



Headquarters at Amber House, P.O Box 36316, Kampala, Uganda

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## **THE UGANDA NATIONAL OIL COMPANY LIMITED (UNOC) IS RECRUITING**

The Uganda National Oil Company (UNOC) Ltd was established under the Petroleum (Exploration, Development and Production) Act, 2013 and the Petroleum (Refining, Conversion, Transmission and Midstream storage) Act, 2013 and incorporated under the Company's Act 2012. It is a limited liability company wholly owned by the Government of Uganda.

**The overall function of UNOC is; To handle the State's Commercial interests in the Oil and Gas industry and ensure that the resource is exploited in a sustainable manner.**

UNOC now invites applications for persons interested to develop their career with a dynamic results-oriented Company to occupy the following positions:

**JOB TITLE: CHIEF COMMERCIAL OFFICER**

**REPORTS TO: CHIEF EXECUTIVE OFFICER**

**JOB PURPOSE: To develop, lead and manage all commercial activities of the business**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Lead the Commercial department and establish processes and procedures for identifying, approving and launching profitable and viable projects along the oil and gas value chain.
2. Accountable for business development, project management and identifying trading opportunities across UNOC.
3. Design benchmarks for commercial excellence for UNOC and a basis for commercial analysis of its Joint Venture partners.

4. Lead the teams that develop models to forecast viable operational and commercial projects, incorporating key commercial sensitivities in the oil and gas global market and global best practice.
5. Oversee the negotiation and implementation of oil and gas commercial contracts, and propose any changes based on emerging opportunities, risks and other factors of a commercial nature.
6. Suggest financial market products, options and derivatives for value creation and risk mitigation.
7. Establish partnerships and linkages with regional oil and gas operators to leverage viable options for jointly implemented projects/programs and effective business relationships and networks with industry and other stakeholders.
8. Develop and implement reporting, monitoring and evaluation frameworks and put in place systems for filtering decision-making information of a commercial nature from the oil and gas value chain.
9. Provide advice and support to the CEO and the Executive management team on all technical and commercial matters across the petroleum value chain as may be required.
10. Any other duties as may be assigned.

## **QUALIFICATIONS AND ATTRIBUTES**

- a) A Master's Degree in either Economics or Finance or Business Administration.
- b) An Honours Bachelor's Degree in either Engineering or Economics or Finance or Energy or Petroleum Geosciences or any relevant degree.
- c) Must have at least 12 years relevant working experience including leading teams, handling commercial negotiations, developing financial models, and knowledge and experience in the oil & gas sector and global energy markets.
- d) Demonstrable knowledge in valuation of financial products, financial analysis or economic evaluation/analysis.
- e) Experience in commercial/business performance aspects in regulated industries is an added advantage.
- f) Should be commercially astute and possess sound negotiation and leadership skills.
- g) Have excellent communication and personnel management skills and a high level of discretion and personal integrity.

### **Application procedure:**

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While we thank you for your interest, only shortlisted candidates will be contacted. Any form of lobbying will lead to automatic disqualification.

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**CHIEF EXECUTIVE OFFICER  
UGANDA NATIONAL OIL COMPANY  
P.O.BOX 36316  
KAMPALA  
4<sup>TH</sup> FLOOR AMBER HOUSE, PLOT 29/33 KAMPALA ROAD.  
ROOM C406**



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**JOB TITLE:                   MANAGER BOARD AFFAIRS AND ADVISORY SERVICES**  
**REPORTS TO:                CHIEF LEGAL AND CORPORATE AFFAIRS OFFICER**  
**JOB PURPOSE:            To provide support to the Board and Advisory functions of Legal and Corporate Affairs Department.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. To support the Company Secretary in management of all Board matters and secretarial services.
2. To provide advisory services to UNOC and all its subsidiaries.
3. Ensure that the company and its subsidiaries adhere to Corporate Governance requirements.
4. Build and maintain an effective system of control that helps to ensure compliance with relevant laws, regulations and UNOC policies, guidelines and procedures.
5. Prepare all the relevant Company policies, guidelines and procedures.
6. Ensure UNOC's compliance to all regulatory requirements.

7. Provide reports on a regular basis and as directed or requested to keep Management informed of the operations and progress of the compliance efforts with stakeholders.
8. Perform any other duties as may be assigned from time to time by the Supervisor.

### **QUALIFICATIONS AND ATTRIBUTES**

- a) A bachelor's degree (Hons) in law (LLB).
- b) A diploma in legal practice.
- c) A Master's Degree in Petroleum Law or Corporate/ Commercial law/Management shall be an added advantage.
- d) Membership of ICOSA shall be an added advantage.
- e) The Candidate must be an enrolled Advocate with a valid practicing licence.
- f) The candidate must have eight (8) years' experience in a busy corporate entity of high repute of which three (3) or more must have been at a supervisory level.
- g) Demonstrated experience in dealing with Board matters and in providing advisory services in a large corporate entity is relevant.

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**JOB TITLE: NATIONAL CONTENT SPECIALIST**

**REPORTS TO: CHIEF HUMAN RESOURCE OFFICER**

**JOB PURPOSE: Responsible for developing and implementing the national content strategy and plan for the company.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Develop and implement national content strategy and plan for the Company in accordance with Ugandan legislation and international best practice.
2. Analyze projects and activities of UNOC and provide guidance on areas of participation and capacity building for Ugandans and Ugandan enterprises.
3. Develop and implement skills and capacity development initiatives for Ugandans and Ugandan enterprises in liaison with Joint Venture partners and other stakeholders.
4. Prepare funding and resourcing proposals to support capacity-building initiatives of the Company.
5. Undertake Community sensitizations on opportunities in the Oil and Gas sub-sector and develop and implement Community skilling and capacity building activities.

6. Participate in contracts and agreement negotiations, budget and work plan reviews and other engagements with Joint Venture Partners and suppliers of goods and services to ensure that the Company national content priorities are embedded and complied with.
7. Prepare periodic reports on the implementation of the Company national content strategy and plans.
8. Ensure appropriate liaison with the Ministry of Energy and Mineral Development, Petroleum Authority of Uganda, Government MDAs and other stakeholders in the private sector on aspects of skills and enterprise development.
9. Represent the Company in National Content Fora and events.
10. Any other duties as may be assigned.

## **QUALIFICATIONS AND ATTRIBUTES**

- a) A Master's degree in Business Administration, Human Resource Management and Development, Public Administration and Management, Engineering or Economics/Finance.
- b) A Bachelor's Degree (Hons) in Business Administration, Human Resource Management, Public Administration, Engineering, Physical Sciences or related discipline.
- c) A minimum of 6 years' relevant working experience in the oil and gas sub-sector or energy sector or other reputable organization.
- d) Demonstrated experience working in a leadership role in an organization/business unit/project with diverse professionals.
- e) Demonstrated experience in developing and implementing training/capacity building activities.
- f) Good Knowledge of the policies, laws, regulations and guidelines regarding National Content will be added advantage.
- g) Innovative and with a proven high level of integrity.

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**JOB TITLE:                   LEGAL OFFICER**

**REPORTS TO:               SENIOR LEGAL OFFICER (CONTRACTS)**

**JOB PURPOSE:            The Legal Officer is responsible for handling day to day legal responsibilities and providing support in contracts negotiations and drafting, provisions of legal advisory services, drafting of relevant policies and supporting management of Company compliance matters**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. To be actively involved in preparing and drafting of different contracts and other related documents.
2. Maintain contractual records and documentation such as receipt and control of all contract correspondence, customer contact information sheets, contractual changes, status reports and other documents for all projects.

3. As needed, provide guidance on contract matters to Project Managers or other operational staff, including training to new Project Managers and other employees in contracting practices and procedures.
4. Assist in developing and implementing procedures for contract management and administration in compliance with company policies.
5. Ensure that signed contracts are communicated to all relevant parties to provide contract visibility, awareness and interpretation to support implementation.
6. Monitor transaction compliance (milestones, deliverables, invoicing etc.) and file all necessary documentation for compliance of the company.
7. Track and ensure contract close-out, extension or renewal.
8. Conduct legal analysis and research on various company legal matters.
9. Provide advice on different legal issues and assist in drafting legal opinions, memoranda and other briefing documents.
10. Perform any other duties as may be assigned from time to time by the supervisor.

### **QUALIFICATIONS AND ATTRIBUTES**

- a) A Bachelor's Degree (Hons) in law (LLB).
- b) A diploma in legal practice.
- c) The candidate must have five (5) years' experience in a busy corporate entity of high repute
- d) Demonstrated experience in dealing with contracts and compliance aspects.
- e) The candidate must have excellent analytical, research and drafting skills.
- f) Strong interpersonal and communication skills.
- g) A proven high level of integrity and an ability to work under pressure.

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**JOB TITLE: IT SERVICE DESK OFFICER**

**REPORTS TO: IT INFRASTRUCTURE AND SECURITY SPECIALIST**

**JOB PURPOSE: To ensure efficient delivery of it support services to UNOC staff providing first line technical support towards resolution of any IT queries.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Be the concierge for all IT support related calls, providing 1st line support towards successful resolution of the user calls relating to all hardware, software and peripherals, ensuring all calls logged with IT are resolved as per the running Service Level Agreements (SLA).
2. Provide service desk management, printer management, conference call management & support desktop and Mobile Device Support.
3. Provide IT Asset Management support to the team ensuring an up-to-date asset inventory exists for all IT related assets.

4. Support Project Managers to disseminate and coordinate project tasks as part of IT or UNOC-wide projects ensuring assigned project tasks are delivered to deadline as and when required.
5. Monitor and measure services delivered by vendors and third parties to ensure that they are delivering to their respective Service Level Agreements (SLA) and/or underpinning agreements and prepare documentation that would support any service delivery dispute.
6. Spearhead the enhancement of the user experience through the creation of guides, self- help and delivering formal and informal training sessions to staff on a one to one or forum basis.
7. Participate and support the delivery of organisation-wide projects providing IT requirements gathering, testing and implementation support where required.
8. Any other duties as may be assigned.

### **QUALIFICATIONS AND ATTRIBUTES**

- a) A Bachelor's Degree (Hons) in IT, Computer Science, Computer Engineering, Information Systems or any other relevant degree from a recognized University.
- b) Five (5) years of relevant experience in a similar role in a busy environment, and or similar industry.
- c) Experience in installation, administration and support of Microsoft Windows 10, office 365 and other office applications.
- d) Excellent general knowledge and experience of all aspects of IS support and service delivery including hardware, software, peripherals, LAN/WAN, Wireless networking, Operating systems, cloud computing, email, corporate printing, telephony and mobile device technologies.
- e) Networking experience in setting up structured data cabling, setup and administration of Wireless Access networks and Cisco network equipment.
- f) ITIL Foundation and/or Advanced certification, Microsoft Certified Solutions Expert. (MCSE) certification will be an added advantage.

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**JOB TITLE: E&P DATA CUSTODIAN**

**REPORTS TO: DATA CONTROL TECHNOLOGIST**

**JOB PURPOSE: Responsible for the technical control of E&P data including security, scalability, configuration management, availability, accuracy, consistency, backup and restore, technical standards, policies and business rule implementation.**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Define and report on how the Company E&P data is stored, processed and transmitted within the Company and to third-parties.
2. Implement appropriate physical and technical safeguards to protect the confidentiality, integrity and availability of company E&P data.
3. Document and disseminate administrative and operational procedures to ensure consistent storage, processing and transmission of Geoscience and Engineering data.
4. Understand and report on E&P data security risks and how they impact the confidentiality, integrity and availability of Company E&P data.

5. Review and ensure Quality Controls in-coming sources of information prior to processing.
6. Create new E&P records based on interpretation and results from geoscience teams.
7. Maintain continuous and accurate data flow across Geoscience and Engineering disciplines for efficiency and to meet deadlines.
8. Perform other duties as may be assigned.

## **QUALIFICATIONS AND ATTRIBUTES**

- a) Bachelor's Degree (Hons) in Information technology or any Physical Science or other relevant degree.
- b) Knowledge of E&P Data Management and Quality control systems.
- c) A minimum of three (3) years of related working experience with E&P data and Systems.
- d) High level of integrity.
- e) Ability to work and produce results in an environment with multiple challenging tasks.

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## **UGANDA REFINERY HOLDING COMPANY LTD**

Headquarters at Amber House, P.O Box 36316, Kampala

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### **THE UGANDA REFINERY HOLDING COMPANY (URHC) IS RECRUITING**

The Uganda Refinery Holding Company (URHC) is a Private Limited Liability Company that was incorporated under the Companies Act (2012) as a subsidiary of the Uganda National Oil Company (UNOC).

The objective of the URHC is to hold Government's interest on behalf of UNOC in the oil refinery and associated infrastructure. URHC, in partnership with an investor partner, will design, develop, build, operate and maintain the Uganda Refinery Project to be located in Kabaale, Hoima District. URHC has also been given the mandate to develop, operationalize and manage the 29.57 km<sup>2</sup> Kabaale petro-based Industrial Park (KIP). The Refinery and Uganda's second International Airport will form the industrial park's anchor projects.

URHC now invites applications for persons interested to develop their career with a dynamic results-oriented Company to occupy the following position:

**JOB TITLE: MECHANICAL ENGINEER**

**REPORTS TO: GENERAL MANAGER, UGANDA REFINERY HOLDING COMPANY LTD.**

**JOB PURPOSE: The Mechanical Engineer will play a key role of supporting the Uganda Refinery Holdings Company's mandate of designing, constructing and safely operating Uganda's first crude oil refinery. This will include taking a lead role in proactive design reviews, execution of project work packages, understanding and evaluating plant performance when working closely with Operations and Maintenance.**

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Support the process of defining deliverables to meet project requirements by ensuring that technical alternatives are proposed and evaluated.



2. Ensure that engineering design and work packages are structured properly and maintained for effective execution.
3. Participate in PHA (HAZOP) and LOPA analysis.
4. Review and approve mechanical equipment vendor technical proposals, drawings, operating and maintenance manuals, and attend FAT/shop tests, as needed.
5. Review and approval of engineering contractor's design drawings and documents including: mechanical design and data sheets, plant operating manuals and standards etc.
6. Responsible for assisting the Project Engineer in planning, scheduling, cost estimating and coordinating technical aspects of projects
7. Develop purchase specifications for engineered mechanical equipment that ensures the equipment meets company and industry standards and manage the technical requirements for procuring the equipment
8. Ensure timely and effective fabrication, construction, installation and commissioning of all mechanical equipment involved in the project.
9. Provide engineering support for routine daily operation of process units within the refinery. Support requires collaboration and interpersonal skills necessary to work with operations, maintenance, and technical functions.
10. Any other duties as may be assigned.

## **QUALIFICATIONS AND ATTRIBUTES**

- a) A Bachelor's degree (Hons) in Mechanical/Industrial Engineering.
- b) A minimum of 5 years' experience as a mechanical engineer in a Refinery, Petrochemical, Chemical or Bioprocess context.
- c) Experience in Project Management is added advantage.
- d) Experience with industry standards such as API, ASME, ASTM.
- e) Proven ability to read and understand engineering manuals and codes, perform engineering calculations including, but not limited to pipe thickness and stress calculations, pressure vessel design, thickness calculations and read P&ID's, plot plans, piping, and structural drawings.

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## **NATIONAL PIPELINE COMPANY (U) LTD**

Headquarters at Amber House, P.O Box 36316, Kampala

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### **THE NATIONAL PIPELINE COMPANY (U) LIMITED (NPC) IS RECRUITING**

The National Pipeline Company (U) Limited (NPC) is a subsidiary of the Uganda National Oil Company (UNOC) which was incorporated under the Company's Act 2012. It is a limited liability company wholly owned by UNOC. The overall function of NPC is to handle national commercial interests in petroleum pipelines, storage facilities and related services.

The NPC now invites applications for persons interested to develop their career with a dynamic results-oriented Company to occupy the following position:

**JOB TITLE:** TRADING SPECIALIST (DOWNSTREAM)  
**REPORTS TO:** MANAGER TRADING OPERATIONS (DOWNSTREAM)  
**JOB PURPOSE:** Responsible for executing the procurement, transportation, supply, storage, marketing and sale of petroleum products in line with company policies and procedures.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Participate in defining specifications for petroleum products to be procured and identification of supply sources.
2. Prepare and implement a supply plan and schedule for procurement and supply of petroleum products.
3. Prepare and implement quality control measures to ensure supply and sale of quality petroleum products.
4. Identify and manage logistical processes within the petroleum products supply and distribution chain in liaison with relevant stakeholders.
5. Conduct market surveys and carry out supply and demand analysis to inform procurement and stocking of petroleum products.

6. Identify and engage with potential clients for bulk petroleum products and propose strategies for meeting their requirements.
7. Participate in the development and implementation of marketing strategies including promotions and new products' development initiatives.
8. Manage and continuously report on petroleum products stock movements for the Company.
9. Attend to customer requirements and inquiries.
10. Any other duties as may be assigned.

## **QUALIFICATIONS AND ATTRIBUTES**

- a) Bachelor's degree (Hons) in either Mechanical Engineering, Industrial Chemistry, Economics, Statistics, Commerce, Marketing, Business Administration or any other related degree.
- b) Master's Degree in Business Administration will be an added advantage.
- c) Training in HSE principles is an added advantage.
- d) Should have demonstrable relevant working experience of at least six (6) years, three (3) of which should be in downstream petroleum business.

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**NATIONAL PIPELINE COMPANY (U) LTD**

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