



VACANCY ANNOUNCEMENT

National Council of Sports of (NCS) is a government statutory organization that is mandated by National Sports Act 2023, (Cap 151) to among other things; Promote and Develop all sports activities in country.

NCS seeks to recruit qualified, competent and highly self-motivated Ugandans to fill the following positions that exist at the secretariat;

EXTERNAL ADVERTS.

Job Title: Assistant General Secretary/Technical (Re-Advertised)

Salary Scale: NCS2

Employment terms: Three (3) Years Contract (renewable subject to Satisfactory Performance)

Reports To: General Secretary

- **Responsible For:**
- Senior Sports Officer
- Sports Officers

Job Purpose:

- To Head the technical Department and coordinate all sports activities, and supervisory duties in tandem with the sports calendar and existing regulations, policies and Laws.

Key outputs:

- I. Technical department planned for;
- II. National sports matters planned and coordinated;
- III. Sports calendars, periodical reports, prepared and circulated;
- IV. National Youth coaching activities handled;
- V. Technical advice rendered and equipment of the Council accounted for.
- VI. Regulatory compliance program Monitored and Evaluated;
- VII. Company's anti – fraud programs supported;
- VIII. Top management advised on policy and technical matters of sports development.
- IX. Various Sports Associations coordinated;
- X. Staff performance appraised;

XI. Various sports disciplines administered and supported

Person specifications

I. Qualifications:

- An Honors Bachelor's Degree in Sports Science, Physical Education, Management Science, **plus** a Masters Degree in sports science or any sports related field from a recognized Institution.

II. Experience:

- Six (6) years' working experience; three (3) of which must have been at senior level in an administrative post with a reputable organization.

III. Key Competences

- Planning, Organizing and Coordinating;
- Human Resource Management;
- Time Management;
- Sports management;
- Leadership and Team Work;
- Accountability;
- Change Management;
- Ethics and Integrity;
- Management of Organizational Environment.

Job Title : Senior Engineer
Reports to: General Secretary
Salary Scale: NCS3
Employment terms: Three (3) Years Contract (renewable subject to Satisfactory Performance)
Responsible for:

- Engineering Officer (Civil)
- Engineering Officer (Electrical)

Duty station: Lugogo Sports Complex with frequent Visits to NCS facilities.

Job Purpose :

To assist National Council of sports in supervision of projects, executing Engineering and technical works.

Key Outputs

- I. Technical advice to the Board provided.
- II. Facilities and other office equipment are maintained;
- III. Facilities/buildings rehabilitated, repaired, cleaned and properly maintained;
- IV. Assistance in developing and implementing technical specifications provided;
- V. Preparation of facility/building maintenance plans, budgets, and schedules coordinated;
- VI. Consultants, contractors and supplier's compliance to design specifications observed;
- VII. Preparation of specifications of quantities and costs of materials coordinated;
- VIII. Compliance with all established facility policies and procedures observed;
- IX. Regular inspection of offices and premises of NCS implemented;
- X. Any other duties assigned in line with the job description carried out.

Key Functions

- I. Providing technical advice on all engineering matters.
- II. Ensure facilities and other office equipment is maintained;
- III. Ensuring rehabilitation, repairs, cleanliness of and proper maintenance of facilities/buildings including civil works, plumbing, electrical installations, equipment and grounds.
- IV. Provide Assistance in developing and implementing technical specifications to facilitate procurement of furniture, parts, machinery and equipment;
- V. Coordinate the preparation of facility/building maintenance plans, budgets, and schedules.
- VI. Ensure that consultants, contractors and suppliers comply with design specifications, and maintenance standards.

- VII. Coordinate the preparation of specifications of quantities and costs of materials and Labour for the construction and maintenance of facilities/buildings;
- VIII. Ensure compliance with all established facility policies and procedures.
- IX. Implement Regular inspection of offices and premises of NCS to ensure that adequate safety and protection measures exist for the assets, property and equipment.
- X. Perform any other duties as assigned in line with the job description.

Person Specifications:

(i) Qualifications:

- Should hold an Honors Bachelor of Science Degree in Civil Engineering Plus a Postgraduate Diploma in Project Planning and Management from a recognized University/Institution.
- Registration with Engineers Registration Board will be an added advantage

(ii) Experience:

At least Five (5) years of Project Management experience in the Engineering Field.

(iii) Competences

- Project management;
- Information technology;
- Planning, organizing and coordinating;
- Accountability;
- Concern for quality and standards;
- Ethics and integrity; and
- Time management.

Job Title: Engineering Officer (Electrical)

Reports to : Senior Engineer

Salary Scale: NCS4

Employment terms: Three (3) years' experience (renewable subject to satisfactory performance)

Responsible for: Assistant Engineering Officer (Electrical)

Duty station: Lugogo Sports Complex

Job Purpose :

To put in place safety measures of all electrical installations within National Council of Sports Facilities.

Key Outputs

- i. Technical advice on electrical installations provided
- ii. Electrical cost estimates made;
- iii. work plans and budgets prepared.
- iv. Electrical installation works supervised
- v. Status report on electrical installations provided

Key Functions

- i. Supervising electrical installation works within National Council of Sports facilities;
- ii. Maintaining electrical installations within the NCS facilities
- iii. Making electrical cost estimates;
- iv. Providing technical advice on all electrical installations.
- v. Preparing work plans and budgets
- vi. Preparing status report on all electrical installations

Person Specifications :

(i) Qualifications:

- Should hold a Bachelor's degree in Electrical Engineering from a recognized institution.
- Trade Test Grade 1 from a recognized institution.

(ii) Competences :

- Project Management;
- Records and information management;
- Concern for quality and standards; and
- Time management.

Experience: Minimum of Two (2) years experience in the field of electrical engineering in a reputable organization.

Job Title: Assistant Engineering Officer (Electrical)
Reports to : Engineering Officer (Electrical)
Salary Scale: NCS5
Employment terms: Three (3) Years Contract (renewable subject to satisfactory performance)
Responsible for: None
Work stations: Lugogo sports complex
Job Purpose :
To put in place safety measures of all electrical installations.

Key Outputs

- i. Electrical installations carried out, faults rectified and repaired;
- ii. Electrical cost estimates made;
- iii. New electrical installations and equipment inspected and tested; and
- iv. Electrical wiring guided.

Key Functions

- i. Carrying out electrical installations, repairs and rectification;
- ii. Making electrical cost estimates;
- iii. Inspecting and testing electrical installations and equipment; and
- iv. Guiding electrical wiring.

Person Specifications:

(i) Qualifications:

- Should hold a Higher Diploma in Electrical Engineering from a recognized institution.
- Trade Test Grade 1 from a recognized institution.

(ii) Competences :

- Project Management;
- Records and information management;
- Concern for quality and standards; and
- Time management.

Experience A minimum of Two-year experience in the field of Electrical Engineering from a reputable organization.

Job Title:	Plumber
Reports to:	Assistant Engineering Officer-Civil
Salary Scale:	NCS6
Employment terms:	Three years (3) contract (renewable subject to satisfactory performance)
Responsible for:	None
Duty station:	Lugogo Sports Complex

Job Purpose

To provide technical support in the provision of Plumbing and sanitary facilities in National Council of Sports.

Key Outputs

- i. Installation of new plumbing components and systems Carried out
- ii. Joints, valves, pumps, sinks, tanks and other plumbing system components inspected to locate malfunctions
- iii. Repair and maintenance of water, drainage, sewage and other plumbing systems conducted.
- iv. activity and status reports with necessary recommendations prepared.
- v. An updated database of all plumbing works, repair, maintenance and installations undertaken
Developed and maintained
- vi. Preventive maintenance work performed.
- vii. Bills of Quantities and specifications to Facilitate Procurement of Plumbing Services in the organization prepared.
- viii. Usage and water bills Payments monitored to avoid erroneous expenditure and ensure uninterrupted water supply in the facilities.

Key Functions

- Carry out installation of new plumbing components and systems.
- Inspect joints, valves, pumps, sinks, tanks and other plumbing system components to locate malfunctions.
- Conduct repair and maintenance of water, drainage, sewage and other plumbing systems.
- Prepare activity and status reports with necessary recommendations for submission to the responsible supervisor.
- Develop and maintain an updated database of all plumbing works, repair, maintenance and installations undertaken.
- Perform preventive maintenance work as required.
- Prepare lay outs, Bills of Quantity and specifications to facilitate procurement of plumbing services in the organization.

- Monitor usage and recommend payments of water bills to avoid erroneous expenditure and ensure uninterrupted water supply in the facilities.
- Any other duties as may be assigned by the supervisor.

Person Specification

(i) Qualifications

- Should hold a Higher Diploma in civil /Water engineering from a recognized institution;

(ii) Competences

- Project Management;
- Records an information management;
- Time management; and
- Concern for quality and standards

(iii) Experience:

A minimum of Two Years working experience in plumbing or any related field will be an added advantage

Job title: Licensing Officer (Registration and Licensing)
Reports to: Senior Legal Officer
Salary Scale: NCS4
Employment terms: Three (3) Year Contract (Renewable subject to satisfactory performance).
Responsible for: None
Duty Station: Lugogo Sports Complex.
Job Purpose:

Oversee the registration, licensing and issuing of certificates to National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors.

Duties and Responsibilities:

- i. Receive, review and process applications from National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors.
- ii. Conduct inspection of National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors to ensure compliance with regulations.
- iii. Assess applications from National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors to ascertain whether they are eligible for registration.
- iv. Advise the Board and National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors on the Licensing and registration procedures.
- v. Recommend to the Board, National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors for approval or denial of application for registration.
- vi. Monitor expiring dates of Registration certificates issued to National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors and ensure timely renewals.
- vii. Update and maintain Licensing and registration database and register
- viii. Maintain detailed records of registered Federations.
- ix. Assist in the development and implementation Licensing and Registration Policies and Procedures.
- x. Assess violation of Terms or conditions of Certificate of Registration by National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors in order to evaluate the nature of violation and determine appropriate consequences such as cancellation of certificate of registration.

Key Outputs

- i. Applications from National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors Received, reviewed and processed.

- ii. National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors inspected to ensure compliance with regulations.
- iii. applications from National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors assessed
- iv. Board and National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors advised on the Licensing and registration procedures.
- v. National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors recommended to the board.
- vi. expiring dates of Registration certificates issued to National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors Monitored.
- vii. Licensing and registration database and register Updated and maintained
- viii. Licensing and Registration Policies and Procedures Developed and implemented
- ix. violation of Terms or conditions of Certificate of Registration by National Sports Federations and Associations, community clubs, academies, sports promoters, sports agents and sponsors Assessed.

Person Specification

(i) Qualifications & Skills

- Bachelor's degree in, Law from a recognized institution.
- Possession of a Post Graduate Diploma in Legal Practice will be an Added Advantage.

Experience

- (ii)** A minimum of Two years Working experience in registration, Compliance and enforcement related work in a reputable Organization will be an added advantage.

(iii) Competencies:

- Previous experience in a regulatory or compliance role.
- Excellent communication and interpersonal skills.
- Proficiency in relevant software and databases
- Ability to work independently and manage multiple tasks
- Knowledge of compliance and regulatory requirements
- Strong Organizational and record-keeping skills
- Ability to analyse and interpret Legal documents
- Attention to detail
- Strong ethical standards and professionalism.

Job Title:	Information Technology Officer
Reports to:	Assistant General Secretary/Administration
Employment terms:	Three (3) Year Contract (Renewable subject to satisfactory performance).
Salary Scale:	NCS4
Responsible for:	None
Duty station:	Lugogo Sports Complex

Job Purpose

To support the development, usage and maintenance of ICT in the National Council of Sports.

Key Functions

- i. Establishing long term needs for the information system to promote the increased proliferation and ambitious application of ICT within the Institution, and advises management on the appropriate strategies.
 - ii. Providing technical support and guidance on all matters of procurement, utilization and maintenance of ICT hardware and software to the Institution.
 - iii. Establishing and advising the Institution on technical installation, priorities, standards, procedures, management and telecom equipment and systems.
 - iv. Maintaining confidentiality, security and reliability of the information system.
 - v. Maintaining of all Institution computer hard ware and software in accordance with the established National Standards.
 - vi. Reviewing, designing, implementing and maintaining sound Local Area Network and Wide Area Network systems for the Institution.
 - vii. Designing and maintaining NCS website
 - viii. Maintaining an online database for National Council of Sports

Key Outputs

- i. Long term needs and strategies for ICT established
- ii. Technical Support and guidance provided
- iii. Advise on technical installations provided
- iv. All NCS Computer hard and soft ware maintained in accordance with the established National Standards.
- v. Local Area Network and Wide Area Network systems designed, reviewed and maintained
- vi. NCS website designed and maintained.
- vii. NCS online Data base maintained.

Person Specification

(i) Qualifications

- An Honors Bachelor's degree in Computer Science, Information Technology or Statistics majoring in Computing from a recognized institution.
- a post Graduate Diploma in computer studies, Information Technology or CISCO will be an added advantage.

(ii) Technical Competences

- Information Communication Technology
- Management of organizational environment
- Planning, Organizing and coordinating
- Good understanding of international protocols and conventions

(iii) Behavioral competences

- Innovativeness
- Teamwork leadership and Networking
- Concern for quality standards
- Accountability

Experience

A minimum of two (2) year Working experience in Information Communication Technology (ICT) related work in a reputable Organization.

Job Title: Senior Assistant Accountant
Reports to: Principal Accountant
Employment terms: Three (3) Year Contract (Renewable subject to satisfactory performance).
Salary Scale: NCS4
Responsible for: None
Duty station: Lugogo Sports Complex

Job Purpose

To perform Accounting processes involving preparing books of accounts and keeping custody of accounting transaction records.

Key outputs

- i. Custody for accounting records and documents provided;
- ii. Deferred tax payments and returns processed and records kept;
- iii. Financial transactions, cashbooks and subsidiary ledgers posted to General ledger and books of accounts updated;
- iv. Pay change report forms prepared and payroll transaction reports reconciled;
- v. Transactions entered into the commitment control register;
- vi. Custody of cash and imprest provided and payments effected; and
- vii. Monthly and quarterly reconciliation reports prepared.

Key Functions

- i. Providing custody for accounting records and documents;
- ii. Processing deferred tax payments and returns and keeping records thereof;
- iii. Posting financial transactions, cashbooks and subsidiary ledgers to General ledger and updating books of accounts;
- iv. Preparing Pay Change report forms and reconciling payroll transaction reports;
- v. Entering transactions into the commitment control register;
- vi. Providing custody of cash and imprest and effecting payments; and
- vii. Preparing Monthly and Quarterly reconciliation reports.

Person specification

(i) Qualifications

- A minimum of a Bachelor's Degree in Accounting or Financial Management or Business Studies/Administration from a recognized awarding Institution.

(ii) Experience

- A Minimum of Two years working experience in the field of Accounts and Finance in public service or any reputable organization will be an added advantage.

(iii) Competences

- Financial Management;
- Information Communication Technology;
- Accountability;
- Ethics and Integrity; and
- Time management

Job Title: Internal Auditor
Reports to: Senior Internal Auditor
ms: Three (3) Year Contract (Renewable subject to satisfactory performance).
Salary Scale: NCS4
Responsible for: None
Duty station: Lugogo Sports Complex

Job Purpose

To review, appraise and report on the utilization of fiscal resources and effectiveness of the internal financial controls.

Key Outputs

- i. Revenue collections audited;
- ii. Procurement and payment audited;
- iii. Manpower audits conducted;
- iv. Technical support to Council provided;
- v. Expenditure of Council monitored and
- vi. Audit Reports prepared and presented to relevant authorities.

Key Functions

- i. Auditing revenue collection for accountability purposes;
- ii. Auditing procurement and payments in line with accounting and financial procedures and regulations;
- iii. Conducting manpower audit in line with the approved budget and work plans;
- iv. Reviewing and advising on Council's accounting systems in line with the internal controls;
- v. Monitoring the expenditure of Council in line with the budgetary provisions and financial regulations and
- vi. Preparing and presenting Audit Reports to relevant authorities.

Person Specification

(i) Qualifications

- A minimum of a Bachelor Degree in accounting or Financial Management or Business Studies/Administration from a recognized awarding institution.

(ii) Experience

A minimum Two (2) Years working experience as in Audit and compliance in public service or any reputable organization will be an added advantage.

Part qualification in ACCA, CIA will be an added Advantage

(iii) Competences

- Financial Management;
- Information Communication Technology;
- Accountability;
- Ethics and Integrity; and
- Time management

Job Title: Driver
Reports to : Human Resource Officer
Salary Scale: NC8
Employment terms: Three (3) Year Contract (Renewable subject to satisfactory performance).
Responsible for: None
Duty Station: Lugogo Sports Complex

Job Purpose

To drive and maintain National council of sports vehicles in accordance with the transport policy; and as directed by the supervising officer.

Key Outputs

- i. Vehicle driven as assigned;
- ii. Vehicle cleaned, maintained and minor repairs carried out;
- iii. Major mechanical faults reported;
- iv. Basic vehicle records maintained; and
- v. Vehicle safely kept.

Key Functions

- i. Driving vehicles for official duty and assignments;
- ii. Carrying out basic maintenance and cleanliness of the vehicle;
- iii. Reporting major technical mechanical faults to the supervising officer;
- iv. Maintaining basic records regarding the vehicles as instructed; and
- v. Ensuring the safety of the vehicle while on duty.

Person Specifications

(i) Qualifications

- Uganda Certificate of Education (UCE) with a pass in English Language.
- A Valid Driving Permit of Class C1 and D1
- A Valid Certificate of competence issued by Ministry of works

(ii) Experience

- A minimum of Three (3) years working experience as a driver in Government or any reputable organization

(iii) Competences

- Basic Knowledge of mechanical and vehicle maintenance;
- Clean driving record;
- Public Relations and Customer Care;
- Time Management; and
- Flexibility

SUBMISSIONS OF APPLICATIONS:

Envelopes should be clearly marked ***with the respective title of the job being applied for.***

Please note that only shortlisted candidates shall be contacted.

The details of these jobs can be found on the NCS website: www.ncs.go.ug

Interested and eligible persons who meet the above requirements are invited to submit their applications together with **certified copies** of their academic certificates, transcripts and a detailed Curriculum vitae including names of three referees indicating their contacts and phone numbers which should be hand delivered to the address below not later than **5:00 Pm** on **Monday 19th May, 2025.**

Those with qualifications from obtained foreign countries **Must** have their Academic Papers **equated** by National Council of Higher Education.

Note: NCS is an Equal Opportunity Employer. Any attempts of influencing the recruitment process will lead to automatic disqualification. Female candidates and persons with disability are strongly encouraged to apply.

**The General Secretary,
National council of sports
Lugogo sports complex
Po. Box 20077
KAMPALA.**