



Office of the Prime Minister
Comprehensive Refugee Response Frame Work
Secretariat (CRRFS)

VACCANCY ANNOUNCEMENT

The New York Declaration mandated UNHCR to develop, initiate, through a multi- stakeholder approach, a comprehensive refugee response that protects and promotes the rights of refugees as enshrined in international law, whilst easing the pressure on the countries of asylum.

In Uganda, given its long history of providing asylum, a comprehensive response is already being pursued under the leadership of Government and UNHCR, and the country is applying many of the principles set out in Annex I of the New York Declaration.

To facilitate strengthening of the Comprehensive Refugee Response Framework in Uganda, a Secretariat with a core mandate of Multi-Stakeholder Engagement and Management, was established as a technical body to support coordinated planning, programing and resourcing across all the pillars.

Applications are therefore invited from qualified Ugandan Nationals to fill the under listed vacant positions available at the Comprehensive Refugee Response Framework Secretariat, Office of the Prime Minister.

POST	NO. OF VACANCIES	JOB REF NO	Duty Station
Engagement Officer	1	CRRFS/001/2023	Kampala
Office Assistant	1	CRRFS/002/2023	Kampala

Handwritten application letters be addressed to the **Permanent Secretary Office of the Prime Minister, P.O. Box 341, KAMPALA.**

All application letters should include personal contact addresses (phone contacts, e-mail addresses), Copies of all required academic documents, record of required work experience, a copy of the National Identity Card, a recent passport photograph of the applicant and indicate three referees.

The applicant should be a person of high moral character and integrity.

All applicants must quote the Reference Number of the post advertised, indicate the reference number on the top left hand side corner of the application letter and envelop, seal it and submit the application letter to the following physical addresses;

Human Resource Division Office –Kampala, Level 3, Office of the Prime Minister Head Office

Closing date for receiving applications will be on the 10th February, 2023 at 5.00 pm.

Applicants should access the details of each post including person and job specifications from the OPM Website at www.opm.go.ug or OPM Headquarters First Floor Notice Board.

All services in relation to this recruitment are free of charge and equal opportunity is given to all qualified applicants.



Keith Muhakanizi

PERMANENT SECRETARY

FIND BELOW THE DETAILED JOB SPECIFICATIONS AND JOB DESCRIPTIONS

POST : Engagement Officer

DURATION OF EMPLOYMENT: 1 Year

SALARY SCALE : Project Scale

JOB REFERENCE NO : CRRFS/001/2023

REPORTS TO : Senior Development Economist

MINIMUM QUALIFICATION AND WORKING EXPERIENCE

The Engagement Officer will have the following;

- i. **Minimum Qualification** of a Bachelor's degree in Public relations, Communication, Social Sciences, Social Works and Social Administration, Development Studies or any other related field from a recognized University.
- ii. **Experience** of at least three years' experience in Communication, public relations, networking and Engagement in corporate or Non-Government Organizations.
Experience in Uganda's Refugee operations is an added advantage but not a requirement

SPECIFIC DUTIES

The Engagement Officer will be a Team player committed to effectively contribute to the CRRF Secretariat Core purpose, CRRF Strategic Direction (2021-2025), CRRF National Plan of Action,



CRRF Steering Group mandate and other related policies by supporting stakeholder Engagement, networking and partnerships.

In accordance with the CRRFS objectives, the Engagement Officer shall;

- i. Undertake mapping of CRRF Actors,
- ii. In collaboration with the communications / Outreach Advisor, Develop, update and implement a CRRF stakeholder Engagement Strategy and draw the requisite partnership implementation plan.
- iii. Advise on the needed Improvement on the existing networking and partnership arrangements for a stronger cohesive multi-stakeholder engagement and management process,
- iv. Build, support, and sustain a positive and productive relationship with Stakeholders
- v. Regular updating of stakeholder's contact information.
- vi. Support Government Ministries, Departments, Agencies, and Refugee Hosting Districts in the implementation of Sector Refugee Response Plans
- vii. Any other duties as tasked by higher authorities

REQUIRED SKILLS

- i. Strong interpersonal skills
- ii. A team player with the ability to bridge new partnerships,
- iii. Good Communication skills in writing and public speaking
- iv. Ability to visualize the big picture of the CRRF Secretariat
- v. Creativity in developing programs and methods for engagement
- vi. Relevant Computer Skills (email, Microsoft Office, Excel etc)



POST : Office Assistant

DURATION OF EMPLOYMENT : 1 Year

SALARY SCALE : Project Scale

JOB REFERENCE NO : CRRFS/002/2023

REPORTS TO : Program Officer

MINIMUM QUALIFICATION AND WORKING EXPERIENCE

The Office Assistant will have the following;

- i. **Minimum Qualification** of a Diploma in Office management, Business Administration, Communications and Public relations, or any other related fields from a recognized Institution of higher learning.
- ii. **Experience of** 3 years of relevant experience in an office environment / Management, preferably in an administrative position

SPECIFIC DUTIES

The Office Assistant will be a Team player committed to effectively contribute to the CRRF Secretariat Core purpose, by providing support services to the CRRF Secretariat Technical Team, and create a preferable public image and impression to clients

In accordance with the CRRFS objectives, the Office Assistant shall;

- i. Support in scheduling Director's meetings, managing Directors Calendar and other secretarial duties



- ii.** Developing, updating and sharing the annual Calendar of meetings and events to be undertaken within and out of the CRRF Secretariat,
- iii.** Organizing venues for the various meetings as per the calendar of meetings/ events
- iv.** Organizing files and Ensuring secure custody of records
- v.** Welcoming visitors to the office
- vi.** Ensuring provision of refreshments for staff and various meetings
- vii.** Ensuring that all staff offices are kept clean
- viii.** Providing logistical support for CRRF Meetings including the Steering Group, Inter-sector Dialogues, the District Engagement Forum, among Others
- ix.** Any other duties as assigned by higher authorities

REQUIRED SKILLS

- i. Good interpersonal and communication skills
- ii. Good Time management is key
- iii. Self-organization
- iv. Customer service and care
- v. Good computer skills (email, Microsoft Office, Excel)

