



EXTERNAL JOB ADVERTISEMENT

The National Forestry Authority (NFA) is a Government agency established under the National Forestry and Tree Planting Act, 2003 as a corporate body responsible for sustainable development and management of Central Forest Reserves (CFRs) and provision of technical support to stakeholders in the forestry sub-sector. NFA's vision is "A self-sustaining institution with a well-managed forest estate for social economic transformation and environmental integrity", while its Mission is "To conserve Uganda's forests and restore ecosystems for socio-economic transformation for the present and future generations".

NFA seeks to recruit a qualified Ugandan to fill the following positions.

POSITION: LEGAL OFFICER/PROSECUTION (1 POSITION)

Reports to: Legal Manager

Duty Station: NFA Head Office

Salary Scale: NFA 4

Terms of Employment: Three (3) year contract (Renewable)

Job summary: To investigate and initiate criminal prosecution of offenders and defend NFA in matters pertaining to the development, management of Central Forest Reserves (CFR's) and the related matters.

Duties and responsibilities

- Investigate, review and sanction criminal files before they are taken to court.
- Appear and prosecute offenders in Courts of Law.
- Advise staff and law enforcement officers on legal procedures; on how to handle suspects during arrest, how to preserve and protect exhibits before a case is concluded.
- Guide and assists in criminal investigations of forestry offenders.
- Direct and guide investigations with a view to obtaining cogent evidence before a file is sanctioned.
- Execute all prosecution duties.
- Undertake legal research and provide legal opinion in liaison with the office of the Director Public Prosecutions and keep NFA Management team updated.
- Provide legal advice relating to Criminal Law and other environmental legislations to NFA management and staff.
- Train, coach, mentor and build staff capacity in legal matters.
- Prepare monthly and quarterly performance reports to the supervisor.
- Perform any other duties as assigned by the supervisor

Qualifications, work experience and interpersonal attributes/competences

- Bachelor of Laws Degree (Honours) from a reputable institution.
- Post Graduate Diploma in Legal practice from Law Development Centre.
- Experience in prosecution is an added advantage.
- Must have a valid practicing certificate and Enrolled as an Advocate of the High Court of Uganda.
- A minimum of three (3) years post-enrollment experience as an advocate in a similar/related organization.
- Minimum of thirty (30) years of age.
- Good decision making and leadership skills.
- Critical thinking and attention to detail.
- Analytical and good communication skills.
- High level of integrity, transparency and resilience.
- Team work, problem solving, investigative, drafting and surveillance skills.
- Resilience and ability to organize and coordinate.

POSITION: **MARKETING OFFICER (1 POSITION)**

Reports to: Business Development Manager

Duty Station: NFA Head Office

Salary Scale: NFA 4

Terms of Employment: Three (3) year contract (Renewable)

Job summary: Develop and implement marketing plans.

Duties and Responsibilities

- Market and promote NFA products and services.
- Explore and identify opportunities to promote the consultancy and technical services of NFA.
- Appraise segments for NFA products, services and implement marketing campaigns.
- Maintain good business relations with new and existing clients.
- Prepare and follow up on proposals, quotations and bid documents.
- Participate in the corporate tree planting programs, auctions and other similar programmes.
- Prepare and submit activity, monthly and quarterly performance reports and forecasts.
- Train, coach, mentor and build staff capacity in marketing and customer care.
- Implement Corporate Social Responsibility plans of NFA.
- Perform any other duties as assigned by the supervisor.

Qualifications, work experience and interpersonal attributes/competences

- Bachelor's Degree in Marketing, Commerce, Economics, Business Administration/Business Studies or Entrepreneurship from a reputable institution.
- Post graduate training in any of the above related field or a professional qualifications
- A minimum of three (3) years working experience in a similar or related position.
- Minimum of thirty (30) years of age.
- Good decision making and leadership skill.
- Critical thinking and attention to detail
- Analytical and excellent writing skills.
- Good report writing skills and ability to present well researched proposals.
- Management, team building and organizational skills.

- Sales and business development skills
- Communication and Interpersonal skills.
- High level of integrity, resilience and reliability.

POSITION: BOUNDARY MANAGEMENT SUPERVISOR (1 POSITION)

Reports to: Boundary and Surveys Officer

Duty Station: NFA Head Office

Salary Scale: NFA 7

Terms of Employment: Three (3) year contract (Renewable)

Job Summary: Responsible for undertaking forest boundary surveys and verifications.

Responsibilities and tasks:

- Carry out rapid assessment of boundary situation in the field.
- Collect ground control points and geo-reference boundary maps.
- Plan and conduct surveys and verify forest boundary surveys.
- Search legal and survey records, land titles in relation to Central Forest Reserve boundaries.
- Maintain and update Forest Boundary Database.
- Prepare boundary updates, generate maps and implement map generation and produce survey reports.
- Participate in community sensitization and boundary conflict resolutions.
- Train, coach, mentor and build staff capacity in forest boundary management.
- Contribute to income generating and sustainability initiatives of NFA.
- Prepare and submit periodic performance reports to the supervisor.
- Perform any other duties as assigned by the supervisor.

Qualifications, work experience and interpersonal attributes/competences

- Minimum of a Diploma in Land Surveying and Geomatics from a reputable institution.
- At least two (2) years working experience in Land survey and mapping in a similar or related organization.
- Minimum of twenty five (25) years of age.
- Interpersonal, team building and organizational skills.
- Budgeting and financial management skills.
- Excellent communication and reporting skills.
- High level of integrity, resilience and reliability.
- Accountability and result-oriented.
- Planning and Analytical skills.
- Innovativeness and creativity.
- Computer skills.
- Quality and Standards.

POSITION: FOREST SUPERVISOR (2 POSITIONS)

Reports to: Sector Manager/Plantation Manager

Duty Station: Field based and ready to work in hard to reach areas

Salary Scale: NFA 7

Terms of Employment: Three (3) year contract (Renewable)

Job summary: Ensure protection and sustainable management of Central Forest Reserves.

Responsibilities and tasks

- Take full charge of the beat and manage the Central Forest Reserves (CFRs).
- Implement forest management plans including raising nursery seedlings, planting trees and regular forest boundary maintenance.
- Initiate, maintain and manage relationships with local communities.
- Participate in preparation and review of Forest Management Plans.
- Prepare and implement operational work plans, weekly activity schedules and targets and ensure their accomplishment.
- Supervise and report performance of all licensed activities within the beat and maintain an updated register.
- Ensure collection of projected revenue.
- Participate in preparation and supervision of local contracts where applicable and certification of completion of work.
- Ensure regular maintenance of forest infrastructures.
- Monitor and regularly report on flowering and seeding (phenology) of trees.
- Plan, conduct and supervise forest patrols to ensure integrity of the forest.
- Participate in forest protection activities beyond the beat.
- Perform any other duties as assigned by the supervisor.

Qualifications, work experience and interpersonal attributes/competences

- Minimum of a Diploma in Forestry or Agro-forestry from a reputable institution.
- At least two (2) years working experience in a similar or related position in a reputable organization.
- Basic knowledge of forestry and environmental management.
- Minimum of twenty five (25) years of age.
- Good interpersonal, team building and organizational skills.
- Good communication skills.
- Ability to manage the supply chain for silviculture, harvesting operations and logistics.
- High level of integrity, resilience and reliability.
- Entrepreneurial ability and result-oriented.

POSITION: **TRANSPORT ASSISTANT (2 POSITIONS)**

Reports to: Transport Officer/Relevant Field Officer

Duty Station: Headquarter/Field based and ready to work in hard to reach areas.

Salary Scale: NFA 8

Terms of Employment: Three (3) year contract (Renewable)

Job summary: Drive, maintain and manage the vehicle and ensure safety of the passengers in accordance with NFA Transport Policy and relevant regulations.

Duties and responsibilities

- Drive NFA vehicles as assigned and directed by the supervisor
- Prepare and timely submit vehicle defects and repair requests
- Ensure that the vehicle is regularly serviced and maintained in a sound mechanical condition in accordance with the service chart.

- Record and maintain vehicle travel records in the log book and ensure that they are authorized by the relevant supervisor.
- Keep vehicle repair and maintenance records.
- Observe and comply with all relevant Road safety and traffic laws and regulations.
- Ensure that the vehicle is in good running condition.
- Ensure that the assigned vehicle is clean and maintain adequate cleaning supplies for the vehicle.
- Perform any other duties as assigned by the Supervisor.

Qualifications, work experience and interpersonal attributes/competencies

- Minimum of Uganda Certificate of Education or its equivalent.
- Valid Driving Permit of Classes **B and CM/C**.
- Competence driving test certificate is a **MUST**.
- **CH, DL or DM/CIE, CE, D1, D1E, D or C1** class is an added advantage.
- A Certificate in defensive driving or motor vehicle mechanics is an added advantage.
- Minimum of three (3) years' working experience in a similar or related position.
- Minimum of thirty (30) years of age.
- Computer literate.
- Good decision making.
- Analytical and good communication skills.
- High level of integrity, resilience and reliability.
- Self-respect, team building and organizational skills.

Criteria for application

Interested candidates who meet the above requirements, should submit their applications, certified copies of academic certificates, transcripts and curriculum vitae giving full details of applicants' education, qualifications, experience (with evidence), present salary, three referees with their full postal, e-mail addresses and telephone contacts as well as the candidate's full address and e-mail to the address below not later than close of business on 1st August 2025 or send soft copies to recruit@nfa.go.ug. ***Online Applications should be formatted in a single word or PDF folder.***

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

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

Applications should be addressed to:

The Executive Director

National Forestry Authority

Plot10/20 Spring Road, Bugolobi

P.O. Box 70863, Kampala-Uganda

Tel: 0312 - 264035/6; 0414-360400