



EXTERNAL JOB ADVERT NO. 5 OF 2026

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:

Please note that successful candidates **MUST** be willing and ready to work in any UNOC's office location.

DEPARTMENT : HUMAN RESOURCES
JOB TITLE : ESTATES ASSISTANT (1 VACANCY)
REPORTS TO : ESTATES OFFICER
JOB PURPOSE : PROVIDE ESSENTIAL HANDS-ON SUPPORT TO ENSURE THE SMOOTH OPERATIONS AND MAINTENANCE OF UNOC'S OFFICE FACILITIES.

ESSENTIAL DUTIES

- 1) Respond promptly to maintenance requests and coordinate repairs.
- 2) Conduct routine inspections to identify and resolve issues proactively.
- 3) Ensure all offices are safe, functional, and compliant with health and safety standards.
- 4) Assist with setting up new office spaces or reconfiguring existing ones.
- 5) Coordinate with vendors and contractors for furniture, equipment, and utilities.
- 6) Oversee daily operations at various office sites.
- 7) Ensure site-specific issues are addressed efficiently and effectively.
- 8) Maintain accurate records of leases, service contracts, and compliance documentation.
- 9) Support budgeting processes, including tracking expenses and preparing reports.
- 10) Ensure all estate-related activities comply with legal and organizational standards.
- 11) Maintain up-to-date documentation for audits and inspections.
- 12) Facilitate planned preventive and curative maintenance.

- 13) Undertake any other duties and responsibilities as may be assigned from time to time by the supervisor(s).

Qualifications & Experience

- 1) An Ordinary Diploma in Architecture, Mechanical, Civil Engineering, Construction Management, or any other relevant discipline from a recognised training Institute
- 2) Minimum of three (3) years of hands-on experience or contractor/service provider and site supervision in electrical or construction or mechanical works from reputable corporate companies/organizations
- 3) Experience in Estates and Utilities Management and supervision works is an essential requirement.
- 4) Knowledge and/or experience in procurement and supplies management procedures is an added advantage
- 5) Working knowledge of office management systems, procedures and equipment.
- 6) Proficiency in MS Office (MS Word, MS Excel, MS PowerPoint and MS Outlook)

Skills and Competencies

- a) Basic knowledge of building systems (electrical, plumbing, HVAC)
- b) Familiarity with facilities management software and tools
- c) Excellent communication skills
- d) Excellent problem-solving skills
- e) Strong ability to multitask and prioritize tasks across multiple sites
- f) High level of integrity
- g) Demonstrable passion for own work and self-discipline

DEPARTMENT : UPSTREAM

JOB TITLE : PETROLEUM ENGINEER SPECIALIST (1 VACANCY)

REPORTS TO : ENGINEERING MANAGER EXPLORATION

JOB PURPOSE : TO LEAD THE PLANNING, DESIGN AND DRILLING ACTIVITIES IN EXPLORATION AREAS

ESSENTIAL DUTIES

- 1) Prepare the well design, drilling program and undertake well planning.
- 2) Propose well trajectories, completions, and perforations.
- 3) Supervise preparation and evaluation of drilling and completion programs and reports.
- 4) Preparation and evaluation of 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) Assist in the development of operational procedures and ensure that all exploration operations are conducted according to approved procedures.
- 8) Verify and inspect the provision of materials and equipment for drilling operation and assure all requirements, special terms and conditions are met.

- 9) Prepare Work Programs and Budgets for Drilling Section.
- 10) Monitor and supervise the drilling of exploration and appraisal wells to ensure that all identified objectives are met in a safe manner.
- 11) Participate in meetings with joint venture Partners and Authorities.
- 12) Undertake any other duties and responsibilities as may be assigned from time to time by the supervisor(s)

Qualifications & Experience

- 1) A Bachelors degree (Hons) in Drilling, Petroleum, Structural, Mechanical, Electrical or Manufacturing /Production Engineering from a recognized University
- 2) A Minimum of six (6) years of relevant experience
- 3) Possession of relevant certification or relevant Post graduate training will be an added advantage
- 4) Membership to relevant oil and gas industry professional bodies like SPE, AAPG, and SEG is an added advantage
- 5) Hands-on experience in Engineering software suites such as Petrel, AutoCAD, Eclipse, etc is an added advantage
- 6) Demonstrable experience in Project Management or Post graduate Training in Project Management is an added advantage.

Skills and Competences

- a) Demonstrated leadership qualities and a team player.
- b) Strong project management, planning, organizational skills
- c) Good negotiation skills and communication skills.
- d) Good knowledge of Health & Safety standards and operational procedures.
- e) Strong analytical and problem-solving abilities.
- f) Ability to work independently and as part of multidisciplinary teams
- g) Good knowledge of regulatory frameworks and environmental considerations in exploration

DEPARTMENT : UPSTREAM

JOB TITLE : GRADUATE ELECTRICAL & INSTRUMENTATION ENGINEER
(1 VACANCY)

REPORTS TO : ELECTRICAL & INSTRUMENTATION ENGINEER

JOB PURPOSE : RESPONSIBLE FOR DESIGNING, IMPLEMENTATION, AND MAINTANANCE OF ELECTRICAL AND INSTRUMENTATION SYSTEMS.

ESSENTIAL DUTIES

- 1) Collaborate in designing and specifying electrical and instrumentation systems for oil and gas facilities.
- 2) Support the development of Instrument Basis of Design and specifications for control and safety systems (DCS, SIS, FGS, MMS, PLC).
- 3) Assist in preparing specifications for cables, junction boxes, terminations, and installation scopes.

- 4) Contribute to the design and implementation of control systems (DCS, PLC).
- 5) Review and prepare data sheets for control valves, safety valves, and field instruments.
- 6) Participate in developing and reviewing 'Cause & Effect' and Logic diagrams.
- 7) Assist in preparing material/technical requisitions and conducting technical bid evaluations.
- 8) Review vendor documents for instrumentation and control systems.
- 9) Maintain accurate documentation of designs, modifications, and maintenance activities.
- 10) Participate in field monitoring of production systems to ensure compliance with standards.
- 11) Support troubleshooting and minor repairs of electrical and instrumentation equipment.
- 12) Provide input on metering design proposals and ensure alignment with allocation principles.
- 13) Assist in reviewing work programs and budgets related to production system.
- 14) Undertake any other duties and responsibilities as may be assigned from time to time by the supervisor(s).

Qualifications & Experience

- 1) Bachelor's degree (Hons) in Electrical Engineering, Instrumentation Engineering, or any relevant Engineering degree.
- 2) Zero to three (0-3) years of working experience in designing control systems and familiarity with DCS and PLC systems.
- 3) Candidate should have graduated not more than three (3) years from the date of publication of this job advertisement.
- 4) Possession of relevant certification will be an added advantage.
- 5) Membership in the relevant oil and gas industry professional bodies like SPE, AAPG, and SEG is an added advantage.

Skills & Competencies

- a) Knowledge of electrical and instrumentation design principles, standards, and safety practices.
- b) Knowledge of control systems and equipment maintenance principles.
- c) Excellent communication and interpersonal skills to collaborate effectively with team members.
- d) Excellent communication and interpersonal skills to collaborate effectively with team members.
- e) Willingness to learn and adapt new geophysical techniques and technologies.
- f) Ability to work both independently and within a multidisciplinary team environment.
- g) Knowledge of Health, Safety and Environment practices in Oil and Gas.

DEPARTMENT : UGANDA REFINERY HOLDING COMPANY
JOB TITLE : PROCESS ENGINEERING LEAD- (CONTRACT – 3YEARS)
(1 VACANCY)
REPORTS TO : MANAGER TECHNOLOGY & ENGINEERING
JOB PURPOSE : RESPONSIBLE FOR OFFERING TECHNICAL GUIDANCE ON ALL ASPECTS OF PROCESS ENGINEERING DESIGN AND EXECUTION AS THE LEAD SUBJECT MATTER EXPERT IN THE PROCESS ENGINEERING DISCIPLINE FOR THE REFINERY AND RELATED FACILITIES.

ESSENTIAL DUTIES

- 1) Participate in the engineering design and execution of the refinery as the Lead Specialist in the process engineering discipline.
- 2) Lead detailed reviews of the process engineering aspects of the projects, including drawings, specifications, installation procedures, etc. and ensure that electrical works designs, materials and construction specifications meet oil and gas project standards and other relevant national and industry codes.
- 3) Monitor performance of contractors and suggest remedial actions to avoid design deficiencies and commission delays.
- 4) Lead and provide technical advice on the preparation of budgets, procurement, modifications etc. as it relates to the process of engineering aspects for the refinery project.
- 5) Perform discipline and inter-discipline engineering compliance checks, quality assessment, and quality control on engineering design and operations.
- 6) Develop a priority matrix for setting, scheduling, and executing process engineering maintenance jobs to ensure continuous plant operations.
- 7) Provide input to Engineering studies concerning process design, installation, and operating issues.
- 8) Develop and monitor manufacturing metrics and analyze data to improve the manufacturing processes for the refinery.
- 9) Support the construction and commissioning teams in resolving queries received during installation as related to equipment layout for the refinery and its ancillary facilities.
- 10) Conduct research to develop new and improved processes for crude oil refining and establish safety procedures for individuals working with dangerous chemicals.
- 11) Collaborate with other discipline engineers in inspection test plans, and factory acceptance tests in addition to all preparations for site installation, pre-commissioning, commissioning and handover.
- 12) Liaise with document specialists to ensure process engineering documentation (drawings etc.) for the project is properly archived.
- 13) Provide recommendations on knowledge/skill and training required for the development of competencies of staff in the process engineering discipline
- 14) Provide input into competence development plans for the electrical engineering discipline.
- 15) Undertake any other duties and responsibilities as may be assigned from time to time by the supervisor(s).

Qualifications & Experience

- 1) Bachelor's Degree (Hons) in Chemical Engineering or Process Engineering, Industrial Chemistry, Science Technology Chemistry from a recognised university.
- 2) At least six (6) years' of relevant working experience in process engineering within upstream, refining, petrochemical, gas processing, in a reputable and busy company, three (3) years attained in a supervisory role.
- 3) Registration with the Uganda Institute of Professional Engineer (UIPE) or Engineers Registration Board(U) or the equivalent is an added advantage
- 4) Professional Certification (PMP) or specialised Post Graduate training in Project Management is an added advantage
- 5) Formal training or demonstrable experience in process safety management (eg HAZOP, HAZID, PHA, LOPA, management of change, and permit-to-work systems) is an added advantage
- 6) Working knowledge/application of the Ugandan oil and gas regulatory framework, including the NEMA Laws/Regulations, the OSHA 2006 and of ISO 9001 is an added advantage
- 7) "Demonstrable experience of technical oversight of a contractor, including review and approval of process engineering contractor deliverables, and design change control is an added advantage.

Skills and Competencies

- a) Proficiency in Engineering Software such as Process simulation and design software (eg Aspen HYSYS, Aspen Plus etc), MS Excel, Word and PowerPoint.
- b) Working knowledge/application of Project Management Software e.g. MS Project, Primavera, Smart Sheet or Trello.
- c) Data analysis & report writing skills.
- d) Excellent Stakeholder Management Skills.
- e) Interface management skills – with the ability to coordinate across engineering disciplines, contractors, vendors and operations teams, and to resolve inter-discipline technical conflicts.
- f) Strong negotiation skills.
- g) Knowledge of Oil & Gas Industry Technical Standards.

DEPARTMENT : UGANDA REFINERY HOLDING COMPANY
JOB TITLE : REFINERY PROJECT SPECIALIST (1 VACANCY)
REPORTS TO : MANAGER PROJECT DEVELOPMENT
JOB PURPOSE : RESPONSIBLE FOR THE IMPLEMENTATION OF FRONTLINE ACTIVITIES IN THE DELIVERY OF THE REFINERY PROJECTS, FROM PLANNING THROUGH CONSTRUCTION TO COMMISSIONING AND OPERATION.

ESSENTIAL DUTIES

- 1) Support the Project Development Manager with the preparation of the Project Implementation Plan (PIP) and other key documents for the project

- 2) Supervise execution of site activities for the Refinery during planning and construction phases.
- 3) Assist with the creation of the Annual Work Plans (AWPs) and schedules for the project and its components for approval.
- 4) Support the Project Development Manager in drafting URHC Project engineering guidelines and specifications, codes and standards, and regulatory agency requirements to meet necessary functionality and performance requirements.
- 5) Supervise 3rd party contractors to ensure that all project field activities comply with URHC's Project Engineering guidelines
- 6) Keep the Project Development Manager informed of all emerging project risks and suggest mitigation measures.
- 7) Identify project issues and possible solutions and bring them to the attention of the Project Development Manager for action.
- 8) Prepare regular reports to assist the Project Development Manager to track the progress of project components to ensure schedules and deadlines are being met.
- 9) Implement applicable environmental/safety regulations and company processes and procedures.
- 10) Support stakeholder consultations and communications, including status reporting, meeting minutes and other project documentations to various stakeholders.
- 11) Ensure all internal/external stakeholder enquiries on the project are dealt with in a timely, concise, and accurate manner
- 12) Interface with project contractors, keep track of their deliverables, and keep the Project Development Manager up to date
- 13) Monitor project costs against budget, verify contractor payment applications against progress, and maintain the change log and cost forecast.
- 14) Undertake any other duties and responsibilities as may be assigned from time to time by the supervisor(s).

Qualifications & Experience

- 1) Bachelor's Degree (Hons) in Engineering (Mechanical, Civil, Chemical, Electrical or Petroleum), Industrial Chemistry, Science Technology (Chemistry), Construction Management or Project Management discipline, from a recognised university.
- 2) At least six (6) years' experience in the delivery of capital projects, such as project management/controls (planning, scheduling, cost control and progress reporting) on industrial, energy or infrastructure projects, of which at least three (3) years are in a Supervisory role.
- 3) A recognised project management certification (PMP, PRINCE2 Practitioner or equivalent) or Project Management course is an essential requirement
- 4) Relevant experience in oil and gas is an added advantage
- 5) Demonstrable competence working with project scheduling software (Primavera P6 or MS Project etc) is an essential requirement.

Skills and Competencies

- a) Work planning (Scheduling) – ability to build and update a WBS-based schedule, identify the critical path and produce progress S-curves
- b) Cost Planning, Budgeting and Forecasting - able to prepare and track a project budget, commitments, accruals and forecast at completion.
- c) Project Reporting using automated reporting tools.
- d) Coordination and collaboration across internal teams and contractors.
- e) Project risk management - maintaining a risk register, assessing risks and developing mitigation measures and escalating appropriately.
- f) Excellent Oral and Written Communication Skills e.g. Report writing, minute taking and preparation of stakeholder correspondence.
- g) Excellent Stakeholder Management Skills
- h) Strong negotiation skills
- i) Knowledge of Oil & Gas Industry Technical Standards
- j) Demonstrable QHSSE Knowledge

DEPARTMENT : UGANDA REFINERY HOLDING COMPANY
JOB TITLE : CONTROLS AND INSTRUMENTATION LEAD - (1 VACANCY)
(CONTRACT – 3YEARS)
REPORTS TO : MANAGER TECHNOLOGY & ENGINEERING
JOB PURPOSE : RESPONSIBLE FOR OFFERING TECHNICAL GUIDANCE ON ALL ASPECTS OF CONTROLS AND INSTRUMENTATION DESIGN AND EXECUTION AS THE LEAD SUBJECT MATTER EXPERT IN THE CONTROLS AND INSTRUMENTATION ENGINEERING DISCIPLINE FOR THE REFINERY, KIP AND RELATED FACILITIES.

ESSENTIAL DUTIES

- 1) Provide input to scope and design of assigned projects and identify Front-End Engineering & Design (FEED) and implementation deliverables necessary for the control and instrumentation scope of the project.
- 2) Participate in the implementation of instrument detail design on P&IDs.
- 3) Review instrumentation and control deliverables such as instrument datasheets, instrument index, sizing calculations, cause and effect diagrams, control narratives, functional checkouts, control system architecture, & control panel design.
- 4) Participate in the selection and specification of process instruments and electronic transmitters for pressure, temperature, flow, position, composition analyzers, etc.
- 5) Review and perform technical evaluations on documentation for instrumentations and controls requisitions.
- 6) Support Process Hazard Analysis and other process safety assessment, evaluation, and design sessions.
- 7) Provide inputs in project-driven scoping, specification, and configuration of process control (DCS, ESD, valves) and Safety Instrumented Systems (SIS), including Fire & Gas systems
- 8) Participate in the Factory and Site Acceptance Tests for controls equipment.
- 9) Prepare and implement inspection and maintenance schedules of the control

equipment and instrument installations, in accordance with the manufacturer's specifications.

- 10) Undertake any other duties and responsibilities as may be assigned from time to time by the supervisor(s).

Qualifications & Experience

- 1) Bachelor's Degree (Hons) in Instrumentation and Control Engineering, Electrical and Electronic Engineering, Applied Physics, Chemical Engineering, Mechatronic Engineering or Process Control Engineering from a recognized University.
- 2) At least Six (6) years of relevant working experience in Instrumentation and Control within upstream, refining, petrochemical, manufacturing or industrial plant in a reputable and busy company, three (3) years of which attained in a supervisory role.
- 3) Registration with the Uganda Institute of Professional Engineer (UIPE) or Engineers Registration Board(U) or the equivalent is an added advantage.
- 4) Demonstrable hands-on experience with distributed control systems (DCS) and/or programmable logic controllers (PLC), is essential.
- 5) Experience with SCADA and with advanced process control (APC) is an added advantage.
- 6) Experience with APC, DCS, PLC and SCADA systems is an added advantage

Skills and Competencies

- a) Good understanding of the relevant health and safety regulations and quality standards.
- b) Knowledge in system dynamics & process controls.
- c) Understanding of process plant unit operations sufficient to develop and challenge control philosophies, alarm strategies and safe operating envelopes for those units..
- d) Preparation and review of instrument datasheets, loop and hook-up drawings, sizing calculations, control system architecture and panel design
- e) Excellent Stakeholder Management Skills.
- f) Strong negotiation skills.
- g) Process safety practice - HAZOP, LOPA and SIL determination, and safe execution of factory and site acceptance testing.

DEPARTMENT : UGANDA REFINERY HOLDING COMPANY
JOB TITLE : PIPING ENGINEERING LEAD – (CONTRACT – 3YEARS)
(1 VACANCY)
REPORTS TO : MANAGER TECHNOLOGY & ENGINEERING
JOB PURPOSE : RESPONSIBLE FOR THE DESIGN AND INSTALLATION OF PIPING SYSTEMS FOR THE TRANSPORTATION OF FLUIDS AND GASES FOR THE REFINERY DEVELOPMENT

ESSENTIAL DUTIES

- 1) Designing and constructing pipe systems for the refinery.
- 2) Provide data to guide the basis of design and guidance on engineering standards and other design parameters for piping systems for the refinery and its ancillary facilities.
- 3) Define standards for piping material and systems to be used in the refinery construction.
- 4) Participate in contract negotiations for piping systems and related installations.
- 5) Conduct relevant technical and environment studies to inform the design decisions for URHC piping systems.
- 6) Coordinate and interface with other Project development entities (Engineering, Operations, HSEQ, E&S Team, Commercial & Legal groups) in the execution of various piping installations work streams.
- 7) Participate in Refinery projects stakeholder engagement activities in liaison with relevant parties involves.
- 8) Liaise with the Maintenance Department to develop and implement piping asset integrity and maintenance management systems.
- 9) Undertake any other duties and responsibilities as may be assigned from time to time by the supervisor(s).

Qualifications & Experience

- 1) Bachelor's Degree (Hons) in Mechanical, Chemical Engineering, Process Engineering and any related engineering discipline.
- 2) At least six (6) years' experience in piping and/or materials engineering on refinery, petrochemical, gas processing, pipeline facilities, manufacturing of which at least three (3) years in supervisory role.
- 3) Registration with the Uganda Institute of Professional Engineer (UIPE) or Engineers Registration Board(U) or the equivalent is an added advantage
- 4) Training or certification in Project Management is an added advantage
- 5) Knowledge of materials selection, corrosion control, fabrication and construction quality assurance is essential.
- 6) Knowledge of Oil & Gas is an added advantage.

Skills and Competencies

- a) Knowledge in Piping Design, piping materials specification, maintenance & Installation.
- b) Good understanding of the relevant health and safety regulations and quality standards.
- c) Excellent Interface and stakeholder management across the engineering, operations, HSEQ disciplines.
- d) Project planning and Management skills is an added advantage
- e) Strong negotiation skills.
- f) Knowledge of relevant Oil & Gas Industry Technical Standards related to piping material specifications and corrosion.
- g) Demonstrable QHSSE Knowledge.

DEPARTMENT : UGANDA REFINERY HOLDING COMPANY
JOB TITLE : KIP BUSINESS DEVELOPMENT SPECIALIST (1 VACANCY)
REPORTS TO : MANAGER KIP DEVELOPMENT
JOB PURPOSE : SUPPORT THE MANAGER KIP DEVELOPMENT TO FORMULATE AND IMPLEMENT THE PARK'S BUSINESS AND MARKETING STRATEGY THROUGH ROBUST BUSINESS ANALYSIS, MARKET INTELLIGENCE, DEMAND FORECASTING AND INVESTOR ENGAGEMENT. THE ROLE WILL TRANSLATE COMMERCIAL DATA AND STAKEHOLDER REQUIREMENTS INTO ACTIONABLE RECOMMENDATIONS, DEVELOP AND EXECUTE TARGETED PROMOTIONAL INITIATIVES, ATTRACT AND RETAIN SUITABLE ANCHOR INDUSTRIES AND COMMERCIAL DEVELOPMENTS, AND SUPPORT TRANSPARENT LAND ALLOCATION, INVESTOR ONBOARDING AND SUB-LEASE MANAGEMENT.

ESSENTIAL DUTIES

1. Engage internal and external stakeholders to identify business needs, define requirements, document current and future processes, identify gaps, and recommend commercially viable solutions for Park development and investor services.
2. Conduct quantitative and qualitative research on industrial demand, target sectors, investor needs, competing locations and market trends; develop demand forecasts and identify priority anchor industries.
3. Prepare business cases, financial models, cost-benefit analyses, scenario and sensitivity analyses, and recommendations to support investment, infrastructure phasing, pricing and resource-allocation decisions.
4. Develop and periodically review the Park's commercial strategy, translate strategic objectives into annual work plans and budgets, and stagger resource requirements in line with expected funding.

5. Develop and maintain risk and opportunity registers, assess likelihood and impact, recommend mitigation actions, and monitor emerging commercial, operational and market risks.
6. Segment target markets, develop compelling investor value propositions, and plan integrated B2B campaigns across digital, direct, event and partnership channels to attract local and international investors.
7. Produce and maintain investor prospectuses, presentations, sector briefs, promotional materials and campaign content; coordinate outreach activities and evaluate campaign effectiveness against agreed objectives.
8. Establish and manage an investor pipeline, qualify leads, maintain accurate CRM records, coordinate follow-up actions, and report on conversion, engagement and retention performance.
9. Develop or review equitable Land Allocation Guidelines, assess applications against approved commercial and technical criteria, support investor due diligence, and coordinate transparent allocation and onboarding processes.
10. Monitor sub-lease obligations, maintain productive investor relationships, identify service gaps and expansion opportunities, and support timely resolution of investor issues.
11. Collaborate with engineering, facilities, finance, legal, environment, communications and operations teams to align investor requirements with Park capacity, approvals and service standards.
12. Develop dashboards and periodic reports on demand, investor pipeline, conversion, occupancy, revenue, campaign performance and stakeholder satisfaction; use insights to recommend corrective action.
13. Undertake any other relevant duties assigned by the supervisor.

Qualifications & Experience

1. Bachelor's Degree (Hons) in Commerce, Accounting, Business Management, Engineering, or related field from a recognized University
2. At least six (6) years of relevant experience in business analysis, market research or intelligence, commercial strategy, marketing, investor attraction or business development, preferably within infrastructure, industrial development, energy, real estate or a comparable complex environment.
3. Advanced competence in spreadsheet analysis and presentation tools, with practical exposure to data visualization and CRM platforms; experience with Power BI, SQL or similar analytical tools is an added advantage.
4. Demonstrable experience in conducting stakeholder engagements is an essential requirement.
5. Professional Membership to a Marketing Professional Association is an added advantage.
6. Post Graduate training or certification in Project Management is an added advantage.
7. Post Graduate training in Marketing or Business Development is an added

advantage

Skills and Competencies

- a) Facilities Development & Management skills
- b) Business Development skills
- c) Customer Relationship Management skills
- d) Stakeholder Management skills
- e) Negotiation & Influencing skills
- f) Knowledge in Business Marketing & Promotions (Business Development)

DEPARTMENT : UGANDA REFINERY HOLDING COMPANY
JOB TITLE : KIP PROJECT PLANNING OFFICER
(1 VACANCY)
REPORTS TO : PLANNING DEVELOPMENT SPECIALIST
JOB PURPOSE : TO MONITOR AND EXECUTE THE DEVELOPMENT OF PROJECTS IN THE KABALEGA INDUSTRIAL PARK BY ENSURING PHYSICAL INFRASTRUCTURE IS SUSTAINABLY DESIGNED, SPATIALLY OPTIMIZED, AND VISUALLY COMPELLING TO ATTRACT TIER-ONE GLOBAL INVESTORS AND MEET INTERNATIONAL ECO-INDUSTRIAL STANDARDS.

ESSENTIAL DUTIES

- 1) Formulate, refine, and execute detailed site master plans, spatial zoning, and land-use strategies for industrial, commercial, administrative, and utility zones across KIP.
- 2) Create photorealistic artistic impressions, dynamic 3D fly-through animations, and visual walkthroughs to showcase industrial facilities, site camps, and infrastructure projects.
- 3) Spearhead the integration of green building principles, climate-resilient architecture, resource-efficient layouts, and renewable energy concepts across all park structures and master plans.
- 4) Produce complete architectural working drawings, elevation details, facade designs, and technical documentation ready for construction execution.
- 5) Review incoming investor building proposals, master plan compliance, and site layout integration to ensure adherence to KIP architectural standards and green guidelines.
- 6) Participate in the implementation of the KIP Development and Operations Strategy
- 7) Identify and prepare a risk mitigation plan for risks envisaged in the Industrial Park.
- 8) Develop a mechanism of scoping (design), costing, prioritization scheduling and budgeting for the projects.
- 9) Participate in the procurement processes and contract management of the projects.
- 10) Participate in monitoring the budget allocations and the drawdowns on each of the budget items.
- 11) Ensure application of robust QHSSE management systems across all Projects in the park.
- 12) Prepare periodical reports on the implementation of KIP initiatives

Qualifications & Experience

- 1) Bachelor's Degree (Hons) in Architecture.
- 2) Must have at least four (4) years relevant working experience in a busy environment
- 3) Registration with a Professional Licensing Body will be an added advantage.
- 4) Hands-on experience in developing complex master plans, large-scale site layouts, and sustainable green building projects (EDGE or LEED certification context preferred).
- 5) Post Graduate training or certification in Project Planning and Management is an added advantage
- 6) Experience in stakeholder/contractor management is an added advantage
- 7) Demonstrable knowledge/experience and proficiency in ArchiCAD, SketchUp, Lumion, and AutoCAD (demonstrable expertise in rendering photorealistic scenes and generating full 3D video animations) is an added advantage
- 8) Demonstrable knowledge/experience in ERP systems (SAP, PIMS + Ms Applications Excel, Word, PowerPoint) + Project Management Software (SmartSheet, Primavera, Trello, Jira) is an added advantage

Skills and Competencies

- a) Exceptional strong analytical skills
- b) Proficiency in green building design frameworks (EDGE, LEED, or equivalent), energy-efficient design, sustainable material selection, and eco-industrial park concepts.
- c) Ability to deliver high-impact artistic impressions, realistic spatial lighting, material texturing, and immersive video renders
- d) Ability to design suitable processes to mitigate risk, frame breadth and depth of control testing and evaluation of business objectives.
- e) Proficiency in Microsoft Applications
- f) Work planning (Scheduling)
- g) Proficiency in the art and design of buildings Proficiency in Urban and Regional Planning.
- h) Deep technical command of site zoning, land-use optimization, topographic adaptation, road alignment, and utility corridor integration for industrial parks or large mixed-use developments.
- i) Cost Planning
- j) Forecasting Budgeting
- k) Project Monitoring and reporting
- l) Stakeholder Management
- m) Coordination & Collaboration
- n) Contractor Management
- o) Partner (JV) relations Management

DEPARTMENT : CORPORATE AFFAIRS
JOB TITLE : COMMUNICATIONS OFFICER – (1 VACANCY)
REPORTS TO : SENIOR COMMUNICATIONS OFFICER
JOB PURPOSE : SUPPORT THE DEVELOPMENT AND EXECUTION OF STRATEGIC INTERNAL AND EXTERNAL COMMUNICATION PROGRAMS THAT ALIGN, ENGAGE AND INFORM KEY AUDIENCES, SUPPORTING THE COMPANY'S VISION, CULTURE, AND BUSINESS OBJECTIVES.

ESSENTIAL DUTIES

- 1) Support the implementation of the annual communications and stakeholder engagement plan.
- 2) Support internal communications initiatives through the development of employee newsletters, intranet content, staff notices, leadership messages, and engagement campaigns.
- 3) Manage and regularly update content on the corporate website and intranet, ensuring information is accurate, timely, relevant, and aligned with corporate messaging.
- 4) Develop, package, and disseminate communication content across internal communication platforms, including email, WhatsApp, newsletters, and other employee engagement channels.
- 5) Support management of the Company's social media platforms through content creation, scheduling, monitoring, audience engagement, and reporting.
- 6) Monitor media coverage and online conversations relating to the Company and prepare regular media monitoring and analysis reports.
- 7) Support media engagement activities including press conferences, media briefings, interviews, field visits, and other media relations initiatives.
- 8) Support photography, videography, and multimedia content development for corporate communication initiatives.
- 9) Maintain an organized database of communication materials, photographs, videos, publications, and other communication.
- 10) Measure and report on the performance of communication activities and digital communication channels.
- 11) Any other duties that might be assigned to you.

Qualifications & Experience

- 1) Bachelor's degree (Hons) in either Communications, Journalism, Public Affairs, International Relations, Languages and Linguistics, Information Management systems, or any other relevant degree.
- 2) Minimum (4) years of relevant experience in Corporate Communications, Public Relations, Journalism, Media, Digital Communications, Marketing Communications, Broadcasting, or a related field.
- 3) A recognized professional Communications Certification or post graduate training is an added advantage
- 4) Membership of relevant or related nationally recognized professional bodies is an added advantage.

- 5) Demonstrated experience managing social media content and/or digital media channels is essential.

Skills and Competencies

- a) Basic knowledge in graphic design and content creation
- b) Excellent writing and communication skills.
- c) Creative thinking and problem-solving skills
- d) Excellent Organizational skills
- e) Proven Business acumen
- f) Creative writing and content creation skills
- g) Copywriting skills
- h) Proficiency in Digital Communications
- i) Ability to effectively engage across a spectrum of stakeholders
- j) Information management
- k) Events management skills.

DEPARTMENT : OPERATIONS
JOB TITLE : LOGISTICS MANAGER – (1 VACANCY)
REPORTS TO : HEAD OF SUPPLY CHAIN MANAGEMENT
JOB PURPOSE : MANAGE, COORDINATE AND OVERSEE THE MOVEMENT, LOCATION, DISTRIBUTION AND STORAGE OF MATERIALS, GOODS, SERVICES, PERSONNEL, SUPPLIES AND TRANSPORT SERVICES FOR THE COMPANY, ITS SUBSIDIARIES AND PROJECTS.

ESSENTIAL DUTIES

- 1) Define and establish UNOC's logistics operational structure and optimize efficiency.
- 2) Ensure compliance with Ugandan laws and government regulations regarding logistics.
- 3) Define, quantify and schedule all logistics needs for UNOC projects and activities.
- 4) Support the execution of logistics operations on UNOC projects.
- 5) Prepare and update logistics budgets and control expenditure.
- 6) Study, produce and introduce operational procedures and control supply planning.
- 7) Negotiate, manage and control execution of logistics contracts and purchases for maximum value extraction.
- 8) Establish and control the management of stocks and associated tools.
- 9) Examine existing procedures or opportunities for streamlining activities to reduce operating costs and improve transport and distribution needs.
- 10) Maintain inventory integrity, process controls, procedures, and systems throughout the logistics network.
- 11) Prepare logistics and support plans, deployment timelines to ensure non-disruption of travel activities.
- 12) Manage vehicle related costs on fuel, repairs and maintenance and ensure vehicle repairs and maintenance are performed in accordance with set standards.
- 13) Ensure and monitor the embedment of safety culture in execution of logistics operations.

- 14) Provide leadership, mentor and oversee the development and performance of staff under your supervision.
- 15) Any other duties as may be assigned by your supervisor.

Qualifications & Experience

- 1) Bachelor's degree Logistics, Supply Chain, Engineering, Operations or another relevant field.
- 2) At least eight (8) years' operational and management experience in the oil and gas, construction, manufacturing or any other highly regulated and commercial sector, with a solid background in logistics, of which four (4) years should be in a supervisory/leadership role.
- 3) Proven experience in supply chain operations including procurement, logistics, transport/distribution.
- 4) Proven experience in managing and supervising logistics.
- 5) Experience in fuel distribution and transportation is an added advantage.
- 6) Experience in logistics engineering studies and design particularly for a difficult environment or terrain is an added advantage.
- 7) Experience in using relevant software such as SAP, ERPs is an added advantage.

Skills and Competencies

- a) Strong negotiation skills.
- b) Excellent coordination and analysis skills.
- c) Excellent stakeholder management skills.
- d) Excellent knowledge of oil & gas operations.
- e) Excellent communication skills.
- f) Excellent leadership skills.

DEPARTMENT : OPERATIONS
JOB TITLE : SECURITY SPECIALIST – (1 VACANCY)
REPORTS TO : HEAD OF QUALITY, HEALTH, SAFETY, SECURITY & ENVIRONMENT
JOB PURPOSE : OVERSEE THE SECURITY ASPECTS OF UNOC (AND ITS SUBSIDIARIES) PROJECTS, SITES, ASSETS AND OPERATIONS.

ESSENTIAL DUTIES

- 1) Develop and manage security programs for UNOC, its subsidiaries, projects and operations to effectively safeguard UNOC personnel, assets and operations.
- 2) Liaise with Government security forces and regularly meet with them to review security status, concerns and implications to UNOC, its subsidiaries, projects and operations.
- 3) Liaise with Government security forces, agencies, parastatals and local institutions and communities on security matters.
- 4) Interface with joint venture partners' and contractors' security organization to ensure coordinated approach.
- 5) Develop and maintain accurate security information to ensure UNOC readiness to

handle emergency situations.

- 6) In conjunction with Risk and HSE function, develop and maintain emergency response and crisis management plans including evacuation and business continuity plans.
- 7) Conduct security risks and vulnerability assessments for all existing and new assets and operations.
- 8) In conjunction with other stakeholders and site security coordinators, organize project and community intelligence networks for UNOC projects and monitor their implementation.
- 9) Conduct security risk assessments (SRA) for community security concerns for UNOC-operated projects and ensure these are understood and incorporated into project and corporate security risk assessment and security plans.
- 10) Investigate community grievances raised through UNOC/project grievance mechanisms which relate to private or public security services in relation to UNOC, its subsidiaries and/or projects.
- 11) Remain in constant liaison with Community Liaison Officers and ensure strategic surveillance network.
- 12) Monitor and respond to diverse security problems both internal and external as they affect UNOC and/or its subsidiaries.
- 13) Prepare and review security budgets for UNOC, its subsidiaries and/or projects.
- 14) Prepare regular reports on the security aspects of UNOC, its subsidiaries and/or projects.
- 15) Liaise with UNOC (and its subsidiaries) project host communities to ensure that their security concerns are understood and addressed.
- 16) Manage and provide forward-looking advice and expertise on UNOC security technology including electronic access control, CCTV, intrusion, and security alarms systems.
- 17) Organize any relevant security training and exercises for UNOC or the contractors.
- 18) Manage the security services contracts and ensure that security contractors and other security bodies supporting UNOC's operations adhere to Voluntary Principles on Security and Human Rights (VPSHR).

Qualifications & Experience

- 1) Bachelor's degree (Hons) in any relevant field.
- 2) Minimum Six (6) years of experience in security (Private Security Company, Army, Police), with at least three (3) years at a supervisory level.
- 3) Experience with security in industrial facilities management.
- 4) Experience in security within a project management environment is an added advantage.
- 5) Experience in conducting security-related stakeholder management is an added advantage
- 6) Demonstrable solid experience in conducting criminal investigations is an added advantage

Skills and Competencies

- a) Excellent stakeholder engagement skills.
- b) Excellent written and verbal communication skills.
- c) Excellent investigation, analysis and reporting skills.
- d) Ability to remain calm under pressure.

DEPARTMENT : OPERATIONS
JOB TITLE : LOGISTICS COORDINATOR – (1 VACANCY)
REPORTS TO : LOGISTICS MANAGER
JOB PURPOSE : RESPONSIBLE FOR THE COORDINATION OF THE COMPANY'S LOGISTICS OPERATIONS ACROSS THE PETROLEUM VALUE CHAIN.

ESSENTIAL DUTIES

- 1) Manage the end-to-end logistics function across all segments of UNOC's operations, ensuring timely and secure movement of equipment, materials, and personnel.
- 2) Oversee fleet and transport logistics, ensuring compliance with internal policies, IVMS monitoring, and HSE transport standards.
- 3) Coordinate customs clearance, import/export documentation, and regulatory compliance for internationally sourced goods and petroleum products.
- 4) Engage, supervise, and monitor third-party logistics service providers to ensure cost-effective and performance-based delivery in line with service level agreements.
- 5) Support emergency response logistics, including fuel supply assurance and rapid deployment of equipment or personnel during operational disruptions.
- 6) Track and report key logistics KPIs, identifying cost optimization and efficiency improvement opportunities across the logistics value chain.
- 7) Maintain accurate and up-to-date logistics records in alignment with UNOC's ERP system and audit requirements.
- 8) Support continuous improvement by identifying innovations in logistics planning, digital tracking, and strategic sourcing.
- 9) Ensure compliance with national procurement laws, PPDA requirements (where applicable), and relevant oil and gas logistics standards.
- 10) Oversee logistics contracts to ensure optimal value extraction, including monitoring performance, enforcing compliance, and identifying opportunities for service improvement.
- 11) Monitor and control vehicle-related costs, including fuel consumption, repairs, and maintenance. Ensure all vehicle repairs and maintenance activities are executed in line with approved standards and schedules to guarantee operational efficiency and road worthiness.
- 12) Liaise with internal departments including operations, health and safety, projects, and finance to ensure logistics alignment with business objectives.
- 13) Undertake any other duties and responsibilities as may be assigned from time to time by the supervisor(s).

Qualifications & Experience

- 1) Bachelor's degree in Logistics, Supply Chain Management, Business Administration, Engineering, or another relevant field.

- 2) A minimum of 4 years' professional experience in logistics operations, in the oil and gas or construction or manufacturing or any other highly regulated and commercial sector.
- 3) Demonstrated understanding of HSE standards in transport and logistics operations is an added advantage.
- 4) Experience in managing IVMS, ADAS & DMS systems and vehicle/fleet compliance protocols is an added advantage.
- 5) Solid understanding of customs procedures, import/export controls, and international shipping documentation is an added advantage.

Skills & Competencies

- a) Strong organisational and coordination skills.
- b) Analytical skills with attention to cost-efficiency and logistics metrics.
- c) Excellent negotiation and vendor management capabilities.
- d) Familiarity with ERP or logistics management systems.
- e) High integrity, accountability, and professional discretion.
- f) Ability to work cross-functionally and across field/corporate environments.
- g) Strong communication and reporting skills.

DEPARTMENT : OPERATIONS

JOB TITLE : GIS OFFICER – (1 VACANCY)

REPORTS TO : GIS SPECIALIST

JOB PURPOSE : TO EXECUTE ALL FRONTLINE ACTIVITIES FOR GIS AND AUTOMATED MAPPING/FACILITIES MANAGEMENT(AM/FM) INCLUDING CONDUCTING ACQUISITION AND PREPARATION OF GIS DATA, INCLUDING SPATIAL ANALYSIS, DATA INTEGRITY AND HIGH – QUALITY MAP PRODUCTION.

ESSENTIAL DUTIES

- 1) Acquire and prepare primary GIS data.
- 2) Support the GIS Specialist in the development of robust yet flexible databases for existing and new GIS layers.
- 3) Administer GIS applications.
- 4) Trouble-shoot and maintain GIS systems and tools.
- 5) Maintain professional relationships with software vendors.
- 6) Administer the GIS databases and tools.
- 7) Supervise external service providers for GIS data and related work.
- 8) Work with Partner Project Teams to gather GIS data for joint projects.
- 9) Any other duties as may be assigned.

Qualifications & Experience

- 1) Bachelor's Degree (Hons) in Geography or Information Management Systems or Surveying or related studies.
- 2) At least 4 years of direct work experience in GIS data collection, evaluation and analysis.

Skills and Competencies

- a) Data collection and evaluation
- b) Geospatial Intelligence Tools and Techniques
- c) Visualization
- d) Remote Sensing Techniques
- e) Geo Mapping
- f) Data Modelling
- g) GIS Data Capture and Analysis Techniques e.g. Airbone Imagery and Satellite Data
- h) Proficiency in use of Proprietary data tools ArcGIS, Python etc
- i) Project Planning
- j) Information Management
- k) Project Management
- l) Presentation Skills
- m) Coordination and Collaboration

DEPARTMENT : NATIONAL PIPELINE COMPANY
JOB TITLE : SPECIALTIES PRODUCTS TRADING SPECIALIST (1 VACANCY)
REPORTS TO : SPECIALTIES PRODUCTS TRADING MANAGER
JOB PURPOSE : IMPLEMENT ORGANIZATIONAL PROCESSES, SELLING, MARKETING, AND STAKEHOLDER LINKAGES, CUSTOMER AND CLIENT RELATIONS, AND OPERATIONAL SYSTEMS FOR THE BUSINESS DEVELOPMENT AND GROWTH OF THE SPECIALTIES PRODUCTS TRADING BUSINESS, IN LINE WITH COMPANY POLICIES AND PROCEDURES.

ESSENTIAL DUTIES

- 1) Conduct surveys, demand forecasting, and analysis to guide optimal sourcing and stocking strategies for specialties petroleum products.
- 2) Contribute to the development and implementation of Specialties products trading processes and procedures in line with business scale and regulatory requirements.
- 3) Support the creation and execution of pricing strategies, promotions, and new product development initiatives.
- 4) Track industry specifications, technology, and market requirements, implementing initiatives to ensure business sustainability in collaboration with business partners and as per guidelines provided by the relevant regulatory stakeholders.

- 5) Identify and manage regional and local logistics processes for efficient supply and distribution of Specialty petroleum products.
- 6) Collaborate with QHSSE teams to establish and maintain health, safety, security, and environmental systems in the handling and storage of Specialty petroleum products.
- 7) Supervise the initiation and onboarding of customers and subsequently support the Trading Officers to manage the relationships to deliver the business targets , aligning with approved business cases and mandates.
- 8) Provide technical input for negotiations with business and financing partners, and prepare regular business operations updates for shareholders and stakeholders.
- 9) Participate in developing and executing annual stakeholder engagement plans to secure buy-in and achieve business goals for the Specialty Business unit.

Qualifications & Experience

- 1) Bachelor's Degree (Hons) in Industrial Chemistry, Mechanical Engineering, Commerce, Economics, Statistics, Marketing, Business Development or a related technical field.
- 2) At least Six (6) years' relevant work experience in business development or marketing of downstream Petroleum products, fast moving consumer goods, or services.
- 3) Proven sales/marketing experience in Business-to-business or retail business in the downstream petroleum sector, commercial services sector, manufacturing, or any other relevant areas.
- 4) Demonstrable experience in customer relationship management

Skills and Competencies

- a) Business Strategy & Commercial Acumen
- b) Knowledge in Marketing & Business Development
- c) Proven Supplies Planning & Logistics Management skills
- d) Stakeholder Management skills
- e) Business Negotiations and problem-solving skills
- f) Customer Relationship Management skills
- g) Ability to make Complex decisions
- h) Results Orientation
- i) Specialties Petroleum Products Market Awareness
- j) Good Communication and interpersonal skills.
- k) Strong Team Player.
- l) Specialties Products Customer Value Propositions development.

DEPARTMENT : NATIONAL PIPELINE COMPANY
JOB TITLE : TERMINALS OPERATIONS SPECIALIST
 (1 VACANCY)
REPORTS TO : MANAGER TERMINALS DEVELOPMENT & OPERATIONS
JOB PURPOSE : RESPONSIBLE FOR THE OVERALL DAY-TO-
 DAY SUPERVISION OF
 THE TERMINALS OPERATIONS WITH REGARDS TO THE
 HANDLING AND STORAGE OF PETROLEUM
 PRODUCTS WHILE ENSURING THAT THE PROCESSES ARE
 CARRIED OUT IN A SAFE MANNER TO PROTECT THE
 PEOPLE, FACILITIES, AND THE ENVIRONMENT IN WHICH
 THE OPERATIONS ARE CARRIED OUT.

ESSENTIAL DUTIES

- 1) Plan, supervise, and lead daily terminal activities including receipt, handling, storage, accounting, and dispatch of petroleum products to efficiently serve the clients' requirements.
- 2) Implement operational procedures aligned with industry standards to ensure equipment integrity, safety, and uphold stakeholder confidence.
- 3) Contribute to the creation, review, and implementation of the terminals operational processes and related SOPs and reflecting the evolving product handling practices.
- 4) Oversee quality control measures to guarantee receipt and dispatch of petroleum products that meet required standards.
- 5) Supervise the terminals product receipt and dispatch operations within the approved and provided budgets, ensuring efficiency and cost control.
- 6) Build and maintain relationships with local authorities, security agencies, and internal teams to support safe and continuous operations.
- 7) Participate in health, safety, security, and environmental engagements with internal QHSSE teams.
- 8) Handle stakeholder inquiries and coordinate with internal functions to resolve product receipt and dispatch issues.
- 9) Develop and implement processes to maintain product quality, minimize losses, and enhance reliability in stock handling and management.
- 10) Continuously monitor and review stock movement reports and measuring-equipment efficiency data to timely recommend operational improvements.
- 11) Support development and implementation of guidelines for security and strategic stock management to ensure supply continuity.
- 12) Develop and continuously update risk identification and mitigation frameworks to safeguard operations and business objectives.
- 13) Ensure that the terminal product receipt, storage, and dispatch operations adhere to insurance provisions and reporting requirements to protect company assets.
- 14) Conduct relevant research and analysis to identify technological and/or process innovations that optimize costs and improve the terminal operational efficiency.

Qualifications & Experience

- 1) Bachelor's Degree (Hons) in Civil/Mechanical, Chemical, Petroleum Engineering or any relevant engineering degree from a recognized University.
- 2) At least Six (6) years' relevant work experience in development, management, or operations of petroleum products terminals or depots, three (3) years of which should have been attained at a supervisory/team leader level.
- 3) Demonstrated terminal/depot operations management experience of at least three (3) years is an essential requirement
- 4) Post Graduate training in Health and Safety is an added advantage
- 5) Professional Membership to accredited Engineering, Terminals or Pipelines body is an added advantage.

Skills and Competencies

- a) Strong technical and problem-solving skills
- b) Good analytical mindset.
- c) Organised with focus on operational efficiency.
- d) Possess self-control and conflict resolution skills.
- e) Ability to self-motivate and motivate others.
- f) Stakeholder management skills.
- g) Excellent attention to detail.
- h) High level of personal integrity.
- i) Possess strong understanding of the petroleum product supply chain.
- j) Persuasive approach to implementation of QHSSE in terminals/depot operations.

DEPARTMENT	:	NATIONAL PIPELINE COMPANY
JOB TITLE	:	PRODUCTS TRADING OFFICER (ACCOUNTS MANAGER) – (1 VACANCY)
REPORTS TO	:	PRODUCTS TRADING SPECIALIST
JOB PURPOSE	:	RESPONSIBLE FOR ONBOARDING AND MANAGING PRODUCTS TRADING CUSTOMERS (OMCS), ENSURING SMOOTH DAY-TO-DAY BUSINESS RELATIONS AND CONSISTENT FULFILLMENT OF CUSTOMER DEMAND. SECURE AND VALIDATE CUSTOMER PRODUCT REQUIREMENTS, COORDINATING INTERNAL EFFORTS TO ALLOCATE VOLUMES THAT SUPPORT SUSTAINABLE MARKET SUPPLY.

ESSENTIAL DUTIES

1. Identify, appraise, and sign-up customers (OMCs) with terms and conditions tailored to deliver the business objectives of UNOC for the bulk petroleum products business in compliance with the internal policies and processes and relevant regulatory guidelines.
2. Participate in the development and implement approved products trading processes and procedures in line with the level of business being implemented

- and applicable trading licenses.
3. Implement the approved Customer Portfolio Management plan to support the sustainable growth of assigned key customer accounts for the Products Trading Business.
 4. Conduct routine petroleum products market price assessments and monitoring to support the appropriate product pricing to the OMCs to achieve the desired business goals and objectives.
 5. Undertake the timely initiation and follow through the processing of Customer Product Orders in UNOC and enabling logistical partners' ERP systems and proactively following up the timely process approvals to contribute to desired transaction turn-around timelines.
 6. Carry out routine engagements with the assigned customer accounts and build customer relations to support the effective and sustainable implementation of the products trading business.
 7. Undertake routine monitoring of the assigned OMCs business accounts (product ordering, timely payments and product evacuation performance) to support their business growth in line with the growth targets of the company and the country.
 8. Participate in tracking the products trading business risks and implementing mitigation actions to safeguard the achievement of desired business objectives.
 9. Participate in the development and implementation of a Quality, Health, Social, Security, Safety and Environment (QH3SE) system, in liaison with QH3SE team members and relevant service providers.
 10. Manage the day-to-day engagements with assigned OMCs accounts to ensure the desired customer experience in the products importation and supply, while striving to meet their monthly demand commitments.
 11. Manage the assigned OMCs and related stakeholders in relation to the monthly moderated and communicated products volumes allocations and initiate resolving of related grievances (from the assigned OMCs).
 12. Participate in the development and implementation of the annual NPC Stakeholder Engagement Plan and provide technical input to support the stakeholder engagements to achieve the desired business goals and secure stakeholder buy-in.
 13. Undertake any other duties and responsibilities as may be assigned from time to time by the supervisor(s).

Qualifications & Experience

- 1) A Bachelor's degree (Hons) in either Mechanical Engineering, Industrial Chemistry, Economics, Statistics, Commerce, Marketing, Business Administration or related degree from a recognised University.
- 2) A minimum of four (4) years demonstrable working experience, preferably in downstream petroleum products trading business.
- 3) Relevant post graduate training in Petroleum Products Trading will be an added advantage.
- 4) Demonstrable knowledge of HSE principles is an added advantage.

Skills and Competencies

- a) Business Acumen Skills
- b) Operations & Logistics Management
- c) Stakeholder Management
- d) Petroleum Products industry knowledge
- e) Knowledge of Customs Clearance Process
- f) QHSSE Awareness
- g) Should have excellent communication and personnel management skills
- h) Should possess an impeccable record of integrity

DEPARTMENT : FINANCE
JOB TITLE : JOINT VENTURE ACCOUNTANT (1 VACANCY)
REPORTS TO : SENIOR JOINT VENTURE ACCOUNTANT
JOB PURPOSE : TO PROVIDE SUPPORT IN THE PLANNING FOR AND MONITORING OF NON-OPERATED ASSETS, REVIEW OF JOINT VENTURE (JV) ANNUAL WORKPLANS & BUDGETS AND ENSURE THAT JOINT INTEREST BILLINGS AND CASH CALLS ARE HONORED WITHIN THE PROVISIONS OF THE JOINT OPERATING AGREEMENT(S) (JOAS).

ESSENTIAL DUTIES

1. Review Monthly Joint Interest Billings & Cash Calls of JV Partners.
2. Monitor monthly Capital Expenditures from JV Partners in line with approved annual budgets.
3. Ensure UNOC meets its financial compliance requirements as per the Upstream JOA(s).
4. Prepare Joint Interest Billings for Operated assets.
5. Maintain JV Joint Account and ensure that there's no commingling of resources.
6. Prepare Monthly accruals for the Non-Operated Assets.
7. Follow up on Cost Recovery Audits and related issues for Non-Operated Assets in line with the PSA provisions.
8. Participate in budget processing and ensure regular review of both the Operated and Non-Operated Assets Operations.
9. Review joint venture annual work programs and budgets.
10. Participate in JV Audits on behalf of UNOC in line with provisions of the Upstream Joint Operating Agreements (JOA).
11. Participation in annual inventory counts and asset verification exercises for UNOC and its JV Partners.
12. Monthly set-up of Allocations, Overheads, and WIP processes.
13. Recommend potential enhancements of Joint Venture financial policies and procedures.

Qualifications & Experience

- 1) Bachelor's degree in finance, Business Administration, Accounting, Economics or related fields.
- 2) Full Professional Membership (ACCA / CPA).
- 3) At least Four (4) years of working experience in Financial Accounting and or Reporting from a reputable company

Skills and Competencies

- a) High degree of professionalism
- b) Ability to maintain confidentiality
- c) Proficiency in Microsoft Excel
- d) Application of IFRS and any other relevant accounting standards.
- e) Knowledge of Uganda tax laws.
- f) Joint Venture Accounting
- g) Knowledge Integrated Planning and budgeting
- h) Expert knowledge of Enterprise Resource Systems (ERPs)
- i) General Knowledge of the Oil & Gas Value Chain
- j) Stakeholder Management
- k) Strong Knowledge in Financial Accounting and Controls
- l) Strong Knowledge Financial Analysis
- m) Strong Knowledge Accounting and GL reconciliations
- n) Strong Knowledge Financial Reporting

DEPARTMENT : COMMERCIAL
JOB TITLE : MANAGER CARGO & SCHEDULING – RE-ADVERTISED (1
REPORTS TO : VACANCY)
JOB PURPOSE : HEAD OF CRUDE OIL MARKETING AND TRADING
OVERSEEING ALL ASPECTS OF CRUDE OIL SHIPPING AND
CARGO ACTIVITIES FOR UNOC, INCLUDING MANAGING END-
TO-END SUPPLY CHAIN LOGISTICS, VESSEL CHARTERING,
OPERATIONS, CLAIMS HANDLING, WHILE ENSURING
COMPLIANCE WITH INTERNATIONAL MARITIME
REGULATIONS.

ESSENTIAL DUTIES

a) Supply Chain & Logistics Management

- Oversee the end-to-end physical movement of crude oil, including tanker scheduling, nominations, and lifting coordination to ensure timely and efficient deliveries.

- Collaborate with internal teams and external stakeholders to align logistics planning with commercial and operational priorities.
- Monitor inventory levels and transportation timelines to optimize throughput, avoid production deferrals where possible and meet market demand.

b) Shipping & Chartering

- Receive and validate lifting requirements from the Marketing & Trading team, ensuring alignment with contractual entitlements and operational readiness.
- Prepare and issue Vessel Enquiry Sheets (VES) to a vetted pool of shipbrokers, clearly outlining voyage parameters, cargo specifications, and laycan windows.
- Conduct thorough market assessments to identify suitable vessels based on freight economics, vessel availability, safety records, and compatibility with loading/discharge terminals.
- Lead freight negotiations with shipowners or brokers, ensuring competitive rates, favourable charter party terms, and alignment with company risk appetite.
- Secure internal approvals for vessel selection and chartering decisions in accordance with governance protocols and delegation of authority.
- Execute charter party agreements (voyage or time charter), ensuring all commercial, legal, and operational terms are clearly defined and enforceable.
- Ensure vessel compliance with international maritime regulations, terminal vetting requirements, and company HSSEQ standards prior to nomination.
- Manage any contractual obligations, operational or administrative aspects of any third party marketing agreements
- Coordinate closely with operations and legal teams to ensure smooth transition from chartering to execution, including documentation, insurance, and risk mitigation.

c) Operations Oversight

- Maintain full knowledge of charter party forms, including rider clauses, laycan/laydays, ship's itinerary, last cargoes, load and discharge range, freight and demurrage rate, declarations, and terms, to ensure accurate and efficient voyage execution.
- Manage communication between charterers and shipowners throughout the voyage to ensure alignment on operational expectations.
- Plan and coordinate bunkering, appoint port agents, and arrange for disbursement account prefunding to support timely port calls.
- Ensure vessels arrive on time and are fully prepared for loading and discharge operations at designated terminals.
- Oversee the loading process to ensure cargo is stowed as agreed, with correct quantity and segregation, and that all documentation is accurate and complete.
- Ensure the issuance of the Bill of Lading or a valid Letter of Indemnity in accordance with contractual and legal requirements.
- Provide estimated time of arrival (ETA) updates and movement reports to charterers, internal stakeholders, and relevant authorities.
- Monitor freight invoicing and ensure timely follow-up on payments and financial reconciliations.
- Track the performance of time-chartered vessels and manage post-voyage claims, including off-hire, speed and consumption, and deviation claims.

d) Claims Management

- Review and confirm voyage-related costs and disbursements, ensuring accuracy and contractual compliance.
- Investigate and resolve claims from vessel owners related to demurrage, freight discrepancies, and cargo quality or quantity issues.
- Maintain detailed records of claims, settlements, and supporting documentation for audit and analysis.
- Ensure timely closure of voyage accounts and implementation of corrective actions to prevent recurrence.

e) Compliance & Standards

- Ensure all shipping and cargo operations comply with international maritime laws, local regulations, and HSSEQ standards.
- Conduct regular audits, inspections, and risk assessments to uphold operational integrity and safety.
- Stay informed of regulatory changes and proactively implement necessary adjustments to maintain compliance.

f) Contract Management

- Lead the negotiation and administration of shipping-related contracts, including charter parties and service agreements.
- Ensure all contractual obligations are clearly defined, enforceable, and aligned with company policies.
- Collaborate with legal and commercial teams to address disputes and ensure timely resolution.

g) Operational Efficiency

- Identify and implement opportunities to reduce logistics costs and improve shipping performance.
- Benchmark operations against industry best practices and introduce innovations to enhance efficiency.
- Track and analyze key performance indicators (KPIs) to drive continuous improvement.

h) Resiliency Planning

- Develop and maintain contingency plans to address potential disruptions in shipping and cargo operations.
- Coordinate with cross-functional teams to ensure business continuity during emergencies or unforeseen events.
- Regularly review and update resiliency strategies to reflect evolving risks and operational realities.

i) Personnel Development

- Lead recruitment, training, and development of personnel in chartering, operations, and claims functions.
- Foster a high-performance culture and ensure knowledge transfer across teams.
- Drive performance management, training, and succession planning, especially with regard to succession of Ugandans into senior roles
- Develop local talent and support national capacity-building priorities
- Promote a strong culture of compliance, ethics, and transparency

Qualifications And Experience

- a) Bachelor's degree (Hons) in Maritime Studies, Logistics, Supply Chain Management, or a related field
- b) A Masters degree in Maritime Studies, Logistics, Supply Chain Management, or a related field is an added advantage
- c) Specialized training in Cargo operations is an added advantage
- d) Minimum of 8 years of relevant working experience in shipping and cargo operations, at least 4 years of which should be at a supervisory level.
- e) Experience in leading cross-functional teams is an added advantage

Skills And Competencies

- a) In-depth knowledge of international shipping regulations, chartering practices, and logistics management.
- b) Strong negotiation, analytical, and problem-solving skills.
- c) Demonstrated leadership in managing cross-functional teams across chartering, operations, and claims.
- d) Strong commercial acumen with a deep understanding of global crude oil markets and freight economics.
- e) Proven ability to negotiate complex contracts and influence key stakeholders in high-stakes environments.
- f) Expertise in crisis management and operational risk mitigation in international shipping contexts.
- g) Proficiency in logistics and shipping systems with a data-driven approach to performance optimization
- h) Should possess a record of impeccable integrity

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 Friday 11th September 2026** by **11:59pm EAT**.

Applicants are required to scan and attach 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