



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

EXTERNAL ADVERT NO. 3 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 : CHIEF EXECUTIVE OFFICE

**JOB TITLE : ENTERPRISE BUSINESS PROCESS SPECIALIST-
(1 VACANCY)**

**REPORTS TO : MANAGER BUSINESS TRANSFORMATION &
INNOVATION**

**JOB PURPOSE : THE PURPOSE OF THIS JOB IS TO DRIVE INNOVATION
WITHIN UNOC BY COLLABORATING WITH CROSS
FUNCTIONAL TEAMS TO IDENTIFY, DEVELOP
AND IMPLEMENT CREATIVE SOLUTIONS TO BUSINESS
CHALLENGES.**

ESSENTIAL DUTIES

1. Collaborate with stakeholders to conceptualize, design, and develop solutions tailored to specific business needs.
2. Analyze data and feedback to identify areas for improvement and optimization to drive continuous improvement.

3. Conduct feasibility studies, prototype development and pilot programs to test the viability and effectiveness of proposed solutions.
4. Facilitate workshops, brainstorming sessions, and innovation forums to foster collaboration, generate new ideas and empower employees with the skills and mindset required to innovate effectively.
5. Manage end to end execution of innovation projects from ideation to implementation, ensuring alignment with timelines, budget, and user agreed quality standards.
6. Stay abreast of industry trends, emerging technologies, and best practices to inform innovation initiatives.
7. Champion a culture of innovation within the company by promoting creative thinking, risk taking and experimentation.
8. Build and maintain relationships with internal and external stakeholders such as partners, vendors, and industry experts to leverage expertise and resources.
9. Communicate progress, achievements and challenges to senior management and stakeholders soliciting feedback and support as needed.

Qualifications & Experience

- a) Bachelor's Degree (Hons) in Business, Engineering, Technology or related discipline from a recognized University.
- b) Minimum of six (6) years' experience in innovation management, Product Development or a related role from a reputable organization, three (3) of which should have been attained at a team leader/supervisor level.
- c) Certification in Innovation management, Design Thinking, Artificial Intelligence (AI), Internet of Things (IoT), Blockchain, Agile Methodology is an added advantage.

Skills & Competencies

- a) Strong problem-solving skills and creative thinking abilities with a passion for exploring new ideas and technologies.
- b) Demonstrated ability to align innovation initiatives with organisational goals, market needs and industry trends.
- c) Knowledge of innovation frameworks, methodologies, and tools such as design thinking, lean startup and agile.
- d) Excellent communication and interpersonal skills
- e) Familiarity with emerging technologies and trends such as AI, Blockchain and IoT.
- f) Demonstrated success in driving innovation initiatives and delivering tangible results within a corporate environment
- g) Complex decision making
- h) Data analysis and analytical problem solving
- i) Ability to influence multiple stakeholders.
- j) Collaboration and coordination
- k) Business Writing & Reporting skills
- l) Research and knowledge management.
- m) Monitoring and evaluation.

DEPARTMENT : INTERNAL AUDIT

JOB TITLE : **INTERNAL AUDITOR - (1 VACANCY)**
REPORTS TO : **SENIOR INTERNAL AUDITOR**
JOB PURPOSE : **TO SUPPORT THE EXECUTION OF RISK BASED AUDIT PLANS TO ASSESS THE ADEQUACY AND EFFECTIVENESS OF RISK MANAGEMENT, INTERNAL CONTROL AND GOVERNANCE PROCESSES OF UNOC.**

ESSENTIAL DUTIES

1. Assess and make appropriate recommendations for improving the governance processes at UNOC.
2. Support the Head of Internal Audit in formulating and reviewing internal audit policy and procedures manual, and internal audit charter.
3. Support in fostering a culture of fraud risk awareness at all levels of the organization.
4. Implement engagement plans taking into account the objectives of the activity under audit, and the key risks.
5. Draft audit objectives, establish sufficient audit scope and methodology to achieve the objectives of the audit.
6. Identify sufficient, reliable, relevant, and useful information to achieve the audit engagement's identified objectives.
7. Perform appropriate analysis, evaluation and documentation of the identified sufficient, reliable, relevant, and useful information to support the conclusions and engagement results.
8. Analyze the efficiency and effectiveness of financial, operational and management processes and system controls and propose value adding recommendations.
9. Evaluate the adequacy of risk management and internal control processes in meeting the operational and control objectives of UNOC.
10. Assess and report on the conformity of operations and processes to applicable laws and current policies and international best practice.
11. Regularly follow-up on engagement findings and Management's implementation of recommendations adopted by the Audit Committee.
12. Draft internal audit reports on audit engagements for the review of the SIA in conformity with the requirements of International Standards on the Professional Practice of Internal Auditing.

Qualifications & Experience

- a) Bachelor's degree (Honours) in Commerce, Accounting, Business Administration, Risk Management or a relevant field.
- b) Full membership of ICPAU, ACCA or an equivalent IFAC recognized professional accountancy body is an added advantage.
- c) Membership of the Institute of Internal Auditors (IIA) is an added advantage.
- d) Any other certification/post graduate qualification in the field of audit, risk management, and IT is an added advantage.
- e) At least four (4) years of relevant experience in Auditing.

- f) Experience in auditing in a commercial or business-oriented organisation is an added advantage.
- g) Experience in automated audit processes such as data analytics and use of audit management software is an added advantage.

Skills & Competencies

- a) Confidentiality, excellent integrity and ethics.
- b) Result orientation and effective communication skills.
- c) Knowledge of auditing and accounting standards.
- d) Stakeholder engagement skills
- e) Analytical skills
- f) Report writing skills
- g) Solid understanding of risk and control concepts
- h) Demonstrates objectivity and freedom from undue influence (independence).
- i) Demonstrates quality and continuous improvement.
- j) Communication Skills (verbal and written).
- k) Organizational awareness
- l) Sense of accountability

DEPARTMENT : HUMAN RESOURCES

JOB TITLE : ADMINISTRATION OFFICER- (3 VACANCIES)

REPORTS TO : MANAGER - ADMINISTRATION

JOB PURPOSE : SUPPORT THE DEPARTMENT STAFF, ASSISTING IN DAILY OFFICE NEEDS AND MANAGING GENERAL ADMINISTRATIVE ACTIVITIES OF THE DEPARTMENT

ESSENTIAL DUTIES

1. Provide general administrative and clerical support including mailing, scanning, faxing and copying to staff.
2. Manage the Calendar of the Head of Department.
3. Schedule and coordinate appointments, meeting and travel arrangements for the Department staff.
4. Assist in the preparation of regularly scheduled Departmental reports.
5. Assist in the developing and maintaining appropriate filing systems.
6. Prepare and modify documents including correspondence, reports, drafts, memos and emails.
7. Receive, sort and distribute incoming correspondence to the Department, perform data entry and scan documents.
8. Answer and direct phone calls to the Department and provide general support to visitors.
9. Requisition and maintain office supplies for the Department.

10. Develop a structure and system to manage contacts and enquiries.
11. Provide back up to the Client Relations Officers.
12. Provide general office management and any other administrative support when required.
13. Perform any other duties as may be assigned by line supervisors from time to time.

Qualifications & Experience

- a) A bachelor's degree (Hons) in Social Sciences, Arts, Development Studies, Public Administration, Human Resource Management, Social Administration, Business Administration, Secretarial Management, Administrative Secretary, Office and Information Management, Administrative & Secretarial Science, or any other relevant degree
- b) One to three (1-3) years of related work experience.
- c) Working knowledge of office management systems, procedures and equipment.
- d) Proficiency in MS Office (MS Word, MS Excel, MS PowerPoint and MS Outlook)

Skills and Competencies

- a) Excellent organizational, planning, and coordination skills,
- b) Good written and verbal communication skills.
- c) Excellent time management skills and the ability to prioritize and multitask
- d) High level of integrity
- e) Demonstrable passion for own work and self-discipline
- f) Demonstrable passion for excellence in service
- g) Good teamwork and interpersonal skills
- h) High level of confidentiality

DEPARTMENT : FINANCE

JOB TITLE : SENIOR BUSINESS ANALYST- (1 VACANCY)

REPORTS TO : HEAD PLANNING & REPORTING

JOB PURPOSE : TO SUPPORT THE COLLECTION AND ANALYSIS OF RELEVANT PERFORMANCE DATA AND PROVIDE QUALITY ASSURANCE TO THE BUSINESS

ESSENTIAL DUTIES

1. Keenly analyze variances between actual expenditures, budgets, and forecasts and prepare explanations and commentary.
2. Prepare and provide accurate and timely reports to functional departments and management on different aspects of business performance.

3. Work closely with stakeholders to identify goals, develop best practices for data collection, and analyse current processes to determine what can be improved to achieve desired business outcomes.
4. Perform quality assurance, define reporting and alerting requirements, and communicate key insights and findings to relevant stakeholders.
5. Fulfil ad hoc data requests as necessary and work with requestors to determine the requirements, and provide the required information on time.
6. Take responsibility for monitoring of expenditure against budget for the various departments and advise management/procurement department accordingly.
7. Gather, interpret, and format data and metrics for presentations for internal and external use
8. Monitor and understand appropriate daily controls used to ensure business success.
9. Create visual presentations and reports (tables, charts, graphs, etc.) of key performance indicators
10. Process mapping and development of desk top procedures. Support process analysis, definition, and identification of gaps between 'As-is' and 'To be' business processes
11. Use both internal and external data and stakeholder analysis evidence to provide clear and technical business direction
12. Support in forecasting and pricing of UNOC products and services
13. Leverage industry trend and benchmark strategies to identify business improvement opportunities.
14. Identify business needs, gaps, inefficiencies and risk exposure to make recommendations that drive continuous improvement.

Qualifications & Experience

- a) Bachelor's degree (Hons) in Business Studies, Commerce (accounting option), Statistics, Economics, Mathematics, or any other related field.
- b) Professional Certification in ACCA/CPA/CIMA
- c) A minimum of six (6) years of working experience in an accounting profession, preferably in the oil and gas industry or a reputable organization.
- d) Good knowledge of the Oil & Gas Value Chain is an added advantage
- e) Expert knowledge of accounting procedures and financial reporting practices.
- f) Proven experience in Business Analysis.

Skills and Competencies

- a) Business Analysis
- b) Highly proficient with manipulation of numbers and databases
- c) Strong analytical skills/ability to solve problems with a keen eye for detail.
- d) Strong presentation skills and ability to communicate complex information
- e) Commercial Acumen
- f) Proficiency in use of Data Management Software
- g) Information Management
- h) Financial and Business Performance Reporting
- i) Financial Planning & Budgeting
- j) Ability to write and present business cases

- k) Stakeholder Management
- l) Coordination & Planning Strong communication & Engagement Skills

DEPARTMENT : OPERATIONS DEPARTMENT

JOB TITLE : HEALTH & SAFETY OFFICER (1 VACANCY)

REPORTS TO : HEALTH & SAFETY SPECIALIST

JOB PURPOSE : SUPPORT THE EXECUTION OF FRONTLINE DAY TO DAY HSSE ACTIVITIES INCLUDING BUT NOT LIMITED TO ONSITE HSSE MONITORING AND REPORTING.

ESSENTIAL DUTIES

1. Implement the health and safety policies and procedures of the company.
2. Attend the daily permit to work (PTW) meeting and participate in general job safety analysis and risk assessments.
3. Ensure compliance with the permit-to-work procedure through day-to-day PTW reviews and planned workplace inspections.
4. Lead emergency response team actions during an emergency.
5. Review the contractor safety performance by inspection and data acquisition to provide means to improve overall Health, Safety, and Environment (HSE) standards.
6. Advise on improvements to HSE procedural control.
7. Ensure strict compliance with the Company safety requirements.
8. Administer the behaviour-based safety program by collecting reports, analysing data, coordinating root cause analysis, and tracking recommendations.
9. Ensure the adequate training of personnel operating on site and maintain records for mandatory training.
10. Participate in HSE Audits, investigate all safety incidents and accidents and ensure the quality of the notification report issued by the concerned discipline.
11. Ensure emergency preparedness, including ready-to-go conditions of fire equipment, by witnessing regular tests and supervising servicing and cleaning activities.
12. Communicate HSE-related issues to the workforce, including HSE statistics, lessons learned from and others' incidents, HSE procedure updates, etc.
13. Ensure HSE records are kept updated according to the environmental monitoring plan.
14. Deliver safety induction to visitors.
15. Ensure compliance with personal protective equipment (PPE) policy.

Qualifications & Experience

- a) University Degree (Hons) in a relevant Field.
- b) At least four (4) years' experience in the execution of frontline HSSE monitoring and reporting activities.
- c) Experience conducting data analysis and reporting statistics.
- d) Certificate in occupational health and safety is added advantage.

- e) Formal training in Environmental Health or equivalent is an added advantage.
- f) Knowledge of the legislation governing health and safety.

Skills & Competencies

- a) Strong communication skills, both written and verbal.
- b) Skills in report writing.
- c) Application of HS Standards ISO 9001, ISO 14001 and ISO 45001
- d) Conducting Safety Risk Assessments.
- e) Conducting Safety Audits and investigations.
- f) Safety Monitoring skills
- g) Stakeholder Engagement.
- h) Strong written and verbal communication.
- i) Diligent with great attention to detail

DEPARTMENT : OPERATIONS

JOB TITLE : HEAD, NATIONAL CONTENT- (1 VACANCY)

REPORTS TO : CHIEF OPERATIONS OFFICER

JOB PURPOSE : TO DEVELOP POLICIES, GUIDELINES, FRAMEWORKS AND TOOLS FOR OPERATIONALISING NATIONAL CONTENT IN ALL UNOC PROJECTS AND DEPARTMENTS AND ENSURE THAT THE CAPABILITIES OF UGANDAN COMPANIES, CITIZENS AND ENTITIES ARE DEVELOPED TO EFFECTIVELY PARTICIPATE IN PETROLEUM ACTIVITIES.

ESSENTIAL DUTIES

1. Develop and implement comprehensive national content policies, guidelines and strategies for approval by UNOC Management and the Board.
2. Develop enabling processes, procedures and tools that will ensure that National Content Objectives are embedded across all UNOC strategic and operational activities.
3. Conduct external (national and international) benchmarking on National Content Strategies and activities and advise UNOC Management on best practices to inform UNOC National Content policy and plans.
4. Develop the National Content Strategy and annual work plan and budgets for national content activities.
5. Collaborate with the HR department to devise appropriate guidelines to external Contractors regarding use of Uganda nationals in the execution of their respective scopes of work.
6. Support and coordinate the development of capacity building and skills development programs for the country.
7. Initiate and participate in the review and design of curriculum for courses and skills required for the oil gas sector to ensure courses, training programs and certifications

are fit for purpose.

8. Ensure supplier development programs approved under the annual work programs and budgets are executed.
9. Comprehensively embed national content in UNOC procurements processes by developing appropriate national content methods (pre-qualifications, calls for tenders, contract templates etc.).
10. Ensure national content is cascaded down the supply chain by contractors through follow up and advising on execution activities and, as necessary, propose methods to support and enhance national content within the supply chain (such as guidance notes, tools, templates etc.).
11. Ensure timely and accurate submission of national content reports by contractors.
12. Assist in the design and implementation of internal (Company & Project) and external (contractors) national content work program activities (e.g., workshops, capacity building initiatives, technology transfer programs etc.).
13. Monitor and report on execution of internal (Company & Project) and external (contractors) national content work program activities (e.g., workshops, capacity building initiatives, technology transfer programs etc.).
14. Prepare periodic reports on the implementation of the Company national content strategy and plans.
15. Provide functional leadership, training and performance coaching to the National Content Team to improve their competence in managing National Content affairs.
16. Perform any other duties as may be assigned by supervisors from time to time.

Qualifications & Experience

- a) Master's degree in either; Physical Sciences, Business Administration, Human Resource Management, Monitoring and Evaluation, Economics, Management, Finance Procurement or other relevant Master's degree from a recognized University.
- b) Bachelor's Degree (Hons) in either; Physical Sciences, Business Administration, Human Resource Management, Monitoring and Evaluation, Economics, Finance, Procurement or related degree from a recognized University / Institution.
- c) Minimum of ten (10) years of relevant professional experience, five of which must have been at Senior Level in the Oil & Gas Sector or a busy organization of high repute.
- d) Demonstrable knowledge and practice of the National Content Laws of Uganda and internationally.
- e) Demonstrated experience in project management.
- f) Demonstrated experience in contract management.

Skills and Competencies

- a) Good knowledge and understanding of procurement and contracting (especially in oil & gas).
- b) Good knowledge & understanding of Uganda oil & gas activities and national content related laws, regulations and policies.
- c) Innovative and able to work both individually and in a team.

- d) Good relationship management skills.
- e) Good research and report writing.
- f) Good analytical mindset and skills.
- g) Good public speaking and presentation skills.
- h) Excellent interpersonal and written & oral communication skills.
- i) Good negotiation and administrative skills.
- j) Application of National Content Law, policies and guidelines
- k) Knowledge of the Oil & Gas value chain
- l) Procurement Planning
- m) Contracting and Contracts Management
- n) Capacity Building
- o) Analysis and problem solving
- p) Stakeholder Management (influencing)
- q) Project Management
- r) Research and Benchmarking
- s) Negotiation Skills

DEPARTMENT : OPERATIONS

JOB TITLE : ENVIRONMENTAL OFFICER (2 VACANCIES)

REPORTS TO : ENVIRONMENTAL SPECIALIST

JOB PURPOSE : TO SUPPORT THE DEVELOPMENT AND IMPLEMENTATION OF ENVIRONMENTAL ACTIVITIES FOR UNOC, IN LINE WITH COMPANY OBJECTIVES

ESSENTIAL DUTIES

1. Contribute to the development and implementation of UNOC's QHSE Management System.
2. Provide support in the conduct and review of Environmental and Social Impact Assessments for UNOC's operations.
3. Review Contractors' project specific ESMPs before implementation.
4. Identify, apply for, maintain, and ensure compliance of environmental permit and license conditions issued to UNOC by various Government Agencies.
5. Undertake Environmental compliance monitoring of UNOC's operations and ensure that environmental risks are adequately addressed.
6. Identify, mobilise and participate in Stakeholder engagements for UNOC's proposed and active operations.
7. Actively engage and update Government agencies about UNOC's environmental management performance through meetings, and regular reports.
8. Ensure that UNOC's operations are aligned to the national environmental legal and regulatory requirements, and industry best practice in the petroleum value chain.

9. Investigate incidents that affect UNOC employees and project host communities, such as pollution, work related accidents, noise control, toxic contamination, waste management, among others.
10. Conduct internal environmental audits for UNOC's active operations.
11. Review partners' environmental performance reports and participate in meetings with Partners, when required.
12. Prepare Environmental performance reports relating to UNOC's operations.
13. Perform any other duties assigned by the supervisor.

Qualifications & Experience

- a) Bachelor's degree (Hons) in Environmental Science or Management, or related disciplines.
- b) At least Four (4) years of environmental management related experience with infrastructure projects.
- c) Previous experience in oil and gas E&P operations including social development projects is added advantage.

Skills & Competencies

- a) Extensive knowledge of modern environmental technology, waste management practice/disposal/monitoring, environmental monitoring.
- b) Knowledge of Uganda environmental laws and regulations, ISO 14001, and OSHA 18001 standards and QHSE management systems is essential.
- c) Effective communication skills
- d) Data analysis & report writing skills.
- e) Problem solving skills.
- f) Compliance monitoring & documentation.

DEPARTMENT : OPERATIONS

JOB TITLE : MANAGER, TECHNICAL SERVICES (1 VACANCY)

REPORTS TO : HEAD, TECHNICAL SERVICES

JOB PURPOSE : RESPONSIBLE FOR GUIDING THE DAY TO DAY MANAGEMENT OF THE SHARED CIVIL, MECHANICAL AND ELECTRICAL ENGINEERING DISCIPLINES TO ENSURE THAT THEY ARE MANAGED AND RUN IN ACCORDANCE WITH OIL & GAS INDUSTRY ENGINEERING STANDARDS.

ESSENTIAL DUTIES

1. Participate in the development and implementation of the Technical Service Strategy and policy in line with Organization business needs for the company.
2. Formulate policies and procedures for control and utilization of company Plant and equipment.
3. Ensure that service delivery of the technical services departments meet agreed Standards and that agreed performance levels are achieved.
4. Prepare, and manage the operating budget for Technical Services
5. Examine prevailing industry regulations and policies; formulate changes necessary to business approaches and internal processes to ensure full compliance with all relevant regulations, including QHSSE policies.
6. Oversee the delivery of the company objectives and performance of all the technical disciplines to enable the realization of operational targets.
7. Manage performance for all technical functions – reviewing activity/costs vs. budget) and compliance with corporate policies, standards and procedures to enable attainment of business objectives based on best practices and application of corporate governance principles.
8. Implement technical strategy to create and sustain business value for the organization in line with agreed business plans.
9. Lead cross-functional alignment of technical input into the Integrated Activity Planning process in order to ensure alignment of short, mid and long-term plans.
10. Enforce best practice in all aspect of Technical operations and service delivery.
11. Provide technical support in the procurement and evaluation of technical aspects various projects.
12. Any other duties as many assigned.

Qualifications & Experience

- a) Master's Degree in a Technical Discipline such as in Engineering (Mechanical, Automotive, Industrial, Electrical, or Civil) from an internationally recognized university.
- b) Bachelor of Science Degree (Hons) in Engineering (Mechanical, Automotive, Industrial, Electrical, or Civil) from an internationally recognized university
- c) Registered Engineer with the Engineers' Registration Board with a Valid Practicing License
- d) Must have at least 8 years relevant working experience in the petroleum or manufacturing or construction industry in a reputable, busy and successful company.
- e) At least four (4) years of proven leadership in a Technical Engineering Discipline or Practice as a registered Engineer.
- f) Demonstrable experience of managing engineering related Projects in the Oil & Gas Sector or a busy Manufacturing or Construction Setting.
- g) Post graduate training in Project Management is added advantage.
- h) Proven experience of managing multidisciplinary engineering Teams

Skills & Competencies

- a) Ability to represent the company in discussions, negotiations and meetings with technical teams of contractors, partners and regulatory authorities.
- b) Ability to effectively lead and manage multi-disciplinary engineering or technical teams
- c) Strategic Leadership & Management
- d) Asset Management
- e) Knowledge of Oil & Engineering Standards
- f) Project Management
- g) Implementation of Quality Management Systems
- h) Financial and Commercial Acumen
- i) Stakeholder Management
- j) Negotiation & Influencing
- k) Leading Teams (including Team Development)
- l) HSSE Leadership
- m) Strong communication and presentation standards

DEPARTMENT : OPERATIONS

JOB TITLE : CIVIL ENGINEER (1 VACANCY)

REPORTS TO : MANAGER, TECHNICAL SERVICES

JOB PURPOSE : RESPONSIBLE FOR PROVIDING DAY TO DAY TECHNICAL SUPERVISION TO ON-GOING PROJECT WORKS AND OFFERING ADMINISTRATIVE SUPPORT TO ENSURE THAT CIVIL WORKS ARE BEING EXECUTED ACCORDING TO PLAN AND STANDARD.

ESSENTIAL DUTIES

1. Work closely with other Project Engineers to ensure all Project objectives and key indicators are achieved in a safe manner.
2. Determine scope of work for individual projects, develop civil drawings in-line agreed design criteria, generate bills of quantities and draft cost estimates to support the processes of selection and project feasibility analysis.
3. Conduct structured risk assessments for civil works and draw up plans for ensuring that the risks are proactively managed during the execution of the civil works.
4. Complete all necessary job assessments and/or permits, time sheets and other documentation as required.
5. Ensure all paperwork is available and that it has been reviewed and understood before setting out to Site.
6. Identify and address any changes to scope, investigate the problems and provide engineering solutions to support the planning and execution stages of the project.
7. Site walk-through and planning for installation process.
8. Record any changes to scope and “as build” drawings as agreed by line manager.

9. On-sight supervision/management of construction sites.
10. Actively participate in job inspections to identify and follow up to address non-conformities in-line to the technical quality recommendations.
11. Any other duties as may be assigned.

Qualifications & Experience

- a) Bachelor of Science Degree (Hons) in Civil Engineering or Construction Management.
- b) Must have at least 4 years relevant working experience in the petroleum or manufacturing or construction industry in a reputable, busy and successful company.

Skills & Competencies

- a) Knowledge of safety procedures and standards.
- b) Knowledge of project management techniques.
- c) Technical knowledge of civil construction projects.
- d) Proficient in project scheduling software such as Microsoft Project or Primavera.
- e) Computer knowledge with applications like AUTOCAD, SolidWorks, MS excel, word and power point.
- f) Ability to write, read and comprehend drawings and plans.
- g) Project planning and Management
- h) Application of Civil Engineering Standards
- i) Knowledge of Oil & Gas Industry Technical Standards
- j) Knowledge of the Oil & Gas Value Chain
- k) Cost Management
- l) Contract Management
- m) QHSSE Standards
- n) Coordination and Collaboration
- o) Proficiency in Engineering Software like AUTOCAD, SolidWorks + Ms Office Excel, Word & PowerPoint

DEPARTMENT : CORPORATE AFFAIRS DEPARTMENT

JOB TITLE : SENIOR PUBLIC RELATIONS OFFICER- (1 VACANCY)

REPORTS TO : HEAD OF CORPORATE RELATIONS

JOB PURPOSE : TO SUPPORT THE HEAD OF CORPORATE RELATIONS IN EXECUTION OF ALL DAY-TO-DAY PUBLIC RELATIONS ACTIVITIES FOR THE PROMOTION OF THE UNOC BRAND, AS WELL AS COMMUNICATE POSITIVELY AND EFFECTIVELY WITH MEMBERS OF THE MEDIA, CURRENT AND POTENTIAL INVESTORS, AS WELL AS MEMBERS OF THE GENERAL PUBLIC.

ESSENTIAL DUTIES

1. Develop and implement an annual Public Relations (PR) and marketing plan.
2. Develop Public Relations strategies and campaigns.
3. Manage media relations and ensure the Company derives full benefits from these media relationships and to ensure it enjoys positive reportage and profiling.

4. Write Public Relations copy.
5. Manage the writing and review of Corporate Communication and support Senior Leadership with Op-Ed's, articles, and speeches.
6. Prepare periodic press releases & keynote speeches on UNOC Projects & developments.
7. Plan events and analyze public opinion to shape and protect the company's corporate image while maintaining positive public awareness.
8. Develop and implement a corporate social responsibility plan.
9. Coordinate the company of all Public Relations and Corporate Social Responsibility activities.
10. Report on Public Relations and Corporate Social Responsibility campaigns' results.
11. Manage sensitive issues to maintain UNOC's good reputation.
12. Seek opportunities for partnerships and sponsorships.
13. Manage staff in the division.
14. Day-to-day management of the Company Public Relations Budget.

Qualifications & Experience

- a) Bachelor's degree (Hons) in Marketing, Communications, Public Affairs, Social Sciences, Journalism, International Relations, Languages and Linguistics, Law or any other relevant degree.
- b) At least six (6) years of relevant experience in a busy corporate entity of high repute, three (3) of which attained at a supervisory/team leader level.
- c) Experience managing media relations (online, broadcast and print)
- d) Familiarity with project management software and/or video/photo editing is an added advantage.
- e) Professional certification in marketing or public relations shall be an added advantage.
- f) Knowledge of the Oil and Gas industry value chain is an added advantage.

Skills & Competencies

- a) Demonstration of well-developed interpersonal and relationship building skills.
- b) Excellent writing and communication skills.
- c) Creative thinking and problem solving.
- d) Strong Organisational skills.
- e) Good track record of working across functions and businesses.
- f) Background in researching, writing, and editing publications.
- g) Proficient in MS Office and social media.
- h) Ability to work well under pressure.
- i) Excellent Marketing skills.
- j) Strong Business Acumen.
- k) Ability to effectively engage across a spectrum of stakeholders.

JOB TITLE : COMMUNITY RELATIONS OFFICER – (1 VACANCY)

REPORTS TO : SENIOR COMMUNITY RELATIONS OFFICER

JOB PURPOSE : TO SUPPORT THE SENIOR COMMUNITY RELATIONS OFFICER IN THE DAY-TO-DAY OPERATIONS OF THE ENVIRONMENTAL, SOCIAL, AND CORPORATE GOVERNANCE POLICIES TO ENSURE THAT THE UNOC SOCIAL MANAGEMENT PLANS ARE EFFECTIVELY IMPLEMENTED SO AS TO SECURE UNOC'S SOCIAL OPERATIONAL LICENSE IN THE HOST COMMUNITIES.

ESSENTIAL DUTIES

1. Lead in the coordination and implementation of programs to host sensitization meetings and stakeholder consultations with host communities and other relevant stakeholders and follow up on actions required.
2. Participate in development of appropriate Information, Education and Communication materials for sensitization of communities and other relevant stakeholders.
3. Provide input in review and development of relevant policies, legislation, standards, regulations, and guidelines.
4. Establish awareness amongst the communities about the role and work of UNOC
5. Advise on societal related grievances to ensure that they are handled promptly and professionally in order to maintain good relationship with host communities and other relevant stakeholders.
6. Mobilize host communities to participate in relevant oil and gas activities and programs.
7. Participate in regular field inspections and monitoring of operations.
8. Support land acquisition, compensation, and other grassroots social economic activities.
9. Monitor implementation of Resettlement Action Plans and Community Development Action Plans.
10. Monitor activities of 3rd party development partners and external contractors to ensure that they are being executed in line with the UNOC standards.
11. Undertake any other assignment as may be required.

Qualifications & Experience

- a) A Bachelor's degree (Hons) in Social Sciences, Social Work and Social Administration, Sociology, Socio Anthropology, Sustainable Development, Community Development, or related disciplines from recognized institution.
- b) Minimum of four (4) years' relevant experience working with communities.
- c) Experience in developing and managing community programs.
- d) Previous experience in oil and gas E&P operations including social development projects is an added advantage.

- e) Demonstrated experience working with a wide range of local stakeholders, NGOs, donors, local authorities, local communities in an organization/business unit/project with diverse professionals.

Skills and Competencies

- a) Social Analysis and Issues Identification
- b) Relationship Building & Stakeholder engagement
- c) Research and information management
- d) Report writing
- e) Presentation Skills
- f) Persuasion and influencing
- g) Strong written and verbal communication skills
- h) Ability to effectively engage across a spectrum of stakeholders
- i) Coordination and collaboration skills
- j) Self-management/resilience and emotional maturity
- k) Program Monitoring & Evaluation

DEPARTMENT : COMMERCIAL

JOB TITLE : SENIOR COMMERCIAL ANALYST- (1 VACANCY)

REPORTS TO : COMMERCIAL MANAGER

JOB PURPOSE : TO DEVELOP ROBUST RISK-BASED BUSINESS AND ECONOMIC EVALUATIONS FOR EXISTING UPSTREAM ACTIVITIES AND NEW VENTURES TO SUPPORT STRATEGIC DECISION MAKING.

ESSENTIAL DUTIES

1. Undertake economic & financial modelling of existing Upstream licenses and New Ventures, as well as undertake sensitivity analysis to fully understand and implement value drivers that could significantly enhance project returns.
2. Perform economic evaluations to assess project feasibility, carry out project risk analyses, identify business drivers and facilitate investment decision-making processes.
3. Assist management in the formulation of position papers, strategic business development, including long and medium-term planning economics and analysis.
4. Provide managerial oversight and quality assurance to the Commercial discipline in the framing of economic evaluations, development of economic models, identification of embedded options, risks and mitigations in commercial ventures.
5. Ensure effective and robust analysis with regards to due diligence of potential joint venture partners.
6. Co-ordinate formal assumption reviews and signoffs, as well as compile and update assumption documents.

7. Keep abreast of developments on economic evaluation, taxation and fiscal terms, cost structures, crude oil and petroleum product prices, hydrocarbon availability, as well as key global trends in the energy sector.
8. Any other duties as may be assigned.

Qualifications & Experience

- a) Bachelor's degree (Hons) in Engineering, Economics, Finance, Energy, Petroleum Geosciences, or any other relevant degree.
- b) At least Six (6) years' relevant work experience with extensive investment analysis expertise, pricing/tariff experience, financial analysis three (3) years of which should have been attained at a supervisory/team leader level.
- c) Must have proficiency in Excel or other financial analysis software.
- d) Must be able to interpret and analyse statistical data, translate strategies into practical actions to ensure they align with industry standards.
- e) Must be able to conduct economic evaluations, risk assessments, and develop alternatives to obtain financial authorizations.

Skills and Competencies

- a) A self-starter with strong technical, interpersonal relations, communication, organizational skills; and a record of impeccable integrity.
- b) Ability to work under pressure and to work as part of a team.
- c) Commercial Acumen
- d) Market Forecasting and scenario planning
- e) Economic & Financial Modelling
- f) Commercial Negotiation & Deal Structuring
- g) Commercial Research & Analysis
- h) Valuation of financial products
- i) Deal Economics (Financial or Economic Evaluation/Analysis)
- j) Drafting of Commercial Briefs & Business Cases
- k) Commercial Relationship Management

DEPARTMENT : LEGAL

JOB TITLE : HEAD OF COMPLIANCE - (1 VACANCY)

REPORTS TO : CHIEF LEGAL OFFICER

JOB PURPOSE : TO HANDLE DAY TO DAY LEGAL AND REGULATORY COMPLIANCE RESPONSIBILITIES PERTAINING TO UNOC AND ITS SUBSIDIARIES, DRAFTING & REVIEW OF RELEVANT POLICIES AND SUPPORTING MANAGEMENT ON UNOC COMPLIANCE MATTERS

ESSENTIAL DUTIES

1. Develop and ensure the implementation of a compliance framework for UNOC & its subsidiaries.
2. Develop tools to inculcate a compliance culture within UNOC & its subsidiaries.
3. Participate in the development and review of internal policies for UNOC and its subsidiaries.
4. Regularly undertake compliance evaluation for UNOC & its subsidiaries.
5. Regularly prepare compliance reports for EXCO & Board.
6. Monitor legal and regulatory developments within Uganda and globally that may affect UNOC business and ensure these are effectively communicated and complied with where necessary.
7. As and when required, liaise with the industry regulators to ensure a coordinated working approach between UNOC and the respective regulators.
8. Drive the compliance agenda of UNOC and its subsidiaries by continuously putting together compliance plans and ensuring that the compliance framework is updated and continuously adhered to.
9. Support and participate in initiatives and processes to create awareness across UNOC's businesses on legal, regulatory, and internal policies' compliance requirements.
10. As required, interpret, provide advice and guidance on legal and regulatory compliance matters to UNOC and its subsidiaries.
11. Develop the necessary compliance trackers to drive and ensure compliance by UNOC to legal, regulatory and internal policies' requirements.
12. Compile and maintain regulatory documentation databases including applicable laws, regulations and ensure that these are kept updated at all times.
13. Coordinate and ensure all necessary submissions to regulators are made in a timely fashion in accordance with the applicable laws and regulations.
14. Manage staff in the division.
15. Develop and mentor junior staff.
16. Undertake any other assignment as may be required.

Qualifications & Experience

- c) A Masters degree in law, Compliance or Anti-bribery studies, Energy related studies, Commercial Law, Corporate Law, Project Finance or Management will be an added advantage.
- d) The candidate must have at least ten (10) years' experience in a busy corporate entity of high repute, five (5) of which should have been attained at a mid-level leadership position.

- e) Experience in drafting and review of policies and internal processes.
- f) Experience in managing compliance in a reputable corporate entity.

Skills and Competencies

- a) Excellent judgment and ability to anticipate legal issues or risks.
- b) Must have excellent analytical, research and drafting skills.
- c) Strong interpersonal and communication skills and the ability to make sound decisions.
- d) Strong managerial skills.
- e) High level of integrity,
- f) Proven track record of outstanding performance, and ability to work under pressure as part of a team.
- g) Excellent oral and written communication skills.
- h) Policy Development
- i) Compliance Management Implementation of Monitoring Tools
- j) Ability to influence behavioural change.
- k) Knowledge of Oil & Gas Regulatory Regime.
- l) Contract Risk Management.
- m) Complex Decision Making.
- n) Stakeholder Management.
- o) Leading Teams (including Team Development).

DEPARTMENT : UGANDA REFINERY HOLDING COMPANY (URHC)

JOB TITLE : HEAD REFINERY DEVELOPMENT (1 VACANCY)-READVERTISED

REPORTS TO : GENERAL MANAGER-URHC

JOB PURPOSE : TO DIRECT REFINERY TECHNOLOGY, ENGINEERING AND PROJECT DEVELOPMENTS

ESSENTIAL DUTIES

1. Direct key Front-End Engineering and Design (FEED) activities for the refinery project.
2. Assure QHSE compliance during Design, Engineering, Procurement and Construction (EPC) and Operations.
3. Ensure compliance with the company’s engineering codes and standards – international and local.
4. Participate in the negotiation of key refinery agreements including but not limited to the Crude Oil Supply Agreement, Financing Agreements, Implementation Agreement, Product Offtake Model, Shareholder Agreements and EPC Agreement.
5. Implement UNOC’s National Content plan during project execution.

6. Define and monitor Key Performance Indicators for Refinery Operations and Engineering Services.
7. Prepare and direct EPC and facility budgets, revenue, and cost reports, as well as supporting internal and external audits.
8. Identify, develop, and implement business process systems, including project execution procedures.
9. Prepare and maintain the Risk Management Framework for Refinery Operations
10. Ensure regulatory approval for all Refinery Facilities and Operations, as appropriate.
11. Manage Stakeholder engagements – Local Communities, Religious and Cultural Institutions, GoU Ministries, Department and Agencies, National Oil Companies, International Oil Companies, Domestic and International Investors, and the general public.
12. Identify business development and investment opportunities for URHC – Fertilizers, Industrial Gases and Petrochemicals.
13. Ensure proper interface management with Airport, EACOP, Upstream, Kampala Storage Terminal (KST), Fertilizers, Industrial Gases, Petrochemicals, among others.
14. Plan for and manage performance of the Refinery Team
15. Provide leadership and mentorship to the Refinery Team.
16. Any other duties as may be assigned.

Qualifications & Experience

- a) Master's degree in Engineering, Business Administration, Finance or any other relevant Master's degree.
- b) Bachelor's degree (Honours) in Chemical, Civil, Electrical, Mechanical Engineering, Applied Science, Engineering Mathematics or any other relevant Bachelor's degree.
- c) A post graduate qualification in project management would be an added advantage.
- d) A minimum of 10 years' experience in the following corporate settings of high repute: Oil and Gas, Refining, Petrochemicals, Fertilizers, Industrial Gases, large scale Manufacturing, Production/Engineering or Utilities.
- e) Possession of at least 5 years of mid-level leadership/managerial experience in the above-mentioned areas is essential.
- f) A minimum of five (5) years' experience in the context of refinery, fertilizer or petrochemical operations or EPC is an added advantage.

Skills & Competencies

- a) Excellent leadership and team building skills.
- b) Exceptionally strong analytical skills, having the ability to analyse, refine, summarize, and clearly present data and information.
- c) Ability to design suitable business processes to assure sustainable operations.

- d) Excellent judgement and integrity.
- e) Strategic and tactical thinking.
- f) High degree of professionalism and maintenance of confidentiality.
- g) Be commercially astute and sound negotiation skills.
- h) Stakeholder Management skills to ably work with leaders in Government, Investors, Partners and Communities.
- i) Excellent communication and personnel management skills.

DEPARTMENT : UGANDA REFINERY HOLDING COMPANY (URHC)

JOB TITLE : KIP PROJECT PLANNING OFFICER (1 VACANCY)

REPORTS TO : PLANNING AND DEVELOPMENT SPECIALIST

JOB PURPOSE : TO MONITOR AND EXECUTE DEVELOPMENT OF PROJECTS IN THE KABALEGA INDUSTRIAL PARK

ESSENTIAL DUTIES

1. Implement the strategy for the Planning and Development Section clearly showing the perspectives, activities, performance indicators and the scheduling.
2. Prepare a matrix for risk envisaged the severity and the mitigations that are to be deployed.
3. Participate in the Process of approving Building layouts and designs for the Industrial Park Develop a mechanism of scoping (design), costing, prioritization scheduling and budgeting for the projects
4. Participate in the procurement processes and contract management of the projects.
5. Participate in monitoring the budget allocations and the drawdowns on each of the budget items.
6. Ensure application of robust QHSSE management systems across all Projects in the park.
7. Participate in the processes and procedures of KIP.
8. Provide regular updates to the Planning and Development Specialist.

Qualifications & Experience

- a) Bachelor's Degree (Hons) in Architecture and Planning
- b) Registration with a Professional Licensing Body will be an added advantage
- c) Must have at least four (4) years relevant working experience in a busy environment

Skills & Competencies

- a) Exceptional strong analytical skills, having the ability to analyse, refine, summarize, and clearly present data and information
- b) Ability to design suitable processes to mitigate risk, frame breadth and depth of control testing and evaluation of business objectives

- c) Good knowledge of Oil & Gas Operations.
- d) Proficiency in Microsoft Applications
- e) Work planning (Scheduling),
- f) Proficiency in the art and design of buildings
- g) Proficiency in Urban and Regional Planning
- h) Cost Planning
- i) Forecasting Budgeting
- j) Project Monitoring and reporting
- k) Stakeholder Management
- l) Coordination & Collaboration
- m) Contractor Management
- n) Partner (JV) relations Management
- o) Proficiency in ERP systems (SAP, PIMS + Ms Applications Excel, Word, PowerPoint) + Project Management Software (SmartSheet, Primavera, Trello, Jira)

DEPARTMENT : UGANDA REFINERY HOLDING COMPANY

JOB TITLE : MANAGER- KABALEGA INDUSTRIAL PARK (KIP) OPERATIONS- (1 VACANCY)

REPORTS TO : HEAD, INDUSTRIAL PARK DEVELOPMENT & OPERATIONS

JOB PURPOSE : TO MANAGE THE DAY-TO-DAY OPERATIONS AND MAINTENANCE OF THE KABALE INDUSTRIAL PARK OPERATIONS

ESSENTIAL DUTIES

1. Develop and implement the program roadmap, strategies and work plans for the operationalization and management of the Kabaale petro-based Industrial Park (KIP):
2. Direct and administer KIP infrastructure facilities, including facility operations, maintenance, and adherence to HSSE requirements.
3. Manage the interfaces with the major anchor KIP projects ensuring proper interface management with the airport, crude oil pump station No. 1, the oil refinery, and the feeder, EACOP and multiproduct pipelines.
4. Develops and maintain appropriate business process systems to enable the KIP development to operate sustainably, lawfully, and ethically, and in consonance with key stakeholders.
5. Manage Stakeholder engagements – local communities, cultural institutions, GoU Ministries, department and Agencies, International Oil Companies, Investors, the public.
6. Identify and propose operational projects that could improve the efficiency of the operations.
7. Supervise, appraise, develop, and mentor staff under your line management.

8. Any other duties as may be assigned.

Qualifications & Experience

- a) Master's degree in Engineering, Planning, or Public policy, or Development Studies, or Strategic Planning, or Business Administration or other relevant Master's degree.
- b) Bachelor's degree (Hons) in Chemical, Civil, Electrical, or Mechanical Engineering, Applied Science, or other relevant bachelor's degree.
- c) A post graduate qualification in project management would be an added advantage.
- d) Registration with a Professional Body.
- e) A minimum of 8 years' relevant experience in a corporate entity of high repute, at least four (4) of which should have been attained at a mid-level leadership position.
- f) Training in project planning & management is added advantage.
- g) Training in Facilities Management is added advantage.
- h) Knowledge/Training in Health & Safety Standards is an added advantage.
- i) Knowledge/Training in Quality Management Systems is added advantage.

Skills & Competencies

- a) Possess excellent leadership and team building skills.
- b) Exceptionally strong analytical skills
- c) Ability to design suitable business processes to assure sustainable operations.
- d) Excellent communication and personnel management skills.
- e) Be commercially astute and possess sound negotiation skills.
- f) Stakeholder management and institutional building skills.
- g) Knowledge of Oil & Gas Operations or Large Infrastructure/High Value projects.
- h) Facilities Operations & Maintenance.
- i) Project planning and Management.
- j) Implementation of Quality Management Systems
- k) Negotiation & Influencing skills
- l) Application of Oil & Gas Industry Technical Standards

DEPARTMENT : UGANDA REFINERY HOLDING COMPANY

JOB TITLE : PARK OPERATIONS & MAINTENANCE OFFICER - (1 VACANCY)

REPORTS TO : PARK MANAGEMENT SPECIALIST

DUTY STATION : HOIMA

JOB PURPOSE : TO MONITOR AND EXECUTE ROUTINE ACTIVITIES FOR REPAIR, MAINTENANCE AND UPGRADING OF KIP TO ENSURE THAT THE VALUE AND INTEGRITY OF KIP ASSETS IS WELL MAINTAINED.

ESSENTIAL DUTIES

1. Develop routine procedures and protocols for proper maintenance of KIP assets and operations.
2. Carry out routine inspections of the facilities to identify and resolve issues.
3. Regularly check civil, mechanical electrical and hydraulic systems of facilities to ensure functionality and avoid down time.
4. Plan and oversee all repair and installation activities at the terminal.
5. Allocate workload and supervise KIP casual maintenance staff.
6. Regularly monitor equipment inventory and place orders when necessary
7. Manage relationships with contractors and service providers.
8. Keep maintenance logs and reports on daily activities.
9. Ensure health and safety policies are complied with by both UNOC and external maintenance operatives.
10. Ensure application of robust QHSSE management systems across all Terminal operations.
11. Supervise maintenance engineering contractors to ensure that works are executed in line with Oil & Gas standards.
12. Any other duties as may be assigned.

Qualifications & Experience

- a) A Bachelor's degree (Hons) in Engineering, Business Administration or other relevant degree.
- b) Postgraduate training in HSSE e.g. NEBOSH Diploma is added advantage.
- c) Professional certification or training in Maintenance Management is an added advantage.
- d) Post graduate training in Project Management is added advantage.
- e) At least four (4) years relevant working experience in the petroleum or manufacturing or construction industry or a reputable company.
- f) Demonstrable experience of managing the maintenance of large plants, equipment and infrastructure, assets in the Oil & Gas Sector or a busy Manufacturing or Construction Setting.

Skills and Competencies

- i. Application of Maintenance Engineering Standards
- ii. Knowledge of Oil & Gas Industry Technical Standards
- iii. Application of Industry HSSE standards
- iv. Coordination and Collaboration
- v. Management of 3rd party contractors
- vi. Knowledge of Engineering Software like AUTOCAD, SolidWorks + Ms Office Excel, Word & PowerPoint
- vii. Working knowledge of Project Management Software E.g. Primavera, Smart Sheet, Trolly etc.

APPLICATION PROCEDURE & DEADLINE

Interested staff 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 Monday 17th June 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 submitted through the UNOC recruitment system shall be considered.

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

Forward any enquiries regarding this advert to recruitment.unoc@unoc.co.ug

**CHIEF EXECUTIVE OFFICER
UGANDA NATIONAL OIL COMPANY**