



UGANDA NATIONAL MINING COMPANY

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The Uganda National Mining Company (UNMC) was established under the Mining and Minerals Act, 2022, (Act No. 25 of 2022) and incorporated under the Companies Act 2012, (Act No.1 of 2012). It is a limited liability company wholly owned by the Government of Uganda.

The overall function of UNMC is to manage the commercial holding and participating interests of the State in the mining and mineral industry to ensure that the country obtains optimal value from its mineral resources.

The functions of the Uganda National Mining Company include;

1. To manage the State's strategic commercial interests in the mining and mineral activities
2. To participate in accordance with the terms of mineral agreements, in joint ventures in which it holds an interest on behalf of the State.
3. To undertake new mining ventures locally and internationally.
4. To manage State equity participation in the mining sector.
5. To develop and operate infrastructure across the mineral value chain to ensure the country obtains optimal value from the mineral resources for the benefit of all Ugandans.

UNMC now seeks to recruit a qualified Ugandans that will play a key role of ensuring that the Company achieves its vision of a sustainable and profitable world class mining and minerals Company creating value for its shareholders. The positions include;

DEPARTMENT OF FINANCE AND ADMINISTRATION

REF: UNMC-2025-FA-02-25

JOB TITLE: SENIOR ADMINISTRATION OFFICER

REPORTS TO: MANAGER ADMINISTRATION

JOB PURPOSE: Responsible for planning, setting up, and managing company administration a part of the company control system, managing resources and ensuring continuous improvement through knowledge management and innovation.

Age: 25-35 years

Roles and Responsibilities

1. Develop and implement division work plans and timely reporting
2. Supervise the maintenance and cleanliness of the premises
3. Manage the small office equipment, office supplies and furniture, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times



4. Organise hotels and transport for visitors, support UNMC with transport requests
5. Supervise appropriate use and payments for utilities
6. Prepare and submit timely and accurate administration reports
7. Ensuring the confidentiality and security of files and filing systems
8. Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary company news and information
9. Perform any other official duties that may be assigned by the supervisor

Qualification

- a) An Honors Degree in Business Administration or Public Administration or Office Management
- b) Post graduate qualification in the relevant field of Business Administration or Public Administration will be an added advantage
- c) At least Four (4) years of professional working experience in administration in a reputable institution.
- d) Ability to work with minimum supervision
- e) Excellent analytical and presentation skills
- f) Excellent Report Writing Skills
- g) Strong interpersonal, communication and negotiation skills
- h) Excellent Customer Care skills
- i) Information Communication Technology skills
- j) Leadership and Team Work
- k) High moral integrity
- l) Organizational management skills

JOB TITLE: MANAGER PROCUREMENT

REF: UNMC-2025-FA-02-26

REPORTS TO: CHIEF FINANCE AND ADMINISTRATION OFFICER

JOB PURPOSE: Plan and monitor the implementation of the UNMC's Procurement & Disposal function to ensure compliance with the appropriate laws and regulations.

Age: 30-45 years

Roles and Responsibilities;



1. Advising management on trends, issues, problems and activities relating to best practice in procurement.
2. Plan and coordinate the prequalification exercise and monitor the implementation of the established list of service providers.
3. Administering the procurement process in coordination with user departments to acquire and make available required goods and services in the approved quantity and time needed.
4. Ensuring compliance with the provisions of Public Procurement and Disposal of Public Assets (PPDA) Act regulations and procedures and other relevant laws as may be applicable
5. Lead and coordinate the development of UNMC's annual procurement plan ensuring that the Plan meets the needs of the organization and supports the achievement of the organization goals.
6. Ensuring that all procurement data and information is correctly filed and managed in manner that enables easy retrieval and future reference.
7. Taking the lead in the development of an asset disposal plan and ensuring that UNMC's Disposal Processes are managed in a transparent manner.
8. Ensuring that all contractors/Service Providers have authorized and signed contracts stipulating their terms of reference and their obligations for effective performance.
9. To lead the Procurement unit, in a manner that empowers them to deliver excellent customer service and high standards.
10. Handle all Macro and Micro procurements for the Uganda National Mining Company.
11. Verify and approve all procurement evaluation reports and payments for invoices and forward them to relevant offices for further processing
12. Plan and budget for resource requirements in the Department and monitor the usage to ensure efficiency
13. Develop and monitor a Department Work plan and develop performance agreements with all the staff under supervision
14. Monitor staff performance and provide guidance and periodic feedback for performance improvement.
15. Assess the training and development needs of staff under supervision and recommend appropriate interventions.
16. Undertake any other assignments as may be directed from time to time

Qualifications

- a) An Honors Bachelor's degree in Procurement, Business Administration, Commerce or Economics (with a bias in Procurement and Supplies Chain Management) from a recognized University,
- b) Masters degree in Procurement and Logistics, Supply Chain, or business-related field.
- c) At least 10 years' experience in procurement; 5 years of which should be at senior level in a procurement office within Government or a reputable organization.



- d) Full Professional qualification in Procurement or Supply Chain Management such as CIPS or NEVI with Membership certificate.
- e) Valid membership certificate for Certified Procurement Practitioner (CPP) from Institute of Procurement Professionals of Uganda (IPPU).
- f) Excellent Leadership Skills.
- g) Strong Analytical and Report Writing Skills.
- h) Very good Interpersonal Skills.
- i) Stakeholder Management and Networking Skills.
- j) Strong Negotiation Skills

REF: UNMC-2025-FA-02-27

JOB TITLE: MANAGER HUMAN RESOURCE

REPORTS TO: CHIEF FINANCE AND ADMINISTRATION OFFICER

JOB PURPOSE: To coordinate, manage and implement policies, plans and programmes for effective execution of the administration and human resources functions in the Company.

Age: 30-45 years

Roles and Responsibilities;

1. Provide technical advice and guidance to Management on matters of human resources management and development, in terms of policies, regulations, practices and procedures and disciplinary code;
2. Deploy staff of the Company within Departments, Divisions, Sections and Units to meet their manpower needs;
3. Oversee and coordination the needs assessment for Human Resource Development in the Company and develop appropriate human resource development interventions;
4. Coordinate implementation of periodic Performance Review and Appraisal System in the Company;
5. Provide relevant information and data support and up-date records on various Human Resources in the Company;
6. Coordinate the assessment of Human Resource Development needs for the company and organize training and other human resource development programmes/interventions;
7. Interpret and disseminate regulations concerning human resource including standing orders and other staff regulations as approved by the Board of Directors;
8. Maintain an up-to-date filing system and ensure proper disposal of records of the Company in accordance with the retention and disposal schedules.



9. Facilitate general custodian services to include maintenance of office equipment, buildings and grounds for the Company;

Qualifications

- a) A Bachelor's Degree in Human Resource, Public Administration, Management Science, Social Sciences, Social Work and Social Administration, Business Administration or Development Studies from a recognized Institution;
- b) A Master's Degree in Human Resource Management, Public Administration, Business Administration or Management from a recognized Institution
- c) At least eight (8) years working experience in Human Resources six (6) of which must have been at Senior Level;
- d) Good working knowledge and understanding of regulations, accepted professional standards, policies and procedures and legislation.
- e) The ability to manage the implementation of effective employment policies.
- f) A confident leader with experience in leading a team.
- g) Have the ability to develop strong working relationships and drive collaboration.
- h) Have the ability to accept and provide feedback, be challenged on your advice and work well under pressure.
- i) The ability to assert your opinion and ideas with confidence.

REF: UNMC-2025-FA-02-30

JOB TITLE: SENIOR ICT OFFICER

REPORTS TO: MANAGER ADMINISTRATION

JOB PURPOSE: To provide technical support in the management, and maintenance of systems, networks and databases of the Company

Age: 25-40 years

Roles and Responsibilities;

1. Provide technical support with respect to required hardware and network infrastructure solutions and advise Management and Staff.
2. Carry out the maintenance and administration of the website and Intranet
3. Coordinate the setup, configurations, maintain once and monitoring of servers, routers, switches, Printers and ensure all domain services are optimally running all the time.
4. Oversee the design, implementation, and maintenance of the Company's network infrastructure, including LANs, VPNs, and wireless networks.
5. Follow up warranty and non-warranty repairs and preventive maintenance of all information Technology hardware and monitor service delivery in accordance with set best practices and agreed standards.



6. Administer user accounts, permissions and access rights to ensure data confidentiality and integrity.
7. Implement Help Desk for the ICT users to sustain a high quality customer care service in line with the Company objectives and business plan.
8. Ensure compliance with data protection regulations (e.g., GDPR, HIPAA, or relevant local standards).
9. Monitor network performance, identify potential security threats and implement necessary measures to protect the Company's data and systems.
10. Develop and implement security plans, measures and parameters for access and data base integrity
11. Oversee backup and disaster recovery strategies to ensure data integrity and business continuity
12. Any other tasks as maybe assigned from time to time

Qualifications

- a) An Honor's degree in either Computer Science, Information Technology, Information Systems, Software Engineering and Computer Engineering, Information Security, Business Computing, or Science (with focus on Computer Science, Mathematics)
- b) A post graduate qualification in either: Computer Science, Information Technology, Information Systems, Software Engineering and Computer Engineering, Information Security, Business Computing, or Science (with focus on Computer Science, math)
- c) Six (6) years working experience with four (4) of which at Senior level in a busy private or public reputable organization.
- d) Research and analytical skills
- e) Experience in coaching and mentoring.
- f) High level concern for quality and standards
- g) A High level of ethics and integrity

REF: UNMC-2025-FA-02-31

JOB TITLE: HUMAN RESOURCE OFFICER

REPORTS TO: SENIOR HUMAN RESOURCE OFFICER

JOB PURPOSE: Responsible for managing all aspects of the employment process, including hiring, training, compensation, benefits, and employee relations, ensuring a positive and productive work environment.

Age: 25-40 years

Roles and Responsibilities;

1. Coordinate the recruitment processes and procedures in line with Company policies and procedures.



2. Participate in the development and implementation of Human Resource policies,
3. Strategies, systems and tools.
4. Support the implementation of staff training and development programs including
5. national content initiatives
6. Facilitate timely staff performance reviews and preparation of the annual performance review report.
7. Implement staff welfare initiatives across the business units including leave management.
8. Maintain the Human Resource Information System and ensure Up to Date staff records and files.
9. Participate in the preparation of periodic Human Resource reports.
10. Manage the graduate trainee and internship program.
11. Supervise and manage outsourced services including cleaning, health insurance and catering services and prepare periodic contract management reports.
12. Supervise, appraise and develop the administrative support staff in the department.
13. Perform any other duties as may be reasonably assigned.

Qualifications:

- a) An honors degree in Human Resource Management, Social Sciences, Social Work and Social Administration, Public Administration, or Business Administration (Human Resource Management option).
- b) At least 4 years of professional experience working directly in Human Resource or Administration.
- c) Post graduate qualification in any of the above is an added advantage.
- d) Must have excellent communication, personnel management skills and a high level of maturity and integrity
- e) Ability to work independently as well as in a team environment.

REF: UNMC-2025-FA-02-32

JOB TITLE: SENIOR EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER (1)

REPORTS TO: HEAD OF DEPARTMENT

JOB PURPOSE Responsible for managing the Chief Executive Officer's schedule, coordinating communications, preparing materials, and ensuring smooth operations of the office, and represent the Chief Executive Officer's office in various capacities.

Age: 30-45 years

Roles and Responsibilities

1. Undertake research and analysis on all company projects programmes and prepare appropriate briefing material materials for high level investors, partners and stakeholders
2. Analyse and support special projects both ad-hoc projects and initiatives.



3. Coordinate and prioritize meetings, travel arrangements, and other commitments.
4. Manage communications including electronic, telephone and other forms of communication.
5. Prepare letters, memos, and other documents including confidential documents as needed.
6. Coordinate meetings, Prepare agendas, materials, and facilitate meetings with internal and external stakeholders.
7. Handle confidential information, Maintain the privacy and security of sensitive information.
8. Represent the CEO's office and Serve as a point of contact for inquiries and requests.
9. Conduct research and gather information on relevant topics for the President's work.
10. Draft talking points and Prepare materials for the CEO's speeches and presentations.
11. Liaise with external stakeholders, Build and maintain relationships with government officials, Non-Government officials and other key stakeholders.
12. Provide general administrative support and handle a variety of tasks as needed to ensure the smooth operation of the office.

Qualifications

- a) An Honors degree in Public Administration, Social Administration, Business Administration, Economics or Finance or Business Administration or Statistics or Commerce, or any other relevant degree from a recognized university
- b) Master's Degree in either Economics or Finance or Business Administration or Statistics or Commerce, or any other related field.
- c) At least six (6) years relevant professional experience in a busy public or private institution.
- d) Proven experience of administrative assistant, virtual assistant or office administration assistant.
- e) Working knowledge of office management systems, procedures and equipment.
- f) Proficiency in MS Office (MS Word, MS Excel, MS PowerPoint and MS Outlook).
- g) Excellent organizational, planning, written and verbal communication skills.
- h) Excellent time management skills and the ability to prioritize and multitask
- i) High level of integrity, Communication and interpersonal skills, Report writing skills, economic and financial analysis skills and data interpretation skills

REF: UNMC-2025-FA-02-33

JOB TITLE: EXECUTIVE ASSISTANT (2)

REPORTS TO: HEAD OF DEPARTMENT

JOB PURPOSE: The Executive Assistant(s) will provide high-level administrative and organizational support to the Chief Officers. The Executive Assistant will report to the Finance and Administration, but will be ultimately accountable to Chief Officer.

Age: 25-35 years



Roles and Responsibilities:

1. Oversee general office administration, including following up to ensure a clean, organized, and well-equipped office environment;
2. Manage the Calendar of the Head of Department.
3. Schedule and coordinate appointments, meeting and inland travel arrangements for the Department staff.
4. Answer and direct phone calls to the Department and provide general support to visitors.
5. Prepare and amend documents including correspondence, reports, drafts, memos and emails.
6. Ensure the proper maintenance and storage of administrative records and project documentation;
7. Requisition and maintain office supplies for the Department.
8. Manage office logistics, including coordinating transport, deliveries, and office supplies;
9. Organize and support project meetings, workshops, and other events;
10. Receive, sort and distribute incoming correspondence to the Department, perform data entry.
11. Answer and direct phone calls to the Department and provide general support to visitors.
12. Provide back up to the Front Office Administrator.
13. Provide any other administrative support when required.

Qualifications

- j) An Honors degree in Social Sciences, Arts, Development Studies, Public
- k) Administration, Social Administration, Business Administration, Secretarial Management,
- l) Administrative Secretary or any relevant degree
- m) Proven experience of at least 3 years as an administrative assistant, virtual assistant or office admin assistant.
- n) Working knowledge of office management systems, procedures and equipment.
- o) Proficiency in MS Office (MS Word, MS Excel, MS PowerPoint and MS Outlook).
- p) Excellent organizational, planning, written and verbal communication skills.
- q) Excellent time management skills and the ability to prioritize and multitask

REF: UNMC-2025-FA-02-34

JOB TITLE: FRONT DESK OFFICER

REPORTS TO: HUMAN RESOURCE OFFICER

JOB PURPOSE: Undertake all receptionist and clerical duties at the desk of the Company's main entrance. You will be the "face" of the Company for all visitors and will be responsible for the first impression the Company makes.

Age: 25-35 years

Roles and Responsibilities;



1. Responsible for answering incoming calls, directing calls to appropriate offices,
2. Provide callers and or visitors with information such as company address, directions
3. to the company location, website and other related information.
4. Maintains safe and clean reception area by complying with procedures, rules, and
5. regulations
6. Receive mail, distribute it to the respective offices and make follow up on
7. correspondences
8. Schedule, organise and co-ordinate internal meetings.
9. Co-ordinate staff and UNMC guest travels including Air ticket and Hotel bookings
10. Assists in the ordering, receiving, stocking and distribution of office supplies
11. File, record and track documents coming in and going out as may be assigned.
12. Type letters, memos, reports and other correspondences as may be assigned.
13. Assist in the preparation of presentations as may be assigned.
14. Perform secretarial services to meetings as may be assigned.
15. Undertake other related clerical duties such as photocopying, faxing and filing.
16. Maintain a database of such supplies and maintain a database of supplies.
17. Any other duties as may be assigned from time to time.

Qualifications

- a) A honors degree in Social Sciences, Arts, Development Studies, Public Administration, Social Sciences, Office and Information Management, Business Administration, Secretarial Management, Administrative Secretary or any relevant degree
- b) A least 3 years working experience as an administrative assistant, virtual assistant or office administrative assistant.
- c) Working knowledge of office management systems, procedures and equipment.
- d) Proficiency in MS Office [MS Word, MS Excel, MS PowerPoint and MS Outlook.
- e) Excellent Interpersonal and communication skills
- f) Ability to relate with different stakeholders
- g) Courteous and respectful
- h) Strong attention to detail
- i) Ability to multi-task, improvise and make decision
- j) A high sense of personal grooming

REF: UNMC-2025-FA-02-35

JOB TITLE: DRIVER (4)

REPORTS TO: DESIGNATED OFFICER/TRANSPORT OFFICER

**JOB PURPOSE:**

Safely transport people or goods from one location to another, while adhering to traffic laws and regulations, and maintaining the vehicle in good working order.

Age: 25-40 years

Roles and Responsibilities;

1. Drive the assigned office vehicle for official purposes such as transporting
2. Employees to carry out official field activities.
3. Keep any assigned vehicle in a clean and good state.
4. Deliver mail as and when assigned.
5. Ensure that the assigned vehicle is in perfect mechanical condition before transporting any staff or authorised visitors through regular checking of the vehicle.
6. Keep a clean record of the fuel issued / consumed and journeys made in the logbook to simplify the accountability of fuel used.
7. Ensure that routine servicing is done in time by monitoring the service mileage of the vehicle regularly.
8. Keep a tracker to ensure validity of both third party and comprehensive insurances so that they are renewed when necessary.
9. Undertake any other assignments as may be directed from time to time.

Qualifications

- a) Applicants should be Ugandans holding a Uganda Certificate of Education (UCE) with at least a pass in English Language and mathematics;
- b) Applicants should have a working experience of two (3) years as Driver in Government or from a reputable Organization
- c) A valid driving permit of class B and CM held for more than three years. With great professional driving skills
- d) A Certificate in defensive driving and training in road safety with exceptional knowledge of traffic laws and regulations
- e) Certificate of Competence from Ministry of Works and Transport will be an added advantage
- f) Familiarity with vehicle maintenance, and understanding of motor vehicle functionality
- g) Capable of working under high pressure



- h) Customer service
- i) Time management skills
- j) Work alone effectively
- k) Physical strength

REF: UNMC-2025-FA-02-36

JOB TITLE: WELFARE ASSISTANT

REPORTS TO: EXECUTIVE ASSISTANT

JOB PURPOSE: To take responsibilities of the general cleanness and some administration functions of UNMC Offices.

Age: 25-35 years

Roles and Responsibilities

1. General office cleaning, inside and outside surroundings (dusting, sweeping, vacuuming,
2. Notify the office management of occurring defectiveness and needs for repairs
3. Provide logistical and administration support during meetings and other events
4. Support staff in moving documents around the office.
5. Preparing tea and sourcing lunch for staff as necessary
6. Maintain a kitchen inventory e.g. Initiating purchase requests for kitchen and cleaning requirements plus toiletries
7. Provide back-up to program staff and reception by receiving and hosting visitors with hospitality,
8. Answering questions, forwarding messages, confirming customer requests, keeping customers informed of request status etc.
9. Photocopying/Binding Office documents as necessary
10. Any other duties as may be assigned by the supervisor.

Qualifications

- a) Applicants should be Ugandans holding a Uganda Advanced Certificate of Education or its
- b) Applicants should have a minimum of two (2) year of working experience as an Office Attendant in a reputable organization.



- c) Good communication and interpersonal skills
- d) Time management
- e) Ability to work well with other members of the team

REF: UNMC-2025-FA-02-28

JOB TITLE: SENIOR ACCOUNTANT

REPORTS TO: MANAGER ACCOUNTS

JOB PURPOSE: To ensure the accurate and timely preparation of financial statements and reports, oversee accounting operations, and provide financial expertise to support sound decision-making within an organization.

Age: 25-40 years

Roles and Responsibilities

1. Prepare and submit regular and timely financial reports on the Company's revenue and expenditure in line with financial guidelines to guide management in decision making.
2. Provide custody and security of financial records and backup of accounting software data.
3. Supervising periodic reconciliations of ledgers and cashbooks to account statements; non-tax revenue to URA provisional returns and providing advice on appropriate actions;
4. Monitor the expenditures with a view of ensuring that the amounts budgeted for under each expenditure is not exceeded;
5. Monitor revenue activities for all revenue centers and report their performance on a regular basis.
6. Coordinate and monitor accountabilities for funds/advances disbursed to staff for operations and ensure such records are up to date.
7. Monitor and ensure that Accounts Receivables (Debtors) and Accounts Payables (Creditors) are regularly reconciled and reported on to guide Management decisions.
8. Ensure that all payment vouchers have the required supporting documents attached before payments are approved.
9. Coordinate and monitor accountabilities for funds disbursed to staff for operations and ensure up to date records are maintained.



Qualifications

- a) Honors degree in either Commerce, Business Administration, Accounting, Finance or other relevant business-related field from a recognized University / Institution
- b) Master's Degree in either Business Administration, Accounting, Finance or related field from a recognized University.
- c) Professional accounting qualifications and membership such as ACCA, CPA, CFA or CA will be an added advantage.
- d) Minimum of 6 years' working professional experience 3 of which should have been as public sector accounting in government or a reputable organization.
- e) Post graduate qualification in Financial Management will be an added advantage
- f) Must be computer literate with skills in MS Word, Excel, PowerPoint and the Internet applications
- g) A high level of integrity and professionalism, Communication, Teamwork and Analytical skills.

REF: UNMC-2025-FA-02-29

JOB TITLE: ACCOUNTANT

REPORTS TO: SENIOR ACCOUNTANT

JOB PURPOSE: To undertaking all accounting tasks and ensuring that all financial transactions, from fixed payments and variable expenses to bank deposits and budgets are well managed.

Age: 25-35 years

Roles and Responsibilities

1. Assisting in examining correctness of payment requests, completeness of documentation and certifying requisition or transactions for further processing;
2. Assisting in verifying receipts, matching and undertaking on-line reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments;
3. Assisting in compiling accountability returns, verifying and retiring advance ledgers;
4. Assisting in maintaining primary financial records and up-to-date Books of Accounts;
5. Assisting in preparing periodic reconciliations of financial statements and carrying out monthly cash book reconciliations with bank statements



6. Assisting in verifying payroll change requests and reports so as to ensure correctness of computations, payments and deductions;
7. Certifying and following-up approval and payment to beneficiaries;
8. Updating functional support to Public Finance Management (PFM) systems;
9. Any other duties as may be assigned from time to time.

Qualifications

- a) Honors Bachelor's Degree in Commerce (Accounting option); or Business Administration (Accounting option); or Finance and Accounting; from a recognized University / Institution.
- b) Professional qualification in accountancy such as ACCA; or CPA; or ACIS; or CPE obtained from a recognized Institution will be an added advantage;
- c) Must be a Member of a recognized accounting professional body and accredited by the Institute of Certified Public Accountants of Uganda (ICPAU).
- d) Ability to collect, analyse and evaluate information and the preparation of written concise reports of work performed plus recommendations
- e) Experience in automated audit processes such as data analytics and use of financial management software is an added advantage.

REF: UNMC-2025-FA-02-42

JOB TITLE: SENIOR SECURITY OFFICER

REPORTS TO: MANAGER ADMINISTRATION

JOB PURPOSE: Responsible for protecting premises, assets, and personnel, going beyond standard security duties to include managing security systems, responding to incidents, and potentially overseeing a team of security personnel

Age: 25-40 years

Roles and Responsibilities

1. Safeguarding UNMC premises, assets, and personnel from potential threats, including terrorism, illegal activities, and emergencies.
2. Managing and operating UNMC security systems like CCTV, alarm systems, and access control.
3. Responding to complex and large-scale safety and security incidents.
4. Performing surveillance at UNMC command centers and monitoring CCTV footage.



5. Regulating traffic flow and ensuring safe movement within the area.
6. Attending to inquiries from UNMC stakeholders and providing assistance.
7. Overseeing and managing the UNMC team of security personnel.
8. Acting as a liaison between the Company and law enforcement agencies or other security stakeholders.
9. Preserving evidence related to security incidents.
10. Participating in the formulation and implementation of security policies for the Company
11. Coordinate the Company and Security agencies to respond to theft, robberies or any potential breach of peace across the Company network;

Qualifications

- a) An Honors Bachelor's degree in any field;
- b) Have at least six (6) years' experience in security or other risk related field;
- c) Any relevant security training in Strategic Military or Police or Prisons training, Command training with relevant professional or state bodies is desirable;
- d) Computer skills.
- e) Analytical and Investigation skills;
- f) Communication skills (verbal, written and presentation);
- g) Basic financial and numerical skills;
- h) Networking skills and the ability to build internal and external security relationships (in particular with security organs);
- i) Physical fitness;
- j) Team player with strong interpersonal skills;
- k) Ability to work under pressure, and exercise excellent judgment.

REF: UNMC-2025-FA-02-43

JOB TITLE: SECURITY OFFICER

REPORTS TO: SENIOR SECURITY OFFICER

JOB PURPOSE: Protect people, property, and company assets by patrolling, monitoring, and enforcing security measure

Age: 25-35 years



Roles and Responsibilities

1. Regularly patrol premises and monitor entrances and exits to prevent unauthorized access and ensure the safety of people and property.
2. Check identification, verify credentials, and manage the Company's entry points to prevent unauthorized access.
3. Maintain accurate incident reports, documenting incidents, observations, and security breaches that may have occurred at the Company premises.
4. Enforce UNMC safety and security policies, rules, and regulations.
5. Recognize suspicious behavior and respond to potential threats or security breaches.
6. Operate security equipment, such as surveillance cameras, and metal detectors.
7. Liaise with government security agencies and provide security advice.

Qualifications

- a) Bachelor's degree (Hons) in any discipline from a recognised University.
- b) Training in Voluntary principles on security and human rights is an added advantage
- c) Certification in Security Management by an internationally recognized security
- d) institution will be an added advantage
- e) Possession of relevant certification in health and safety will be an added advantage
- f) Minimum of four (4) years of experience in security (Private Security Company, Army
- g) or Police)
- h) Experience in security operations in the mineral sector or in a busy manufacturing or
- i) construction setting is an added advantage
- j) Experience in remote site operations is an added advantage

DEPARTMENT OF INTERNAL AUDIT

REF: UNMC-2025-IA-02- 37

JOB TITLE: SENIOR INTERNAL AUDITOR -OPERATIONS

REPORTS TO: MANAGER INTERNAL AUDIT

JOB PURPOSE: Responsible for evaluating an organization's technical systems, processes, and controls to ensure efficiency, compliance, and risk management.



Age:

25-40 years

Roles and Responsibilities;

1. This is responsible for assessing the effectiveness and efficiency of the Company's internal controls.
2. Evaluate the Company's risk management framework and practices.
3. Participate in the bi-annual risk assessment process that informs the scope of the audit.
4. Communicate their findings and recommendations to management and other stakeholders.
5. Promote continuous improvement within the Company by identifying opportunities for enhancing processes, controls, and risk management practices.
6. Conduct audits either individually or as part of a team to give assurance as to the effectiveness of controls and other risk-mitigating measures.
7. Perform root cause analysis and develop appropriate recommendations.
8. Maintain audit files to ensure that audit findings are well supported.
9. Carry out investigative audits including fraud investigations as assigned from time to time to achieve specified objectives.
10. Prepare audit working papers to ensure that sufficient and reliable evidence has been gathered as a basis for reporting.
11. Creation of staff awareness on risk management to minimize operational losses.
12. Follow up on outstanding audit issues and document status updates in the audit software

Qualifications

- a) Bachelor's degree (Honors) in Commerce, Accounting, Business Administration, Risk Management or a relevant field.
- b) At least four (6) years of relevant experience in Auditing in Government or a reputable commercial/ business-oriented organization.
- c) Full membership of ICPAU, ACCA, CIA or an equivalent IFAC recognized professional accountancy body is an added advantage.
- d) Membership of the Institute of Internal Auditors (IIA) is an added advantage.
- e) Any other certification/post graduate qualification in the field of audit, risk management, and IT is an added advantage.
- f) Ability to collect, analyse and evaluate information and the preparation of written concise reports of work performed plus recommendations
- g) Experience in automated audit processes such as data analytics and use of audit management software is an added advantage.



REF: UNMC-2025-IA-02-38

JOB TITLE: INTERNAL AUDITOR- TECHNICAL

REPORTS TO: SENIOR INTERNAL AUDITOR – TECHNICAL

JOB PURPOSE: Will review, evaluate and contribute to the improved effectiveness of risk management, control and governance processes and perform Technical audit assignments as directed by the supervisor.

Age: 25-40 years

Roles and Responsibilities:

1. Prepare and effectively implement audit plans and programs in support of company goals.
2. Critical review of the adequacy and effectiveness of internal controls and recommending necessary improvements.
3. Carry out special audit investigations in the Company as assigned.
4. Coordinate the audit of value for money for projects and assignments undertaken by the Company.
5. Provide support to the preparation and realization of the audit plans and preparation/presentation of audit reports.
6. Oversee the respective conducted audits to conclusive resolution and accountability of matters of attention.
7. Develop and implement an appropriate compliance monitoring framework to ensure compliance with internal policies, laws and regulations by the Business Units to enable them achieve compliance in their processes.
8. Identify compliance gaps and ensure timely and effective communication to the relevant business process owners.
9. Institute an appropriate reporting mechanism and follow up of corrective actions to be taken to ensure their effective execution.
10. Evaluate effectiveness and efficiency of operations and promoting continuous improvement, Assess compliance with the set policies, procedures, standards, technical specifications as well as best practices
11. Review and analyze Internal System Audit procedures and associated risks and suggest mitigation measures for risks identified;
12. Ascertain extent to which process goals and objectives have been established and conform to those of UNMC.



13. Review processes to ascertain extent to which results are consistent with goals and objectives and are performed as intended
14. Prepare timely, clear, and well-written reports of audit results to Supervisor.
15. Advising and influencing senior management to take appropriate steps to strengthen the governance, risk management and internal control
16. Coordinate external audits and follow up on implementation of recommendations with relevant stakeholders

Qualifications, Skills and Experience:

- a) An Honor's degree in Engineering, Geology, Mining, Industrial Chemistry, Physical Sciences, Chemical Engineering, Geoscience or Mining Engineering obtained from an internationally recognized University.
- b) A minimum of 4 years of experience working on relevant technical engagements and related projects with ability to demonstrate quality assurance acumen and demonstrable ability to lead engagements
- c) Qualification in accounting with relevant professional body such as CIA, ACCA, CPA, CIMA is an added advantage
- d) Member of relevant professional bodies is added advantage
- e) Proficiency in Auditing and Compliance Management
- f) Analytical, testing and sampling skills
- g) Professionalism
- h) Knowledge of Audit Strategy, Audit Methodology and scope
- i) Understanding Risk, Control and Governance
- j) Articulate communicator and excellent report writing skills

DEPARTMENT OF COMMERCIAL AND INVESTMENTS

REF: UNMC-2025-CI-02-20

JOB TITLE: SENIOR FINANCIAL/ECONOMIC ANALYST

REPORTS TO: MANAGER RISK, PLANNING AND INVESTMENTS

JOB PURPOSE: Responsible for undertaking all economic and financial monitoring and analysis required to aid regulatory decisions and support the development and implementation of linkages between the minerals sector and other sectors of the economy.



Age:

30-45 years

Roles and Responsibilities

1. Participate in the development of a work plan, budget and procurement plan for the Department and compile reports on the activities of the Department.
2. Support monitoring of the risk management framework and identification of risk and/or triggers within the economic and financial monitoring function.
3. Support the development of appropriate economic and financial models for analysing investments in the sector and the identification and development of appropriate databases and tools necessary for economic and financial analysis
4. Monitor and advise on the economic and financial aspects in the mining operations and submit annual reports on the economic viability of the minerals sector projects in Uganda.
5. Support economic asset evaluations to anchor the licensing process and works with the relevant teams to optimize production and guide decisions on tail end production.
6. Undertake frequent examination and contextualization of the macro-economic risks in the country and other topical issues and their impacts on the projects in the sector and submit timely reports.
7. Support the provision of necessary inputs and information into agreements and negotiations between Government and industry players and to the relevant authority for the collection of taxes and fees from petroleum activities.
8. Support the generation of recommendations regarding oil and gas legislation as well as other related policies from an economic point of view.
9. Support forecasting of Government take from the projects to ensure adherence to the regulatory framework and secure the optimal government take from the projects.
10. Support the development of sectoral linkages between the oil and gas sector and other sectors of the economy to facilitate sustainable broad-based growth and development.
11. Undertake any other assignments as may be directed from time to time.

Qualifications

- a) An Honors Degree in either Economics or Finance or Business Administration or Statistics or Commerce, or any other relevant degree from a recognized university
- b) Master's Degree in either Economics or Finance or Business Administration or Statistics or Commerce, or any other related field.
- c) At least six (6) years relevant professional experience in a busy natural resource or public or private institution.
- d) Track record of commercial analysis and execution of commercially sound contracts.



- e) High level of integrity
- f) Communication and interpersonal skills
- g) Report writing skills
- h) Financial Analysis Skills
- i) Data Interpretation Skills

REF: UNMC-2025-CI-02-19

JOB TITLE: SENIOR BUSINESS/COMMERCIAL ANALYST

REPORTS TO: MANAGER RISK, PLANNING AND INVESTMENTS

JOB PURPOSE: To develop robust risk-based business and economic evaluations for existing upstream activities and new ventures to support strategic decision making.

Age: 30-45 years

Roles and Responsibilities

1. Undertake economic & financial modelling of existing mining licenses and New Ventures
2. Perform economic evaluations to assess project feasibility, carry out project risk analyses, identify business drivers and facilitate investment decision-making processes.
3. Assist management in the formulation of position papers, strategic business development, including long and medium-term planning economics and analysis.
4. Provide managerial oversight and quality assurance to the Commercial discipline in the framing of economic evaluations, development of economic models, identification of embedded options, risks and mitigations in commercial ventures.
5. Ensure effective and robust analysis with regards to due diligence of potential joint venture partners.
6. Co-ordinate formal assumption reviews and signoffs, as well as compile and update assumption documents.
7. Keep abreast of developments on economic evaluation, taxation and fiscal terms, cost structures, crude oil and petroleum product prices, hydrocarbon availability, as well as key global trends in the energy sector.
8. Any other duties as may be assigned.

Qualifications

- a) An Honors Degree in either Economics or Finance or Business Administration or Statistics or Commerce, or any other relevant degree from a recognized university
- b) Master's Degree in either Economics or Finance or Business Administration or Statistics or Commerce, or any other related field.



- c) At least six (6) years relevant professional experience in a busy natural resource or public or private institution.
- d) Track record of commercial analysis and execution of commercially sound contracts.
- e) Must have proficiency in Excel or other financial analysis software.
- f) Must be able to interpret and analyse statistical data, translate strategies into practical actions to ensure they align with industry standards.
- g) Must be able to conduct economic evaluations, risk assessments, and develop alternatives to obtain financial authorizations.

REF: UNMC-2025-CI-02-21

JOB TITLE: SENIOR PLANNING OFFICER

REPORTS TO: MANAGER RISK, PLANNING AND INVESTMENTS

JOB PURPOSE: Responsible for monitoring, evaluating and Implementation of Company plans; programmes and projects.

Age: 30-45 years

Roles and Responsibilities

1. Developing and maintaining a data bank for planning and decision-making purposes
2. Providing technical advice on matters related to planning.
3. Preparing and coordinating work plans and budgets
4. Coordinating the formulation and execution of public expenditure policies and priorities.
5. Developing policies, medium and long-term strategic plans for the energy programs;
6. Facilitating the integration of resource planning and other management planning processes for mining programs;
7. Developing standardized frameworks and models for investment evaluation for the Company programs;
8. Evaluating proposed investment(s) to determine the investor's capacity of undertaking the investment;
9. Undertaking periodic assessments of the performance of policies, plans and projects to ensure the set targets are realized;
10. Providing technical advice on the mining development;
11. Designing and implementing a comprehensive quality assurance and risk management framework for the Mineral sector;
12. Establishing and maintaining collaborative linkages with partners in the Mineral industry;
13. Any other duties as may be assigned from time to time.

Qualifications



- a) An Honors Degree in either Economics or Finance or Business Administration or Statistics or Commerce, or any other relevant degree from a recognized university
- b) Master's Degree in either Economics or Finance or Business Administration or Statistics or Commerce, or any other related field.
- c) At least six (6) years relevant professional experience four (4) of which should have been served at Senior Officer Level in Government or equivalent level of experience from a reputable Organization.
- d) Strong analytical and problem-solving skills.
- e) Excellent communication and interpersonal skills.
- f) Project management skills.
- g) Knowledge of energy sector policies and regulations.
- h) Ability to work independently and as part of a team.
- i) Strong organizational skills.

REF: UNMC-2025-CI-02-24

JOB TITLE: OFFICER – TRADE

REPORTS TO: SENIOR OFFICER- TRADE

JOB PURPOSE: To implement the trading processes and carry out related activities with special focus on the mineral products.

Age: 25-35 years

Roles and Responsibilities

1. Participate in the initiation, internal processing, and the pursuit of identified opportunities to implement the approved business cases for minerals.
2. Continuously gather information on the market and supply trends for analysis to inform timely responsiveness for business development.
3. Monitor/track market mineral products prices to inform effective price negotiations with suppliers and customers to deliver the required trading profitability.
4. Generate weekly/monthly specialties trading transactions and seek relevant internal approvals to service the customer demand commitments as per the guidelines in the respective Sales & Purchase Agreements.
5. Participate in gathering supply and demand information to inform optimal sourcing, stocking, and trading.



6. Participate in the implementation of marketing initiatives to enhance market penetration and extraction of optimal value for specialty products in the identified markets.
7. Implement identified risk mitigation measures in the mineral business activities.
8. Perform any other duties as may be assigned by your supervisor from time to time to facilitate growth opportunities and participate in company-wide activities.

Qualifications

- a) Bachelor's Degree (Hons) in either Economics, Statistics, Commerce, Business Administration, Marketing, or other related degree.
- b) Should have at least four (4) years, relevant working experience in a public sector or reputable private institution.
- c) Relevant professional development training will be an added advantage.
- d) Training in QHSE principles is an added advantage.
- e) Self-motivated and significant planning and follow through skills.
- f) Must have passion for execution and result oriented skills. g) Strong interpersonal and communication skills.
- g) Good negotiation skills.
- h) Good coordination and stakeholder management skills

REF: UNMC-2025-CI-02-23

JOB TITLE: SENIOR OFFICER – TRADE

REPORTS TO: MANAGER MARKETING AND TRADE

JOB PURPOSE: Responsible for generating earnings through advanced insights into market fundamentals, trade flows, analytics while managing risk effectively.

Age: 30-45 years

Roles and Responsibilities

1. Participate in defining specifications for petroleum products to be procured and identification of supply sources.
2. Prepare and implement quality control measures to ensure supply and sale of quality mineral products.
3. Identify and manage logistical processes within the petroleum products supply and distribution chain in liaison with relevant stakeholders.



4. Conduct market surveys and carry out supply and demand analysis to inform procurement and stocking of mineral products.
5. Identify and engage with potential clients for bulk petroleum products and propose strategies for meeting their requirements.
6. Participate in the development and implementation of marketing strategies including promotions and new products' development initiatives.

Qualifications

- a) An Honors Degree in either Economics or Finance or Business Administration or Statistics or Commerce, or any other relevant degree from a recognized university
- b) Master's Degree in either Economics or Finance or Business Administration or Statistics or Commerce, or any other related field.
- c) At least six (6) years relevant professional experience four (4) of which should have been served at Senior Officer Level in a busy commodity trading Organization.
- d) Training in HSE principles is an added advantage.

REF: UNMC-2025-CI-02-22

JO TITLE: SENIOR OFFICER – JOINT VENTURES

REPORTS TO: MANAGER JOINT VENTURES AND PARTNERSHIPS

JOB PURPOSE: Co-ordinate and oversee all Joint Venture (JV) aspects of UNMC's operated and non-operated assets across the value chain

Age: 30-45 years

Roles and Responsibilities

1. Design, implement and coordinate JV management processes within UNMC, ensuring adherence to the terms of the JOAs, PSAs and other JV Agreements as well as with UNMC procedures and ways of working.
2. Manage, mentor and develop the Joint Venture Officer(s) and ensure suitable coverage and management of all JV activities.
3. Ensure all reporting requirements under the JOAs, PSAs and other JV Agreements by Operator/Contractor are satisfied.
4. Interface with UNMC's Corporate Functions to coordinate UNMC's engagement strategy with JV Partners across the value chain.
5. Represent UNMC within the JV and Government Technical, Financial and Operational meetings to deliver UNMC's commercial strategy.
6. Provide guidance and strategy on JV decisions to support UNMC's desired outcomes.



7. Ensure all JV decisions and approvals are obtained in a timely manner and properly documented, including approval of expenditure, annual work programme & budgets.

Qualifications

- a) An Honors Bachelor's Degree in either Engineering, Geology, Mining, Economics, Finance, Geosciences or any relevant discipline.
- b) A Master's Degree in either Economics, Mining, Finance, Business Administration or any relevant discipline will be an added advantage
- c) Must have at least six (6) years relevant working experience including leading teams, handling commercial negotiations, joint ventures and knowledge/experience in the regional and global mineral markets.
- d) Experience in commercial/business performance aspects in regulated industries is an added advantage.
- e) Should be commercially astute and possess sound negotiation and leadership skills.
- f) Have excellent communication and personnel management skills and a high level of discretion and personal integrity.
- g) Ability to work under pressure and to work as part of a team.

DEPARTMENT OF EXPLORATION AND EXTRACTIONS

REF: UNMC-2025-EE-02-01

JOB TITLE: SENIOR HEALTH AND SAFETY OFFICER

REPORTS TO: MANAGER SUSTAINABILITY

JOB PURPOSE: Support the Execution of Frontline Day to Day Health and Safety activities

Age: 30-45 years

Roles and Responsibilities:

1. Implement the health and safety policies and procedures of the company.
2. Attend the daily permit to work (PTW) meeting and participate in general job safety analysis and risk assessments.
3. Ensure compliance with the permit-to-work procedure through day-to-day PTW reviews and planned workplace inspections.
4. Lead emergency response team actions during an emergency
5. Review the contractor safety performance by inspection and data acquisition to provide means to improve overall Health, Safety, and Environment (HSE) standards.
6. Advise on improvements to HSE procedural control.



7. Ensure strict compliance with the Company safety requirements.
8. Administer the behavior-based safety program by collecting reports, analyzing data, coordinating root cause analysis, and tracking recommendations.
9. Ensure the adequate training of personnel operating on site and maintain records for mandatory training.
10. Participate in HSE Audits, investigate all safety incidents and accidents and ensure the quality of the notification report issued by the concerned discipline.
11. Ensure emergency preparedness, including ready-to-go conditions of fire equipment, by witnessing regular tests and supervising servicing and cleaning activities.
12. Communicate HSE-related issues to the workforce, including HSE statistics, lessons learned from and others' incidents, HSE procedure updates, etc.
13. Ensure HSE records are kept updated according to the environmental monitoring plan.
14. Deliver safety induction to visitors.
15. Ensure compliance with personal protective equipment (PPE) policy.

Qualifications

- a) University Degree (Hons) in Industrial Safety, Health Safety and Environment or a relevant Field.
- b) A Master's Degree in either Industrial Safety, Health Safety and Environment or a relevant Field
- c) At least six (6) years' experience in the execution of frontline Health and Safety monitoring and reporting activities.
- d) Experience in conducting data analysis and reporting statistics.
- e) Certificate in occupational health and safety is added advantage.
- f) Formal training in Environmental Health or equivalent is an added advantage.
- g) Knowledge of the legislation governing health and safety.
- h) Application of HS Standards ISO 9001, ISO 14001 and ISO 45001
- i) Strong communication skills, both written and verbal.
- j) Conducting Safety Risk Assessments Safety Audits and investigations.

REF: UNMC-2025-EE-02-02

JOB TITLE: SENIOR ENVIRONMENT OFFICER

REPORTS TO: MANAGER SUSTAINABILITY

JOB PURPOSE: To support the development and implementation of Environmental activities in line with the Company objectives



Age:

30-45 years

Roles and Responsibilities

1. Ensure that UNMC's operations are aligned to the national environmental legal and regulatory requirements, and industry best practice in the petroleum value chain.
2. Contribute to the development and implementation of UNMC's QHSE Management System.
3. Provide support in the conduct and review of Environmental and Social Impact
4. Review Contractors' project specific ESMPs before implementation.
5. Identify, apply for, maintain, and ensure compliance of environmental permit and license conditions issued to UNMC by various Government Agencies.
6. Undertake Environmental compliance monitoring of UNMC's operations and ensure that environmental risks are adequately addressed.
7. Identify, mobilise and participate in Stakeholder engagements for UNMC's proposed and active operations.
8. Actively engage and update Government agencies about UNMC's environmental management performance through meetings, and regular reports.
9. Investigate incidents that affect UNMC employees and project host communities, such as pollution, work related accidents, noise control, toxic contamination, waste management, among others.
10. Conduct internal environmental audits for UNMC's active operations.
11. Review partners' environmental performance reports and participate in meetings with Partners, when required.
12. Prepare Environmental performance reports relating to UNMC's operations.
13. Perform any other duties assigned by the supervisor.

Qualifications

- a) An Honors Bachelor of Science Degree in Environmental and Natural Resources Management, Chemical or Environmental Engineering, or Chemistry or related field from a recognized University or Institution.
- b) A Master's Degree in either Industrial Safety, Health Safety and Environment or a relevant Field
- c) At least Six (6) years of environmental management related experience with infrastructure or natural resources large projects.
- d) Previous experience in mineral Exploration and production operations including social development or natural resource projects, is an added advantage.



- e) Knowledge of Uganda environmental laws and regulations, international standards and QHSE management systems is essential.
- f) Extensive knowledge of modern environmental technology, waste management
- g) Practice/disposal/monitoring, environmental monitoring
- h) Effective communication skills
- i) Data analysis & report writing skills.
- j) Problem solving skills.
- k) Compliance monitoring & documentation.

REF: UNMC-2025-EE-02-03

JOB TITLE: SENIOR LAND OFFICER

REPORTS TO: MANAGER SUSTAINABILITY

JOB PURPOSE: To ensure that Land acquisition and relocation of people is done efficiently, in time and in compliance with all the relevant regulations and safeguards and all documentation relating to titling and lease of land are acquired and updated in time.

Age: 30-45 years

Roles and Responsibilities

1. Monitoring the implementation of Land Administration policies, laws, standards and regulations that relate to the development of the mineral sector
2. Supervising the processing of transactions for the acquisition of land like lease offers and deed plans.
3. Arbitrating and reporting on the settlement of land disputes.
4. Developing and maintaining data bases on basic information on project areas that include; land resources, present land use, infrastructure, population, land tenure, social structure, etc.
5. Offering expert witness testimony and valuation expertise in legal proceedings, such as property disputes, eminent domain cases, or challenges to property assessments;
6. Reviewing and evaluating project proposals for land use and development plans and prepare recommendations.
7. Participating in conducting Resettlement Action Plans (RAP) and Environmental Impact Assessment (EIA) for identified project locations.
8. Undertaking any other land use planning exercises to support provision of information required by the different projects.



9. Identifying potential sources of grievances, designing and implementing appropriate grievance redress mechanism.

Qualifications

- a) An Honors Degree in Land Economics; or Land Valuation; or Land surveying, Geomatics or related field from a recognized University or Institution.
- b) A Master's Degree in either Economics, Finance, Business Administration, Project planning and management or any relevant discipline
- c) At least Six (6) years related experience with land acquisition and resettlement for large public or private projects, infrastructure or natural resources projects.
- d) Previous experience in mineral Exploration and production operations including social development or natural resource projects, is an added advantage.
- e) Experience in managing multidisciplinary teams and managing group dynamics
- f) Demonstrated experience in planning and implementing complex projects
- g) Working with tight timelines and managing pressure from all stakeholders.

REF: UNMC-2025-EE-02-04

JOB TITLE: SURVEYOR

REPORTS TO: SENIOR LANDS OFFICER

JOB PURPOSE: Responsible for conducting surveys to assess the topography, boundaries, and layout of the land used by our client for cultivation, processing plants, and other infrastructure.

Age: 25-35 years

Roles and Responsibilities

1. Perform detailed topographical, boundary, and elevation surveys of plantations and factory sites.
2. Measure and map the layout of land parcels for cultivation, irrigation, and construction projects.
3. Accurately mark out land boundaries to avoid encroachments and manage land ownership issues.
4. Analyze land survey data to produce detailed maps, reports, and sketches for decision-making.
5. Maintain accurate records of all survey data, including measurements, field notes, and digital models.



6. Prepare maps, charts, and diagrams that reflect accurate information about land contours, elevations, and features relevant to the company's agricultural and factory operations.
7. Provide periodic reports to management on land survey findings, potential land usage, and any discrepancies.
8. Collaborate with agronomists, engineers, and project managers on land use and development planning for sugarcane farms and facilities.
9. Assist in the identification of suitable land for future expansion of plantations and sugar production facilities.
10. Help resolve disputes related to land ownership, boundaries, or encroachment by providing accurate survey information.

Qualifications

- a) An honors degree in Land Surveying, Geomatics, or a related field from a recognized University or Institution
- b) Minimum of four (4) years of experience in land surveying, preferably in the mineral and industrial sectors.
- c) Experience with surveying large-scale agricultural lands and infrastructure is an advantage.
- d) Proficient in using surveying instruments such as Total Stations, GPS, Theodolites, and related technologies.
- e) Strong knowledge of land laws, mapping techniques, and surveying principles.
- f) Excellent attention to detail and accuracy in measurement and data collection.
- g) Strong analytical skills and the ability to solve complex spatial problems.

REF: UNMC-2025-EE-02-07

JOB TITLE: VALUER

REPORTS TO: SENIOR LANDS OFFICER

JOB PURPOSE: To assess the value of various assets and provide accurate valuations to support property transactions, investment decisions, and financial assessments.

Age: 25-35 years

Roles and Responsibilities

1. Implementing land acquisition procedures and standards in line with approved criteria to be used during expropriation and gazetting of the right of way;



2. Participating in preparation of advance plans for acquisition of the right of way for road and related projects as per strategic and annual plans;
3. Reviewing and updating Geographical Information Systems (GIS) database on project affected persons and properties along all national road corridors;
4. Preparing valuation reports in reference to the strip map/cadastral layouts based on the final Engineering designs;
5. Implementing the approved communication strategy for stakeholders (stakeholder engagement);
6. Compiling and updating database of land values across the Country and participating in payment processes of compensation and expropriation of land and generating accountability reports;
7. Managing grievances/complaints in accordance with the Grievance and Appeals Management Framework;
8. Participating in the processing and issuance of vacation and demolition notices, taking over the compensated properties and clearing the right of way;
9. Assessing and valuing injurious affection during or after construction;
10. Carrying out risk management on land and property valuation in line with approved Risk Management Framework;

Qualifications

- a) An Honors Degree in Land Economics; or Land Valuation; or Land Use Management or related field from a recognized University or Institution.
- b) At least four (4) years' experience in, property, plant and machinery, Land valuation and resettlement;
- c) Post graduate qualifications will be an added advantage;
- d) Must be registered with the Institution of Surveyors of Uganda (ISU) as Graduate member or Professional Associate.
- e) Excellent interpersonal, particularly staff management relations, oral and written communication skills.
- f) Strategic thinking and ability to work and produce accurate results in an environment with multiple and challenging tasks.
- g) High Level of Integrity and ability to work as part of a team and to develop subordinates.



REF: UNMC-2025-EE-02-05

JOB TITLE: SENIOR COMMUNITY LIAISON OFFICER

REPORTS TO: MANAGER SUSTAINABILITY

JOB PURPOSE: Support the Company in liaising with the local community & local government authorities to ensure the mining project activities are implemented as per schedule & scope, addressing the day to day concerns of the community & acceptable to all stakeholders.

Age: 30-45 years

Roles and Responsibilities

1. Ensure the teams are undertaking the appropriate Stakeholder engagements to build trustful relationships with communities, local leaders and civil society (NGOs, tourism etc)
2. Support to ensure the execution of the Social Management Plans (SMP) not limited to RAP, LRP and any other survey teams enter and work within the communities.
3. Monitor the implementation of the SMP by project teams and contractors to set KPI.
4. Identify unanticipated impacts, report these to the Company's management and also inform on emerging risks to Company's image, staff and assets.
5. To understand the social clauses in contractors and subcontractors' contracts & to monitor relations between Company's contractors/sub-contractors and local communities.
6. Promote awareness and understanding of project operational activities and their implications for communities;
7. Ensure necessary monitoring, reporting and feedback of activities through daily, weekly, monthly reports on Company's social performance identifying risk and opportunities and track commitments;
8. To monitor and report on compliance with the social clauses of contracts, as well as the overall standards of the Company Group including Company's Code of Conduct, Ethics charter, and HSEQ Charter.
9. Ensure that the most appropriate information-sharing tools are used for different stakeholder groups, including vulnerable groups.

Qualifications

- a) Bachelor's degree (Hons) in Marketing, Communications, Public Affairs, Social Sciences, Journalism, International Relations, Languages and Linguistics, Law or any other relevant degree.



- b) A Master's Degree in either Economics, Finance, Business Administration, Project planning and management or any relevant discipline
- c) A minimum of six (6) years of experience working in a similar position in rural communities preferably with in mining areas.
- d) Experience of working local government institutions & have strong community liaison experience skills.
- e) Ability to plan, organize, manage & implement work assignments, juggle competing demands & work under pressure of frequent & tight deadlines.
- f) Recognized knowledge of community conservation matters; integrated conservation and development; livelihood development;
- g) Excellent communication skills with the ability to develop and maintain good relations with a wide range of stakeholders, local communities, NGOs, Local Government, etc.;
- h) Demonstrated ability to apply good judgment & decision-making skills.
- i) Strong interpersonal skills & ability to establish & maintain effective partnerships & working relations with people in a multicultural, multi ethnic environment with sensitivity & respect for diversity.
- j) Good negotiation and conflict management skills.
- k) Ability to assist with formal consultation processes, by supporting meetings, taking meeting notes and organizing information;
- l) Ability to analyze data and verbal and written communication to inform activities;
- m) Ability to use a range of problem-solving techniques to resolve low- to medium-level issues among community members, and seek assistance from colleagues promptly if required;

REF: UNMC-2025-EE-02-06

JOB TITLE: COMMUNITY LIAISON OFFICER

REPORTS TO: SENIOR COMMUNITY LIAISON OFFICER

JOB PURPOSE: Support conservation and livelihood enhancement interventions focusing on communities living adjacent to the Company project areas in liaison with relevant district local government staff to ensure that the initiatives are sustainable, bring significant and equitable benefits to communities and strengthen biodiversity conservation and build household resilience to shocks and risks.

Age: 25-35 years



Roles and Responsibilities

1. Manage relational engagement (stakeholder mapping of administrative and traditional leaders, influencers and opinion leaders, service providers (health, education), focus groups (gender, youth, vulnerable people etc);
2. Build awareness, knowledge and understanding of village and community demographics, priorities and concerns of different community groups.
3. Identify and engage opinion leaders to support dissemination of reliable information to various audiences;
4. Promote awareness and understanding of project operational activities and their implications for communities;
5. Identify opportunities to support initiatives benefiting the local communities and communicate them to their line manager.
6. Clearly explain issues relating to safety, security and emergency risk and requisite precautions to community members.
7. Assist all other project functions (Construction, Environment, Biodiversity, Social Performance) needs to engage with communities, local governments, civil society and tourism sector.
8. Assist land access, compensation and livelihood restoration related initiatives as the first point of contact as well as input into the processes to be aligned with in conjunction with stakeholders.
9. Facilitate initial project phase activities ensuring routine operational engagement.
10. Plan daily/weekly/monthly engagement based on need to deliver relational, operational and development focused engagement with community stakeholders, CSOs and local government in the Project Area of Influence, in the framework of establishing and maintaining trust-based relations.
11. Organize individual, group and community meetings to inform, consult, and engage in a format appropriate for the purpose and cultural preferences.
12. Identify and respect the needs of different stakeholder groups, especially vulnerable groups, and modify engagement approaches as appropriate.
13. Assist with the management of Community Grievance Mechanism, including promoting awareness and understanding, access and use; grievance registration investigation and resolution.
14. Record Stakeholder engagement and grievances in Project Information Management System and ensure continuous feedback, grievance registration.



Qualification

- a) An Honor's degree in Social Sciences, Anthropology, Rural Development, and Environmental Management or related field.
- b) A postgraduate qualification is an added advantage.
- c) Minimum four (4) years' experience working in a similar position in rural communities preferably with in mining areas;
- d) Experience working with community development programmes or related work
- e) Recognized knowledge of community conservation matters; integrated conservation and development; livelihood development;
- f) Excellent communication skills with the ability to develop and maintain good relations with a wide range of stakeholders, local communities, NGOs, Local Government, etc.;
- g) Good negotiation and conflict management skills;
- h) Ability to assist with formal consultation processes, by supporting meetings, taking meeting notes and organizing information;
- i) Ability to analyze data and verbal and written communication to inform activities;
- j) Ability to use a range of problem-solving techniques to resolve low- to medium-level issues among community members, and seek assistance from colleagues promptly if required;

REF: UNMC-2025-EE-02-09

JOB TITLE: RESOURCE GEOLOGIST

REPORTS TO: SENIOR RESOURCE GEOLOGIST

JOB PURPOSE: Evaluating mineral resources, conducting geological assessments, and creating models to estimate the quantity, quality, and economic viability of minerals in the deposits.

Age: 25-35 years

Roles and Responsibilities

1. Data Collection and Integration: Collect, integrate, and analyze geological data from exploration and production. Work with geophysical and geochemical data, ensuring accurate resource modeling.
2. Resource and Reserve Estimation: Conduct resource estimation using modern geological modeling and geostatistical methods to define resources and reserves according to CRIRSCO, JORC, SAMREC, CIM international standards
3. Exploration Planning: Collaborate with exploration teams to develop targeted exploration plans and validate potential resource zones.
4. Compliance and Reporting: Prepare resource reports according to international reporting codes (CRIRSCO, JORC, SAMREC, CIM) and company standards for external auditing and investor relations.



5. Cross-Functional Collaboration: Work with mine planning, metallurgy, and environmental teams to ensure the geologic model aligns with mining operations.
6. Geological Model Development: Utilize software tools (e.g., Datamine, Leapfrog, Surpac) to develop geological models for resource estimation, mine planning, and feasibility studies.
7. Any other task as may be assigned from time to time

Qualifications

- a) An Honor's degree in Geology or Geo Science, Mineral Exploration, Geosciences or a related field
- b) Minimum four (4) years experience working in a similar position in resource geology, with at least 2 years dedicated to resource estimation and geological modeling.
- c) Proficiency in geological modeling and software strong understanding of geo-statistics.
- d) Possess certifications in Industry-standard certifications.
- e) Ability to work in diverse geological environments and with evolving data sets.
- f) Strong analytical and problem-solving skills to interpret complex data.
- g) Clear and effective communication of technical findings to non-geological stakeholders.
- h) Ability to adapt to new technologies in resource estimation.

REF: UNMC-2025-EE-02-10

JOB TITLE: EXPLORATION GEOLOGIST

REPORTS TO: SENIOR EXPLORATION GEOLOGIST

JOB PURPOSE: Responsible for identifying new mineral deposits and evaluating their potential through field-based investigations.

Age: 25-35 years

Roles and Responsibilities

1. Target Identification and Evaluation: Use geological data, remote sensing, and geophysical tools to identify potential exploration targets.
2. Field Operations Management: Lead geological field teams in mapping, soil sampling, trenching, and drilling programs to investigate potential targets.
3. Data Analysis and Interpretation: Analyze and integrate geological, geophysical, and geochemical data to assess the viability of exploration targets.
4. Drilling Supervision: Oversee drilling operations, ensuring compliance with safety standards and data collection protocols.
5. Exploration Reports: Prepare comprehensive geological reports on exploration results, target assessments, and progress.
6. Stakeholder Engagement: Communicate exploration progress and findings to internal teams, investors, and regulatory authorities.
7. Any other task as may be assigned from time to time



Qualifications

- a) An Honor's degree in Geology or Bachelor of Science in Mineral Exploration, Geosciences or a related Mineral Exploration Geoscience field
- b) Post graduate qualification in Mineral exploration or Geoscience will be an added advantage.
- c) A minimum of 4 years of professional experience in mineral exploration geology, with a track record of successful target generation and discovery.
- d) Experience in geological mapping, field-based sampling, and mineral exploration drilling operations. Familiarity with software such as Datamine, ArcGIS, Geosoft, and Leapfrog.
- e) Willingness to work in remote and challenging field environments.
- f) Strong leadership skills for managing exploration teams.
- g) Analytical skills for interpreting exploration data.
- h) Ability to work under pressure in remote locations while ensuring safety and efficiency.
- i) Experience in exploration planning and execution.

REF: UNMC-2025-EE-02-11

JOB TITLE: Geostatistician

REPORTS TO: Manager Exploration

JOB PURPOSE: Analyse data, develop models to predict mineral occurrences, use statistical techniques to address mineral resources management, develop and manage mineral resource database(s)

Age: 25-40 years

Roles and Responsibilities

1. Develop efficient data collection, analysis, and dissemination methods
2. Gather and prepare data from various sources, including maps, satellite imagery, surveys, and field observations.
3. Use statistical methods and Geographic Information Systems (GIS) to analyse the spatial distribution and relationships within mineral datasets.
4. Develop and apply geostatistical models, to estimate mineral values at unsampled locations and quantify uncertainty.



5. Use geostatistical models to predict the spatial distribution of mineral occurrences and mineral resource deposits, conditions.
6. Interpret the data and provide results of analyses and communicate findings to company and stakeholders using reports, maps, presentations and other appropriate tools
7. Apply statistics and spatial analysis to solve real-mineral exploration and production problems in diverse fields, including, mineral resource management, and planning.
8. Work with other teams to address complex mineral estimation and measurement assignments
9. Undertake estimation, location and quantification of mineral resources, for company minerals Resource Management profile.
10. Develop and lead on geostatistical and spatial modelling for mineral grade engineering applications.
11. Produce dashboards, charts, maps, and infographics, and data validation
12. Develop and maintain geodatabase(s) for the company
13. Any other tasks as may be assigned from time to time

Qualifications

- a) An Honor's degree in Statistics, Data Science or related field.
- b) Four (4) years' experience in relevant field
- c) Knowledge of extraction and consolidation of data related to mineral statistics is required.
- d) Knowledge in data extraction, quality control, and evaluating concepts, sources, and methods from open data sources is required
- e) Knowledge of geo-spatial attributes and metadata records is desirable.
- f) Proficiency in database development, analytical research, and data compilation is desirable.
- g) Strong planning and organizational abilities.
- h) Ability to work in flexibly and efficiently under pressure to meet tight deadlines

REF: UNMC-2025-EE-02-12

JOB TITLE: GEOLOGICAL TECHNICIAN

REPORTS TO: GEOLOGIST

JOB PURPOSE: Support field exploration, sample preparation, data collection, and maintaining laboratory standards.

Age: 25-35 years



Roles and Responsibilities

1. Field Support: Assist in geological surveys, field sampling, and mapping, ensuring data quality and consistency.
2. Sample Preparation and Handling: Prepare and process geological samples (soil, rock, drill core) for analysis and submission to labs.
3. Data Entry and Management: Manage and organize field data, ensuring proper documentation and storage for future reference.
4. Equipment Management: Maintain geological and laboratory equipment, ensuring they are in optimal condition for field operations.
5. Health and Safety Compliance: Adhere to safety protocols while handling hazardous materials and working in the field.
6. Any other task as may be assigned from time to time

Qualifications

- a) Diploma in Geological Technology, Geology, or related field.
- b) Two (2) years of field experience supporting exploration activities.
- c) Proficiency with field data collection tools (e.g., GPS, clinometers) and laboratory preparation methods.
- d) Ability to work in physically demanding environments, including remote field areas.
- e) Strong attention to detail to ensure accurate data collection and sample processing.
- f) Effective teamwork and collaboration in both field and laboratory settings.
- g) Knowledge of health and safety protocols.

REF: UNMC-2025-EE-02-13

JOB TITLE: ASSAYER

REPORTS TO: SENIOR ASSAYER

JOB PURPOSE: Responsible for conducting laboratory tests to determine the chemical composition and grade of mineral samples.

Age: 25-35 years

Roles and Responsibilities

1. Sample Preparation and Testing: Prepare mineral samples including all processes from the Bucking room to assaying, and performing chemical analyses to determine mineral content using techniques like XRF, ICP-MS, AAS and fire assay.



2. Quality Assurance: Implement and monitor quality control measures to ensure reliable and accurate assay results.
3. Data Reporting: Document results in detailed assay reports and collaborate with geologists to interpret findings.
4. Lab Management: Ensure proper maintenance and calibration of laboratory equipment, and manage inventory of reagents and consumables.
5. Regulatory Compliance: Ensure that all assays comply with industry standards and regulatory requirements.
6. Any other task as may be assigned from time to time

Qualifications

- a) Honor's Degree in either Chemistry, Industrial Chemistry, Geology, Mineral Analytical Science or related field.
- b) Four (4) years of experience in assaying, particularly in precious and base metals.
- c) Proficiency in laboratory techniques (e.g., fire assay, AAS, ICP-MS) and laboratory management software.
- d) Certification in assaying or a related field is a plus.
- e) Ability to work in a controlled laboratory environment with hazardous chemicals.
- f) Excellent analytical and technical skills for interpreting assay results.
- g) Strong attention to detail and accuracy in sample analysis.
- h) Clear communication to present assay data and findings to geological teams.

REF: UNMC-2025-EE-02-14

JOB TITLE: METALLURGIST

REPORTS TO: SENIOR METLLURGIST

JOB PURPOSE: To undertake order of magnitude assessment related to processing and beneficiation to inform due diligence, scoping studies, pre-feasibility and feasibility studies among others.

Age: 25-35 years

Roles and Responsibilities

1. Performance of mining assignments at various field locations associated with particular projects.



2. Office based analysis and design duties arising from either UNMC derived field data or data supplied by others.
3. Preparation of draft reports for review by the Senior Metallurgist.
4. Provide best practice technical input and support to operations and projects.
5. Evaluate processes and identify areas for improvement.
6. Identify emerging metallurgical issues and risks and assist in development of mitigation plans.
7. Scoping / Prefeasibility / Feasibility studies.
8. Design, plan, co-ordinate, analyze and report metallurgical trials.
9. Conduct metallurgical accounting and reconciliation audits and reviews.
10. Manage metallurgical improvements from project concept to implementation.
11. Identify and evaluate innovations in metallurgy and assess their application to operations and projects.
12. Any other task as may be assigned from time to time

Qualifications

- a) An Honors Bachelor's Degree in Metallurgical Engineering or Mineral Processing Engineering or Chemical Engineering or Mineral Processing.
- b) Four (4) years of professional experience in government or in a reputable private company.
- c) Demonstrated sound written and verbal communication skills.
- d) Certification in a relevant field is an added advantage
- e) Ability to take ownership of work.
- f) An ability to write clear and concise reports.
- g) Effective communication and interpersonal skills within multi-disciplinary technical teams.
- h) Post graduate qualifications in a relevant field will be an added advantage.
- i) Membership to a relevant engineering institution will be an added advantage.

REF: UNMC-2025-EE-02-08

JOB TITLE: SENIOR MINING ENGINEER

REPORTS TO: MANAGER MINING AND GEO-TECHNICAL ENGINEERING

**JOB PURPOSE:**

Oversees and manages mining operations, projects, and teams, ensuring safety, efficiency, and compliance with regulations, while also developing and implementing strategic mine plans and budget

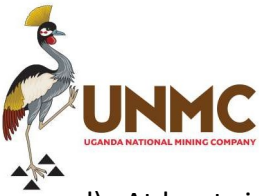
Age: 30-45 years

Roles and Responsibilities

1. Designing short to mid-term mine designs for the economic extraction of ore based on the geological block model and the Budget mine plan.
2. Completing quarterly forecasts and producing estimate of physicals.
3. Compiling and managing the capital budget and capital forecasts as needed.
4. Assisting with the development of the MRMR state and associated reports.
5. Liaising with geology, mine operations, and other technical services groups to ensure the tactical plan targets can be achieved and the appropriate designs are created.
6. Maintaining an integrated LoM model with current designs and making the necessary updates based new geological information and reviews.
7. Ensuring that new designs have been reviewed and approved before production begins, and applying the mine standards in designs.
8. Optimizing production through mine designs and production scheduling, creating mine plans and stope file notes.
9. Reconciliation of plan compliance and stope performances on monthly and quarterly basis.
10. Provide operational and technical support through mine plan and schedule, design and implementation.
11. Identify new or alternate ideas and concepts that can be used to improve the business.
12. Filling-in med-term planning and other duties as required, and ad-hoc projects.
13. Any other task as may be assigned from time to time

Qualifications

- a) An Honors Degree in Geology; or Mining Engineering; or Mineral Economics or Mine Surveying; or Geoscience from a recognized University / Institution
- b) A Master's degree in Geosciences; or Mineral Policy and Law; Mineral Economics, or Regulation and Management of Mining; or Environmental Management; or Management; or Natural Resource Management will be an added advantage.
- c) Professional Engineer registration if applicable



- d) At least six (6) years of experience in mine planning, design &/or mining for an underground and Opencast mine operations
- e) Proficient computer knowledge of Microsoft packages (Excel, Word and PowerPoint)
- f) Knowledge of Greek, IGF Mining Regulation and any other related best mining practices
- g) A high regard for safe practices.
- h) Good ability for both teamwork and individual performance of tasks.
- i) Good ability to take responsibility.
- j) Strong communication skills in English, both verbal and written.

DEPARTMENT OF LEGAL AND CORPORATE AFFAIRS

REF: UNMC-2025-LCA-02-39

JOB TITLE: SENIOR PUBLIC RELATIONS OFFICER

REPORTS TO: MANAGER CORPORATE AFFAIRS AND COMMUNICATION

JOB PURPOSE: To support the Manager Corporate Affairs and Communication in execution of all day-to-day public relations activities for the promotion of the brand, as well as communicate positively and effectively with members of the media, current and potential investors, as well as members of the general public.

Age: 25-40 years

Roles and Responsibilities

1. Manage media relations and ensure the Company derives full benefits from these media relationships and to ensure it enjoys positive reportage and profiling.
2. Develop and implement an annual Public Relations (PR) and marketing plan.
3. Develop Public Relations strategies and campaigns.
4. Manage media relations and ensure the Company derives full benefits from these media relationships and to ensure it enjoys positive reportage and profiling.
5. Write Public Relations copy.
6. Manage the writing and review of Corporate Communication and support Senior Leadership with Op-Ed's, articles, and speeches.
7. Prepare periodic press releases & keynote speeches on UNMC Projects & developments.



8. Plan events and analyze public opinion to shape and protect the company's corporate image while maintaining positive public awareness.
9. Develop and implement a corporate social responsibility plan.
10. Coordinate the company of all Public Relations and Corporate Social Responsibility activities.
11. Report on Public Relations and Corporate Social Responsibility campaigns' results.
12. Manage sensitive issues to maintain UNMC's good reputation.

Qualifications

- a) Bachelor's degree (Hons) in Marketing, Communications, Public Affairs, Social Sciences, Journalism, International Relations, Languages and Linguistics, Law or any other relevant degree.
- b) A Masters degree in Marketing, Public Affairs, Business Administration, International Relations or related field
- c) At least six (6) years of relevant experience in a busy corporate entity of high repute, four (4) of which attained at a supervisory/team leader level.
- d) Experience managing media relations (online, broadcast and print) is an added advantage
- e) Familiarity with project management software and/or video/photo editing is an added advantage.
- f) Professional certification in marketing or public relations shall be an added advantage.

Skills & Competencies

- a) Demonstration of well-developed interpersonal and relationship building skills.
- b) Excellent writing and communication skills.
- c) Creative thinking and problem solving.
- d) Strong Organisational skills.
- e) Good track record of working across functions and businesses.
- f) Background in researching, writing, and editing publications.
- g) Proficient in MS Office and social media.
- h) Ability to work well under pressure.
- i) Excellent Marketing skills.
- j) Strong Business Acumen.
- k) Ability to effectively engage across a spectrum of stakeholders.

REF: UNMC-2025-LCA-02-40

JOB TITLE: SENIOR LEGAL OFFICER

REPORTS TO: MANAGER LEGAL AFFAIRS

**JOB PURPOSE:**

To provide high-level legal support and advice to ensure the corporation's activities comply with all legal requirements.

Age:

25-40 years

Roles and Responsibilities

1. Providing legal advisory during project structuring including legal risk analyses of structuring options, advising on legal, regulatory, and permitting requirements, and conducting due diligence on potential partners.
2. Assist in the formulation of negotiations strategies and positions.
3. Actively participate in the negotiation, drafting and/or review of the agreements applicable to the ventures of UNMC, or its subsidiaries, across the entire mineral value chain.
4. Draft and/or review employment contracts, procurement contracts, and any other operational contracts required by UNMC.
5. Communicate the signed contracts to all relevant parties to provide contract visibility, awareness and interpretation to support implementation.
6. Monitor contract compliance (milestones, deliverables, invoicing etc.) and file all necessary documentation for compliance of the company.
7. Oversee the maintenance of contractual records and documentation such as receipt and control of all contract correspondence, contractual changes, status reports and other documents for all projects.
8. Assist in achieving compliance with the applicable legal, regulatory, contractual regime, acceptable International best practices, and internal policies in the execution of all operations of UNMC.
9. Interpret, provide advice and guidance on legal, regulatory, and contractual matters to UNMC.
10. Provide support in managing legal disputes, including preparing legal briefs, gathering evidence, and coordinating with external legal counsel.
11. Support the monitoring of legal, contractual, and regulatory developments within Uganda and globally that may impact the legal, regulatory and contractual landscape applicable to UNMC operations and ensure these are effectively communicated to relevant business.
12. Supervise Legal Officers.

Qualifications

- (a) A Bachelor's degree in Law (LLB) with a diploma in legal practice.
- (b) Enrolled Advocate of the Courts of Judicature in Uganda.
- (c) A Master's in law in a relevant discipline such as in Laws, Mining Law, Natural Resources Law, Management, Project Financing, Corporate and/or Commercial Law, will be an added advantage.
- (d) At least Six (6) years' experience in a busy corporate entity of high repute, or a natural resources public or private institution.



- (e) Experience in dealing with complex transactions in a large corporate entity is relevant including negotiating high value project contracts and providing advisory for such projects.
- (f) Excellent analytical, researching and drafting skills.
- (g) High level of integrity, proven track record of outstanding performance, and ability to work under pressure as part of a team.
- (h) Managerial skills.
- (i) Strong interpersonal and legal stakeholder management skills.
- (j) Excellent oral and written communication skills.

REF: UNMC-2025-LCA-02-41

JOB TITLE: SENIOR LEGAL OFFICER (BOARD AFFAIRS)

REPORTS TO: MANAGER BOARD AFFAIRS

JOB PURPOSE: To provide support in ensuring that the company complies with all regulatory and good corporate governance requirements & overseeing smooth operation of Board and Shareholder meetings

Age: 25-40 years

Roles and Responsibilities

1. Provide support in management of all Board and Shareholder matters and secretarial services.
2. Ensure that all Board packs and supporting documentation are prepared, printed, distributed, and filed in a timely manner.
3. Assist, when assigned, in taking, and reviewing minutes of Board and Shareholder meetings.
4. Assist in smooth running of both Board and Shareholder meetings by ensuring that logistical and other related matters are managed in an efficient and timely manner.
5. Provide support in ensuring that the company and its subsidiaries adhere to good corporate governance practices.
6. Ensure proper custody of the Company's legal and other relevant documents.
7. Provide support in the implementation of the Company's Corporate Governance Code.
8. Assist in the preparation for and conduct of regular Board evaluations.
9. Identify and coordinate relevant induction & training programmes for the Board and assist in their implementation.
10. Initiate policy development, draft, amend and review policies in line with Company, statutory and regulatory requirements.
11. Prepare legal opinions on any matter as may be required by UNMC and all its subsidiaries.
12. Provide support in the preparation of memos, correspondences, and processing of any Board related payments.
13. Assist with the maintenance of statutory records and registers.
14. Assist with preparation of Annual reports and statutory returns applicable within the function.
15. Provide support in monitoring and mitigating the governance risks as set out in the Company's risk management framework.



16. Supervise legal officers.
17. Perform any other duties as may be assigned

Qualifications

- (a) A Bachelor's degree in Law (LLB) with a diploma in legal practice.
- (b) Enrolled Advocate of the Courts of Judicature in Uganda.
- (c) Possession of an ICSA qualification is an added advantage.
- (d) At least 6 (six) years' experience in a busy corporate entity of high repute, or a natural resources public or private institution.
- (e) Demonstrated experience in dealing with Board matters and in providing advisory services in a large corporate entity.
- (f) Minute taking experience.
- (g) Excellent analytical, research and drafting skills.
- (h) Excellent judgment and ability to anticipate legal issues or risks.
- (i) High level of integrity, proven track record of outstanding performance, and ability to work under pressure as part of a team.
- (j) Strong interpersonal skills
- (k) Excellent oral and written communication skills

DEPARTMENT OF ENGINEERING

REF: UNMC-2025-ENG-02-15

JOB TITLE: SENIOR ENGINEERING OFFICER (CIVIL)

REPORTS TO: MANAGER ENGINEERING (CIVIL)

JOB PURPOSE: To play a crucial role in planning, designing, and supervising civil engineering projects while ensuring compliance with industry standards, regulatory requirements, and environmental best practices.

Age: 25-40 years

Role and Responsibilities

1. Participating in project planning and conceptualization, including site assessment and feasibility studies;
2. Developing and maintaining project schedules and budgets;
3. Implementing quality control and quality assurance measures in order to ensure construction works meets Engineering standards and specifications;
4. Coordinating construction activities, including earthwork, foundation construction, structural work, and infrastructure installations;



5. Monitoring project expenses and implementing cost-control measures in order to stay within budget;
6. Identifying potential risks and challenges associated with construction or rehabilitation projects and developing strategies to mitigate them;
7. Maintaining project documentation, including plans, drawings, reports, and correspondence;
8. Ensuring that all construction activities adhere to relevant Engineering regulations, as well as environmental and safety standards;
9. Addressing Engineering and construction challenges as they arise and proposing effective solutions based on industry best practices, emerging technologies, and sustainable construction methods;
10. Communicating with clients, Government Agencies, and other stakeholders in order to provide project updates, address concerns, and maintain positive relationships;
11. Originate and check design details, estimates, engineering plans and specifications.
12. Any other duties as may be assigned from time to time.

Qualifications

- a) An Honors Degree in Civil Engineering; or Construction Engineering from a recognized University or Institution.
- b) A Master's Degree in either, Civil Engineering; or Construction Engineering or a related field
- c) A minimum of six (6) years working experience at Civil Engineer level in a busy public or private organisations four (4) of which at a senior level
- d) Demonstrable skills in the application of engineering theories and practices to practical engineering field and office problems.

REF: UNMC-2025-ENG-02-18

JOB TITLE: ENGINEERING OFFICER (MECHANICAL)

REPORTS TO: SENIOR ENGINEERING OFFICER (MECHANICAL)

JOB PURPOSE: Perform varied professional and mechanical engineering work of above average difficulty in the field and office

Age: 25-35 years

Role and Responsibilities

1. Prepare and supervise the preparation of mechanical engineering designs, drawings, specifications, schedules, quantity and cost estimates for a wide range of new construction and maintenance improvement projects.



2. Plan, schedule and coordinate detailed phases of mechanical engineering work either as part of a major project or for an entire project of smaller scope.
3. Review contractors' mechanical submittals and works to ensure compliance with plans and specifications.
4. Review consultant's mechanical designs and submittal packages.
5. Make field investigations of existing facilities and of contractual and construction problems that may arise on construction projects.
6. Make engineering calculations and analysis in connection with mechanical design of utility systems and transportation facilities; supervise the preparation of detailed drawings for these facilities.
7. Inspect and supervise a wide variety of ordinary and complex construction projects to ensure compliance with contract plans and specifications.
8. Assist in the preparation of complex contract documents.
9. Prepare correspondence and prepare technical engineering reports in connection with a wide variety of projects.
10. Work in a team of other engineers, drafting technicians and contracts personnel on planning, developing and finalizing technical and construction contract documents.
11. Know and follow the safety and health rules and safe working practices applicable to their job.
12. Ensure that employees under their supervision follow established safe work practices and obey all safety rules.
13. Originate and check design details, estimates, engineering plans and specifications
14. Regular and reliable attendance and performance is required.

Qualification and Skills

- a) An Honors Degree in Mechanical Engineering from a recognized University or Institution
- b) Four (4) years professional experience in -related mechanical engineering field, including design, estimate and specification preparation and the inspection of construction work
- c) Experience in current mechanical codes and products.
- d) Experience in modern construction methods, the strengths and uses of construction materials and stress analysis required in planning construction projects.



- e) Demonstrable skills in the application of engineering theories and practices to practical engineering field and office problems.

REF: UNMC-2025-ENG-02-16

JOB TITLE: SENIOR ENGINEER (ELECTRICAL)

REPORTS TO: MANAGER ELECTRICAL ENGINEERING

JOB PURPOSE: Take lead role in designing, developing, and delivering high-quality electrical engineering solutions

Age: 25-40 years

Roles and Responsibilities

1. Produce detailed electrical designs, including power distribution, lighting, fire alarms, security systems, and renewable energy solutions, ensuring compliance with relevant standards and regulations
2. Oversee the delivery of electrical engineering projects, ensuring they are completed on time, within budget, and to client satisfaction
3. Work closely with clients, architects, and other engineers to develop tailored solutions that meet project requirements
4. Technical Oversight: Review and approve designs, calculations, and specifications prepared by junior engineers and ensure quality assurance across all deliverables
5. Provide guidance and support to junior engineers, fostering their development and encouraging a collaborative team environment
6. Incorporate energy-efficient and sustainable design practices into project solutions
7. Attend project meetings and site visits to ensure alignment between design intent and on-site implementation

Qualifications

- a) An Honor's Degree in Electrical Engineering or Equivalent
- b) A Master's Degree in Electrical Engineering or a related field
- c) Six (6) years of professional experience in a reputable busy public or private organization
- d) Proven experience in electrical design in similar environment, including a strong portfolio of delivered projects
- e) In-depth knowledge of relevant standards, codes, and regulations (e.g., BS 7671, Building Regulations)
- f) Proficiency in design software such as AutoCAD, Revit, and calculation tools (e.g., Electrical - OM, Amtech, Dialux)



- g) Strong communication and interpersonal skills, with the ability to lead client meetings and collaborate effectively with multidisciplinary teams
- h) Excellent communication skills with ability to articulate complicated issues between clients and highly skilled project teams.
- i) Willingness to learn whilst demonstrating a high-level diligence and organisational skills.

Applicant should visit the UNMC website at www.unmc.co.ug or the Ministry of Energy and Mineral Development website: www.memd.go.ug to view the detailed job description, select and apply for the job of choice and submit application through the online application system <https://tinyurl.com/UNMCJobs> **not later than Friday 18th April 2025 at 17:00hrs**. Only applications received online will be accepted.

Applicants are required to attach **CERTIFIED** copies of the required academic documents. ***(Note that the academic documents should be certified by the awarding local institutions while awards by foreign institutions should be certified by the foreign institution or a duly authorized Certification body of that country)***

All applicants must attach soft copies of relevant motivation letter, CV and academic transcripts in word and PDF formats only.

Applications without Certified academic documents will not be considered.

UNMC offers a highly dynamic work environment and provides competitive and attractive benefits.

Only shortlisted and successful candidates will be contacted, and any form of lobbying will lead to automatic disqualification.