



UGANDA NATIONAL BUREAU OF STANDARDS

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EXTERNAL ADVERTISEMENT

Uganda National Bureau of Standards (UNBS) is a Government Agency responsible for Standardization, Quality Assurance, Metrology, and Laboratory Testing (SQMT) with the objectives of promoting Fair Trade and Protecting Consumers and the Environment against Harmful Commodities.

Uganda National Bureau of Standards (UNBS) is implementing a Digital Conformity Marking (DCM) program in partnership with Uganda Revenue Authority (URA) and SICPA Uganda Limited. The objective is to provide a track and trace solution that includes production and importation data for locally manufactured and imported products for use by UNBS in conformity assessment of products.

UNBS seeks to recruit highly Motivated, Result-Oriented and Suitably Qualified Professionals with very high levels of Integrity under the **Digital Conformity Stamps (DCS) project** in the listed Position/Role;

- 1. Project Coordinator – 1 Position**
- 2. Principal Project Accountant – 1 Positions**
- 3. Principal Business Process &Data Analyst-1 Position**
- 4. Senior Project Officer – 3 Positions**
- 5. Project Officers -3 Positions**
- 6. Project Administrative Officer – 1 Position**

UNBS is an Equal Opportunities Employer and all eligible Ugandans are encouraged to apply.
Details of the above Job Requirements can be found on UNBS Website: www.unbs.go.ug

Mode of Application

- i) Follow the Link <https://hrm.unbs.go.ug/jobs/apply>
- ii) Use your Email Address for Registration
- iii) Fill in all Tabs as per the Application
- iv) Attach your updated CV with Mobile Telephone Numbers, Copies of Academic/Professional Qualifications and National Identity Card (NIN) under the Tab for Documents
- v) Complete your Application by clicking the Tab for “**Submit Application**”
- vi) No Hand Delivered Applications will be received

Please Note

- i) *Any form of Canvassing will lead to Automatic Disqualification.*
- ii) *UNBS does not request for any Payments or favors at any stage of Recruitment*
- iii) *Only Shortlisted Candidates will be contacted*
- iv) *Applications are open from **31st March 2025 to 17th April 2025 5.00pm.***

1. Project Coordinator - (1 Position)

Reporting to the Executive Director, the successful candidate will perform the following duties;

- Develop and implement strategies for the deployment of digital conformity stamps and ensuring seamless integration with product traceability systems.
- Undertake design and development of the Digital Conformity Stamps (DCS) processes and information documents required to ensure effective integration and implementation of the Digital Conformity Stamps (DCS) project.
- Undertake sensitization, training, change management, and mainstreaming of Digital Conformity Stamps (DCS) for internal and external stakeholders.
- Generate project documented information including project budgets, work plans, activity schedules, and reports, etc., as per project assignments relevant to Digital Conformity Stamps (DCS)
- Plan and manage the end-to-end Digital Conformity Stamps (DCS) project cycle, including timelines, milestones, and deliverables for each phase of the project.
- Coordinate with stakeholders (internal and external) to ensure successful implementation of digital stamps for product traceability.
- Oversee the creation, assignment, and application of digital conformity stamps on quality products at various points in the supply chain (e.g., production, distribution).
- Supervise monitoring of the use of digital stamps to ensure proper usage and prevent fraudulent applications or counterfeiting.
- Ensure that Digital Conformity Stamps (DCS) are issued only on products that have gone through conformity assessment and confirmed to be complying with Uganda Compulsory standards.
- Coordinate with SICPA to ensure digital stamping solutions are properly implemented
- Identify potential risks in the traceability system, such as misapplication of stamps, non-compliant products, or system breaches, and develop mitigation strategies.
- Monitor staff performance and make corrective recommendations to improve the quality of service delivery and staff-client interface.
- Prepare and submit monthly, quarterly and annual reports on activities of the Digital Conformity Stamps (DCS) project

QUALIFICATIONS AND OTHER COMPETENCIES

- Should possess a Master's degree in any science field from a recognized University/Institution
- Should possess Honours degree in science field from a recognized University/Institute.
- Training in project management is an added advantage
- At least ten (9) years' experience, five (5) years of which are at a senior Officer level in a reputable organization
- Membership of a recognized professional body relevant to UNBS Mandate is an added advantage

- Must be computer literate with skills in MS Word, Excel, PowerPoint, and the Internet applications
- Highly dynamic, analytical and innovative with keen attention to detail, clear strategic focus/orientation as well as demonstrable capacity to manipulate, interpret and/or translate functional data into useful Management information and also to develop innovative strategies for UNBS
- Strong Communication, negotiating, presentation and interpersonal skills

Interested candidates should also;

- Have hands-on supervisory competencies with capacity to multi-task and deliver results efficiently with minimal supervision coupled with good planning, monitoring and evaluation skills
- Have proven people leadership and functional management competencies with hands-on skills in Risk Management and internal controls in the functional areas
- High level of integrity and professionalism, communication, teamwork and analytical skills and needs to be a team player, an excellent communicator with good oral communication and presentation skills.

2) Principal Project Accountant

Reporting to the Project Coordinator, the successful candidate will perform the following duties;

MAIN DUTIES AND RESPONSIBILITIES

- Develop and monitor the implementation of finance and accounting annual and monthly plans in line with the DTS/DCS MOU
- Review the general ledger to ensure accurate posting of records and prepare management accounts for monthly financial performance analysis.
- Manage transactions with SICPA,
- Regularly review bank reconciliations for DTS/DCS accounts of UNBS
- Prepare cash flow projections and advise management on organizational cash flow.
- Prepare DTS/DCS project budgets.
- Manage indirect costs and project-rechargeable expenses.
- Support the timely preparation of periodical donor and other project reports.
- Review quarterly revenue and expenditure reports from accountants for financial reporting purposes.
- Ensure periodical creditor and receivable reconciliations are done and reported on time.
- Maintain the fixed asset register and prepare annual asset reports of the DCS/DTS project for management.
- Collaborate with internal and external auditors during audit processes, providing documentation and explanations as needed

QUALIFICATIONS AND OTHER COMPETENCIES

- Should possess a Masters degree in Business studies, Finance, Accounting and any related field.
- Honours degree in Business studies, Finance, Accounting and any related field.
- Full professional qualifications in either ACCA or CPA
- Experience of at least 9 years in Finance and Accounting function three of which at Senior Accountant level
- Member of a recognized professional body is an added advantage

Interested candidates should also;

- Have hands-on supervisory competencies with capacity to multi-task and deliver results efficiently with minimal supervision coupled with good planning, monitoring and evaluation skills
- Have proven people leadership and functional management competencies with hands-on skills in Risk Management and internal controls in the functional areas
- High level of integrity and professionalism, communication, teamwork and analytical skills and needs to be a team player, an excellent communicator with good oral communication and presentation skills.

3) Principal Business Process & Data Analyst

Reporting to the Project Coordinator, the successful candidate will perform the following duties;

MAIN DUTIES AND RESPONSIBILITIES

- Analyze existing DCM processes within the Certification, Imports Inspection, and Market Surveillance Departments with the aim of identifying bottlenecks, inefficiencies, and areas for improvement in the DCM workflow.
- Develop and document process maps, workflows, and standard operating procedures (SOPs) for DCM activities, recommend and implement process improvements to enhance efficiency, accuracy, and client satisfaction.
- Gather and analyze data related to DCM implementation, including product registration, conformity assessment, and market surveillance activities.
- Identify trends, patterns, and insights from DCM data to inform program management and decision-making.
- Develop reports and dashboards to track key performance indicators (KPIs) and monitor program effectiveness.
- Present data analysis findings to stakeholders in a clear and concise manner.
- Elicit and document business requirements for DCM system enhancements and new features.
- In liaison with the IT and software development teams, identify and document business requirements for DCM system enhancements and new features to translate business needs into technical specifications.
- Participate in user acceptance testing (UAT) to ensure system functionality meets business requirements.
- Undertake periodic needs assessment from the internal stakeholders i.e. Certification, Imports Inspection, Market Surveillance to understand their DCM-related needs and challenges.
- Liaise with URA and SICPA Uganda Limited on data sharing, system integration, and process alignment and as well engage with industry stakeholders to gather feedback and identify opportunities for DCM program improvement.
- Participate in the planning and execution of DCM program initiatives and projects by tracking project progress, identifying risks, and developing mitigation strategies

QUALIFICATIONS AND OTHER COMPETENCIES

- Should possess a Master's degree in Statistics, computer science, Business Administration, Information Systems, or a related field.
- Bachelor's Degree in Statistics, computer science, Business Administration, Information Systems, or a related field.
- Experience of at least 9 years in Finance and Accounting function three of which at Senior Officer level

- Proficiency in data analysis techniques and tools (e.g., Excel, SQL, data visualization software).
- Strong understanding of business process analysis and improvement methodologies.
- Excellent communication, interpersonal, and presentation skills.
- Ability to work independently and as part of a cross-functional team.
- Strong analytical and problem-solving skills.

The successful candidate must be presentable, a person of integrity, with good communication ability, a high level of professionalism and a team player.

4) Senior Project Officer

Reporting to the Project Coordinator the successful candidate will perform the following duties;

MAIN DUTIES AND RESPONSIBILITIES

- Implement strategies for the deployment of digital conformity stamps and ensure seamless integration with product traceability systems.
- In liaison with stakeholders (internal and external), ensure successful implementation of digital stamps for product traceability.
- Design a framework that ensures a traceability system that integrates with digital conformity stamps to allow real-time tracking of products from production to end-consumers.
- Ensure uninterrupted creation, assignment, and application of Digital Conformity Stamps (DCS) on quality products at various points in the supply chain (e.g., production, distribution).
- Monitor the use of digital stamps to ensure proper usage and prevent fraudulent applications or counterfeiting.
- Ensure that Digital Conformity Stamps (DCS) are issued only on products that have gone through conformity assessment and confirmed to be complying with Uganda Compulsory standards.
- Design quality control processes to guarantee that all products stamped meet the required conformity standards.
- Initiate and develop appropriate system for data capture and management to ensure the digital stamp is linked to accurate and up-to-date information throughout the product lifecycle.
- Verify traceability data to ensure products meet quality specifications and report on deviations, anomalies, or non-conformities.
- In liaison with the IT team, ensure smooth running of the Digital Conformity Stamps project on the developed or integrated platforms for easy usage.
- Coordinate with SICPA to ensure digital stamping solutions are properly implemented
- Participate in sensitization training programs for internal teams, suppliers, and partners on how to use the digital stamp system effectively.
- Identify and report potential risks in the traceability system, such as misapplication of stamps, non-compliant products, or system breaches, and develop mitigation strategies.
- Monitor staff performance and undertake periodic performance appraisals in a timely manner.
- Prepare and submit monthly, quarterly and annual reports with recommendations on activities of the Digital Conformity Stamps (DCS) project

- Perform any other related duties as required by the Supervisor in relation to the approved work plan.

QUALIFICATIONS AND OTHER COMPETENCIES

- Should possess Honours degree in science field from a recognized University/Institute.
- A post graduate qualification in a science related field from a recognized University/Institute is an added advantage.
- Membership of a recognized professional body relevant to UNBS Mandate is an added advantage
- Should have working experience of at least 5 years in a project environment.
- Hands-on competencies with capacity to multi-task and deliver results efficiently with minimal supervision
- Proven teamwork and functional management competencies with hands-on skills in Risk Management and internal controls in the functional areas
- Must be computer literate with skills in MS Word, Excel, PowerPoint, and the Internet applications
- Have excellent verbal and written communication skills to interact with staff and clients effectively.

The successful candidate must be presentable, a person of integrity, with good communication ability, a high level of professionalism and a team player.

5) Project Officer

Reporting to the Senior Project Officer, the successful candidate will perform the following duties;

MAIN DUTIES AND RESPONSIBILITIES

- Ensure that Digital Conformity Stamps (DCS) are issued only on products that have gone through conformity assessment and confirmed to be complying with Uganda Compulsory standards.
- Audit and validate the quality control processes in place to guarantee that all products stamped meet the required conformity standards.
- Maintain and manage a traceability system that integrates with digital conformity stamps to allow real-time tracking of products from production to end-consumers.
- Oversee data capture and management to ensure the digital stamp is linked to accurate and up-to-date information throughout the product lifecycle.
- Analyse traceability data to ensure products meet quality specifications and report on deviations, anomalies, or non-conformities.
- Collaborate with IT teams to develop or integrate platforms for managing digital conformity stamps and ensuring they are secure, scalable, and easy to use.
- Coordinate with SICPA to ensure digital stamping solutions are properly implemented
- Conduct training sessions for internal teams, suppliers, and partners on how to use the digital stamp system effectively.
- Identify and report potential risks in the traceability system, such as misapplication of stamps, non-compliant products, or system breaches, and develop mitigation strategies.
- Regularly report on project status, including product compliance data, traceability performance metrics, and any issues related to the digital conformity stamps.
- Generate periodic reports detailing product traceability, quality compliance, and any conformity issues that arise during the project lifecycle.

QUALIFICATIONS AND OTHER COMPETENCIES

- Should possess Honours degree in science field from a recognized University/Institute.
- Should have working experience of at least 3 years in a project environment
- Hands-on competencies with capacity to multi-task and deliver results efficiently with minimal supervision
- Proven teamwork and functional management competencies with hands-on skills in Risk Management and internal controls in the functional areas
- Must be computer literate with skills in MS Word, Excel, PowerPoint, and the Internet applications
- Have excellent verbal and written communication skills to interact with staff and clients effectively.

The successful candidate must be presentable, a person of integrity, with good communication ability, a high level of professionalism and a team player.

6) Project Administrative Officer

Reporting to the Principal Project Accountant the successful candidate will perform the following duties;

MAIN DUTIES AND RESPONSIBILITIES

- Facilitate communication between DCS project teams, stakeholders, and other Departments and ensuring deadlines and milestones are met.
- Oversee the maintenance, organization, and archiving of all project-related documents, including contracts, reports, and correspondence.
- Manage the procurement of supplies, equipment, and services required for the project, as well as keeping track of the inventory.
- Organize meetings, workshops, and events related to the project, ensure schedules are maintained and venues are arranged.
- Identify potential administrative risks and work with the project team to implement mitigation strategies.
- Assist in the communication with external partners, funders, and other key stakeholders, maintaining positive relations.
- Prepare and submit monthly, quarterly and annual reports on activities of the Digital Conformity Stamps (DCS) project.

QUALIFICATIONS AND OTHER COMPETENCIES

- Should have Honours Degree in Business Administration, Management, or any related field
- Should have (3) years working experience in administrative roles, office management, or a similar position.
- Training in records management is an added advantage
- Have excellent verbal and written communication skills to interact with staff and clients effectively.
- Strong organizational abilities to manage office supplies, schedules, and company records efficiently.
- Ability to resolve administrative and operational issues promptly and efficiently.

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to prioritize and manage multiple tasks while meeting deadlines.
- Meticulous in record-keeping, document processing, and managing sensitive information

The successful candidate must be presentable, a person of integrity, with good communication ability, a high level of professionalism and a team player.