



**PLOT 2-10 CORONATION AVENUE, P.O BOX 20077 LUGOGO KAMPALA UGANDA**

**JOB POSTINGS**

National Council of Sports is a government statutory body that was established by the 1964 Act of Parliament to among other things develop, promote and control all sports in the country. NCS seeks to recruit qualified and competent persons to fill the following positions.

1. Senior Human Resource Officer
2. Corporate Affairs Officer
3. Marketing and Investment Officer
4. Accountant
5. Administrative Secretary

The details of these jobs can be found on the NCS website: [www.ncs.go.ug](http://www.ncs.go.ug)

**Mode of Application**

Interested and eligible persons who meet the above requirements are invited to submit their applications. Applications together with copies of academic certificates, transcripts, a detailed CV including names of three work related referees indicating their contacts with email and phone numbers should be hand delivered to the address below not later than 5:00pm on Friday 28<sup>th</sup> May 2021.

Please note that only short-listed candidates will be contacted

**The General Secretary**

**National Council of Sports (NCS)**

**Lugogo Sports Complex**

**P.O Box 20077**

**Kampala**



## **VACANCY ANNOUNCEMENT**

National Council of Sports (NCS) is a government statutory organization that was established in 1964 to among other things; Promote and control all sports activities in the country.

NCS seeks to recruit qualified, competent and highly self-motivated Ugandans to fill the following position;

Job Title : Senior Human Resource Officer  
Reports to : Assistant General Secretary (Administration)  
Salary Scale : NCS3  
Duty Station : Kampala

**Job Summary:** To manage, implement and monitor human resource policies, strategies, guidelines, rules, regulations and guide the Council on all matters of human resource planning, management and development.

### **Duties and Responsibilities**

- To initiate, develop and implement Human Resource Policies, regulations and practices in the National Council of Sports (NCS).
- To prepare sub-sector plans and budgets
- To manage and streamline performance management
- Coordinate and follow up performance appraisal for all staff
- Manage staff establishment
- Prepare Submissions of appointments, confirmation, and discipline of all staff to the Council
- Manage, Maintain payroll and staffing control System
- Efficiently manage staff personal records
- Advise staff on career development
- Counsel staff on various emerging issues that affect their performance
- Advise staff on the interpretation of the Human Resource Policies.

### **Qualifications**

- An Honors Degree in Human Resource Personal Management, Social Works and Social Administration (SWASA), Social Sciences, (with Personal Management /Human Resources Management as an option) from a recognized University.
- A post graduated Diploma in Human Resource Management from a recognized University/Institution is a Must.
- Possession of a Master's Degree in Human Resource Management or Business Administration (Human Resources Management option) shall be an added advantage.

### **Experience**

- At least 3 years of relevant professional experience in the field of Human Resource Management in a public or private reputable organization.

- High level of Planning, Organizing and coordination

**ADDITIONAL SKILLS AND ATTRIBUTES.**

- Planning, organizing and coordinating; Performance Management; Human Resource Management; Team Work; Communication; Ethics and Integrity; Customer care; Concern for quality and standards

**CONDITIONS OF SERVICE:**

Full time employment on a 3-year contract renewable upon satisfactory performance.

**SUBMISSION OF APPLICATIONS:**

Envelopes should clearly be marked "**Application for the post of Senior Human Resource Officer**"

Please note that only shortlisted candidates shall be contacted.

Interested and eligible persons who meet the above requirements are invited to submit their applications. Applications together with copies of academic certificates, transcripts, a detailed CV including names of three work related referees indicating their contacts with email and phone numbers should be hand delivered to the address below not later than 5:00pm on Friday, 18<sup>th</sup> June 20.21.

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NCS seeks to recruit qualified, competent and highly self-motivated Ugandans to fill the following position;

Job Title : Marketing and Investment Officer  
Salary Scale : NCS4  
Reports to : Assistant General Secretary (Administration)  
Duty Station : Kampala

**Purpose of the Position:** To oversee and guide the investment, and business activities of NCS for improved revenue generation.

### **Duties and Responsibilities**

- Prepare work plans and budgets for the marketing and investment unit
- Provide technical advice and guidance on marketing, and avenues for revenue generation and investment.
- Develop and implement appropriate marketing strategies and plans for the realization of Non-Taxable Revenue for the Council.
- Perform market research to identify new opportunities for revenue generation, changes in comparative product/service prices
- Collect and analyze information on possible opportunities for partnership, collaboration and investment for the Council.
- Assist in NCS's branding and media communication activities such as press releases, advertisements, marketing, and web site
- Develop /generate proposals/ requests for funding to prospective partners
- Develop and deliver background briefs and pitches to potential investors or partners on opportunities for investment and collaboration.
- Organize a calendar of marketing and branding events, such as breakfast meetings, dinners, exhibitions, fundraising activities.
- Prepare periodic performance reports for review by management.
- Supervise business and investment unit staff
- Executing any other undertakings as may be assigned by the supervisor

### **Qualification**

An Honors in Bachelor's Degree in Commerce, Economics, Business Administration/Studies, Entrepreneurship, Finance & Accounting from a recognized university.

Possession of a post graduate Diploma in Marketing is an added advantage.

**Experience**

Three (3) years of working experience at the level of Marketing, Commercial Officer or equivalent level of experience from a reputable organization and wide exposure to the private sector, operation and its investment.

**ADDITIONAL SKILLS AND ATTRIBUTES.**

- Project management, proposal writing, excellent oral and written communication, Financial management, Revenue generation, Accountability, Concern for quality and standards, Ethics and Integrity, Time management.

**CONDITIONS OF SERVICE:**

Full time employment on a 3-year contract renewable upon satisfactory performance.

**SUBMISSION OF APPLICATIONS:**

Envelopes should clearly be marked “**Application for the post of Marketing and Investment Officer**”

Please note that only shortlisted candidates shall be contacted.

Interested and eligible persons who meet the above requirements are invited to submit their applications. Applications together with copies of academic certificates, transcripts, a detailed CV including names of three work related referees indicating their contacts with email and phone numbers should be hand delivered to the address below not later than 5:00pm on Friday, 18<sup>th</sup> June 20.21

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**Job Title** : Corporate Affairs Officer  
**Reports to** : Assistant General Secretary (Administration)  
**Salary Scale** : NCS 4  
**Duty Station** : Kampala

**Job summary:** The Corporate Affairs officer will be charged with positioning and enhancing the corporate image of NCS through consistent, clear and effective internal and external communication.

### **Duties and Responsibilities**

- Develops, plans and implements public relations plans for the Council
- Writing and editing speeches, articles, reports, information for the website and press releases
- Preparing and supervising the production of publicity materials
- Maintaining an updated website with current information, publications, new stories, and success stories
- Managing the PR aspect of a potential crisis situation or reputation risk
- Support internal staff and the marketing team design innovative communication and marketing strategies
- Oversee the flow of information between and among NCS stakeholders
- Handle publicity and media relations
- Responsible for building and maintaining the good image and reputation of the council.
- Solicits and monitors feedback from stakeholders and the general public
- Organizes relevant events that include press conferences, media breakfast and tours
- Collecting and analyzing media coverage.
- Perform research as a way of ascertaining public opinion and understanding public attitudes towards NCS.
- Ensuring that the NCS website is developed and effectively utilized to support the business objectives of NCS.

### **Qualifications**

- Should have a bachelor's degree in Mass Communication or Journalism from a recognized Institution.
- Possession of a post graduate qualification in public relations, media, and communication or in a relevant filed is a must.

**Experience**

- A minimum of three years working experience in public relations in a reputable organization
- Membership to a professional public relation body e.g., Public Relations Association of Uganda

**ADDITIONAL SKILLS AND ATTRIBUTES.**

- Excellent Written and verbal communication skills, Negotiation skills, team player, Passionate communicator, Attention to details, excellent interpersonal skills, and should possess advanced computer skills and knowledge of sports regulations.

**CONDITIONS OF SERVICE:**

Full time employment on a 3-year contract renewable upon satisfactory performance.

**SUBMISSION OF APPLICATIONS:**

Envelopes should clearly be marked “**Application for the post of Corporate Affairs Officer**”

Please note that only shortlisted candidates shall be contacted.

Interested and eligible persons who meet the above requirements are invited to submit their applications. Applications together with copies of academic certificates, transcripts, a detailed CV including names of three work related referees indicating their contacts with email and phone numbers should be hand delivered to the address below not later than 5:00pm on Friday, 18<sup>th</sup> June 20.21

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**Job Title** : Accountant  
**Reports to** : Senior Accountant  
**Salary Scale** : NCS4  
**Duty Station** : Kampala

**Purpose of the Job:** To provide financial and accounting services to NCS in line with the approved budget and Financial regulations.

### **Duties and Responsibilities:**

- Custody for accounting records and documents provided;
- Deferred tax payments and returns processed and records kept;
- Financial transactions, cashbooks and subsidiary ledgers processed
- Financial transactions and expenditure for the Council certified;
- Payments verified and approved prior to authorization;
- Technical support and guidance to Council and Management on financial matters provided;
- Annual and monthly financial statements of accounts prepared;
- Bank reconciliation statements prepared and discrepancies ironed out;
- Audit queries and inquiries answered;
- Lower staff in the Accounts Section supervised and their performance evaluated
- Transactions entered into the commitment control register;
- Custody of cash and imprest provided and payments effected;
- Monthly reconciliation reports prepared.

### **Qualifications.**

- **Either:** A Bachelor's Degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting from a recognized Institution;
- **Or:** Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized awarding Institution/body accredited by ICPAU from a recognized Institution.

### **Experience.**



At least three (3) years' experience in accounting, served at the level of Senior Accounts Assistant/ Accounts Assistant in Government, or equivalent level of experience from a reputable organization.

**ADDITIONAL SKILLS AND ATTRIBUTES.**

- Book Keeping; Ledger Management; Information Communication Technology; Accountability; Ethics and Integrity; Time management, Proven knowledge of government accounting systems.

**CONDITIONS OF SERVICE:**

Full time employment on a 3-year contract renewable upon satisfactory performance.

**SUBMISSION OF APPLICATIONS:**

Envelopes should clearly be marked "**Application for the post of Accountant**"

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Job Title : Administrative Secretary  
Reports to : Senior Human Resource Officer  
Salary Scale : NCS4  
Duty Station : Kampala

**Job Summary:** To provide administrative and clerical support for effective office management.

### **Duties and Responsibilities**

- Manage office supplies stock and make procurement requisitions
- Assist in the preparation of correspondences and regularly scheduled reports
- Organize and schedule meetings and manage appointments
- Sort, deliver and file in office mail, memos and documents.
- Maintain and update the Organization database
- Conduct periodic stock taking of office items and update the inventory accordingly
- Follow up with the Procurement team on the requisitions made including (office supplies) and ensure items requested are procured and delivered effectively
- Coordinate repairs of office equipment.
- Undertakes, any other duties as may be assigned.

### **Specifications**

#### **(i) Qualifications**

An Honors Bachelor's Degree in Social Sciences, Development Studies, Social Work and Social Administration or Arts or Business Administration/ Business studies (Management option), Bachelor of Management Sciences, or Bachelor of Procurement and Supply Chain Management from a recognized University.

#### **(ii) Additional Attributes:**

- Proven work experience as an Administrative Officer, Administrator or similar role, Solid knowledge of office management procedures, Experience with office management software like MS Office (MS Excel and MS Word, specifically, Strong organization and time management skills with a problem-solving attitude, Excellent written and verbal communication skills, Attention to detail

**CONDITIONS OF SERVICE:**

Full time employment on a 3-year contract renewable upon satisfactory performance.

**SUBMISSION OF APPLICATIONS:**

Envelopes should clearly be marked “**Application for the post of Administrative Secretary**”

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