned by the supervisor from time to time

## **Qualifications & Experience.**

- a) BSc (Hons) in Structural, Mechanical, Manufacturing, Chemical, Electrical, or Civil Engineering.
- b) Minimum of four (4) years relevant work experience in Oil & Gas industry preferably in facilities/process management and maintenance.

## **Skills and Competencies**

- a) Extensive knowledge of process facilities, pipelines, surface equipment design and operations, MOCs, HAZOPs and PSSR/commissioning process
- b) Expertise in Process Thermodynamic Simulation Software such as; ProMAX and Aspen HYSYS and Hydraulic Simulation Software such as; PipeSIM, PipePHASE, Aspen Flare Net.
- c) Expertise in project management principles especially project cost management, time management, scope management and procurement management

**DEPARTMENT : UPSTREAM**

**JOB TITLE : RESERVOIR ENGINEER - (1 VACANCY)**

**REPORTS TO : GEOSCIENCES MANAGER**

**JOB PURPOSE : TO IDENTIFY AND QUANTIFY OIL AND GAS RESERVES AND DEVELOP STRATEGIES TO MAXIMIZE RECOVERY.**

### **ESSENTIAL DUTIES**

1. Liaise with geoscientists, production, and petroleum engineers to develop subsurface dynamic reservoir models and predict production potential.
2. Provide reservoir engineering inputs required for the preparation of Field Development Plans and Reservoir Management Plans; such as predicted production profiles, well count, data acquisition plans etc.
3. Perform the development, maintenance and history matching of dynamic reservoir simulation models.
4. Participate in the estimation of the petroleum resources/reserves including development of production and reserve booking profiles.
5. Evaluate partners' reservoir engineering proposals and participate in meetings with Partners and Authorities, when required.
6. Assess opportunities for future infill wells, workovers, near-field exploration targets and enhanced oil recovery and prepare appropriate recommendations.
7. Assist in the development of operational procedures for E&P operations and in ensuring that all operations are conducted according to approved procedures.
8. Support an integrated team of geoscientists, drilling and production engineers to monitor field performance and optimize production.
9. Monitor the acquisition of engineering services.

### **Qualifications & Experience.**

- a) Bachelor's Degree (Hons) in Engineering, Geosciences or any relevant bachelor's degree.
- b) Minimum of four (4) years' experience in Petroleum E&P Operations.
- c) Substantial experience in dynamic modelling of petroleum reservoirs, history matching and sensitivity analysis using Eclipse (or similar software).

### **Skills and Competencies**

- a) Posses skills in integrated reservoir modelling and simulation.
- b) Have knowledge of development and production operations, Health & Safety standards and operational procedures.
- c) Ability to work independently, but also work effectively within a multi-disciplinary team environment.
- d) The ideal candidate should have a record of impeccable integrity.
- e) Excellent analytical skills.
- f) Excellent communication and interpersonal skills.

**DEPARTMENT : UPSTREAM**  
**JOB TITLE : PETROLEUM ENGINEER (SURFACE)- (1 VACANCY)**  
**REPORTS TO : PETROLEUM ENGINEER SPECIALIST**  
**JOB PURPOSE : TO PLAN AND DESIGN DRILLING AND OTHER  
ENGINEERING ACTIVITIES IN EXPLORATION AREAS.**

### **ESSENTIAL DUTIES**

1. Prepare well design, drilling program and undertake well planning.
2. Propose well trajectories, completions and perforations
3. Prepare and evaluate drilling and completion programs and reports
4. Prepare and evaluate engineering aspects of technical proposals
5. Monitor acquisition and interpretation of engineering data
6. Prepare the technical specifications for drilling equipment and services required for exploration activities
7. Monitor the drilling of exploration and appraisal wells to ensure that all identified objectives are met in a safe and timely manner.
8. Assist in the development of operational procedures and ensure that all exploration operations are conducted according to approved procedures.
9. Coordinate the verification and inspection of materials and equipment for drilling operation and assure all requirements, special terms and conditions are met.
10. Prepare Work Programs and Budgets for Drilling Section.
11. Monitor and supervise the drilling of exploration and appraisal wells to ensure that all identified objectives are met in a safe manner.
12. Identify and evaluate technical, regulatory and economic risks associated with geological aspects exploration projects.
13. Develop risk mitigation strategies and ensure compliance with industry standards and regulations.
14. Ensure compliance with industry regulations, safety standards, and environmental considerations during exploration activities.
15. Evaluate and recommend industry leading geological technologies, tools and software for exploration projects.
16. Propose and implement innovative approaches within exploration team to enhance engineering data analysis and interpretation.
17. Provide regular updates and reports to Management and stakeholders on exploration progress, drilling and other developments.
18. Participate in negotiation of joint venture agreements.
19. Participation in meetings with joint venture Partners and Authorities, when required.
20. Participate in drilling engineering knowledge sharing initiatives.
21. Train and coach graduate engineers and graduate trainees.

### **Qualifications & Experience**

- a) BSc in Drilling, Petroleum, Structural, Mechanical, Electrical, Chemical or Manufacturing /Production Engineering.
- b) Possession of relevant certification will be an added advantage.
- c) Membership to the relevant oil and gas industry professional bodies like SPE, AAPG, and SEG is an added advantage.

- d) Minimum of four (4) years relevant experience in Oil & Gas industry.
- e) Proven experience in well-site operations.
- f) Extensive experience in exploration and engineering in the oil and gas industry.
- g) Experience in working for a busy, multi-disciplinary technical environment/team.
- h) Working on own initiative.
- i) Working with minimum supervision.

### **Skills & Competencies**

- a) Strong project management, planning, organizational skills to ensure that goals, schedules, and budgets are met
- b) Good negotiation skills and communication skills
- c) Good knowledge of Health & Safety standards and operational procedures as well as environmental considerations in oil and gas operations
- d) Strong analytical and problem-solving abilities
- e) Ability to work independently and as part of multidisciplinary teams.
- f) Understanding of regulatory frameworks and environmental considerations in exploration
- g) Hands-on experience in engineering software suites
- h) Knowledge of exploration operations
- i) Good knowledge of Health & Safety standards and operational procedures.
- j) Must have knowledge of Ugandan's Oil and Gas regulatory frameworks
- k) Proficiency in well planning and drilling operations

**DEPARTMENT : UPSTREAM**

**JOB TITLE : DRILLING & COMPLETIONS ENGINEER - (1 VACANCY)**

**REPORTS TO : DRILLING & COMPLETIONS SPECIALIST**

**JOB PURPOSE : THE DRILLING & COMPLETIONS ENGINEER IS RESPONSIBLE FOR PLANNING, DESIGNING, AND EXECUTING DRILLING AND COMPLETIONS OPERATIONS TO ENSURE SAFE, EFFICIENT, AND SUCCESSFUL WELLBORE CONSTRUCTION OPERATIONS.**

### **ESSENTIAL DUTIES**

1. Prepare comprehensive drilling and completions programs, cost estimates, and progress reports for internal and external stakeholders.
2. Participate in the design and planning of drilling and completions operations and ensure alignment with reservoir objectives and operational requirements.
3. Perform technical analyses and evaluations to optimize drilling and completions plans, considering wellbore integrity, safety, and efficiency.



4. Identify potential drilling and completions risks and develop mitigation strategies to ensure safe and efficient operations.
5. Undertake the evaluation of drilling fluids, casing design, cementing programs, and well control strategies to ensure optimal wellbore integrity.
6. Ensure wellbore integrity throughout drilling and completions activities, adhering to industry standards and safety protocols.
7. Collaborate with rig personnel, contractors, and service providers to ensure efficient execution of drilling and completions activities including timely delivery of equipment, materials, and services.
8. Identify and resolve drilling and completions challenges, such as wellbore instability, lost circulation, and stuck pipe incidents and recommend where required wellbore trajectory adjustments and drilling parameter optimization.
9. Provide technical guidance during drilling and completions operations to ensure adherence to plans and regulatory requirements.
10. Undertake evaluation of drilling and completions engineering related proposals/submissions from Joint Venture Partners and participate in meetings with Joint Venture Partners and Authorities, when required.
11. Provide drilling and completions engineering inputs required for preparation of Field Development Plans, Petroleum Reservoir Reports and Reservoir Management Plans.
12. Support the development and review of drilling and completions engineering aspects of workflows, procedures, guidelines, and reservoir management plans.
13. Prepare the technical specifications for drilling and completions equipment and other related services required for the Company's field development operations.
14. Participate in the preparation of Tender Plan and Invitation to Tender and other Bid Documents, conduct Technical and Commercial evaluations of tenders for D&C, and support preparation of Award Recommendation.
15. Verify and inspect the provision of materials and equipment for drilling operations and ensure all requirements, and conditions are met.
16. Monitor and control drilling and completions costs, optimizing expenditure while maintaining high operational standards.
17. Any other duties as may be assigned.

### **Qualifications & Experience**

- a) Bachelor's degree (Hons) in Petroleum, Drilling, Mechanical, Civil, Electrical, Manufacturing, Production Engineering, or any relevant degree.
- b) Minimum of four (4) years relevant work experience in Oil & Gas industry preferably in facilities/process management and maintenance.

### **Skills and Competencies:**

- a) Proficiency in drilling engineering software tools such as Landmark and well design techniques.

- b) Strong problem-solving skills and the ability to contribute to technical decision-making.
- c) Effective communication and interpersonal skills for teamwork and stakeholder engagement.
- d) A motivated, self-starter who works well under minimal supervision.
- e) Solid understanding of drilling and completions best practices, technologies, and equipment.
- f) Well versed in all aspects of completion and workover operations.

**DEPARTMENT : UPSTREAM**

**JOB TITLE : PRODUCTION ENGINEER - (1 VACANCY)**

**REPORTS TO : FACILITIES ENGINEERING SPECIALIST**

**JOB PURPOSE : THE PRODUCTION ENGINEER IS A TECHNICAL ROLE RESPONSIBLE FOR THE EVALUATION AND MONITORING OF PRODUCTION AND EFFICIENCY OF SUBSURFACE EQUIPMENT AND DEVELOPMENT OF STRATEGIES TO IMPROVE HYDROCARBON EXTRACTION.**

## **ESSENTIAL DUTIES**

1. Design surface facilities including reservoir wellbore interface, well completion systems like artificial lift and sand control systems and coordinate their installation for efficient operations in collaboration with operating companies and partners.
2. Assist in the planning and coordination of all phases of well completions, workovers and production operations throughout the life cycle of a well.
3. Perform integrated well performance modelling studies including nodal analysis, reservoir wellbore interface management, well Integrity management and Artificial lift.
4. Work closely with an integrated team of geoscientists and engineers to monitor and analyse field performance using production data (history) and recommend wells for production enhancements, recompletion or abandonment.
5. Generate production forecast scenarios and performance analysis to support business decision making initiatives by working closely with the Reservoir Engineers.
6. Participate in the measurement of produced petroleum and coordination of engineering and geoscience input to the crude allocation process.
7. Participate in the planning and coordination of well testing and production operations in accordance with the Company policies and ensure regulatory compliance.
8. Monitor and analyze well productivity, surface equipment performance and recommend appropriate interventions to ensure optimal performance.
9. Study and propose new technologies aimed at improving well integrity, productivity, and efficiency.
10. Work closely with Geoscientists, Engineers, and Economists in the preparation of

Field Development Plans and Reservoir Management Plans for oil and gas accumulations by providing production engineering inputs.

11. Evaluate production engineering proposals/submissions from Joint Venture Partners and participate in meetings with Joint Venture Partners and Authorities, when required.
12. Participate in the development and review of production engineering aspects of workflows, procedures, guidelines and reservoir management plans.
13. Perform any other duties assigned by the supervisor.

### **Qualifications and Experience**

- a) Bachelor's degree (Hons) in Production Engineering, Petroleum Engineering, Mechanical Engineering, Chemical Engineering, Petroleum Geoscience or any related discipline.
- b) Minimum of four (4) years of working experience with a focus on well testing operations, well performance modelling and monitoring, production optimization and reservoir wellbore interface and well completion systems in the upstream petroleum projects.
- c) Hands-on experience in integrated well performance modelling and production data analysis using Petroleum Experts IPM, AVOCET, OFM or similar software).

### **Skills and Competencies**

- a) Effective problem-solving skills and the ability to make sound technical decisions.
- b) Excellent communication and interpersonal skills for teamwork and stakeholder engagement.
- c) Ability to work independently and effectively within a multidisciplinary team environment.
- d) Strong understanding of well performance analysis, artificial lift systems, and production optimization strategies.
- e) Knowledge of hydrocarbon allocation and accounting practices and regulations.
- f) Extensive knowledge in Petroleum Exploration, Development and Production activities, Health & Safety standards and operational procedures.

**DEPARTMENT : UPSTREAM**

**JOB TITLE : GRADUATE EXPLORATION GEOPHYSICIST(1 VACANCY)**

**REPORTS TO : EXPLORATION GEOPHYSICIST (SPECIALIST)**

**JOB PURPOSE : TO ASSIST THE EXPLORATION GEOPHYSICIST IN THE ACQUISITION, ANALYSIS, AND INTERPRETATION OF GEOPHYSICAL DATA TO IDENTIFY AND EVALUATE POTENTIAL OIL AND GAS DEPOSITS.**

### **ESSENTIAL DUTIES**

1. Participate in the collection, quality control, storage and analysis of geophysical data.
2. Assist in the analysis and interpretation of geophysical data, including seismic data and well logs, to identify subsurface structures for reservoir modeling and resources assessment.
3. Participate in monitoring the acquisition of geological and geophysical data to ensure quality.
4. Participate in geological and geophysical field mapping.
5. Prepare notes, sketches, cross sections, reports and maps that can be used to define geophysical characteristics of prospective areas.
6. Plot information from aerial photographs, well logs, section descriptions, and other databases
7. Assemble, operate, and maintain field and laboratory equipment, working as part of a crew when required.
8. Collect and prepare information and field samples for analysis; and conduct analyses on samples to determine their content and characteristics.
9. Support the development of operational procedures for exploration operations.
10. Work closely with geologists, geophysicists and other team members to integrate geophysical data and interpretations for exploration projects.
11. Acquire knowledge in geophysical methods and techniques used in the oil and gas industry including seismic data acquisition, processing and interpretation.
12. Use geophysical data interpretation software and tools, staying updated on industry advancements in geophysical techniques.
13. Promote a culture of health, safety, and environmental responsibility within the geophysics team.
14. Provide regular updates and reports to the Exploration Geophysicist and team members on geophysical findings, progress, and recommendations.

### **Qualifications & Experience**

- a) Bachelor of Science (Hons) in either Geology and Chemistry, Physics and Mathematics, Petroleum Geosciences & Petroleum Engineering, or other relevant honours degree.
- b) Zero to three (0-3) years of working experience.
- c) Possession of relevant experience in Petroleum E&P Operations will be an added advantage.

## **Skills & Competencies**

- a) Familiarity with geophysical data interpretation, seismic analysis, or well log analysis is an added advantage.
- b) Strong analytical skills and attention to detail for accurate interpretation of geophysical data.
- c) Willingness to learn and adapt new geophysical techniques and technologies.
- d) Ability to work both independently and within a multidisciplinary team environment.
- e) Knowledge of exploration, development and production operations, and operational procedures will be an added advantage.

**DEPARTMENT : UPSTREAM**

**JOB TITLE : GRADUATE EXPLORATION GEOLOGIST- (1 VACANCY)**

**REPORTS TO : EXPLORATION GEOLOGIST (SPECIALIST)**

**JOB PURPOSE : TO ASSIST IN THE ACQUISITION, ANALYSIS AND INTERPRETATION OF GEOLOGICAL DATA TO IDENTIFY AND EVALUATE POTENTIAL OIL AND GAS DEPOSITS.**

### **ESSENTIAL DUTIES**

1. Assist in the analysis and interpretation of geological and geophysical data, including seismic data and well logs, to identify subsurface structures for reservoir modeling and resources assessment.
2. Participate in the collection, quality control, storage and analysis of geological data and physical field and well samples.
3. Participate in geological and geophysical field mapping.
4. Participate in monitoring the acquisition of geological and geophysical data to ensure quality
5. Assemble, operate, and maintain field and laboratory equipment, working as part of a crew when required.
6. Collect and prepare information, solid and fluid samples for analysis; and Conduct analyses on samples to determine their content and characteristics.
7. Prepare notes, sketches, cross sections, reports and maps that can be used to define geological characteristics of prospective areas.
8. Plot information from aerial photographs, well logs, section descriptions, and other databases.
9. Support development of operational procedures for exploration operations
10. Work closely with geologists, geophysicists and other team members to integrate geophysical data and interpretations for exploration projects.
11. Acquire knowledge in geological and geophysical methods and techniques used in the oil and gas industry.
12. Learn to use geological data interpretation software and tools, staying updated on industry advancements in geophysical techniques.
13. Promote a culture of health, safety, and environmental responsibility within the geophysics team.
14. Provide regular updates and reports to the Exploration Geologist and team members on geophysical findings, progress, and recommendations.
15. Perform any other duties as may be assigned by the supervisors from time to time

### **Qualifications & Experience**

- a) Bachelor of Science (Hons) in either Geology and Chemistry, Physics and Mathematics, Petroleum Geosciences & Petroleum Engineering, or other relevant honours degree.
- b) Zero to three (0-3) years of working experience.
- c) Possession of relevant experience in Petroleum E&P Operations will be an added advantage.

### **Skills & Competencies**

- a) Familiarity with geological data interpretation, seismic analysis, or well log analysis is an added advantage.
- b) Strong analytical skills and attention to detail for accurate interpretation of geophysical data.
- c) Excellent communication and interpersonal skills to collaborate effectively with team members.
- d) Willingness to learn and adapt to new geological techniques and technologies.
- e) Ability to work both independently and within a multidisciplinary team environment.
- f) Knowledge of exploration and development operations, and operational procedures will be an added advantage.

<b>DEPARTMENT</b>	<b>:</b>	<b>UPSTREAM</b>
<b>JOB TITLE</b>	<b>:</b>	<b>GRADUATE PETROLEUM ENGINEER -(1 VACANCY)</b>
<b>REPORTS TO</b>	<b>:</b>	<b>PETROLEUM ENGINEER SPECIALIST</b>
<b>JOB PURPOSE</b>	<b>:</b>	<b>TO SUPPORT THE TECHNICAL TEAM IN IMPLEMENTATION OF THE EXPLORATION PROGRAM AND ACHIEVING THEIR OBJECTIVES OF INCREASING PROFITABILITY BY ACQUISITION OF NEW ASSETS, AMONG OTHERS.</b>

### **ESSENTIAL DUTIES**

1. Participate in preparation of well design, well testing and drilling programs.
2. Assist in preparation of end of drilling and end of well testing reports.
3. Provide petroleum engineering support to drilling and well test operations.
4. Assist in monitoring acquisition and interpretation of engineering data.
5. Assist in review and analysis of technical reports on engineering studies conducted by external consultants.
6. Participate in the development of operational procedures to ensure that all exploration operations are conducted according to approved procedures.
7. Participate in preparation of Work Programs and Budgets for Exploration and Appraisal campaigns.
8. Identify and evaluate technical, regulatory and economic risks associated with geological aspects exploration projects.
9. Participate in the development of risk mitigation strategies and ensure compliance with industry standards and regulations.
10. Ensure compliance with industry regulations, safety standards, and environmental

- considerations during exploration activities.
11. Participate in evaluation and recommendation of industry leading geological technologies, tools and software for exploration projects.
  12. Propose and implement innovative approaches within exploration team to enhance engineering data analysis and interpretation.
  13. Provide regular updates and reports to Management and stakeholders on exploration progress, drilling and other developments.
  14. Participate in negotiation of joint venture agreements.
  15. Participation in meetings with joint venture Partners and Authorities, when required.
  16. Participate in petroleum engineering knowledge sharing initiatives.

### **Qualifications & Experience**

- a) BSc (Hons) in Drilling, Petroleum, Structural, Mechanical, Electrical, Chemical or Manufacturing /Production Engineering or a closely related degree.
- b) Zero to three (0-3) years of working experience.
- c) Possession of relevant experience in Petroleum E&P Operations will be an added advantage.

<b>DEPARTMENT</b>	<b>:</b>	<b>UPSTREAM</b>
<b>JOB TITLE</b>	<b>:</b>	<b>GRADUATE DRILLING &amp; COMPLETIONS ENGINEER - (2 VACANCIES)</b>
<b>REPORTS TO</b>	<b>:</b>	<b>DRILLING &amp; COMPLETIONS ENGINEER SPECIALIST</b>
<b>JOB PURPOSE</b>	<b>:</b>	<b>THE GRADUATE DRILLING &amp; COMPLETIONS ENGINEER IS AN ENTRY-LEVEL TECHNICAL ROLE RESPONSIBLE FOR SUPPORTING THE PLANNING, DESIGNING, AND EXECUTION OF DRILLING AND COMPLETIONS OPERATIONS TO ENSURE SAFE, EFFICIENT, AND SUCCESSFUL WELLBORE CONSTRUCTION OPERATIONS.</b>

### **ESSENTIAL DUTIES**

1. Provide support in the preparation of comprehensive drilling and completions programs, cost estimates, and progress reports for internal and external stakeholders.
2. Assist in planning and executing drilling and completions operations, ensuring alignment with technical and safety requirements.
3. Perform basic technical analysis, calculations, and simulations to support drilling and completions activities.
4. Collaborate with rig personnel, contractors, and service providers to ensure efficient execution of drilling and completions activities including timely delivery of equipment, materials, and services.
5. Provide technical assistance during drilling and completions operations, addressing minor technical issues and deviations.



6. Assist in analyzing drilling and completions data, performance metrics, and operational parameters to evaluate well construction efficiency and identify opportunities for optimization.
7. Collaborate with senior engineers to assess wellbore integrity, well design, and casing and cementing programs to ensure long-term production integrity.
8. Support the evaluation of drilling and completions engineering related proposals/submissions from Joint Venture Partners and participate in meetings with Joint Venture Partners and Authorities, when required.
9. Assist in the monitoring of non-operated drilling and wells operations.
10. Provide technical assistance in organising drilling and completions engineering inputs required for preparation of Field Development Plans, Petroleum Reservoir Reports and Reservoir Management Plans.
11. Maintain accurate documentation of drilling and completions designs, procedures, and operational reports.
12. Work closely with wellsite personnel, engineering teams, and contractors to support well designs and execution.
13. Provide support in the development and review of drilling and completions engineering aspects of workflows, procedures, guidelines, and reservoir management plans
14. Provide regular updates and reports to the Drilling & Completions Engineer on drilling and completions activities, progress, and recommendations.
15. Any other duties as may be assigned

### **Qualifications & Experience**

- a) Bachelor's degree (Hons) in Petroleum, Drilling, Mechanical, Civil, Electrical, Manufacturing, Production Engineering, or any other relevant degree.
- b) Zero to three (0-3) years of working experience.
- c) Possession of relevant experience in Petroleum E&P Operations will be an added advantage.

### **Skills and Competencies:**

- a) Strong analytical skills and attention to detail for accurate data interpretation.
- b) Effective communication and interpersonal skills for teamwork and stakeholder engagement.
- c) A motivated, self-starter who works well under minimal Supervision.
- d) Basic understanding of drilling and completions principles and equipment.
- e) Familiarity with drilling engineering software tools is a plus.

**DEPARTMENT : UPSTREAM**

**JOB TITLE : GRADUATE RESERVOIR ENGINEER - (2 VACANCIES)**

**REPORTS TO : RESERVOIR ENGINEER SPECIALIST**

**JOB PURPOSE : THE GRADUATE RESERVOIR ENGINEER IS AN ENTRY**  
**LEVEL TECHNICAL ROLE RESPONSIBLE FOR SUPPORTING**  
**RESERVOIR EVALUATION, SIMULATION,**  
**AND OPTIMIZATION ACTIVITIES.**

### **ESSENTIAL DUTIES**

1. Assist in the analysis and interpretation of all required data (reservoir study of oil/gas fields), including fluid (PVT) analysis, well testing, material balance analyses, and other analyses as required.
2. Collaborate with the reservoir engineering team in performing integrated reservoir simulation studies which includes data analysis, reservoir model construction, history matching, calibration and prediction of oil and gas production.
3. Study and propose alternatives to optimize field development and maximize hydrocarbon recovery from new and existing fields.
4. Provide support in the preparation of reservoir development, data acquisition, reservoir surveillance and monitoring plans to ensure optimal development and depletion strategies.
5. Work closely with Geoscientists, Engineers, and Economists in the preparation of Field Development Plans and Reservoir Management Plans for oil and gas accumulations by providing reservoir engineering inputs.
6. Support an integrated team of geoscientists and engineers to monitor and analyze field performance and recommend improvements to enhance performance/production.
7. Assist in the estimation and classification of the company's petroleum resources/reserves portfolio under the guidance of experienced reservoir engineers.
8. Assist in the preparation of reservoir engineering input into drilling, well testing and work-over proposals and programs under the guidance of experienced reservoir engineers.
9. Support the evaluation of reservoir engineering proposals/submissions from Joint Venture Partners and participate in meetings with Joint Venture Partners and Authorities, when required.
10. Perform any other duties assigned by the supervisor.

### **Qualifications & Experience**

- a) Bachelor's degree (Hons) in Reservoir Engineering, Petroleum Engineering, Mechanical Engineering, Civil Engineering, Petroleum Geoscience or any related discipline.
- b) Zero to three (0-3) years of working experience.
- c) Possession of relevant experience in Petroleum E&P Operations will be an added advantage.

### **Skills and Competencies**

- a) Ability to collaborate with multidisciplinary teams and working with wellsite personnel.
- b) Effective problem-solving skills and the ability to make sound technical decisions.
- c) Excellent communication and interpersonal skills for teamwork and stakeholder engagement.
- d) Ability to work independently, but also work effectively within a multidisciplinary team environment.
- e) Good working knowledge in Petroleum Exploration, Development and Production activities, Health & Safety standards and operational procedures.
- f) Understanding of reservoir behavior, fluid flow, and recovery mechanisms.
- g) Familiarity with reservoir management concepts and techniques.

**DEPARTMENT : UPSTREAM**

**JOB TITLE : GRADUATE PRODUCTION ENGINEER - (1 VACANCY)**

**REPORTS TO : FACILITIES ENGINEER SPECIALIST**

**JOB PURPOSE : THE GRADUATE PRODUCTION ENGINEER IS AN ENTRY LEVEL TECHNICAL ROLE RESPONSIBLE FOR SUPPORTING THE EVALUATION AND MONITORING OF PRODUCTION AND EFFICIENCY OF SUBSURFACE EQUIPMENT AND DEVELOPMENT OF STRATEGIES TO IMPROVE HYDROCARBON EXTRACTION**

#### **ESSENTIAL DUTIES**

1. To support experienced production engineers in the design of surface facilities including reservoir wellbore interface, well completion systems like artificial lift and sand control systems and coordinate their installation for efficient operations in collaboration with operating companies and partners.
2. Provide technical assistance during well completions, workovers and production operations throughout the life cycle of a well.
3. Support production optimization efforts by assisting in performing integrated well performance modelling studies including nodal analysis, reservoir wellbore interface management, well Integrity management and Artificial lift.
4. Work closely with an integrated team of geoscientists and engineers to monitor and analyse field performance using production data (history) and recommend wells for production enhancements, recompletion or abandonment.
5. Assist in the generation of production forecast scenarios and performance analysis to support business decision making initiatives by working closely with experienced reservoir and production engineers.
6. Collaborate with the production engineering team in the measurement of produced petroleum and coordination of engineering and geoscience input to the crude allocation process.
7. Provide support in the planning and coordination of well testing and production

operations in accordance with the Company policies and ensure regulatory compliance.

8. Assist in monitoring and analyzing well productivity, surface equipment performance and recommend appropriate interventions to ensure optimal performance under the guidance of experienced production engineers.
9. Study and propose new technologies aimed at improving well integrity, productivity, and efficiency.
10. Work closely with Geoscientists, Engineers, and Economists in the preparation of Field Development Plans and Reservoir Management Plans for oil and gas accumulations by providing production engineering inputs.
11. Support the evaluation production engineering proposals/submissions from Joint Venture Partners and participate in meetings with Joint Venture Partners and Authorities, when required.
12. Provide technical assistance in the development and review of production engineering aspects of workflows, procedures, guidelines and reservoir management plans.
13. Perform any other duties assigned by the supervisor.

### **Qualifications & Experience**

- a) Bachelor's degree (Hons) in Production Engineering, Petroleum Engineering, Mechanical Engineering, Chemical Engineering, Petroleum Geoscience or any related discipline.
- b) Zero to three (0-3) years of working experience.
- c) Possession of relevant experience in Petroleum E&P Operations will be an added advantage.

### **Skills and Competencies**

- a) Experience in collaborating with multidisciplinary teams and working with wellsite personnel.
- b) Effective problem-solving skills and the ability to make sound technical decisions.
- c) Excellent communication and interpersonal skills for teamwork and stakeholder engagement.
- d) Ability to work independently, but also work effectively within a multidisciplinary team environment.
- e) Good understanding of well performance analysis, reservoir-wellbore interface, and production processes.
- f) Extensive knowledge in Petroleum Exploration, Development and Production activities, Health & Safety standards and operational procedures.

**DEPARMENT : UPSTREAM**

**JOB TITLE : GRADUATE FACILITIES ENGINEER - (1 VACANCY)**

**REPORTS TO : FACILITIES ENGINEER SPECIALIST**

**JOB PURPOSE : THE GRADUATE FACILITIES ENGINEER IS AN ENTRY LEVEL TECHNICAL ROLE RESPONSIBLE FOR SUPPORTING THE DESIGN, PLANNING, INSTALLATION AND MONITORING OF SURFACE FACILITIES TO SUPPORT OIL AND GAS PRODUCTION OPERATIONS.**

### **ESSENTIAL DUTIES**

1. Assist in the design and optimization of production processes, facilities layouts, and equipment selection to ensure efficient and safe operations.
2. Assist in the Preparation of equipment specifications for oil and gas facilities and support the procurement of related services and materials.
3. Provide technical assistance in the development and review of operational procedures, manuals, plans, guidelines etc for oil and gas facilities operations.
4. Participate in the preparation of the scope of work, schedule and budget for facilities engineering work program of the Company and obtaining of necessary approvals.
5. Assist in the monitoring of oil and gas facilities work programs and operations, data gathering, facility audits and inspections for operated and non-operated assets.
6. Assist in the supervision of UNOC resources and contractors to perform the project scope of work.
7. Work closely with experienced facilities engineers in the preparation of facilities engineering inputs required for preparation of Field Development Plans, Petroleum Reservoir Reports and Reservoir Management Plans.
8. Provide technical assistance in the development of schedules, budgets, and monitoring of contractual performance on projects. Review and approve timesheets/invoices of subcontractors.
9. Support the review/evaluation of facilities engineering work programs and reports for Joint Venture operations and participate in partner meetings if required.
10. Assist in the monitoring of operated & non-operated facilities construction operations and collaborate with the Joint Venture Partners to ensure that operations are conducted in compliance with industry regulations, UNOC Policies and Standards.
11. Assist in analyzing production facility performance data, equipment maintenance records, and process parameters to evaluate operational efficiency and identify opportunities for improvement.
12. Support equipment inspection programs and integrity assessments to ensure compliance with safety and regulatory standards.
13. Perform any other duties as may be assigned.

## **Qualifications & Experience**

- a) Bachelor's degree (Hons) in Chemical, Mechanical, Petroleum, Electrical, Structural, Manufacturing/Industrial Engineering, or a any other related field.
- b) Zero to three (0-3) years of working experience.
- c) Possession of relevant experience in Petroleum E&P Operations will be an added advantage.

## **Skills and Competencies:**

- a) Excellent problem-solving skills and the ability to contribute to technical decision-making
- b) Effective communication and interpersonal skills for teamwork and stakeholder engagement
- c) Basic understanding of production facilities design, process engineering design and principles, equipment selection, and operational practices
- d) Familiarity with facilities and process engineering design and simulation software and tools

**DEPARTMENT : UPSTREAM**

**JOB TITLE : GRADUATE GEOLOGIST - (1VACANCY)**

**REPORTS TO : GEOLOGIST SPECIALIST**

**JOB PURPOSE : THE GRADUATE GEOLOGIST IS AN ENTRY LEVEL TECHNICAL ROLE RESPONSIBLE FOR SUPPORTING RESERVOIR CHARACTERIZATION (GEOLOGICAL) STUDIES TO ASCERTAIN THE COMPANY'S PETROLEUM RESOURCES/RESERVES PORTFOLIO.**

## **ESSENTIAL DUTIES**

1. Assist in the analysis and interpretation of geological data including performing structural & geological interpretations of the subsurface and the associated uncertainties together with geophysicists.
2. Collaborate with geoscientists and reservoir engineers in conducting reservoir characterization studies, including Log-to-core integration, mapping, sequence stratigraphy and conceptual 3D geological modelling (Facies and reservoir properties).
3. Support integrated 3D geological modelling studies including geological model construction, validation and updating to incorporate new data collected during the drilling campaign.
4. Participate in well planning including recommending placement of wells, creating well targets data with reservoir and drilling engineers, and preparing geological prognosis among others with the support of experienced geologists.
5. Assist in the estimation and classification of the company's petroleum

resources/reserves portfolio with prudent classification frameworks under the guidance of experienced geologists.

6. Provide support in the development of geological well proposals and preparation of geoscience input into drilling, well testing and work-over proposals and programs in conjunction with a multidisciplinary geoscience team.
7. Assist in the preparation of geoscience input into drilling, well testing and work-over proposals and programs.
8. Provide technical assistance in the preparation of data acquisition, reservoir surveillance and monitoring plans to ensure optimal development and depletion strategies.
9. Work closely with Geoscientists, Engineers, and Economists in the preparation of Field Development Plans and Reservoir Management Plans for oil and gas accumulations by providing geology inputs.
10. Support an integrated team of geoscientists and engineers to monitor and analyze field performance and recommend improvements to enhance performance/production.
11. Support an integrated team of geoscientists and engineers to monitor and analyze field performance and recommend improvements to enhance performance/production.
12. Support the evaluation of geology related proposals/ submissions from Joint Venture Partners and participate in meetings with Joint Venture Partners and Authorities, when required.
13. Perform any other duties assigned by the supervisor.

### **Qualifications and Experience**

- a) Bachelor's degree (Hons) in Petroleum Geosciences, Earth Sciences, Geology, or any related discipline.
- b) Zero to three (0-3) years of working experience.
- c) Possession of relevant experience in Petroleum E&P Operations will be an added advantage.

### **Skills and Competencies**

- a) Effective problem-solving skills and the ability to make sound technical decisions.
- b) Excellent communication and interpersonal skills for teamwork and stakeholder engagement.
- c) Ability to work independently and effectively within a multidisciplinary team environment.
- d) Prior experience/knowledge in geological reservoir modelling using Petrel or similar software will be an added advantage.
- e) Familiarity with geological interpretation software and tools is a plus.
- f) Basic understanding of geological concepts and the integration of geological data for reservoir characterization.
- g) Extensive knowledge in Petroleum Exploration, Development and Production activities, Health & Safety standards and operational procedures.

**DEPARTMENT : CHIEF EXECUTIVE OFFICE**

**JOB TITLE : ENVIRONMENTAL, SOCIAL & GOVERNANCE (ESG) MANAGER- (1 VACANCY)**

**REPORTS TO : HEAD OF CORPORATE STRATEGY & INNOVATION**

**JOB PURPOSE : LEAD THE DEVELOPMENT AND MANAGEMENT OF THE ENVIRONMENTAL, SOCIAL, AND GOVERNANCE ASPECTS OF UNOC AND ITS SUBSIDIARIES.**

### **ESSENTIAL DUTIES**

1. Lead the formulation, management, and deployment of UNOC's ESG & Sustainability Strategy, frameworks, and standards.
2. Develop and implement ESG policies, procedures, and guidelines.
3. Manage and rollout UNOC's ESG Strategy, to all UNOC's operations and projects.
4. Manage the development of UNOC's governing system for ESG performance, and other emerging regulatory reporting frameworks.
5. Perform internal control, reporting, and trend analysis of ESG data.
6. Develop, maintain, and manage ESG KPIs and monitoring indicators.
7. Consolidate, calculate, and report corporate ESG data to support our response on internal and external reporting requirements.
8. Monitor and integrate developments in the ESG reporting and regulatory space, and broader macro ESG issues.
9. Provide ESG advice and consultation to senior management and other business units.
10. Collaborate with external partners, such as rating agencies, NGOs, and industry associations, on ESG issues.
11. Represent UNOC in external ESG committees and fora.
12. Supervise, appraise, develop, and mentor staff under your line management.
13. Any other duties as may be assigned.

### **Qualifications & Experience**

- a) A Masters in Economics, Sustainability, Environmental Sciences, Environmental Management, Engineering, Governance, Business Administration (Sustainability) or other related discipline.
- b) Bachelor's degree (Hons) in Economics, Business Administration, Engineering, Environmental Sciences, Environmental Studies, Sustainability, Social Sciences, or other relevant degree.
- c) Postgraduate Training in ESG/Sustainability related studies would be an added advantage.
- d) Membership to any relevant professional body is an added advantage.
- e) At least eight (8) years of relevant experience, four (4) of which attained at a managerial/ supervisory level in a reputable organisation.
- f) Knowledge of frameworks for ESG reporting such as Global Reporting Initiative and Corporate Sustainability Reporting Directive
- g) Previous experience or knowledge of ESG performance management and reporting.



### **Skills & Competencies**

- a) Strong negotiation and influencing capability
- b) Demonstrable ability to lead and manage change
- c) Excellent Stakeholder Management skills
- d) High level of emotional intelligence
- e) Demonstrable ability to develop and manage team productivity
- f) Analytical skills: to collect, analyse, and interpret data related to ESG performance and risks
- g) Communication skills: to convey ESG information and strategies to various stakeholders
- h) Financial acumen: to understand the financial implications and opportunities of ESG issues
- i) Sustainability expertise: to have a deep knowledge of the environmental and social impacts of business activities and the best practices to mitigate them
- j) Interpersonal skills: to collaborate and negotiate with different parties on ESG matters
- k) Project management skills: to plan, execute, and monitor ESG initiatives

**DEPARTMENT : LEGAL**

**JOB TITLE : LEGAL MANAGER, GENERAL ADVISORY (1 VACANCY)**

**REPORTS TO : HEAD OF CONTRACTS & NEGOTIATIONS**

**JOB PURPOSE : TO OFFER DAY TO DAY LEGAL, CONTRACTUAL, AND REGULATORY COMPLIANCE ADVICE TO UNOC'S SHARED SUPPORT FUNCTIONS.**

### **ESSENTIAL DUTIES**

1. Define negotiation strategies and actively participate in the review, negotiation and/or drafting of the agreements applicable to the operations of UNOC's Shared Services Functions.
2. Participate in the drafting of routine communications and contracts with third parties as may be required.
3. Ensure that executed agreements are effectively managed and implemented.
4. Ensure that legal, contractual, and regulatory risks associated with varied operational activities are appropriately considered and mitigation measures are put in place to ensure compliance.
5. Implement existing or put in place relevant tools to monitor compliance with the applicable legal, regulatory, contractual regime, acceptable International best practices and internal policies for various transactions.
6. Interpret, provide advice and guidance on legal, regulatory, and contractual matters related to Shared Services Functions.

7. Support the monitoring of legal, contractual, and regulatory developments within Uganda and globally that may impact the legal, regulatory and contractual landscape applicable to the Shared Services Functions and ensure these are effectively communicated.
8. Manage staff in the Unit Supervise, appraise, develop, and mentor staff under your line management.
9. Any other duties as may be assigned

### **Qualifications & Experience**

- a) A Master's degree in law in a relevant discipline such as Petroleum, Project Financing, Corporate Law, or other relevant master's degree
- b) A Bachelor's degree (Hons) in Law (LLB)
- c) A Diploma in legal practice
- d) At least 8 (eight) years of relevant experience, at least four (4) of which attained at a managerial/supervisory level in a busy corporate entity of high repute
- e) A valid practicing certificate for the year 2024
- f) Experience in negotiations and contract management
- g) Experience in monitoring and compliance management is essential
- h) Experience in litigation is an added advantage

### **Skills & Competencies**

- a) Excellent analytical, researching skills.
- b) Excellent judgment and ability to anticipate legal issues or risks.
- c) High level of integrity, proven track record of outstanding performance, and ability to work under pressure as part of a team.
- d) Strong managerial skills
- e) Strong interpersonal skills particularly to management/staff relations
- f) Excellent oral and written communication skills
- g) Knowledge of Commercial law
- h) Contracting/Legal Drafting /Documentation skills
- i) Stakeholder Management skills
- j) Leading Teams (including Team Development)
- k) Stakeholder Management skills
- l) Leading Teams (including Team Development)

**DEPARTMENT : LEGAL**

**JOB TITLE : LEGAL OFFICER- (1 VACANCY)**

**REPORTS TO : LEGAL MANAGER, GENERAL ADVISORY**

**JOB PURPOSE : TO PROVIDE SUPPORT WITH DAY TO DAY EXECUTION OF VARIED ASSIGNED TASKS INCLUDING BUT NOT LIMITED TO CONDUCTING LEGAL RESEARCH, DRAFTING POSITION PAPERS, DRAFTING CONTRACT DOCUMENTS AND ROUTINELY SUPPORTING COMPLIANCE TO AGREEMENTS AND GENERAL COMPLIANCE TO RELEVANT LAWS.**

### **ESSENTIAL DUTIES**

1. Participate in preparing and drafting different contracts and other related documents.
2. Maintain contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects.
3. Provide guidance on contract matters to Project Managers or other operational staff, including training to new Project Managers and other employees in contracting practices and procedures.
4. Assist in implementing procedures for contract management and administration in compliance with company policies.
5. Ensure that signed contracts are communicated to all relevant parties to provide contract visibility, awareness, and interpretation to support implementation.
6. Monitor transaction compliance (milestones, deliverables, invoicing etc.) and file all necessary documentation for compliance of the company.
7. Track and ensure contract close-out, extension, or renewal or contracts as may be assigned.
8. Conduct legal analysis and research on various company legal matters.
9. Provide advice on different legal issues and assist in drafting legal opinions, memoranda, and other briefing documents.
10. Develop and implement legal compliance registers and closely monitor to ensure that the register is routinely updated.
11. Any other duties as may be assigned.

### **Qualifications & Experience**

- i) A Bachelor's degree (Hons) in law (LLB)
- j) A Diploma in legal practice.
- k) The candidate must have four (4) years' experience in a busy corporate entity of high repute.

l) A valid practicing certificate for the year 2024

m) Demonstrated experience in dealing with contracts and compliance aspects.

### **Skills & Competencies**

- a) The candidate must have excellent analytical and research skills.
- b) Strong interpersonal and communication skills.
- c) A proven high level of integrity and ability to work under pressure.
- d) Commercial Acumen
- e) Knowledge of commercial law
- f) Contracting/Legal Drafting /Documentation
- g) Contract Risk Management
- h) Regulatory Compliance Management
- i) Litigation
- j) Negotiation & Influencing
- k) Stakeholder Management

**DEPARTMENT : COMMERCIAL**

**JOB TITLE : BUSINESS DEVELOPMENT ANALYST- (1 VACANCY)**

**REPORTS TO : BUSINESS DEVELOPMENT MANAGER**

**JOB PURPOSE : TO PROVIDE RESEARCH, DATA, INFORMATION AND ANALYSIS THAT SUPPORTS DAY TO DAY DECISION-MAKING AND REVENUE ASSURANCE TO THE COMMERCIAL TEAM.**

### **ESSENTIAL DUTIES**

1. Support the Commercial Team in conducting research, review and synthesizing market intelligence data and information to inform commercial decision making.
2. Responsible for organizing, managing and maintaining data for all sales pipelines, and exploration of opportunities to cross-sell and upsell business to UNOC customers based on industry trends, opportunities and customer plans.
3. Provide data input into the development and structuring of commercial proposals to successfully convert potential customers, potential portfolio acquisitions, and business development opportunities.
4. Work closely with Downstream sales team to understand customer needs, co-develop solutions with customers, package and then negotiate key terms with the customer, and then sign deals.
5. Provide commercial insight and expertise to other departments to assist them in planning and executing their initiatives which will assist in improving revenue, EBITDA, AFFO and overall return on capital invested (ROIC).

6. Participate in periodic tracking and measurement of actual performance against business cases and provide recommendations and solutions for improvement.
7. Work closely with the finance team during the annual budgeting and quarterly forecasting processes to ensure all relevant commercial information has been captured into these forecasts.
8. Monitor the business models and supporting information on the industry, customers, and economic developments.
9. Provide timely and accurate reports including contracted business, commenced new business, sales pipeline, collation of account plan updates, quarterly customer summaries, and other departmental reports; to improve these reports on an ongoing basis in consultation with relevant stakeholders.
10. Review and synthesize market intelligence data and information and offer relevant advice to the commercial team.
11. Provide the financial context for decisions, ensuring strategy alignment, transparency and impact on various financial metrics for UNOC.
12. Develop effective business relationships and networks with industry and other stakeholders.
13. To initiative, develop and where necessary drive marketing and funding strategies to support UNOC's broader commercial opportunities.
14. Any other duties as may be assigned.

### **Qualifications & Experience**

- a) Bachelor's Degree (Hons) in Finance, Business Administration, Commerce, or related relevant field from a recognised University/academic Institution
- b) At least level II of professional accountancy program in any of the following: CA, CFA, ACCA, CIMA shall be an added advantage.
- c) At least four (4) years working experience in business analysis, data analysis, financial reporting, sales management, business development in the Energy, Utilities, Minerals or Petroleum sector or other institution of high repute.

### **Skills and Competencies**

- a) Strong strategic and analytical abilities, contractual or industry acumen
- b) Ability to conduct systematic business research and analysis.
- c) Be commercially astute and possess sound negotiation and leadership skills.
- d) Demonstrated numerical and analytical ability.
- e) Have excellent communication skills (written and oral).
- f) Ability to work under pressure and to work as part of a team
- g) Market Forecasting and scenario planning
- h) Energy Financial Modelling
- i) Commercial Relationship Management
- j) Strong oil and gas value chain understanding
- k) Strong financial skill set with an understanding of GAAP and IFRS, with working knowledge of income statements, balance sheet, and statement of cash flows.

- l) Excellent written and oral communication skills
- m) Drafting of Commercial Briefs & Business Cases

**DEPARTMENT : FINANCE**

**JOB TITLE : SENIOR TAX ACCOUNTANT - (1 VACANCY)**

**REPORTS TO : MANAGER TAX**

**JOB PURPOSE : TO SUPPORT THE DAY TO DAY TAX ADVISORY TO UNOC AND ITS SUBSIDIARIES BUSNIESS LINES PREPARATION AND SUBMISSION OF ROUTINE STATUTORY TAX RETURNS, AND MAINTENANCE OF TAX ACCOUNTS.**

#### **ESSENTIAL DUTIES**

1. Prepare and file monthly VAT and WHT returns and maintain relevant tax settlement documentation and reconcile the Company Tax Ledger Accounts.
2. Prepare annual income tax and petroleum revenue returns.
3. Review Company procedures for tax implications where applicable.
4. Providing routine guidance and advice to Procurement, Finance, Contract Engineers and Buyers on tax optimization in contracts and ensure that contracts have standard tax clauses.
5. Prepare and review tax calculations, estimates and reports accruals.
6. Review tax returns and quarterly/yearly tax projections.
7. Ensure timely and accurate filing of all corporate and personnel income tax returns.
8. Provide internal tax advisory services and support on business operation matters.
9. Implement established system or processes for tax risk management.
10. Coordinate tax audits for the JV partners.
11. Preparation of regular reports for the management and ensuring the documentation of all taxations.
12. Routine Liaison with JV partners on issues of tax.
13. Act as the key point of contact and support all taxation matters in UNOC.
14. Liaise with tax authorities and other agencies on routine tax matters.
15. Provide support with various internal audits and special tax related projects.

#### **Qualifications & Experience**

- a) Bachelor's degree (Hons) in Business Administration, Accounting, Finance, Tax, Commerce and/or, Economics.
- b) Professional certification in ACCA/CPA.
- c) Master's degree in Taxation, Business Administration, Accounting & Finance or any related field will be an added advantage.
- d) Minimum of 6 years working experience in Tax practice of which 3 must be at a Senior Officer Level
- e) Prior experience in tax strategy implementation, planning support and project management will be an added advantage.
- f) Knowledge of the Oil & Gas Value Chain is added advantage.

## **Skills and Competencies**

- a) Financial Accounting
- b) Financial Analysis
- c) Accounting and GL reconciliations
- d) Financial Accounting & Controls
- e) Financial Reporting
- f) Expert knowledge of Uganda Tax Regime
- g) Proficiency in Microsoft Excel
- h) Application of IFRS and any other relevant accounting standards.
- i) Joint Venture Accounting
- j) Expert knowledge of Enterprise Resource Systems (ERPs)
- k) Stakeholder Management

**DEPARTMENT : FINANCE**

**JOB TITLE : ACCOUNTS PAYABLE ACCOUNTANT-( 1 VACANCY)**

**REPORTS TO : MANAGER FINANCIAL ACCOUNTING**

**JOB PURPOSE : TO PROCESS PAYMENTS THAT ARE DULY AUTHORIZED TO SUPPLIERS AND SERVICE PROVIDERS OF UNOC IN LINE WITH COMPANY POLICIES AND PROCEDURES.**

## **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. Sort and match invoices and check requests.
5. Process cash advances and reimbursements for staff,
6. Work with banks, related departments for the cash management issues.
7. Record and process monthly accounts payable accruals.
8. Monitor accounts and ensure payments are up to date.
9. Assist with month end closing.
10. Reconciliation of payable accounts with vendor supplier statements
11. Produce aging summary reports.
12. Resolve invoice discrepancies.
13. Manage and reconcile accounts of cash, bank and Accounts Payables
14. Maintain the vendor/supplier file, while corresponding to their inquiries

## **Qualifications & Experience**

- a) Bachelor's degree (Hons) in Finance, Accounting, or related fields from a recognized academic Institution
- b) Professional qualification in CPA or ACCA, at least level II.
- c) Good knowledge of oil & gas industry.
- d) One to three (1-3) years of related work experience.
- e) Experience in using accounting software ERPs.

### **Skills and Competencies**

- a) Good communication skills.
- b) Excellent analytical skills.
- c) Attention to detail.
- d) Payments Processing
- e) Financial Accounting
- f) GL reconciliations
- g) Stakeholder Relationship Management
- h) Proficiency in Microsoft Skills.
- i) Knowledge of IFRIS and other GAAP.
- j) Strong skills in communication and engagement

**DEPARTMENT : OPERATIONS**

**JOB TITLE : INFORMATION SECURITY SPECIALIST (1 VACANCY)**

**REPORTS TO : HEAD OF INFORMATION TECHNOLOGY**

**JOB PURPOSE : TO ANALYSE AND RECOMMEND THE ICT SECURITY STRATEGIES AND PROCESSES AND PROPOSE IMPROVEMENTS TO UNOC'S OVERALL ICT SECURITY ARCHITECTURE AND SUPPORTING INFRASTRUCTURE, SYSTEMS AND PROCEDURES.**

### **ESSENTIAL DUTIES**

1. Develop and implement the IT Security development plan.
2. Provide support in the review of the functionality of UNOC's perimeter and internal protection technologies and processes that include threat intelligence, intrusion detection and prevention, incident management, security operations management, and vulnerability assessment.
3. Establish system controls by developing frameworks for controls and levels of access, recommending improvements.
4. Ensure authorized access by investigating improper access; revoking access; reporting violations; monitoring information requests by new programming and recommending improvements.



5. Establish computer and terminal physical security by developing standards, policies, and procedures, coordinating with facilities security, and recommending improvements.
6. Safeguard computer files by performing regular backups, developing procedures for source code management and disaster preparedness, and recommending improvements.
7. Develop security awareness by providing orientation, educational programs, and on-going communication.
8. Perform risk assessments and testing of data processing systems.
9. Provide support in the implementation of a pre-defined Secure Software Development Lifecycle practice for all Company technology projects throughout the planning and delivery cycles.
10. Collaborate with application and database team to achieve Information Security software security program objectives.
11. Develop and apply the internet restriction security measures.
12. Conduct industry research to identify associated infrastructure needs (e.g. network to monitor field operations and production, radio frequency...) and IT support for E&P software (e.g. field management software)
13. Any other duties as may be assigned.

### **Qualifications & Experience**

- a) Bachelor's degree (Hons) in Information Technology, Computer Science, Information Systems, Software Engineering or Computer Engineering from a recognized university.
- b) A post graduate diploma in related field is an added advantage.
- c) Certified Information Systems Security Professional (CISSP)
- d) Certified Information Security Manager (CISM)
- e) A minimum of 6 years working experience in IT practice in a busy organisation.
- f) At least 3 years work experience in IT Security Management.
- g) Demonstrable experience in conducting IT security investigations, vulnerability assessments, security operations, incident management.
- h) Demonstrable experience with Microsoft 365, active directory, and related technology
- i) Experience in IT security solutions architecting and hands-on implementation of security technologies.
- j) Experience in coding
- k) Ability to influence ICT behaviour across an entire organisation (to raise ICT security consciousness).

### **Skills and Competencies**

- a) Knowledge of ITIL practices
- b) IT Risk Mapping, Assessment. Monitoring
- c) Disaster and Recovery Planning
- d) IT Incident Management

- e) IT Security Management
- f) IT Audit and Investigation
- g) Analysis and Problem Solving
- h) Stakeholder Management

**DEPARTMENT : OPERATIONS**

**JOB TITLE : SYSTEMS ADMINISTRATOR (1 VACANCY)**

**REPORTS TO : IT INFRASTRUCTURE SPECIALIST**

**JOB PURPOSE : TO ENSURE EFFECTIVE PROVISIONING, INSTALLATION, CONFIGURATION, OPERATION AND DAY-TO-DAY MAINTENANCE OF SERVERS, SYSTEM HARDWARE, SOFTWARE, AND VIRTUAL MACHINES WITHIN THE UNOC IT INFRASTRUCTURE IN AN ADHERENCE TO THE UNOC STANDARDS.**

#### **ESSENTIAL DUTIES**

1. Install new servers/virtual machines or rebuild existing ones, configure the hardware to adhere to industry best practice, and as per set UNOC standards and business strategy.
2. Develop, maintain, and document hardware and system installation and configuration procedures, and ensure adherence to UNOC Procedures.
3. Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems, and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
4. Manage users, computers, and all networked devices through the corporate desktop management system active directory.
5. Perform routine security maintenance of all the critical systems, security monitoring to detect and or prevent any intrusions and possible security breaches so that UNOC systems are not at risk.
6. Perform daily backup operations, ensuring all critical systems and data are successfully backed up to the appropriate media, or system, and media is recycled and sent off site as necessary.
7. Perform ongoing performance tuning, hardware upgrades, and resource optimization as required.
8. Configure CPUs, memory, and disk partitions as required.
9. Research and recommend innovative, and where possible automated approaches for system administration tasks and identify approaches that leverage UNOCs resources and provide economies of scale.
10. Provide second line support to service desk teams and all other IT services including

but not limited to Asset Management, printer management, conference call management & Support, desktop, and Mobile Device Support.

11. Support Project Managers to disseminate and coordinate project tasks as part of IT or UNOC-wide projects, ensuring assigned project tasks are delivered to deadline as and when required.
12. Deliver, support, or perform any other tasks that the Line Manager deems critical to providing UNOC operations with a robust and consistent IT service.

### **Qualifications & Experience**

- a) Bachelor's degree (Hons) in Information Technology, Computer Science, Information Systems or any other relevant degree from a recognized University
- b) Must have any of MCSE, MCSA, CCNA, MCITP, ITIL or equivalent professional accreditations.
- c) A minimum of four (4) years related experience in a similar role in a busy environment.
- d) Experience in managing and supporting Dell, Cisco, Microsoft and other business IS products and services.
- e) Experience in Microsoft Windows 10, Server 2016 or higher, Exchange 2016 administration, and office 2016, Microsoft 365, ERP
- f) Experience of working in an IT environment where projects are formally managed and / or ITIL procedures are implemented.
- g) Networking experience in setting up structured data cabling, setup and administration of Wireless Access networks, and Cisco network equipment.
- h) Experience in managing and administering Active Directory Domain Services.
- i) Experience in working with cloud infrastructure and services such as Microsoft Azure, AWS, or Google cloud.
- j) Experience in virtualization

### **Skills and Competencies**

- a) Excellent communication and documentation skills and ability to interact with colleagues at all levels of the organization.
- b) IT Systems Administration
- c) IT Engineering & Services Delivery (servers, hardware, cloud etc.)
- d) Network Administration (LAN/WAN, etc.).
- e) Network Security Management
- f) Knowledge of ITIL practices
- g) Knowledge of IT Security practices
- h) IT Networking
- i) Systems Engineering
- j) IT infrastructure Support
- k) Customer Service

**DEPARTMENT : OPERATIONS**

**JOB TITLE : SERVICE DESK OFFICER ( 1 VACANCY)**

**REPORTS TO : SERVICE DELIVERY SPECIALIST**

**JOB PURPOSE : TO OFFER FRONTLINE IT SUPPORT TO INTERNAL CLIENTS (USER DEPARTMENTS) BY SUPPORTING UNOC IT NETWORKS AND OPERATING PLATFORMS TO OPERATE IN REAL TIME AND RESOLVING ROUTINE IT USER QUERIES.**

#### **ESSENTIAL DUTIES**

1. Provide user support on the core operating platforms and applications.
2. Work with users, gather needs and translate to IT requirements.
3. Provide support to PC users relative to hardware, operating software and interface communication such as networks; branch router configuration; network points.
4. Perform basic installation and troubleshooting of Microsoft and Cisco products especially office applications and operating system in addition to email setups and configurations for users at head office and in the field.
5. Provide support with hardware and software installation, hands on maintenance, printer setups and other hardware peripherals.
6. Run routine virus scan checks and ensure that all virus definitions are up to date for all PCs.
7. Prepare monthly reports for incidences, faults, and related IT User Issues
8. Maintain client confidence and protect operations by keeping information confidential.
9. Maximize use of hardware and software by training users, interpreting instructions, and answering questions.
10. Provide general information about computing services.
11. Familiarise self with and abide by corporate policies associated with responsible use of information technologies.
12. Make accurate referrals to other service providers as needed.
13. Provide solutions to problems related to accessing corporate networked services.
14. Any other duties as may be assigned.

#### **Qualifications & Experience**

- a) A Bachelors degree (Hons) in IT, Computer Science, Information Systems, or any other relevant degree from a recognized University
- b) ITIL or equivalent professional accreditations.
- c) Must have a minimum of four (4) years related experience in a similar role in a busy environment.
- d) Experience in managing and supporting Dell, Cisco, Microsoft and other business IS products and services.
- e) Experience in Microsoft Windows 10, Server 2016, Exchange 2016 administration, and office 2016, Microsoft 365, ERP
- f) Experience of working in an IT environment where ITIL procedures are implemented.

### **Skills and Competencies**

- a) Excellent communication and documentation skills and ability to interact with colleagues at all levels of the organization.
- b) IT Engineering & Services Delivery (servers, hardware, cloud etc.)
- c) Network Administration (LAN/WAN, etc.)
- d) Network Security Management
- e) Knowledge of ITIL practices
- f) Knowledge of IT Security practices
- g) IT Networking
- h) Systems Engineering
- i) IT infrastructure Support
- j) Customer Service/Client Support
- k) Strong Communication Skills

## **APPLICATION PROCEDURE & DEADLINE**

Interested applicants should submit their applications through the UNOC online recruitment system accessible through this link <https://www.unoc.co.ug/career-opportunities/>

Applications should be submitted **not later than Tuesday 16<sup>th</sup> April 2024** by **11:59pm** EAT.

*Applicants are required to scan and attach **CERTIFIED** copies of the required academic documents only e.g. Relevant Degree Transcript, PostGraduate Diploma or Masters.*

**Please note that only applications routed through the system shall be considered.**

Please forward any enquiries regarding this advert to [recruitment.unoc@unoc.co.ug](mailto:recruitment.unoc@unoc.co.ug)

UNOC is an equal opportunity employer and does not charge any monies at any stage of the recruitment process.

**CHIEF EXECUTIVE OFFICER  
UGANDA NATIONAL OIL COMPANY**