

**NFA**   
National Forestry Authority  
**EXTERNAL JOB ADVERTISEMENT**

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 sustainable development and management of Central Forest Reserves (CFRs) and provision of technical support to stakeholders in the forestry sub-sector. NFA's vision is "A sufficiently forested, ecologically stable and economically prosperous Uganda", while its Mission is "To manage Central Forest Reserves on a sustainable basis and to supply high quality forestry-related products and services to Government, local communities and the private sector".

NFA seeks to recruit qualified Ugandans to fill the following positions.

**POSITION:**        **PLANNING OFFICER (1 POSITION)**  
**Location:**        Headquarters Kampala  
**Supervisor:**      Coordinator Policy and Planning  
**Salary Scale:**     NFA 4

**Job Summary:** The purpose of this position is to ensure a timely preparation and submission of budget reports, quarterly performance reports, and annual operating plans in the format that is acceptable to the Authority.

**Responsibilities and Tasks:**

- Collect and analyse data relevant for planning and budgeting purposes.
- Initiate the preparation and formulation of annual estimates of income and expenditure and operating plans in line with NFA's strategic plan and the Public Financial Management Act 2015.
- Participate in preparation and revision of planning and reporting guidelines.
- Consult with department and unit heads and provide input for NFA's long term plans.
- Prepare budget analytical and performance reports for the vote and update the budget monitoring tool for all transaction undertaken.
- Participate in formulation and review of Forest management plans for respective CFR's.
- Support monitoring and evaluation activities and prepare quarterly and annual budget performance reports.
- Perform any other assignment as assigned by the supervisor

**Minimum Qualifications, experience and skills**

- Minimum of an Honour's Degree in Economics from a recognized institution.
- Three years working experience obtained from a reputable organization doing the same role.
- Budgeting for government programs or projects is an added advantage.
- Planning and Coordination skills.

- Concern for quality, standard and accountability

### **Criteria for application**

Interested candidates who meet the above requirements, should submit their applications, certified copies of academic certificates, transcripts and curriculum vitae giving full details of applicants' education, qualifications, experience (with evidence), present salary, three referees with their full postal address, e-mail and telephone contacts as well as the candidate's full address and e-mail to the address below not later than close of business on **30<sup>th</sup> April 2019**.

Only short listed candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

**NFA is an equal opportunity employer and Women are encouraged to apply.**

Applications should be addressed to:

**The Executive Director  
National Forestry Authority  
Plot10/20 Spring Road, Bugolobi  
P.O. Box 70863, Kampala-Uganda  
Tel: 0312 - 264035/6; 0414 -360400**