



UGANDA NATIONAL BUREAU OF STANDARDS

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EXTERNAL ADVERTISEMENT

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

UNBS seeks to recruit a highly Motivated, Result-Oriented and Suitably Qualified Professional with very high level of Integrity in the under listed Position/Role;

1. Manager Imports Inspection
2. Manager Certification
3. 3 Regional Managers
4. Senior Security Officer
5. Risk Management Officer
6. ICT Systems Analyst
7. Assistant stores Officer

UNBS is an Equal Opportunities Employer and all eligible Ugandans are encouraged to apply.

Details of the above Job Requirements can be found on UNBS Website: www.unbs.go.ug

Mode of Application

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

Please Note

- i) *Any form of Canvassing will lead to Automatic Disqualification.*

- ii) *UNBS does not request for any Payments or favors at any stage of Recruitment*
- iii) *Only Shortlisted Candidates will be contacted*
- iv) *Applications are open from **17th to 30th November 2025, 5.00pm.***

1. MANAGER IMPORTS INSPECTION – 1 POSITION

Reporting to the Deputy Executive Director- Compliance, the Manager Imports Inspection will mainly develop and coordinate policies and procedures for providing overall guidance and supervision of compliance to standards for all imported goods and products and day to day management of the imports inspection department in line with UNBS mission and mandate.

Key Duties and Responsibilities:

- Develop and continuously monitor policies, procedures and other guidelines for field inspection of imported products in line with the UNBS act, imports inspection procedures/guidelines and Departmental guidelines.
- Develop & implement programmes to ensure that imported goods conform to applicable Uganda Standards/International Standards so as to protect consumers and the environment
- Coordinate the development of the Departmental annual, quarterly and monthly budget, work plans and targets
- Design frameworks for increasing stakeholder awareness and expanding on the number of new border points manned by UNBS staff
- Develop proposals for partnerships and MoUs for collaboration with other government agencies in order to ensure better working and effective relations
- Prepare for harmonization with the East African community (EAC) imports inspection procedures.
- Promote synergies & collaboration with other key stakeholder's e.g. URA.
- Develop policies for enforcing high ethical conduct standards amongst departmental staff through strict implementation of the Bureau's code of conduct in line with UNBS mission.
- Design programmes and procedures for Imports Inspection that conform to ISO/IEC 17020 "General criteria for the operation of various types of bodies performing inspection".
- Prepare monthly, quarterly and annual reports on activities of the department and progress on implementation of work plans
- Coordinate staff performance of all staff in the Department and ensure that targets, plans and outputs are achieved within schedules and budgets and regularly review their performance during performance review meetings and annual performance appraisal.

Qualifications, Skills and Experience:

- The ideal candidate should hold a Master's Degree in either Chemistry, Biology, Food science, Food Technology, Engineering or other science related qualification, from a recognized University/Institution.
- Possession of Honours degree in either Chemistry, Biology, Food science, Food Technology, Engineering or any other science related qualification from a recognized University/Institution
- Training in a Management field is an added advantage
- Experience of at least nine (9) years of which five (5) years are in a supervisory role
- Membership to a recognized professional body relevant to UNBS Mandate is an added advantage

- Highly dynamic, analytical and innovative with keen attention to detail, clear strategic focus/orientation as well as demonstrable capacity to manipulate, interpret and/or translate functional data into useful Management information and also to develop innovative strategies for UNBS
- Proven people leadership and functional management competencies with hands-on skills in Risk Management and internal controls functional areas
- Well-developed leadership skills, interpersonal relationship skills, communication and negotiation skills, ICT skills (MS Word, Excel, PowerPoint, and the Internet applications among others) and Problem solving and decision making skills.
- High moral and ethical standards; proven integrity, professionalism, competence and/or potential
- Between 35 -55 years old

The successful candidate must have a high level of integrity and professionalism, Communication, Teamwork and Analytical skills.

2. MANAGER CERTIFICATION – 1 POSITION

Reporting to the Deputy Executive Director- Standards, the Manager Certification will mainly develop and coordinate policies and procedures for providing overall guidance and supervision of all certification programmes and undertake day to day management of the Certification department in line with UNBS mission and mandate.

Key Duties and Responsibilities:

- Develop and review systems, policies and procedures for certification programmes in line with UNBS policies and procedures to enhance customer service in line with UNBS policies and procedures.
- Develop mechanism of supervising certification activities throughout the country to ensure that industries and other stakeholders join and maintain certification for their products.
- Develop and implement a performance management plan for the department activities and undertake corrective actions to address poor or under performance.
- Manage, maintain and implement an effective management system in accordance with ISO 9001, 17021, 170065 and 19011
- Coordinate the performance of all staff in the Department and ensure that targets, plans and outputs are achieved within schedules and budgets and regularly review their performance during performance review meetings and annual performance appraisal.
- Prepare monthly, quarterly and annual reports on activities of the department and progress on implementation of work plans
- Develop procedures and guidelines on how to handle consumer complaints and queries related to certification requirements.
- Provide technical advisory information to industries and UNBS clientele for quality improvements.
- Develop and implement a strategic plan for the department and prepare an annual budget and work plan for the Department based on the Strategic Plan and available resources in enforcement of standards.
- Provide leadership and technical support to departmental staff to achieve results in line with UNBS policies and procedures.

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- Training in a Management field is an added advantage
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- Well-developed leadership skills, interpersonal relationship skills, communication and negotiation skills, ICT skills (MS Word, Excel, PowerPoint, and the Internet applications among others) and Problem solving and decision making skills.
- High moral and ethical standards; proven integrity, professionalism, competence and/or potential
- Between 35 -55 years old

The successful candidate must have a high level of integrity and professionalism, Communication, Teamwork and Analytical skills.

3. REGIONAL MANAGER – 3 POSITIONS

Reporting to the Deputy Executive Director- Management and Financial Services, the Regional Manager will provide leadership and administrative guidance to the UNBS regional office unit and as well coordinate operations of the regional office through overseeing the implementation of technical services and the day to day management of the regional operations in line with UNBS mission, vision and mandate.

MAIN DUTIES AND RESPONSIBILITIES

The Regional Manager is the overall head of the regional office unit of Uganda National Bureau of Standards (UNBS), and takes overall responsibility for the planning and coordination of operations, execution of approved programs, management, utilization and accountability of resources at the regional office to ensure that UNBS fulfills its goal of bringing services nearer to the population in line the existing operational frameworks of service delivery.

Key Duties and Responsibilities:

- Provide leadership and management of the Regional Office unit through offering guidance, allocation of resources and enforcing accountability of all Bureau finances and assets.

- Promote UNBS image and update the population of the region about the Bureau's commitments and direction in line with UNBS mission and strategic objectives by providing accurate and up to date information to the public and other stakeholders.
- Promote synergies & collaboration with key UNBS stakeholders' at the regional level in liaison with the relevant technical units of UNBS
- Coordinate and consolidate programs of the technical operations in the Regional Office unit to ensure organized operations as per the existing resources
- Develop, monitor and oversee policies, procedures and guidelines for managing the Regional Office Unit administrative and welfare services as well as field operations management.
- Undertake planning, budgeting and developing of work plans and ensure reporting on execution of work plans in a timely manner
- Authorize and verify all expenditures, procurement requisitions/payments as well as verification of accountabilities of the regional office unit financial resources as per the existing procedures and set guidelines
- Prepare monthly, quarterly and annual reports on activities and progress on implementation of work plans of the Regional Office Unit
- Coordinate staff performance of all staff in the regional office unit and ensure that targets, plans and outputs are achieved within schedules and budgets and regularly review their performance during performance review meetings and annual performance appraisal.

Qualifications, Skills and Experience:

- The ideal candidate should hold a Master's Degree in either Chemistry, Biology, Food science, Food Technology, Engineering or other science related qualification, from a recognized University/Institution.
- Possession of Honours degree in either Chemistry, Biology, Food science, Food Technology, Engineering or any other science related qualification from a recognized University/Institution
- Training in a Management field is an added advantage
- Experience of at least nine (9) years of which five (5) years are in a supervisory role
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- Proven people leadership and functional management competencies with hands-on skills in Risk Management and internal controls functional areas
- Well-developed leadership skills, interpersonal relationship skills, communication and negotiation skills, ICT skills (MS Word, Excel, PowerPoint, and the Internet applications among others) and Problem solving and decision making skills.
- High moral and ethical standards; proven integrity, professionalism, competence and/or potential
- Between 35 -55 years old

The successful candidate must have a high level of integrity and professionalism, Communication, Teamwork and Analytical skills.

4. SENIOR SECURITY OFFICER - 1 POSITION

Reporting to Finance and Administration Manager the successful candidate shall be required to perform the following duties;

- Develop, and continuously monitor security standards policies, procedures and other guidelines for the general security requirements of the bureau in line with UNBS policies and procedures.
- Plan and coordinate security activities to safeguard Bureau assets, employees and guests.
- Conduct security audits to identify potential vulnerabilities related to physical security, staff safety, or asset protection.
- Control access to UNBS facilities, manage opening and closing of office premises and implement an effective control of keys and security equipment
- Identify, investigate, or resolve security breaches
- Provide periodic security briefings to staff to create general security alertness
- Work hand in hand with the Reception to ensure that the existing security measures to control the movement of visitors are implemented and adhered to at all times.
- Ensure that the alarm systems, security lights and all firefighting equipment are in good working condition and well serviced at all time to cater for any emergencies.
- Oversee the daily management of parking and control of vehicle traffic at the Bureau premises.
- Provide support in an emergency or evacuation situation in a calm and professional manner.
- Prepare monthly, quarterly and annual security reports to Management

Qualifications, Skills and Experience:

- Honours Degree from a recognized University/Institution
- Five (5) years' experience in security related work in a busy Government or business setting.
- Specialized training in either Public Safety and Security Management or Organizational Security and Management from a recognized University/Institution;
- Must be Computer Literate with skills in MS word, Excel, and Internet Applications
- Age: Not more than 30 years

The successful candidate must have a high level of integrity and professionalism, Communication, Teamwork and Analytical skills and needs to be a team player, an excellent communicator with good oral communication and presentation skills.

5. RISK MANAGEMENT OFFICER – 1 POSITION

Reporting to the Senior Risk Management Officer, the successful candidate shall be required to perform the following duties;

- Review and assess inherent risks within new processes and systems and make relevant recommendations to the supervisor
- Monitor compliance with internal policies and procedures and report breaches with appropriate recommendations to the supervisor

- Review existing processes and system to identify risk exposures and recommend appropriate mitigation measures
- In conjunction with risk-owners, participate in control self-assessment and track implementation of action points for control weaknesses
- Undertake sensitization/training of staff on operational risk control
- Record in a database, all incidents reported from operational areas of UNBS and prepare periodic and ad hoc incident reports; analyzing the causes and recommending appropriate control measures
- Prepare periodic and ad hoc operational risk reports as advised by the supervisor
- Monitor developments in the environment & identify potential risk exposures to UNBS
- Develop appropriate tools for monitoring operational risk exposures

Qualifications, Skills and Experience:

- Honours Degree in Sciences, BBA, BCOM, B. Economics , Actuarial Sciences, Project Management or related fields from a recognized University/Institution
- Possession of relevant professional qualifications such as Certified Risk Management Professional as added advantage
- Two years of working experience in a busy business organization or professional services firm, preferably in Risk/Audit/Operations departments.
- Be computer literate with skills in MS Word, Excel, PowerPoint, and the Internet applications
- Communication, Teamwork and Analytical skills.
- **Age:** Not more than 30 years

The successful candidate must have a high level of integrity and professionalism, Communication, Teamwork and Analytical skills and needs to be a team player, an excellent communicator with good oral communication and presentation skills.

6. ICT SYSTEMS ANALYST - 1 POSITION

Reporting to the Senior Software Developer, the successful candidate shall be required to perform the following duties;

MAIN DUTIES AND RESPONSIBILITIES

- Provide technical expertise and recommendations in assessing new IT software projects and initiatives to support and enhance UNBS developed systems.
- Identify opportunities that can improve efficiency of business processes.
- Coordinate application development for multiple projects.
- Assist in troubleshooting software application issues.

- Troubleshoot technical issues and identify modifications needed in existing applications to meet changing user requirements.
- Analyze data contained in the corporate database and identify data integrity issues with existing and proposed systems and work with development team to implement solutions.
- Provide assistance and advice to business users in the effective use of applications and information technology.
- Write technical procedures and documentation for applications including operations, user guide, etc.
- Produce technical documentation for new and existing applications.
- Participate in regular meetings with the IT team to discuss progress and issues to be resolved, and report progress on a regular basis to the Senior Developer and Manager ICT.
- Participate in IT project steering committees and be involved in the design phase of any new IT software development projects.
- Assist in the creation of system design and functional specifications for all new development projects.
- Serve as a liaison and facilitator between all business units to assist in addressing and resolving IT software issues.
- Ensure that appropriate standards and procedures are adhered to during software development processes.
- Any other duties as may be signed.

Qualifications, Skills and Experience:

- Bachelor's degree in Information Systems, computer science or related field.
- Certification in Project Management is an added advantage.
- 3 years' hands-on experience in technical roles, experience with systems networking, databases, Web development, and user support.
- Experience in relational Database design in Microsoft SQL, MySQL, Oracle etc.
- Knowledge of data processing, hardware platforms, and enterprise software applications.
- Working knowledge with Microsoft Office Products, Microsoft Visio, and Microsoft Project.
- Strong project management skills in an information systems environment.
- **Age:** Between 25 and 35 years.

The successful candidate must have a high level of integrity, professionalism, Communication, Teamwork and Analytical skills.

7. ASSISTANT STORES OFFICER - 1 POSITION

Reporting to the Stores Officer, the successful candidate shall be required to perform the following duties;

The main purpose of the job is to offer support in stores management of receipt, recording and dispatch of all Bureau items in line with the departmental policies and procedures.

MAIN DUTIES AND RESPONSIBILITIES

- Undertake receipt and verification of the procured items as per the existing stores management guidelines
- Process goods received notes (GRN) for suppliers
- Issue out goods to staff members as approved by the authorizing offices
- Processes documents to PDU for ease of payment to suppliers
- Receive Purchase Orders on IFMS and submitting them for processing
- Participate in the periodic stock taking
- Undertake stock reconciliation and report to supervisor accordingly in a timely on a monthly basis
- Ensure safety of stock and orderliness in stores at all times
- Undertake any other related duties as assigned by the supervisors

QUALIFICATIONS AND OTHER REQUIREMENTS

Interested candidates should possess;

- Diploma in Business studies, Finance, Accounting or procurement and supply chain management or any related field,
- Minimum of 1 years' stores management working in a reputable firm or Institution.
- Not more than 30 years old.
- Communication, Teamwork and Analytical skills.
- Computer skills in MS Word, Excel, PowerPoint, and the Internet applications

The successful candidate must have a high level of integrity and professionalism, Communication, Teamwork and Analytical skills.