

The National Forestry Authority (NFA) is a Government agency established under the National Forestry and Tree Planting Act, 2003 as a corporate body responsible for the sustainable development and management of Central Forest Reserves (CFRs) and provision of quality forest products and services to Government, public and local communities.

NFA seeks to recruit highly motivated and qualified professionals on three-year renewable contract after satisfactory performance in the following positions:

**POSITION: COMMUNICATION AND PUBLIC RELATIONS MANAGER (1POSITION)**

**Reports to:** Executive Director

**Duty station:** Headquarters Kampala

**Salary Scale:** NFA 3

**Terms of Employment:** 3 years contract (Renewable)

**Job Summary:** Manage NFA's Public Relations function and foster stakeholder/Public understanding of NFA's mandate and activities.

**Responsibilities and Tasks:**

- Develop, implement and evaluate communication plans that promote the image of NFA.
- Design, implement and evaluate information, education and communication strategy of the NFA.
- Develop and periodically review NFA's stakeholder log for proactive engagement. Initiate, maintain and review NFA media relations for positive coverage.
- Educate corporate entities about forestry sector and engage them to enlist support for NFA's re-forestation initiatives.
- Organise press conferences, prepare, edit and disseminate press releases and statements.
- Produce, edit and disseminate quality information, education and communication materials eg newsletters, booklets, inserts, calendars, performance reports, posters and branded corporate wear/souvenirs.
- Arrange, facilitate and participate in NFA's live and pre-recorded media programs.
- Support NFA's staff at the head office and in the field to educate and inform stakeholders and the general public.
- Collect, compile, edit and preview materials for NFA's website.
- Supervise the activities of NFA's Education and Documentation Centre (Library) and Reception Area(s).
- Organise and manage meetings with stakeholders as well as preparing schedules, talking points and producing reports.
- In-charge of NFA's corporate events-Trade fairs, Anniversaries and Open-Days.
- Act as the official spokesperson for NFA.
- Any other relevant duties as may be assigned by the Supervisor.

**Minimum Qualifications, experience and skills:**

The incumbent is required to possess a minimum of a bachelor's degree in Social Sciences, Journalism, and

Education, Arts or public relations and corporate communications. Postgraduate training in communications, Media and /or Public relations is an added advantage. Other requirements for the position include:

- At least five years' experience working in the mainstream media, corporate communications and/or public relations with a reputable public or private entity.
- Should demonstrate solid verbal, writing and reporting skills.
- A pleasant personality, good interpersonal and persuasive skills.
- Knowledge of software for publishing and on-line communication.
- Extensive network within the media fraternity.
- A positive attitude and ability to work at own initiative.
- Ability to work under minimal supervision, pressure and tight deadlines.
- Flexibility, ability to multi-task and willingness to work beyond official working hours.
- Ability to freely interact with and influence people at All levels.
- Possession of confidentiality and impeccable integrity.

**POSITION:** Internal Audit Specialist (1POSITION)

**Reports to:** Internal Audit Manager

**Duty station:** Headquarters Kampala

**Salary Scale:** NFA 4

**Terms of Employment:** 3 years contract (Renewable)

**Job Summary:** To conduct regular checks and detailed reviews of the operations of NFA as per the Audit Policy and Plans, and prepare and submit periodic audit reports and recommendations on the compliance to the Internal Auditing standards, organizational policies and procedures.

**Responsibilities and Tasks:**

- Prepare annual audit plans for submission to Internal Audit Manager and then Board for approval.
- Conduct operation, financial and compliance audits and follow up on the recommendations and actions resulting from internal and external audit engagements conducted and completed.
- Advise the Manager Internal Audit on internal controls, risk management, and governance issues and recommend best practices.
- Review NFA's operations for compliance with policies and guidelines established by the Board and other regulatory and statutory bodies.
- Carry out periodic evaluation on the effectiveness of risk management, control and governance processes as well as the reliability of financial information.
- Review NFA's operations for weaknesses in risk policies and guidelines established by the Board, and other regulatory and statutory bodies.
- Assist the Internal Audit Manager in drafting annual Internal Audit risk assessments and support risk management process that ensures review of all processes for proper governance and effective risk management.
- Conduct investigations as required and provide reports and recommendations to Management for Action.
- Serve as a witness in courts of Law or during disciplinary hearings when called upon.
- Assist the Internal Audit Manager in the preparation of Audit Reports to the Management and Board of Directors.
- Perform any other duty as assigned by the supervisor

**Minimum Qualifications, experience and skills:**

- Bachelor's Degree (Honours) in commerce, business administration or in any other relevant/related field from a recognized University.

- Accounting/Auditing Professional Qualification like CIA/ ACCA/CPA-U( minimum level 2/part 2)
- At least three years' working experience in an audit environment and a commercially business oriented environment.

**POSITION:** Eco-tourism Specialist (**1 POSITION**)

**Reports to:** Director Natural Forests

**Duty station:** Headquarters Kampala

**Salary Scale:** NFA 4

**Terms of Employment:** 3 years contract (Renewable)

**Job Summary:** To ensure the development and effective management of ecotourism sites and business in selected Central Forest Reserves in order to raise revenue and contribute to the self-sustainability of NFA in line with the NFA business strategy.

**Responsibilities and Tasks:**

- Develop and monitor the implementation of NFA ecotourism development programs and development plans in line with NFA forest utilization guidelines and procedures.
- Facilitate the development and implementation of productive community and private sector partnerships for participation and management of ecotourism businesses in CFR's in line with NFA ecotourism business objectives.
- Market and promote ecotourism sites under the management of NFA through various marketing campaigns
- Ensure efficient revenue collection from both concessionaires/ licenses and NFA Ecotourism sites monitoring licenses and MOUs and fees collection in line with Finance Policies and procedures
- Implement unit programs, plans, and budgets and prepare regular progress reports.
- Monitor, document and report on environmental impacts associated with the development of infrastructure and ecotourism services by the private sector.
- Identify unique sites and attractions for ecotourism development in CFR's.
- Formulate and disseminate guidelines for directing and controlling visitors to ecologically significant areas in a safe and professional manner.
- Develop and manage partnerships with the promoters of Tourism.
- Train NFA staff on ecotourism and also develop and maintain a database for indigenous flora, fauna, site plants, wildlife and cultures for access by staff in the ecotourism unit to support and develop the marketing of ecotourism.
- Perform any other duty as assigned by the supervisor

**Minimum Qualifications, experience and skills:**

- Honours degree in Tourism or its equivalent.
- At least three years' experience in Tourism business management working with Private sector tourism entity.
- Skills in Tourism promotion, networking and marketing including developing Information and communication materials.
- Skills in developing and implementing Tourism Business Plans.
- Knowledgeable on Forest Environment and Nature based Tourism.
- Capacity to work with private sector operators to ensure environmentally responsible development of Tourism infrastructure.

**POSITION:** **FOREST SUPERVISORS** (20 Positions) **RE- ADVERTISED**

**Reports to:** Sector/Plantation Manager

**Duty Station:** Transferable

**Salary Scale:** NFA 6

**Terms of Employment** 3 years contract (Renewable)

**Job Summary:** Responsible for sustainable and proper management of the central forest reserve area, machinery/ equipment assigned and maintaining of good public relations with all stakeholders including District Local Governments;

Ready to work for long hours in hard to reach areas.

**Responsibilities and tasks:**

- Implementing forest management and Annual Operation Plans.
- Take full charge of a beat as defined by the Supervisor, adopting the landscape approach to management.
- Supervise the licensed harvesting of forest resources..
- Prepare weekly activity schedules and targets and ensure their accomplishments.
- Participate in preparation and supervision of local contracts where applicable, and certify completion of work.
- Carry out regular maintenance on forest boundaries.
- Conduct and supervise forest patrols to ensure integrity of the forest.
- Participate in protection activities in the forest reserve beyond the beat.
- Prepare and submit situational weekly and monthly reports to Sector Manager.

**Minimum Qualifications, experience and skills:**

- Minimum of a diploma in forestry and /or agro-forestry from recognized institutions.
- At least two years' working experience in a related field.
- Basic knowledge of environment and natural resource management and knowledge of Community participatory approaches is an added advantage.
- Should be between 25 to 35 years of age.

**Criteria for application**

Interested candidates, who meet the above requirements, should submit their applications, copies of academic certificates & transcripts and curriculum vitae giving full details of applicants qualifications, experience (with evidence), present salary, three referees with their full postal address, email and telephone contacts as well as the candidate full address and e-mail to the address below not later than close of business on **3<sup>rd</sup> February, 2017**

**Note; Those who had earlier responded to the previous advert of Forest Supervisor need not to apply.**

Candidates who fail to follow the application criteria shall not be Shortlisted.

**Only short listed candidates will be contacted and women are encouraged to apply.**

**The Executive Director,  
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