



# UGANDA REGISTRATION SERVICES BUREAU

Vacancy Announcements

Publication Date: 1<sup>st</sup> April, 2011

Application Deadline: 26<sup>th</sup> April, 2011

Duration: 3 weeks

Duty Station: Kampala

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The Uganda Registration Services Bureau seeks to recruit suitably qualified, competent, and experienced professionals to fill vacancies within its various directorates and departments.

Preferred Skills:

## 1. Organizational Profile

The Uganda Registration Services Bureau (URSB) is established as a Statutory Body under the Uganda Registration Services Bureau Act Cap. 210, Laws of Uganda 2000 Edition. The Bureau is a key player in commercial and civil registrations that facilitate private sector development and vital statistics for national planning.

## 2. Executive Appointments

URSB now seeks to recruit suitably qualified, competent and experienced professionals to fill vacancies within its various directorates and departments. These positions require persons with integrity, dedication, diligence and commitment who are professionals in one or more of the following functional areas:- Business Registration and Liquidation, Intellectual Property Rights Registration and Examination, Civil Registrations, Information Technology, Records Management, Library Services, Policy Planning, Finance and Administration, Human Resource Management, Internal Audit, Procurement, Legal Compliance and Enforcement, amongst others.

### **3. Employment Terms**

As a responsible and equal opportunity employer, URSB is committed to providing very attractive employment terms, rich career development opportunity and healthy working environment, over 3 – 5 contract period as applicable, to deserving professionals with the right qualification, skills, competencies and experiences.

### **4. Job Descriptions**

Detailed job descriptions, main duties, key outputs, competencies and qualifications are posted at the Public Notice Boards of URSB, Ministry of Justice & Constitutional Affairs and Websites of URSB ([www.ursb.go.ug](http://www.ursb.go.ug)) and the Justice Law and Order Sector Secretariat ([www.jlos.go.ug](http://www.jlos.go.ug)) and the advertising service provider.

### **5. Application Process**

Interested candidates who fully meet the required job specifications and with the right personal attributes are invited to submit their application letter indicating day time telephone contact, postal and email addresses, or both the applicant and three reputable referees, certificates and testimonials, to reach the Bureau not later than three weeks from the date this advert.

All applications should be addressed to:

**The Chairman,**

**Board of Directors,**

**Uganda Registration Services Bureau,**

**Plot 5 George Street, Georgiana House (Formerly AMAMU House)**

P.O.Box 6848 Kampala

Telephone: +256 414 235915/256414233219,

Fax: +256 414 250712,

Website: [www.ursb.go.ug](http://www.ursb.go.ug),

Email: [ursb@ursb.go.ug](mailto:ursb@ursb.go.ug).

**6. NOTE:**

**ALL APPLICATIONS SHOULD BE SUBMITTED TO A CONSULTANT WHOSE ADDRESS WILL BE PUBLISHED IN DUE COURSE.**

**7. Feedback**

Only successful candidates will be contacted, Any form of canvassing, influence peddling and or any other “backdoor” attempt, of whatsoever nature, to influence the selection process will automatically lead to disqualification of a candidate without any recourse.

## JOB DESCRIPTIONS FOR URSB

## Annex VI

### CHIEF EXECUTIVE OFFICER

<b>Position – Registrar General</b>		<b>Reports to: Board of Directors</b>	
<b>Duties</b>	<b>Qualification and Experience</b>	<b>Key Outputs</b>	<b>Personal Specification</b>
<ul style="list-style-type: none"> <li>• Is the chief Executive Officer subject to the general supervision and control of the Board.</li> <li>• Responsible for day to day operations and management of funds.</li> <li>• Administration and management of property of the Bureau</li> <li>• Supervision and control of staff</li> <li>• Strategic planning and leadership in the development, implementation and monitoring of URSB mandate</li> <li>• Initiate policy proposals and provide technical advice and feed back to the Board</li> <li>• Act as Official Receiver</li> <li>• Represent the Bureau in International and Local meetings</li> </ul>	<ul style="list-style-type: none"> <li>• University Degree in Law with a Post Graduate Diploma in Legal Practice and person qualified to be appointed a Judge of the High Court of Uganda.</li> <li>• Post Graduate Degree in relevant field is added advantage and or an MBA.</li> <li>• Ten years experience in registration of legal instruments and titles is necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Day to day operations of the Bureau undertaken and supervised.</li> <li>• Policies and best practices developed and recommended.</li> <li>• Performance reports are made.</li> <li>• Strategic plan implemented.</li> <li>• Policies and guidelines for administration of the bureau under the relevant laws implemented</li> <li>• .NTR is collected and accounted for.</li> <li>• Board meetings are held.</li> <li>• Annual Reports are produced.</li> <li>• Funds and assets of the Bureau are accounted for.</li> <li>• Clients Charter implemented.</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in communication, management, legal advocacy and computer literacy.</li> <li>• Good report writing.</li> </ul>

## BUSINESS REGISTRATION AND LIQUIDATION

<b>Position: Director Business Registration and Liquidation</b>		<b>Reports to: Registrar General</b>	
<ul style="list-style-type: none"> <li>• Initiate and Review policies, systems and procedures that enhance legal compliance in accordance with the relevant Laws.</li> <li>• Advise the Board and Management and follow up on implementation of Board decisions.</li> <li>• Monitor legal compliance of the Department in accordance with the relevant Laws.</li> <li>• Coordinate with stakeholders and compile proposals for review and formulate amendments consideration of the management and the Board.</li> <li>• Plan departmental operations and evaluate impact on organizational objectives.</li> <li>• Manage the performance and development of staff in line with the Human Resource Regulations and Board decisions.</li> <li>• Review contracts/negotiations/settlement of cases and make recommendations in accordance with Management and the Board decisions.</li> <li>• Develop and implement strategies for institutionalization of best practices in accordance with core values and rules of the organization.</li> </ul>	<ul style="list-style-type: none"> <li>• University Degree in Law and a Post Graduate Diploma in Legal Practice with at least 10 years of working experience in legal related institutions.</li> <li>• An MBA will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Legal framework studied and proposed amendment made and identified.</li> <li>• Recommendations for management and board made.</li> <li>• General compliance for all aspects of the law in the directorate are monitored and guidance given.</li> <li>• The Bureau strategic and business plan be developed.</li> <li>• Briefs on the department are made for the board.</li> <li>• Decisions for the board regarding the directorate that require action are implemented.</li> <li>• Weakness in operations are identified.</li> <li>• Reports on compliance are made.</li> <li>• Actual work plans are prepared.</li> <li>• Targets are set for the directorate.</li> <li>• Monitoring and evaluation framework developed.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant requires well developed communication skills, legal advocacy and computer literate.</li> <li>• Should be with knowledge of management and control of legal matters.</li> </ul>

<ul style="list-style-type: none"> <li>• Represent the Registrar General in International Meetings.</li> <li>• Supervises registration of Intellectual Property Rights.</li> <li>• Prepare work plans and budget of the department.</li> <li>• Supervise and appraise staff.</li> </ul>			
<b>Position: Manager Business Registration</b>		<b>Reports to: Director Business Registration &amp; Liquidation</b>	
<ul style="list-style-type: none"> <li>• Assist the Director to supervise the Registries of Companies, Businessnames and documents.</li> <li>• Provide leadership, initiate work plans for the section of Business Registration and evaluate staff and represent the director in meetings.</li> <li>• Manage and supervise day to day operations of the Business Registry and conduct on job training.</li> <li>• Register companies, businessnames and documents.</li> <li>• Make reports on the performance and challenges of the Business Registry.</li> <li>• Design and control internal operations and work flow process of</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Law with a Post Graduate Diploma in Legal Practice. A minimum of seven years relevant experience in legal related institutions.</li> <li>• An MBA will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Report on adequacy of systems and procedures.</li> <li>• Strength and weakness of the system and procedures.</li> <li>• Schedule of departmental operations.</li> <li>• Lists operation benchmarks.</li> <li>• Report on implantation and effectiveness of the strategies.</li> <li>• Work plans and expectations of each staff.</li> <li>• Key function of each staff.</li> <li>• Competence benchmarks for each staff.</li> <li>• Staff actual performance against their set benchmarks established.</li> <li>• Performance monitored and feedback provided.</li> <li>• Critical incidents recorded, guidance and coaching provided.</li> <li>• Overall performance of the</li> </ul>	<ul style="list-style-type: none"> <li>• Legal advocacy with good communication and interpersonal skills and computer literate.</li> </ul>

<p>the section.</p> <ul style="list-style-type: none"> <li>Assess and collect Non Tax Revenue.</li> </ul>		<p>cycle reviewed and recommendations made.</p> <ul style="list-style-type: none"> <li>Quarterly reports produced.</li> </ul>	
<p><b>Position: Manager Liquidation/Official Receiver</b></p>		<p><b>Reports to: Director Business Registration &amp; Liquidation</b></p>	
<ul style="list-style-type: none"> <li>Implements Orders or Resolutions for liquidation, and bankruptcy directed to the Official Receiver.</li> <li>To take over, verify, secure and manage the assets and liabilities that fall under corporate and personal insolvents.</li> <li>Manage and supervise the department of Official Receiver.</li> <li>Prepare work plans and the budget of the department.</li> <li>Supervise and appraise staff in the department</li> <li>Maintain up to date records, manuals and electronic data bases, and inventories of the assets of the corporate and personal insolvents.</li> <li>Coordinates the collection of the fees due to the Official Receiver, and</li> </ul>	<ul style="list-style-type: none"> <li>A University Degree in Law with a Post Graduate Diploma in Legal Practice. A minimum of seven years relevant experience in legal related institutions.</li> <li>An MBA will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Court orders to liquidate companies received and executed.</li> <li>Real estates and other assets of companies under liquidation taken over.</li> <li>Valuation of property carried out.</li> <li>Statement of affairs prepared and creditors meetings held.</li> <li>Creditors verified and paid off.</li> <li>Legal advise relating to company liquidation tendered.</li> <li>Official Receiver represented in Court.</li> <li>Assets preserved and managed.</li> <li>Report on adequacy of systems and procedures.</li> <li>Strength and weakness of the system and procedures.</li> <li>Schedule of departmental operations.</li> <li>Lists operation benchmarks.</li> <li>Report on implantation and</li> </ul>	<ul style="list-style-type: none"> <li>Legal advocacy with good communication and interpersonal skills and computer literate.</li> </ul>

<p>account for the assets and estates under receivership</p> <ul style="list-style-type: none"> <li>• Represents the official receiver in Court and in the management of estates under receivership.</li> <li>• Allocates work to his subordinates and supervises their performance.</li> <li>• Perform any other duties that the Registrar General may assign to him or her.</li> </ul>		<p>effectiveness of the strategies.</p> <ul style="list-style-type: none"> <li>• Work plans and expectations of each staff.</li> <li>• Key function of each staff.</li> <li>• Competence benchmarks for each staff.</li> <li>• Staff actual performance against their set benchmarks established.</li> <li>• Performance monitored and feedback provided.</li> <li>• Critical incidents recorded, guidance and coaching provided.</li> <li>• Overall performance of the cycle reviewed and recommendations made.</li> <li>• Quarterly reports produced.</li> </ul>	
<p><b>Position: Senior Registration Officer - Liquidation/Official Receiver</b></p>		<p><b>Reports to: Manager Official Receiver/ Liquidation</b></p>	
<ul style="list-style-type: none"> <li>• Assist in implementing orders or resolutions for liquidation, and bankruptcy directed to the Official Receiver.</li> <li>• Assist the process of taking over, verifying and securing, the assets and liabilities that fall under corporate and personal insolvents.</li> <li>• Supervises and appraise staff below</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Law with a Post Graduate Diploma in Legal Practice. A minimum of five years relevant experience in legal related institutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Court orders relating to companies under liquidation received and executed.</li> <li>• Real estates and other assets of companies under liquidation taken over.</li> <li>• Valuation of property of companies under liquidation carried out.</li> <li>• Statement of affairs relating to companies under liquidation prepared and filed.</li> </ul>	<ul style="list-style-type: none"> <li>• Legal advocacy with good communication and interpersonal skills and computer literate.</li> </ul>

<p>him or her.</p> <ul style="list-style-type: none"> <li>Assists in maintenance of up to date records, manual and electronics data bases, and inventories of the assets of the corporate and personal insolvents.</li> <li>Collects fees due to the Official Receiver, and assists in accounting for the assets and estates under receivership.</li> <li>Allocates professional work to his subordinates and supervises their performance.</li> <li>Perform any other duties that the Registrar General may assign to him or her Perform any other duties that the Registrar General may assign to him or her.</li> </ul>		<ul style="list-style-type: none"> <li>Claims of creditors verified.</li> <li>Legal advice relating to companies under liquidation tendered.</li> <li>Assets of companies under liquidation preserved.</li> </ul>	
<p><b>Position: Senior Business Registration Officer</b></p>		<p><b>Reports to: Manager Business Registration</b></p>	
<ul style="list-style-type: none"> <li>Assists the Manager to register companies, businessnames ad documents.</li> <li>Write correspondences and search reports and attend Court matters.</li> </ul>	<ul style="list-style-type: none"> <li>A University Degree in Law and a Post Graduate Diploma in Legal Practice. Should have a minimum of 5 years working experience from a legal related institution.</li> </ul>	<ul style="list-style-type: none"> <li>Companies, documents, businessnames, registered.</li> <li>Returns and all statutory compliance documents filed in time.</li> <li>Correspondences responded to timely.</li> <li>NTR assessed.</li> </ul>	<ul style="list-style-type: none"> <li>Computer literacy skills, legal advocacy and interpersonal skills.</li> </ul>

<ul style="list-style-type: none"> <li>• Quality assurance of statutory requirements and issue notices for compliance and enforcement.</li> <li>• Assessment of Non Tax Revenue.</li> <li>• Public awareness done.</li> <li>• Certification and verification of documents.</li> <li>• Any other duties assigned by the Manager and Director.</li> </ul>			
<b>Position: Registrar Business Registration</b>		<b>Reports to: Senior Business Registration Officer</b>	
<ul style="list-style-type: none"> <li>• Assist the Senior Registration Officer in registration of companies, businessnames and documents.</li> <li>• Write correspondences and search reports and attend Courts.</li> <li>• Assess Non Tax Revenue.</li> <li>• Public awareness done.</li> <li>• Certification and verification of documents.</li> <li>• Any other duties assigned by Manager and Senior Registration</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Law with a Post Graduate Diploma in Legal Practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Companies, documents, businessnames, registered.</li> <li>• Returns and all statutory compliance documents filed in time.</li> <li>• Correspondences responded to timely.</li> <li>• NTR assessed.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literacy skills, legal advocacy and interpersonal skills.</li> </ul>

Officers.			
<b>Position: Senior Records Officer</b>		<b>Reports to: Manager Business Registration</b>	
<ul style="list-style-type: none"> <li>Keeps custody of the registers for Companies, Businessnames, Documents and Debentures and controls the numbering system and the computerized data base.</li> <li>Keeps custody of the stamps.</li> <li>Keeps custody of the specimen certificates and issues the certificates for registration.</li> <li>Enters approved companies, businessnames, documents and debentures into the relevant registers.</li> <li>Supervises the Registry, Records Officers and Assistant Records Officers.</li> <li>Records data of all transactions submitted to the Registry.</li> </ul>	<ul style="list-style-type: none"> <li>A University Degree in Librarianship and Information Science with a minimum of seven years experience in management of Registries/Libraries.</li> </ul>	<ul style="list-style-type: none"> <li>Registers securely kept from unauthorized third parties.</li> <li>Stamps, seals and specimen certificate secured from unauthorized third parties.</li> <li>Accurate data and statistical reports made from the registers.</li> <li>New files opened and indexed.</li> <li>Staff performance evaluated.</li> <li>Accurate data forwarded for automation.</li> </ul>	<ul style="list-style-type: none"> <li>Skills in records and office management and computer literate and good interpersonal skills.</li> </ul>
<b>Position: Records Officer</b>		<b>Reports to: Senior Records Officer</b>	
<ul style="list-style-type: none"> <li>Responsible for the Security Registry and custody of all the files in the</li> </ul>	<ul style="list-style-type: none"> <li>University Degree in Librarian and Information</li> </ul>	<ul style="list-style-type: none"> <li>Security registry effectively supervised.</li> </ul>	<ul style="list-style-type: none"> <li>Computer literate.</li> </ul>

<p>Registry.</p> <ul style="list-style-type: none"> <li>• Keep and maintain.</li> <li>• Keep and maintain safe custody of the files in the registry.</li> <li>• Responsible for the recording in movement register of files and tracking.</li> <li>• Retrieval and searches of files.</li> <li>• Supervise the Archives.</li> <li>• Quality Assurance of status of the registry and make reports.</li> <li>• Responsible for shelving and classification of files in the Registry.</li> </ul>	<p>Science.</p> <ul style="list-style-type: none"> <li>• Minimum experience of 5 years in records management or librarianship.</li> </ul>	<ul style="list-style-type: none"> <li>• Register all files kept and accounted for.</li> <li>• Movement register maintained.</li> <li>• Shelves well labeled.</li> </ul>	
<p><b>Position: Assistant Records Officer</b></p>		<p><b>Reports to: Senior Records Officer</b></p>	
<ul style="list-style-type: none"> <li>• To assist the Senior Records Officer and Records Officer in the day today operations of the Registry.</li> <li>• To retrieve and conduct searches for files assigned to them by the Senior Records Officer.</li> <li>• To stamp documents assigned to them for registration.</li> <li>• To file documents on relevant files and forward them for action by</li> </ul>	<ul style="list-style-type: none"> <li>• A Diploma in Librarianship and Information Science or relevant experience in records Management of 3 years in a busy registry.</li> </ul>	<ul style="list-style-type: none"> <li>• New files opened and documents filed.</li> <li>• Documents stamped and processed and forwarded to action officers.</li> <li>• Files retrieved and stamped for action officers.</li> <li>• Supervise data entry.</li> <li>• Collect files from action officers and take them back to the registry for shelving.</li> </ul>	<ul style="list-style-type: none"> <li>• Records Management skills and computer literate.</li> </ul>

<ul style="list-style-type: none"> <li>relevant officers.</li> <li>To perform any duties assigned by the Senior Records Officer and Records Officer.</li> </ul>			
<b>Job Title: Front Desk Officer</b>		<b>Reports to: Senior Records Officer</b>	
<ul style="list-style-type: none"> <li>Receives clients, interviews them and direct them where to go for service.</li> <li>Issues appropriate forms and brochures to clients.</li> <li>Records all received applications and tracks them to the relevant officers.</li> </ul>	<ul style="list-style-type: none"> <li>Diploma in Law/Business Administration or Records Management.</li> <li>Minimum of three years experience in similar busy organization.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain register of application received.</li> <li>Forward received application to a Senior Records Officer.</li> <li>Track movement of client's files and hand back finished work to clients.</li> </ul>	<ul style="list-style-type: none"> <li>Computer literacy skills.</li> <li>Good communication skills.</li> </ul>
<b>Position: Senior Public Relations Officer</b>		<b>Reports to: Registrar General</b>	
<ul style="list-style-type: none"> <li>Develop, design and produce a public education and communication strategy in line with the departmental mandates.</li> <li>Develop work plans and budget for public education activities.</li> <li>Develop a media plan and proposals for funding.</li> <li>Manage the production of URSB proposals for funding.</li> <li>Manage the production of URSB publications.</li> <li>Supervise the Client Relations Officer.</li> <li>Receive client complaints and inform the management and counters negative publicity.</li> </ul>	<ul style="list-style-type: none"> <li>A University Degree in Mass Communication or Law.</li> <li>A Post Graduate Degree is added advantage with a minimum of 5 years work experience in a similar role.</li> </ul>	<ul style="list-style-type: none"> <li>Media policy and guidelines developed.</li> <li>Budget and work plan developed.</li> <li>Public awareness work plan made.</li> </ul>	<ul style="list-style-type: none"> <li>Should have excellent interpersonal skills, communication skills and computer literacy.</li> </ul>

<ul style="list-style-type: none"> <li>Peruses the media for any reports about the Bureau.</li> <li>Supervise suggestion boxes.</li> </ul>			
<b>Position: Client Relations Officer</b>		<b>Reports to: Senior Public Relations Officer</b>	
<ul style="list-style-type: none"> <li>Receive incoming clients, visitors and suppliers in a hospitable manner and direct them to relevant service points.</li> <li>Receive incoming calls and route them to the relevant officers.</li> <li>Listen to clients inquiries/complaints and note them for relevant officers.</li> <li>Organize and maintain the reception area to portray the good image of the Bureau.</li> </ul>	<ul style="list-style-type: none"> <li>A Degree in Mass Communication OR Business Administration with 3 years experience.</li> </ul>	<ul style="list-style-type: none"> <li>Clients' complaints recorded.</li> <li>Report on FAQs made and reported to management.</li> <li>Brochures and publications distributed.</li> </ul>	<ul style="list-style-type: none"> <li>Excellent communication skills, customer care, interpersonal skills, computer literacy and knowledge of versed languages are added advantage.</li> </ul>

### **INTELLECTUAL PROPERTY RIGHTS REGISTRATION**

<b>Position: Director Intellectual Property Rights Registration</b>		<b>Reports to: Registrar General</b>	
<ul style="list-style-type: none"> <li>Initiate and Review policies, systems and procedures that enhance legal compliance in accordance with the relevant Laws.</li> <li>Advice the Board and Management and follow up on implementation of Board decisions.</li> <li>Monitor legal compliance of the Department in accordance with the relevant Laws.</li> <li>Coordinate with stakeholders and compile proposals for review and</li> </ul>	<ul style="list-style-type: none"> <li>University Degree in Law and a Post Graduate Diploma in Legal Practice with at least 10 years of working experience in legal related institutions.</li> <li>An MBA will be an added advantage.</li> <li>Or A University degree in Engineering with working</li> </ul>	<ul style="list-style-type: none"> <li>Legal framework studied and proposed amendment made and identified.</li> <li>Recommendations for management and board made.</li> <li>General compliance for all aspects of the law in the directorate are monitored and guidance given.</li> <li>The Bureau strategic and business plan be developed.</li> </ul>	<ul style="list-style-type: none"> <li>Applicant requires well developed communication skills, legal advocacy and computer literate.</li> </ul>

<p>formulate amendments consideration of the management and the Board.</p> <ul style="list-style-type: none"> <li>• Plan departmental operations and evaluate impact on organizational objectives.</li> <li>• Manage the performance and development of staff in line with the Human Resource Regulations and Board decisions.</li> <li>• Review contracts/negotiations/settlement of cases and make recommendations in accordance with Management and the Board decisions.</li> <li>• Develop and implement strategies for institutionalization of best practices in accordance with core values and rules of the organization.</li> <li>• Represent the Registrar General in International Meetings.</li> <li>• Supervises registration of Intellectual Property Rights.</li> <li>• Prepare work plans and budget of the department.</li> <li>• Supervise and appraise staff.</li> </ul>	<p>experience in intellectual property office.</p>	<ul style="list-style-type: none"> <li>• Briefs on the department are made for the board.</li> <li>• Decisions for the board regarding the directorate that require action are implemented.</li> <li>• Weaknesses in operations are identified.</li> <li>• Reports on compliance are made.</li> <li>• Actual work plans are prepared.</li> <li>• Targets are set for the directorate.</li> <li>• Monitoring and evaluation framework developed.</li> </ul>	
<p><b>Position: Manager Intellectual Property Rights Registration</b></p>		<p><b>Reports to: Director Intellectual Property Rights Registration</b></p>	
<ul style="list-style-type: none"> <li>• Assist the Director to supervise the Registries of Patents, Trademarks and Copyright.</li> <li>• Provide leadership, initiate work plans for the department and evaluate staff</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Law with a Post Graduate Diploma in Legal Practice. A minimum of seven years relevant experience in legal related institutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Report on adequacy of systems and procedures.</li> <li>• Strength and weakness of the system and procedures.</li> <li>• Schedule of departmental operations.</li> <li>• Lists operation benchmarks.</li> </ul>	<ul style="list-style-type: none"> <li>• Legal advocacy with good communication and interpersonal skills and computer literate.</li> </ul>

<p>and represent the director in meetings.</p> <ul style="list-style-type: none"> <li>• Manage and supervise day to day operations of the Registry and conduct on job training.</li> <li>• Register trademarks, patents, copyrights, industrial designs and other intellectual property titles.</li> <li>• Make reports on the performance and challenges of the Registry.</li> <li>• Design and control internal operations and work flow process of the Department.</li> <li>• Adjudicate opposition proceedings.</li> <li>• Assess and collect Non Tax Revenue.</li> </ul>	<ul style="list-style-type: none"> <li>• Or A University degree in Engineering with working experience in intellectual property office.</li> <li>• An MBA will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Report on implantation and effectiveness of the strategies.</li> <li>• Work plans and expectations of each staff.</li> <li>• Key function of each staff.</li> <li>• Competence benchmarks for each staff.</li> <li>• Staff actual performance against their set benchmarks established.</li> <li>• Performance monitored and feedback provided.</li> <li>• Critical incidents recorded, guidance and coaching provided.</li> <li>• Overall performance of the cycle reviewed and recommendations made.</li> <li>• Quarterly reports produced.</li> </ul>	
<p><b>Position: Senior Intellectual Property Rights Registration Officer</b></p>		<p><b>Reports to: Manager Intellectual Property Rights Registration</b></p>	
<ul style="list-style-type: none"> <li>• Assists the Manager to register patents, trademarks, copyrights, industrial designs, and other intellectual property rights.</li> <li>• Write correspondences and search reports and attend Court matters.</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Law and Post Graduate Diploma in Legal Practice. Should have a minimum of 5 years working experience from a legal related institution.</li> </ul>	<ul style="list-style-type: none"> <li>• Trademarks, copyrights, geographical indications, registered.</li> <li>• Assignments, transfers, opposition proceedings.</li> <li>• Returns and all statutory compliance documents filed in time.</li> <li>• Correspondences responded to timely.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literacy skills, legal advocacy and interpersonal skills.</li> </ul>

<ul style="list-style-type: none"> <li>• Adjudicate opposition proceedings.</li> <li>• Quality assurance of statutory requirements and issue notices for compliance and enforcement.</li> <li>• Assessment of Non Tax Revenue.</li> <li>• Supervision and quality assurance of the registers, operational manuals and automated data index.</li> <li>• Any other duties assigned by the Manager and Director.</li> </ul>		<ul style="list-style-type: none"> <li>• NTR assessed.</li> </ul>	
<b>Position: Registrar Intellectual Property Rights Registration Officer</b>		<b>Reports to: Senior Intellectual Property Rights Registration Officer</b>	
<ul style="list-style-type: none"> <li>• Assist the Senior Registration Officer in registration of, trademarks, copyrights, geographical indications.</li> <li>• Write correspondences and search reports and attend Courts.</li> <li>• Adjudicate opposition proceedings.</li> <li>• Supervise data entry in the automated register.</li> <li>• Assess Non Tax Revenue.</li> <li>• Any other duties assigned by Manager</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Law with a Post Graduate Diploma in Legal Practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Trademarks, and geographical indications examined.</li> <li>• Trademarks, copyrights and geographical indications registered.</li> <li>• Adjudication of Oppositions proceedings and rulings made.</li> <li>• Transfers, licences, assignments and renewals processed/recorded.</li> <li>• Statutory compliance documents filed in time.</li> <li>• Correspondences responded to timely.</li> </ul>	<ul style="list-style-type: none"> <li>• Good legal advocacy and interpersonal skills and computer literacy.</li> </ul>

and Senior Registration Officers.		<ul style="list-style-type: none"> <li>NTR assessed.</li> </ul>	
<b>Position: Senior Records Officer</b>		<b>Reports to: Manager Intellectual Property Rights Registration</b>	
<ul style="list-style-type: none"> <li>Keeps custody of the registers of patents, trademarks, copyright, industrial designs and other registrations under the department and controls the numbering system and the computerized data base.</li> <li>Keeps custody of the stamps and the seals.</li> <li>Keeps custody of the specimen certificates and issues the certificates for registration.</li> <li>Enters approved applications in the relevant registers.</li> <li>Supervises the Registry, Records Officers and Assistant Records Officers.</li> <li>Records data of all transactions submitted to the Registry.</li> </ul>	<ul style="list-style-type: none"> <li>A University Degree in Librarianship and Information Science with a minimum of seven years experience in management of Registries/Libraries.</li> </ul>	<ul style="list-style-type: none"> <li>Registers securely kept from unauthorized third parties</li> <li>Stamps, seals and specimen certificate secured from unauthorized third parties.</li> <li>Accurate data and statistical reports made from the registers.</li> <li>New files opened and indexed.</li> <li>Staff performance evaluated.</li> <li>Accurate data forwarded for automation.</li> </ul>	<ul style="list-style-type: none"> <li>Skills in records and office management and computer literate and good interpersonal skills.</li> </ul>
<b>Position: Intellectual Property Rights Records Officer</b>		<b>Reports to: Senior Records Officer</b>	
<ul style="list-style-type: none"> <li>Responsible for the Security Registry and custody of all the files in the</li> </ul>	<ul style="list-style-type: none"> <li>University Degree in Librarian and Information</li> </ul>	<ul style="list-style-type: none"> <li>Security registry effectively supervised.</li> </ul>	<ul style="list-style-type: none"> <li>Computer literate, good</li> </ul>

<p>Registry.</p> <ul style="list-style-type: none"> <li>• Keep and maintain safe custody of the files in the registry.</li> <li>• Responsible for the recording in movement register of files and their tracking.</li> <li>• Retrieval and searches of files.</li> <li>• Supervise the Archives.</li> <li>• Quality Assurance of status of the registry and make reports.</li> <li>• Responsible for shelving and classification of files in the Registry.</li> </ul>	<p>Science.</p> <ul style="list-style-type: none"> <li>• Minimum experience of 5 years in records management or librarianship.</li> </ul>	<ul style="list-style-type: none"> <li>• Register all files kept and accounted for.</li> <li>• Movement register maintained.</li> <li>• Shelves well labeled.</li> </ul>	<p>communication skills and records keeping.</p>
<p><b>Position: Assistant Records Officer</b></p>		<p><b>Reports to: Senior Records Officer</b></p>	
<ul style="list-style-type: none"> <li>• To assist the Senior Records Officer and Records Officer in the day today operations of the Registry.</li> <li>• To retrieve and conduct searches for files assigned to them by the Senior Records Officer.</li> <li>• To stamp documents assigned to them for registration.</li> <li>• To file documents on relevant files and forward them for action by relevant officers.</li> </ul>	<ul style="list-style-type: none"> <li>• A Diploma in Librarianship and Information Science or relevant experience in records Management of 3 years in a busy registry.</li> </ul>	<ul style="list-style-type: none"> <li>• New files opened and documents filed.</li> <li>• Documents stamped and processed and forwarded to action officers.</li> <li>• Files retrieved and stamped for action officers.</li> <li>• Supervise data entry.</li> <li>• Collect files from action officers and take them back to the registry for shelving.</li> </ul>	<ul style="list-style-type: none"> <li>• Records Management skills and computer literate.</li> </ul>

<ul style="list-style-type: none"> <li>To perform any duties assigned by the Senior Records Officer and Records Officer.</li> </ul>			
<b>Job Title: Front Desk Officer</b>		<b>Reports to: Senior Records Officer</b>	
<ul style="list-style-type: none"> <li>Receives clients, interviews them and direct them where to go for service.</li> <li>Issues appropriate forms and brochures to clients.</li> <li>Records all received applications and tracks them to the relevant officers.</li> </ul>	<ul style="list-style-type: none"> <li>Diploma in Law/Business Administration or Records Management.</li> <li>Minimum of three years experience in similar busy organization.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain register of application received.</li> <li>Forward received application to a Senior Records Officer.</li> <li>Track movement of client's files and hand back finished work to clients.</li> </ul>	<ul style="list-style-type: none"> <li>Computer literacy skills.</li> <li>Good communication skills.</li> </ul>
<b>Position: Senior Examiner Patents</b>		<b>Reports to: Manager Intellectual Property Rights Registration</b>	
<ul style="list-style-type: none"> <li>Examination of applications of patents, utility models and industrial designs.</li> <li>Examine foreign applications received from ARIPO and WIPO.</li> <li>Conduct technical searches and write search reports.</li> <li>Conduct public awareness about intellectual property rights to research institutions.</li> </ul>	<ul style="list-style-type: none"> <li>A University Degree in Engineering or Biochemistry or Pharmacy.</li> <li>Should have a minimum of 5 years working experience from an engineering research/teaching institution.</li> </ul>	<ul style="list-style-type: none"> <li>Receive patent applications and conduct searches.</li> <li>Conduct preliminary and substantive examination.</li> <li>Search reports written.</li> <li>Conduct public training in search and examination and drafting patent applications.</li> </ul>	<ul style="list-style-type: none"> <li>Should have excellent interpersonal skills, communication skills and computer literacy.</li> </ul>

<b>Position: Examiner</b>		<b>Reports to: Senior Examiner</b>	
<ul style="list-style-type: none"> <li>• Examination of applications of patents, utility models and industrial designs assigned by the Senior Examiner.</li> <li>• Examine foreign applications received from ARIPO and WIPO assigned by the Senior Examiner.</li> <li>• Conduct technical searches and write search reports.</li> <li>• Conduct public awareness about intellectual property rights to research institutions.</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Engineering or Biochemistry or Pharmacy from a recognized University.</li> </ul>	<ul style="list-style-type: none"> <li>• Receive patent applications and conduct searches.</li> <li>• Conduct preliminary and substantive examination.</li> <li>• Search reports written.</li> <li>• Conduct public training in search and examination and drafting patent applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Should have excellent interpersonal skills, communication skills and computer literacy.</li> </ul>

## **DIRECTORATE CIVIL REGISTRATION**

<b>Position: Director Civil Registration</b>		<b>Reports to: Registrar General</b>	
<ul style="list-style-type: none"> <li>• Initiate and Review policies, systems and procedures that enhance legal compliance in accordance with the relevant Laws.</li> <li>• Advice the Board and Management and follow up on implementation of Board decisions.</li> <li>• Monitor legal compliance of the Department in accordance with the relevant Laws.</li> <li>• Coordinate with stakeholders and compile proposals for review and formulate amendments consideration of the management and the Board.</li> <li>• Plan departmental operations and evaluate impact on organizational objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• University Degree in Law and a Post Graduate Diploma in Legal Practice with at least 10 years of working experience in civil registries should be with knowledge of management and control of legal matters.</li> <li>• An MBA will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Legal framework studied and proposed amendment made and identified.</li> <li>• Recommendations for management and board made.</li> <li>• General compliance for all aspects of the law in the directorate are monitored and guidance given.</li> <li>• The Bureau strategic and business plan be developed.</li> <li>• Briefs on the department are made for the board.</li> <li>• Decisions for the board regarding the directorate</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant requires well developed communication skills, legal advocacy and computer literate.</li> </ul>

<ul style="list-style-type: none"> <li>• Manage the performance and development of staff in line with the Human Resource Regulations and Board decisions.</li> <li>• Review contracts/negotiations/settlement of cases and make recommendations in accordance with Management and the Board decisions.</li> <li>• Develop and implement strategies for institutionalization of best practices in accordance with core values and rules of the organization.</li> <li>• Represent the Registrar General in Local and International Meetings.</li> <li>• Supervises registration of civil events.</li> <li>• Prepare work plans and budget of the department.</li> <li>• Supervise and appraise staff.</li> </ul>		<p>that require action are implemented.</p> <ul style="list-style-type: none"> <li>• Weakness in operations are identified.</li> <li>• Reports on compliance are made.</li> <li>• Actual work plans are prepared.</li> <li>• Targets are set for the directorate.</li> <li>• Monitoring and evaluation framework developed.</li> </ul>	
<p><b>Position: Manager Civil Registration</b></p>		<p><b>Reports to: Director Civil Registration</b></p>	
<ul style="list-style-type: none"> <li>• Assist the Director to supervise the Registries of Civil events.</li> <li>• Provide leadership, initiate work plans for the department and evaluate staff and represent the director in meetings</li> <li>• Manage and supervise day to day operations of the Registry and conduct on job training.</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Law/Statistics/Population Studies with a Post Graduate Diploma in Legal Practice. A minimum of seven years relevant experience in civil registries.</li> <li>• An MBA will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Report on adequacy of systems and procedures.</li> <li>• Strength and weakness of the system and procedures.</li> <li>• Schedule of departmental operations.</li> <li>• Lists operation benchmarks.</li> <li>• Report on implantation and effectiveness of the strategies.</li> <li>• Work plans and expectations of each staff.</li> <li>• Key function of each staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Legal advocacy with good communication and interpersonal skills and computer literate.</li> </ul>

<ul style="list-style-type: none"> <li>• Coordination with the Local Governments and hospitals and collect returns.</li> <li>• Register civil events i.e. Births, deaths, marriages and Adoptions.</li> <li>• Make reports on the performance and challenges of the Registry.</li> <li>• Design and control internal operations and work flow process of the Department.</li> <li>• Assess and collect Non Tax Revenue.</li> </ul>		<ul style="list-style-type: none"> <li>• Competence benchmarks for each staff.</li> <li>• Staff actual performance against their set benchmarks established.</li> <li>• Performance monitored and feedback provided.</li> <li>• Critical incidents recorded, guidance and coaching provided.</li> <li>• Overall performance of the cycle reviewed and recommendations made.</li> <li>• Quarterly reports produced.</li> </ul>	
<b>Position: Senior Registration Officer</b>		<b>Reports to: Manager Civil Registration</b>	
<ul style="list-style-type: none"> <li>• Assists the Manager to register births, deaths, marriages, and adoptions.</li> <li>• Write correspondences, search reports and certification of documents.</li> <li>• Process licenses for places of marriage.</li> <li>• Quality assurance of statutory requirements and issue notices for</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Law/Statistics/Population Studies and Post Graduate Diploma in Legal Practice. Should have a minimum of 5 years working experience from a relevant institution.</li> </ul>	<ul style="list-style-type: none"> <li>• Births, deaths, marriages and adoptions, registered</li> <li>• Returns and all statutory compliance documents filed in time</li> <li>• Correspondences responded to timely</li> <li>• NTR assessed</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literacy skills, legal advocacy and interpersonal skills.</li> </ul>

<p>compliance and enforcement.</p> <ul style="list-style-type: none"> <li>• Assessment of Non Tax Revenue.</li> <li>• Supervise and quality assurance of the registers manual and automated.</li> <li>• Any other duties assigned by the Manager and Director.</li> <li>• Public awareness campaigns.</li> </ul>			
<p><b>Position: Registrar Civil Registration</b></p>		<p><b>Reports to: Senior Civil Registration Officer</b></p>	
<ul style="list-style-type: none"> <li>• Assist the Senior Registration Officer in registration of births, death, marriages and adoptions.</li> <li>• Write correspondences and search reports and certification of documents.</li> <li>• Supervise data entry in the manual and automated register.</li> <li>• Conduct field visits.</li> <li>• Assess Non Tax Revenue.</li> <li>• Any other duties assigned by Manager and Senior Registration</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Law/Statistics/Population Studies with a Post Graduate Diploma in Legal Practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Births, deaths, marriages and adoption registered.</li> <li>• Returns and all statutory compliance documents filed in time.</li> <li>• Correspondences responded to timely.</li> <li>• Conduct training of Registrars in districts.</li> <li>• NTR assessed.</li> </ul>	<ul style="list-style-type: none"> <li>• Good legal advocacy and interpersonal skills and computer literacy.</li> </ul>

Officers.			
<b>Position: Senior Records Officer</b>		<b>Reports to: Manager Civil Registration</b>	
<ul style="list-style-type: none"> <li>• Keeps custody of the registers of Births, deaths, marriages and adoptions and other registrations under the department and controls the numbering system and the computerized data base.</li> <li>• Keeps custody of the stamps and the seals.</li> <li>• Keeps custody of the specimen certificates and issues the certificates for registration.</li> <li>• Enters approved applications in the relevant registers.</li> <li>• Supervises the Registry, Records Officers and Assistant Records Officers.</li> <li>• Records data of all transactions submitted to the Registry.</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Librarianship and Information Science with a minimum of seven years experience in management of Registries/Libraries.</li> </ul>	<ul style="list-style-type: none"> <li>• Registers securely kept from unauthorized third parties.</li> <li>• Stamps, seals and specimen certificate secured from unauthorized third parties.</li> <li>• Accurate data and statistical reports made from the registers.</li> <li>• New files opened and indexed.</li> <li>• Staff performance evaluated.</li> <li>• Accurate data forwarded for automation.</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in records and office management and computer literate and good interpersonal skills.</li> </ul>

<b>Position: Records Officer Civil Registry</b>		<b>Reports to: Senior Records Officer</b>	
<ul style="list-style-type: none"> <li>• Responsible for the Security Registry and custody of all the files in the Registry.</li> <li>• Keep and maintain safe custody of the files in the registry.</li> <li>• Responsible for the recording in movement register of files and their tracking.</li> <li>• Retrieval and searches of files.</li> <li>• Supervise the Archives.</li> <li>• Quality Assurance of status of the registry and make reports.</li> <li>• Responsible for shelving and classification of files in the Registry.</li> </ul>	<ul style="list-style-type: none"> <li>• University Degree in Librarian and Information Science.</li> <li>• Minimum experience of 5 years in records management or librarianship.</li> </ul>	<ul style="list-style-type: none"> <li>• Security registry effectively supervised.</li> <li>• Register all files kept and accounted for.</li> <li>• Movement register maintained.</li> <li>• Shelves well labeled.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literate, good communication skills and records keeping.</li> </ul>
<b>Position: Assistant Records Officer Civil Registry</b>		<b>Reports to: Senior Records Officer</b>	
<ul style="list-style-type: none"> <li>• To assist the Senior Records Officer and Records Officer in the day today operations of the Registry.</li> <li>• To retrieve and conduct searches for files assigned to them by the Senior Records Officer.</li> <li>• To stamp documents assigned to them for registration.</li> </ul>	<ul style="list-style-type: none"> <li>• A Diploma in Librarianship and Information Science or relevant experience in records Management of 3 years in a busy registry.</li> </ul>	<ul style="list-style-type: none"> <li>• New files opened and documents filed.</li> <li>• Documents stamped and processed and forwarded to action officers.</li> <li>• Files retrieved and stamped for action officers.</li> <li>• Supervise data entry.</li> </ul>	<ul style="list-style-type: none"> <li>• Records Management skills and computer literate.</li> </ul>

<ul style="list-style-type: none"> <li>To file documents on relevant files and forward them for action by relevant officers.</li> <li>To perform any duties assigned by the Senior Records Officer and Records Officer.</li> </ul>		<ul style="list-style-type: none"> <li>Collect files from action officers and take them back to the registry for shelving.</li> </ul>	
<b>Job Title: Front Desk Officer</b>		<b>Reports to: Senior Records Officer</b>	
<ul style="list-style-type: none"> <li>Receives and interviews clients, and directs them where to go for service.</li> <li>Issues appropriate forms and brochures to clients.</li> <li>Records all received applications and track them to the relevant officers.</li> </ul>	<ul style="list-style-type: none"> <li>Diploma in Law/Business Administration or Records Management.</li> <li>Minimum of three years experience in similar busy organization.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain register of application received.</li> <li>Forward received application to a Senior Records Officer.</li> <li>Track movement of client's files and hand back finished work to clients.</li> </ul>	<ul style="list-style-type: none"> <li>Computer literacy skills.</li> <li>Good communication skills.</li> </ul>

## DIRECTORATE OF FINANCE AND ADMINISTRATION

<b>Position: Director Finance and Administration</b>		<b>Reports to: Registrar General</b>	
<ul style="list-style-type: none"> <li>To manage revenue generation and expenditure control and produce financial information in accordance with the Public Finance Act and URSB Act.</li> <li>Liaise with internal or external auditors for the conduct of interim and final audits and finalize the audit report and opinion on the annual accounts.</li> <li>Monitor the financial</li> </ul>	<ul style="list-style-type: none"> <li>A Degree and post-graduate qualification in a business/finance and accounting discipline.</li> <li>Professional Qualification in (ACCA, ACA or CPA).</li> <li>Seven (7) years working experience.</li> </ul>	<ul style="list-style-type: none"> <li>Internal control systems review and weaknesses and the causes for non compliance in relation to the audit program noted down.</li> <li>Annual balance sheet, profit and loss account and cash flow prepared within the stipulated period of the end of the financial year.</li> <li>The actual expenditure identified and compared with the budget thereafter the causes of deviation from planned expenditure are</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of finance and accounting packages</li> <li>Computer literate</li> </ul>

<p>performance of the Bureau against approved revenue and expenditure estimates and prepare regular reports to advise management and the Board on budgetary control measures within the agreed reporting deadlines.</p> <ul style="list-style-type: none"> <li>• Develop, review and monitor the implementation of financial control systems, policies and procedures in line with the international financial standards, and authorize payments.</li> <li>• Prepare monthly, quarterly and annual financial accounts, statements and reports and submit them to the board in accordance with the International Financial Reporting Standards-IFRS.</li> <li>• Review URSB's consolidated budget papers and present budget to management and the Board.</li> <li>• Develop and monitor URSB's planning and risk management against the approved budget throughout the year.</li> <li>• Monitor the performance of the departmental staff in accordance with the URSB's HR Guidelines.</li> <li>• Source and maintain financial resource from</li> </ul>	<ul style="list-style-type: none"> <li>• An MBA will be an added advantage.</li> </ul>	<p>noted.</p> <ul style="list-style-type: none"> <li>• Investment appraisal reports submitted to the board and management and a narrative report to explain the advise a management on financial performance.</li> <li>• URSB's accounting documents designed and accounting procedures and guidelines manual updated.</li> <li>• Policies and procedures submitted to the board.</li> <li>• Quarterly and Annual financial performance reports to the Board prepared.</li> <li>• Consolidated budget prepared and presented to the finance committee.</li> <li>• Funding opportunities identified and shared with then stakeholders.</li> <li>• Accountability report of funds received prepared.</li> </ul>	
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<p>various stakeholders e.g. donors, JLOS, government and internally.</p> <ul style="list-style-type: none"> <li>• Initiate and Review policies, systems and procedures that enhance legal compliance in accordance with the relevant Laws.</li> </ul>			
<b>Position: Manager Accounts</b>		<b>Reports to: Director Finance and Administration</b>	
<ul style="list-style-type: none"> <li>• Prepare final accounts.</li> <li>• Prepare management accounts and accountability reports.</li> <li>• Liaise with external auditors during audit and prepare answers to audit queries raised for management approval.</li> <li>• Prepare cash flow in line with work plans and arrange investments.</li> <li>• Consolidate departmental budgets and prepare budget monitoring reports.</li> <li>• Maintain the fixed assets</li> </ul>	<ul style="list-style-type: none"> <li>• Professional qualification in (ACCA, ACA or CPA).</li> <li>• Bachelor's Degree in Finance or Accounting.</li> <li>• Knowledge of Finance or Accounting packages.</li> <li>• The candidate must have at least three (3) years working experience.</li> <li>• An MBA will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Ledger accounts reconciled.</li> <li>• Bank reconciliations checked for accuracy.</li> <li>• Trail balance extracted.</li> <li>• Supporting schedules for all expenses categories are prepared.</li> <li>• Comparative for previous year are obtained.</li> <li>• Year end adjustments to the financial reports are made.</li> <li>• Budget analysis report is prepared and explanations for variations explained.</li> <li>• Quarterly statements are made.</li> <li>• Audit plans are submitted and reviewed.</li> <li>• Audit queries are circulated.</li> <li>• Cash receipts and payments are estimated.</li> <li>• Treasury bids are filled.</li> <li>• Advise to the budget exercise is provided.</li> <li>• Assets register is filled.</li> </ul>	<ul style="list-style-type: none"> <li>• Communication and interpersonal skills.</li> <li>• Strong IT and computer proficiency skills.</li> <li>• Result and Team-oriented.</li> <li>• Ability to work under tight deadlines.</li> </ul>

<p>and investment registers.</p> <ul style="list-style-type: none"> <li>• Maintain the accounting system and review all postings.</li> <li>• Reviewing payments and receipts of the URSB.</li> <li>• Reviewing bank reconciliations and accountability for operational advances.</li> </ul>		<ul style="list-style-type: none"> <li>• Back up procedures are performed.</li> <li>• Payroll is reviewed for accuracy and completeness.</li> <li>• All accountabilities and checked and approved.</li> <li>• All applicable taxes computed.</li> </ul>	
<p><b>Position: Accountant</b></p>		<p><b>Reports to: Manager Accounts</b></p>	
<ul style="list-style-type: none"> <li>• Receipt all cash and cheques received and bank tem in accordance with the finance procedures.</li> <li>• Prepare the Payroll and the accompanying schedules by the 20<sup>th</sup> of every month.</li> <li>• Remit statutory deductions to the relevant authorities as per the regulations.</li> <li>• Prepare invoices for Suppliers, creditors in line with departmental</li> </ul>	<ul style="list-style-type: none"> <li>• A Degree in a Business/Finance and Accounting discipline.</li> <li>• Knowledge of finance and accounting packages.</li> <li>• Two (2) years working experience in a similar job.</li> </ul>	<ul style="list-style-type: none"> <li>• Cheques and cash receipted.</li> <li>• Updated pay roll maintained.</li> <li>• Compute red statutory deductions and staff remittance to loan providers and saving schemes.</li> <li>• Make returns for NSSF and URA.</li> <li>• Outstanding receipts and payments verified.</li> <li>• Bank statements requested and picked at the end of the month.</li> <li>• Finance regulations disseminated.</li> <li>• Requisitions for funds made.</li> <li>• Books of accounts maintained.</li> <li>• Quarries answered.</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal skills.</li> <li>• Communication skills.</li> <li>• Computer literate.</li> </ul>

<p>guidelines.</p> <ul style="list-style-type: none"> <li>• Post accounting transactions (Payments and receipts) in system.</li> <li>• Prepare bank reconciliations at the end of the month.</li> <li>• Prepare and process payments and disburse/pay out money based on approved documents.</li> </ul>			
<p><b>Position: Accounts Assistant/Cashier</b></p>		<p><b>Reports to: Accountant</b></p>	
<ul style="list-style-type: none"> <li>• Provide technical support in maintenance of books of accounts.</li> <li>• Write payment vouchers with supporting documentation.</li> <li>• Prepare NSSF, Pay as you Earn and withholding tax schedules and to deliver them to authorized offices and to bank the relevant payments.</li> <li>• Assist in keeping all primary</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in Accounting from a recognized institution.</li> <li>• Experience of at least two (2) years</li> </ul>	<ul style="list-style-type: none"> <li>• Payment vouchers written, recorded and filed with support documents.</li> <li>• NSSF, PAYE and Withholding Tax Schedules prepared.</li> <li>• Primary books of accounts prepared.</li> <li>• Cheques register maintained.</li> <li>• Signed cheques delivered.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literacy skills, book keeping skills, bank reconciliation skills, and interpersonal skills.</li> </ul>

<p>books of accounts up to date, documents, on projects and monthly bank reconciliation for all the accounts.</p> <ul style="list-style-type: none"> <li>• Perform the duties of CASHIER and post petty cash book.</li> <li>• Maintain the cheques register and to issue out Cheques.</li> <li>• Ensure that all Cheques collected are signed for by payee/recipients.</li> <li>• Perform related duties as and when assigned by competent authority.</li> </ul>			
<p><b>Position: Human Resource Manager</b></p>		<p><b>Reports to: Director Finance and Administration</b></p>	
<ul style="list-style-type: none"> <li>• Develop the department's annual plans and budgets and manage their implementation in line with the human resource policy</li> <li>• Initiate, develop and manage the recruitment and</li> </ul>	<ul style="list-style-type: none"> <li>• Masters in HR, MBA (HR), industrial and organizational Psychology.</li> <li>• 4 years and above working experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Human resource policy developed and implemented</li> <li>• Budget estimates of planned activities made</li> <li>• Terms and conditions for recruitment developed</li> <li>• Recruitment plan and selection procedure drawn</li> <li>• Staff sensitized on appraisal</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership skills</li> <li>• High ethics and integrity.</li> <li>• Strong IT and computer proficiency skills.</li> <li>• Result and team-Oriented.</li> <li>• Ability to work under tight deadlines.</li> <li>• Proven ability to produce high quality</li> </ul>

<p>selection off staff</p> <ul style="list-style-type: none"> <li>• Plan, develop and implement the URSB appraisal system in line with HRMM</li> <li>• Develop, review and update human resource policies and procedures in line with acceptable labour laws, practices and URSB's mission and vision</li> <li>• Develop and implement staff training and development plans in relation with the training policy</li> <li>• Plan, monitor and evaluate the implementation of the performance management process and provide professional guidelines in line with the HRM</li> <li>• Provide leadership to the Human Resource and Administration department in line HRM policy.</li> </ul>		<p>principles and process</p> <ul style="list-style-type: none"> <li>• Appraisal policies and procedures and instruments developed</li> <li>• Grievances settlement procedure examined</li> <li>• Principles of performance management examined</li> <li>• Feedback on output provided and corrective measures taken</li> <li>• Policy issues, systems and procedures are discussed</li> </ul>	<p>reports/documents.</p> <ul style="list-style-type: none"> <li>• Analytical, coordination/networking, negotiation, communication and interpersonal skills.</li> </ul>
<p><b>Position: Human Resource Officer</b></p>		<p><b>Reports to: Manager Human Resource</b></p>	

<ul style="list-style-type: none"> <li>• Keep custody of the Registry of personal files</li> <li>• Prepare and verify pay rolls</li> <li>• Maintain the a daily roster and Annual leave for staff</li> <li>• Prepare adverts and notices for recruitment</li> <li>• Perform any duty assigned by the Human Resource Manager</li> </ul>	<ul style="list-style-type: none"> <li>• A degree in Human Resource/Public Administration/Social Science from a recognized University.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff salaries paid</li> <li>• Staff development programmes designed</li> <li>• Updated database of staff particulars on personal files</li> <li>• Job evaluations conducted</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership skills.</li> <li>• High ethics and integrity.</li> <li>• Strong IT and computer proficiency skills.</li> <li>• Result and team-Oriented.</li> <li>• Ability to work under tight deadlines.</li> <li>• Proven ability tom produce high quality reports/documents.</li> <li>• Analytical, coordination/networking, negotiation, communication and interpersonal skills.</li> </ul>
<p><b>Position: Administrative Officer</b></p>		<p><b>Reports to: Human Resource Manager</b></p>	
<ul style="list-style-type: none"> <li>• To initiate appropriate administrative practices such as good office management and provision of proper office equipment for the smooth operation of the Bureau</li> <li>• To initiate proposals to improve working conditions, in liaison with Heads of Units as well as other Senior members of staff</li> </ul>	<ul style="list-style-type: none"> <li>• University Degree in Social Sciences/Business Administration.</li> <li>• Training in Public relations and event management.</li> <li>• At least two years of experience in an administrative public position.</li> </ul>	<ul style="list-style-type: none"> <li>• Having a register of incoming and outgoing mails.</li> <li>• Mails delivered and signed for by drivers and office attendants.</li> <li>• Delivery books checked to confirm actual delivery.</li> <li>• Mileage sheets received from drivers and verified.</li> <li>• Requisitions for funds for facilitating officers applying for Visas and travel documents.</li> <li>• Requisition for office repairs and maintenance.</li> <li>• Requisition for stationery and small office equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literate, good communication skills.</li> <li>• Planning and organizational skills.</li> </ul>

<ul style="list-style-type: none"> <li>• To participate in office organization improvement initiatives</li> <li>• Maintain a schedule for drivers, manage transport needs for the staff and URSB guests and confirm need for motor vehicle repairs as per the departmental guidelines</li> <li>• Coordinate specific Bureau support staff to yield efficient work</li> <li>• Organizes minor repairs, purchases and maintenance of Bureau's physical assets</li> <li>• Organize photocopying and binding of documents</li> <li>• Receive and distribute stationery and other office supplies</li> <li>• Receive incoming and dispatch correspondences.</li> <li>• Ensure office support services are provided and equipment is in working</li> </ul>			
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<p>condition</p> <ul style="list-style-type: none"> <li>• Ensure regular and maximum hygiene and general cleanliness of Bureau offices and sanitary facilities</li> <li>• Replenish office consumables, and to requisition for replacement furniture and equipment</li> <li>• Ensure security of office, fittings and equipment from theft or vandalism</li> <li>• Perform related work as and when directed by competent authority</li> </ul>			
<p><b>Position: Senior Librarian</b></p>		<p><b>Reports to: Manager Human Resource</b></p>	
<ul style="list-style-type: none"> <li>• Manage and take care of the URSB Library and Resource Centre</li> <li>• Engage in strategic planning for the library</li> <li>• Secretary to the Library Committee</li> <li>• Supervise the staff in the Library</li> <li>• Select materials and</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Librarianship and Information Science with at least 5 years of experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare work plan for the library and resource centre.</li> <li>• Library polices and guidelines implemented.</li> <li>• A database developed to manage library resources.</li> <li>• Procurement plan for library resources made.</li> <li>• New books classified, catalogued and entered in the</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literate, good communication skills.</li> <li>• Planning and organizational skills.</li> </ul>

<p>information in the Bureau in line with the departmental guidelines</p> <ul style="list-style-type: none"> <li>• Advise on the procurement of library resources</li> <li>• Develop and maintain a catalogue of the URSB information resources</li> <li>• Formulation of policies and guidelines for the library on acquisition, processing, dissemination, retrieval, disposal, conservation and preservation.</li> <li>• Marketing of library services to the stakeholders</li> <li>• Undertake gallery proof reading.</li> <li>• Guide, coach and mentor library staff.</li> <li>• Liaise with local and international publishers and printers on matters of acquisition of relevant publication, journal, Instruments, reports etc.</li> <li>• Collect and file gazettes.</li> <li>• Advise on subscription to international and national information providers.</li> <li>• Maintain library database and securing of appropriate software.</li> </ul>		<p>database.</p> <ul style="list-style-type: none"> <li>• Database file of all books in the library availed to all staff.</li> </ul>	
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<b>Job Title: Assistant Librarian</b>		<b>Reports to: Senior Librarian</b>	
<ul style="list-style-type: none"> <li>• Guide users.</li> <li>• Retrieve of library resources for users.</li> <li>• Updates the accession register.</li> <li>• Keep borrowers' register.</li> <li>• Ensures routine shelving of library resources.</li> <li>• Keep the library in an orderly manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in Librarianship and information Science.</li> </ul>	<ul style="list-style-type: none"> <li>• Users' guide prepared.</li> <li>• Accession register designed and maintained.</li> <li>• Borrower's register maintained and secured.</li> <li>• Library material kept in order.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literacy skills.</li> <li>• Good communication skills.</li> <li>• Minimum of three years experience in similar busy organization.</li> </ul>
<b>Job Title: Senior Procurement Officer</b>		<b>Reports to : Manager Human Resource</b>	
<ul style="list-style-type: none"> <li>• Prepare a consolidates procurement plan every financial year</li> <li>• Prepare and issue of tender/Bidding documents in accordance with approved applicable guidelines and procedures</li> <li>• Manage the Tender/Bid Opening process and maintain a list of service providers in line with the procurement rules and regulations</li> <li>• Managing the contracts under execution and presenting periodic reports</li> <li>• Prepare monthly procurement reports and</li> </ul>	<ul style="list-style-type: none"> <li>• University Degree in Procurement/Business Administration/Post Graduate in Procurement/Public Administration.</li> <li>• At least three (5) years experience in a busy organization.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepared consolidated procurement plan and budget submitted to the Accounting Officer.</li> <li>• Market survey of supplies, services and works conducted to determine current prices.</li> <li>• Draft bidding documents with specifications or terms of reference and relevant tender deadlines prepared.</li> <li>• A procurement method, evaluation committee and shortlist criterion of bidders proposed and submitted to contracts Committee for approval.</li> <li>• A draft tender/bid invitation document prepared.</li> <li>• A tender document issue register</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literate, good communication skills.</li> <li>• Planning and organizational skills.</li> <li>• Good Report writing and presentation skills.</li> </ul>

<p>submit them to PPDA and contracts committee, respond to any communications from PPDA and any other organizations regarding procurement as par the PDDA rules</p> <ul style="list-style-type: none"> <li>• Prepare schedule for motor vehicle insurance, all URSB assets, and worker men's compensation policy in line with the URSB Policy</li> </ul>		<p>put in place to record tender documents issued.</p> <ul style="list-style-type: none"> <li>• Communication made to successful and unsuccessful bidders.</li> <li>• Contracts performance and performance monitored.</li> <li>• Good inspected and their compliance certified with the specifications.</li> <li>• Process of payment upon delivery of goods initiated.</li> <li>• All queries or communications from PPDA responded to.</li> </ul>	
<p><b>Job Title: Procurement Officer</b></p>		<p><b>Reports to : Senior Procurement Officer</b></p>	
<ul style="list-style-type: none"> <li>• Assist the Senior Procurement Officer</li> <li>• Compile requisitions of procurements</li> <li>• Issues LPOs for items cleared by procurement unit</li> <li>• Verify and take deliveries on charge</li> <li>• Carry out inventories and monitor the stock control register to facilitate early replenishment</li> <li>• To receive and acknowledge bids</li> <li>• To deign and place procurement adverts</li> <li>• And to perform related work as directed by the Senior</li> </ul>	<ul style="list-style-type: none"> <li>• University Degree in Procurement/Business Administration.</li> <li>• At least three (3) years experience in a busy organization.</li> </ul>	<ul style="list-style-type: none"> <li>• LPOs issued.</li> <li>• Requisitions for user departments compiled.</li> <li>• Deliveries received and verified.</li> <li>• Bid documents prepared.</li> <li>• Adverts designed and placed.</li> <li>• Bids received and acknowledged.</li> <li>• Evaluation teams selected.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literate, good communication skills.</li> <li>• Planning and organizational skills.</li> <li>• Good Report writing and presentation skills.</li> </ul>

Procurement Officer			
<b>Job Title: Senior Personal Secretary</b>		<b>Reports to : Registrar General</b>	
<ul style="list-style-type: none"> <li>• To provide secretarial and administrative support to the Registrar General</li> <li>• Prepare presentable and accurate documents in accordance with established information management guidelines</li> <li>• Generate and manage the writing of the monthly Registrar General's report and other Board papers and ensure timely delivery in accordance with departmental guidelines</li> <li>• Screen and direct telephone calls, enquires and request</li> <li>• Make arrangements for meetings and manage appointments for the Registrar General in line with the established communication guidelines</li> <li>• Arrange and coordinate the registrar General's and Board members' travel in line with the departmental guidelines and procedure</li> <li>• Maintain and manage confidential records and</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in Secretarial Studies or Business Administrations or a Bachelors' Degree in Secretarial and Business Administration.</li> <li>• At least 5 (five) years experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Confidential documents kept in safe custody.</li> <li>• Records of official appointments and messages brought to the attention of Registrar General.</li> <li>• Documents authored put into presentable formats.</li> <li>• In coming mail recorded and kept track of.</li> <li>• Event and external meetings recorded in the Registrar General's Dairy.</li> <li>• Registrar General informed of all external meetings and appointments.</li> <li>• Files classified and names and index numbers inserted for easy retrieval.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literate, good communication skills.</li> <li>• Planning and organizational skills.</li> <li>• Good Report writing, presentation skills and public relations.</li> </ul>

<p>user friendly filing system and a clean and orderly office environment in accordance with the departmental guidelines</p>			
<p><b>Job Title: Personal Secretary</b></p>		<p><b>Reports to : Head of Department</b></p>	
<ul style="list-style-type: none"> <li>• Provide secretarial services to the head of department and to organize the office attached to</li> <li>• Carry out photocopying</li> <li>• Retrieve documents and correspondence for principal's signature</li> <li>• Maintain the principals' diary of appointments</li> <li>• Carry out appropriate filing of letters and maintain a small filing system for the office attached to</li> <li>• Answer telephone calls, fax messages and retrieve E-mails</li> <li>• Receive visitors and direct them appropriately</li> <li>• Take dictation and to receive written drafts and to transcribe into typed text</li> <li>• Perform related work and when directed by competent authority</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in Secretarial Studies/Business Administration.</li> <li>• At least 3 (three) years experience in a busy organization.</li> </ul>	<ul style="list-style-type: none"> <li>• Confidential documents kept in safe custody.</li> <li>• Records of official appointments and messages brought to the attention of head of department.</li> <li>• Documents authored put into presentable formats.</li> <li>• In coming mail recorded and kept track of.</li> <li>• Event and external meetings recorded in the head of department's Dairy.</li> <li>• Head of department informed of all external meetings and appointments.</li> <li>• Files classified and names and index numbers inserted for easy retrieval .</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literate and organization skills.</li> <li>• Report writing.</li> </ul>

<b>Job Title: Stenographer</b>		<b>Reports to : Administrative Officer</b>	
<ul style="list-style-type: none"> <li>• Provide secretarial services to incumbent's supervisor and the relevant registry</li> <li>• Type out certificates and material from hand written drafts</li> <li>• File mail and make it available to the supervisor when required</li> <li>• Type out minutes of meetings</li> <li>• Dispatch outgoing mail</li> <li>• Organize appointments for the supervisor</li> <li>• Take dictation and to transcribe dictated material into typed matter</li> <li>• Perform related work as when directed by competent authority</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate in Secretarial Studies with a minimum of two (2) years working experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate typed work.</li> <li>• Correspondence and mail filed appropriately.</li> <li>• Appointment for supervisor arranged.</li> <li>• Meetings well scheduled.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literate, good communication skills and public relations.</li> </ul>
<b>Job Title: ICT Manager</b>		<b>Reports to : Director Finance and Administration</b>	
<ul style="list-style-type: none"> <li>• Day to day IT support and maintenance of key IT infrastructure</li> <li>• Manage IT and computer systems including budgets and expenditure</li> <li>• Maintain the automated registers</li> <li>• Develop and maintain URSB</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Computer Science/Information Technology.</li> <li>• A minimum of 5 (Five) years experience in a busy IT environment.</li> <li>• An MBA will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Users obtain necessary IT support.</li> <li>• Hardware functioning properly.</li> <li>• Anti viruses updated.</li> <li>• Network secured.</li> <li>• Software banking and accounting updated regularly.</li> <li>• LAN network traffic performing efficiently.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in managing LAN environment, software analysis and management, policy formulation and implementation.</li> </ul>

<p>Website</p> <ul style="list-style-type: none"> <li>• Maintain current and accurate inventory of technology hardware, software resources</li> <li>• Maintain a log of required repairs and maintenances</li> <li>• Develop and implement policies and procedure for electronic data processing</li> <li>• Develop standards, guidelines, and procedures for system development, and management</li> <li>• Perform regular backups of URSB Registers</li> <li>• Ensure backup and recovery procedures and plans are in place and regularly updated</li> <li>• Provide individual training and IT support to all URSB staff.</li> </ul>		<ul style="list-style-type: none"> <li>• IT budget made.</li> <li>• Website updated.</li> <li>• IT policy and guidelines in place.</li> <li>• Back-up Data/disaster copies available.</li> <li>• Recovery plan implemented.</li> </ul>	
<p><b>Job Title: Systems Administrator</b></p>		<p><b>Reports to : ICT Manager</b></p>	
<ul style="list-style-type: none"> <li>• To provide ICT support services.</li> <li>• To monitor performance of both hardware and software in the processing of URSB work.</li> <li>• Institute and regularly take corrective action on ICT infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Computer Science/Information Technology.</li> <li>• A minimum of 2 (Two) years experience in a busy IT environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance of hardware and software monitored.</li> <li>• ICT infrastructure maintained.</li> <li>• ICT training for staff conducted.</li> <li>• Internet and Intranet service providers monitored.</li> <li>• ICT hardware services.</li> <li>• Staff guided on use of ICT facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer programming skills, Computer networking and hardware malfunction trouble shooting and systems designs and analysis.</li> </ul>

<ul style="list-style-type: none"> <li>• Carry out internal ICT training of new staffs.</li> <li>• Ensure proper use of ICT facilities by URSB staff.</li> <li>• Monitor performance of URSB's Internet and Intranet service providers in order to ensure quality cost effective service at all times.</li> <li>• Monitor and ensure regular servicing of URSB 's ICT hardware.</li> <li>• Carry out assessment of the URSB's IT needs and recommend suitable hardware and software configurations.</li> </ul>			
<b>Job Title: Data Entry Clerk</b>		<b>Reports to : Systems Administrator</b>	
<ul style="list-style-type: none"> <li>• Computer data entry services and searches.</li> <li>• To put data from the manual registers into computerized data index.</li> <li>• Conduct searches on the computerized data index.</li> <li>• Harmonize the manual register and computerized data index through quality assurance.</li> <li>• Maintain the computerized data index updated.</li> <li>• Prepare back-up copies.</li> </ul>	<ul style="list-style-type: none"> <li>• A Diploma/Certificate in Computer science or IT.</li> </ul>	<ul style="list-style-type: none"> <li>• Computerized data index maintained.</li> <li>• Quality assurance done.</li> <li>• Searches conducted.</li> <li>• Back up copies prepared.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer operation skills in database maintenance and good interpersonal communication skills.</li> </ul>

<ul style="list-style-type: none"> <li>• Perform any other related work assigned by the authority.</li> </ul>			
<b>Job Title: Statistician/Planner</b>		<b>Reports to : Director Finance and Administration</b>	
<ul style="list-style-type: none"> <li>• Develop and maintain a planning mechanism to give direction to the effective implementation of the URSB Corporate Plan.</li> <li>• Coordinates development of annual and quarterly URSB work plans and budgets with Heads of Directorates and departments and Regional Liaison Officers.</li> <li>• Liaise with Heads of departments to produce Progress reports at the end of each quarter and their Performance Annual Plans (PAP).</li> <li>• Evaluate and monitor implementation of URSB Programmes.</li> <li>• Spearhead regular evaluation of performance of the URSB in connection with its Corporate Plan.</li> <li>• Develops a statistical unit capable of collecting and analyzing trends in URSB's various lines of business and</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Quantitative Economics/Statistics.</li> <li>• A minimum of 2 (two) years experience in a busy environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual work plan developed.</li> <li>• Quarterly work plan produced.</li> <li>• Quarterly progress reports made.</li> <li>• Bureau activities monitored for conformity with the strategic plan.</li> <li>• Statistical database maintained.</li> <li>• Periodic statistics produced.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer literate, good communication skills.</li> <li>• Project Planning and management skills.</li> <li>• Good Report writing, presentation skills and public relations.</li> </ul>

<p>to supply accurate statistics as when required.</p> <ul style="list-style-type: none"> <li>• Identifies achievements, setbacks, constraints and challenges through holding sessions with each Department and assists departments draw up their Performance Improvement Plans (PIP).</li> <li>• Performs related work as and when directed by the Registrar General.</li> </ul>			
<p><b>Job Title: Driver</b></p>		<p><b>Reports to : Administrative Officer</b></p>	
<ul style="list-style-type: none"> <li>• Drive staff/members/URSB visitors to and from meeting places and other official destinations.</li> <li>• Transport and deliver URSB mails or goods to specified destinations in line with the URSB's objectives.</li> <li>• Maintaining vehicles under ones responsibility in a road worthy condition in line with URSB and national requirements.</li> <li>• Maintain the cleanliness of the vehicle.</li> <li>• Maintaining trip movement records in line with URSB recommended procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Level Certificate with a valid Driving Permit.</li> <li>• Five years experience in a reputable organization.</li> <li>• Defensive driving training.</li> <li>• Basic administrative and transport management course.</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicles maintained in good running conditions.</li> <li>• Staff and visitors transported according to programme.</li> <li>• Mails and goods received recorded in a delivery book.</li> <li>• Vehicles inspected and reports made for maintenance.</li> <li>• Vehicles washed and maintained clean.</li> <li>• Mileage sheets, LPOs and Log kept safely.</li> <li>• Mileage reading recorded.</li> <li>• Accountability report of trip expenditures prepared.</li> </ul>	<ul style="list-style-type: none"> <li>• Good interpersonal skills and good and oral and written communication skills in English.</li> </ul>

<b>Job Title: Office Attendant</b>		<b>Reports to : Administrative Officer</b>	
<ul style="list-style-type: none"> <li>To receive mail and files from action officers.</li> <li>Carry and deliver mail and files to action officers internally in the Bureau and to external institutions as directed.</li> <li>Prepare and serve tea or coffee with URSB staff/official meetings.</li> <li>Maintain URSB dining and kitchen clean and tidy after each shift.</li> <li>Request and maintain stock of supplies for use in the kitchen.</li> <li>Keep kitchen equipment in safe custody.</li> </ul>	<ul style="list-style-type: none"> <li>Level Certificate and three (3) years experience in providing indoor serves in reputable organizations.</li> <li>Basic training in Catering or Hotel Management is an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Files and mail delivered in right destinations.</li> <li>Office equipment cleaned and maintained.</li> <li>Teas and coffee and snacks served to members of staff.</li> <li>Kitchen cleaned.</li> <li>Windows and glass partitioned cleaned.</li> <li>Cutlery cleaned.</li> <li>Garbage and trash containers cleaned.</li> <li>Kitchen rugs washed regularly.</li> <li>Projection of quantities for kitchen supplies prepared.</li> </ul>	<ul style="list-style-type: none"> <li>Good interpersonal skills, personal hygiene and cleanness and good office organization.</li> </ul>
<b>Job Title: Manager Compliance and Enforcement</b>		<b>Reports to : Registrar General</b>	
<ul style="list-style-type: none"> <li>Develop compliance plans, Coordinate and supervise compliance inspections and review compliance reports according to the relevant laws.</li> <li>Develop investigation plans, analyze investigation reports, recommend enforcement action and prepare reports to Registrar</li> </ul>	<ul style="list-style-type: none"> <li>A University Degree in Laws and a Post Graduate Diploma in Legal Practice with five (5) years experience in a legal institution.</li> <li>An MBA will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Surveillance plans approved.</li> <li>Investigation plans developed.</li> <li>Legal research and briefs prepared.</li> <li>Notices of investigations given.</li> <li>Recommendations for appropriate actions made.</li> <li>Tasks allocated for enforcement.</li> </ul>	<ul style="list-style-type: none"> <li>Communication and interpersonal skills</li> <li>Report writing skills</li> <li>Prosecution skills</li> </ul>

<p>General.</p> <ul style="list-style-type: none"> <li>• Provide legal advise, prepare legal briefs, and represent URSB in Courts.</li> <li>• Draft charge sheets and prosecute non compliant persons.</li> <li>• Develop guidelines and best practice on compliance and enforcement</li> </ul>			
<p><b>Job Title: Senior Compliance and Enforcement Officer</b></p>		<p><b>Reports to : Manager Compliance and Enforcement</b></p>	
<ul style="list-style-type: none"> <li>• Liaising with stakeholders both public and private on compliance issues and relevant laws.</li> <li>• Collect data from departments of default companies and persons.</li> <li>• Prepare inspection reports for the Manager’s review.</li> <li>• Make recommendations for enforcement.</li> <li>• Issue notices.</li> <li>• Prepare charge sheets.</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Laws and a Post Graduate Diploma in Legal Practice with three (3) years experience in a legal institution.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare statistics and data of compliance for each department.</li> <li>• Determine key focus areas for investigations.</li> <li>• Notify the defaulters.</li> <li>• Make reports on inspection and compliance.</li> </ul>	<ul style="list-style-type: none"> <li>• Communication and interpersonal skills</li> <li>• Report writing skills</li> <li>• Prosecution skills</li> </ul>
<p><b>Job Title: Compliance and Enforcement Officer</b></p>		<p><b>Reports to : Senior Compliance and Enforcement Officer</b></p>	
<ul style="list-style-type: none"> <li>• To conduct research on none compliance.</li> <li>• Conduct filed investigations</li> <li>• Write notices.</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Laws and a Post Graduate Diploma in Legal Practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Make reports on research and investigations done.</li> <li>• Update reports on Case management and compliance.</li> </ul>	<ul style="list-style-type: none"> <li>• Communication and interpersonal skills</li> <li>• Report writing skills</li> <li>• Prosecution skills</li> </ul>

<ul style="list-style-type: none"> <li>• Draft charge sheets and conduct prosecution.</li> <li>• Any duties assigned by the supervisors.</li> </ul>			
<b>Position: Assistant Records Officer - Compliance &amp; Enforcement</b>		<b>Reports to: Compliance and Enforcement Officer</b>	
<ul style="list-style-type: none"> <li>• To assist the Senior Records Officer and Records Officer in the day today operations of the Registry.</li> <li>• To retrieve and conduct searches for files assigned to them by the Senior Records Officer.</li> <li>• To stamp documents assigned to them for registration.</li> <li>• To file documents on relevant files and forward them for action by relevant officers.</li> <li>• To serve Notices and Court Process/Summons to defaulting persons and file returns.</li> <li>• To perform any duties assigned by the Senior Records Officer and Records Officer.</li> </ul>	<ul style="list-style-type: none"> <li>• A Diploma in Librarianship and Information Science or relevant experience in records Management of 3 years in a busy registry.</li> </ul>	<ul style="list-style-type: none"> <li>• New files opened and documents filed.</li> <li>• Documents stamped and processed and forwarded to action officers.</li> <li>• Files retrieved and stamped for action officers.</li> <li>• Supervise data entry.</li> <li>• Collect files from action officers and take them back to the registry for shelving.</li> </ul>	<ul style="list-style-type: none"> <li>• Records Management skills and computer literate.</li> </ul>
<b>Job Title: Senior Internal Auditor</b>		<b>Reports to : Registrar General</b>	
<ul style="list-style-type: none"> <li>• Ensure that URSB's financial</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in</li> </ul>	<ul style="list-style-type: none"> <li>• Check expenditure and</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough knowledge of</li> </ul>

<p>transactions comply with Accounting standards, procedures, systems and Public Finance Regulations.</p> <ul style="list-style-type: none"> <li>• Reports to the Registrar general on all areas of expenditure and controls applicable to URSB's management of URSB resources.</li> <li>• Review the accounting system on a continuous basis to ensure adequacy of internal controls for the purposes of producing accurate and reliable information.</li> <li>• Prepare quarterly and annual audit reports and to distribute them to the relevant authorities.</li> <li>• Reviews the Audit manual, financial regulations and procurement guidelines.</li> <li>• Liaises with the URSB Accountant on ensuring accounting for expenditures incurred.</li> <li>• Carries out routine checks on expenditures for each department and any other funds channeled to URSB.</li> <li>• Liaises with the external Auditors in preparing final accounts reports.</li> </ul>	<p>Commerce/Business Finance/Auditing with a Professional qualification in the Financial control and Administration.</p> <ul style="list-style-type: none"> <li>• 5 years of experience in a busy reputable organization.</li> </ul>	<p>accounting controls.</p> <ul style="list-style-type: none"> <li>• Accounting system reviewed to ensure adequacy of internal controls.</li> <li>• Quarterly and annual audit reports prepared and distribute to the relevant authorities.</li> <li>• The Audit manual, financial regulations and procurement guidelines reviewed.</li> <li>• Ensures all expenditures incurred are accounted for</li> <li>• Liaison maintained with external auditors and Final audit reports prepared.</li> <li>• Reports to the Board of Directors prepared.</li> </ul>	<p>public accounting/auditing rules and regulations</p> <ul style="list-style-type: none"> <li>• Computer proficiency especially knowledge of computer accounting packages</li> <li>• Excellent communication skills</li> </ul>
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<ul style="list-style-type: none"> <li>• Reports on a regular basis to the Board of Directors on the status of the Bureau's accounts.</li> <li>• Performs any other duties as and when directed by the Registrar General.</li> </ul>			
<b>Job Title: Internal Auditor</b>		<b>Reports to : Senior Internal Auditor</b>	
<ul style="list-style-type: none"> <li>• Assist the Senior Internal Auditor with then assignment given.</li> <li>• Carries out routine checks on expenditures for each department and any other funds channeled to URSB.</li> <li>• Liaises with the external Auditors in preparing final accounts reports.</li> <li>• Reports on a regular basis to the senior internal Auditor on the status of the Bureau's accounts.</li> <li>• Performs any other duties as and when directed by the Senior Internal Auditor.</li> </ul>	<ul style="list-style-type: none"> <li>• A University Degree in Commerce/Business Finance/Auditing with a Professional qualification in the Financial control and Administration.</li> <li>• 2 years of experience in a busy reputable organization.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare reports to the Senior Internal Auditor.</li> <li>• Monitor URSB procurements compliance with the procurement plan and financial regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of public accounting/auditing rules and regulations</li> <li>• Computer proficiency especially knowledge of computer accounting packages</li> <li>• Excellent communication skills</li> </ul>