



VACANCY ANNOUNCEMENT

The Uganda National Council for Science and Technology (UNCST) is a government agency established in 1990 by an Act of Parliament (Cap 211 as amended) with a mandate to develop and implement strategies for integration of Science and Technology into the national development process. UNCST is inviting applications from suitably qualified Ugandans to fill the positions below based at its Offices on Plot 6 Kimera Road, Ntinda, Kampala:

1. POSITION:	SENIOR COMMUNICATIONS OFFICER - READVERTISED
DEPARTMENT	OFFICE OF THE EXECUTIVE SECRETARY
REPORTING TO	EXECUTIVE SECRETARY

JOB SUMMARY:

The incumbent will translate complex science and technology topics into clear, engaging communications to help shape public perception. By bridging the gap between scientists, policymakers, the media, and the public, they will advance organizational goals and drive strategic advocacy through targeted stakeholder engagement. Additionally, they will coordinate communication initiatives to elevate the Uganda National Council for Science and Technology's (UNCST) profile, raising public awareness of Science, Technology, and Innovation (STI) programmes while strengthening overall institutional visibility. This will involve content development for internal and external communication, including website content, communiqués and press releases, promotional materials, social media content, risk communications, graphic layout of Council publications, and other media products.

KEY ROLES AND RESPONSIBILITIES:

1. Strategic Communications & Brand Management

- Formulate and execute comprehensive communication and advocacy strategies that directly align with the long-term organizational goals of UNCST.
- Maintain and safeguard the corporate branding, visual identity, and reputation of UNCST across all internal and external initiatives.
- Serve as an official institutional spokesperson to deliver eloquent, accurate, and authoritative public messaging when designated.
- Establish proactive crisis communication protocols and manage active response efforts to mitigate organizational reputational risks.
- Build and manage strategic relationships with researchers, universities, government, industry, development partners and other STI stakeholders.
- Coordinate and facilitate effective engagement among diverse stakeholders to advance UNCST programmes, partnerships and strategic priorities.

2. Technical Content Simplification & Multimedia Production

- Draft high-quality technical documents, including executive reports, policy briefs, factsheets, press releases, institutional speeches, and talking points.

- Translate complex scientific research into highly consumable, humanized audio-visual content and public-friendly media bites.
- Oversee the digital footprint by supervising social media editorial calendars to explain technical findings to non-scientific audiences.
- Manage website updates, interactive multimedia production, and online community engagement via modern digital platforms.
- Conceptualize and produce the official, well-branded institutional newsletter and organizational blogs.

3. Media Relations & Stakeholder Engagement

- Cultivate strategic relationships with policymakers, government departments, and funding partners to influence decisions and champion scientific initiatives.
- Drive media relations strategies by pitching stories to journalists, managing incoming press queries, and preparing internal subject-matter experts for interviews.
- Direct continuous media monitoring and sentiment analysis to track public perception and industry trends affecting the Council.
- Lead the planning, coordination, and execution of institutional events, press conferences, and campaigns.
- Build and manage strategic partnerships and networks that facilitate collaboration, knowledge exchange and dissemination of research and innovation.

4. Capacity Building & Operational Support

- Design and deliver training programs to build staff capacity across all key communication, media handling, and advocacy competencies.
 - Support knowledge management, documentation and sharing of institutional learning, research evidence and programme results.
5. Perform any other duties and special assignments as directed by the immediate supervisor.

JOB REQUIREMENTS:

The ideal candidate should possess:

A. ACADEMIC AND PROFESSIONAL QUALIFICATIONS

- Bachelors and Master's Degree in Journalism, Communications, Languages/Arts or a related discipline. A Master's degree in a relevant field is an added advantage.

B. WORK EXPERIENCE

- Be a dynamic professional leveraging over 8 years of interdisciplinary experience in media, science communications, research, and policy advocacy to drive strategic engagement of which 3 years are at supervisory role.
- Proven experience in content development, social media management, and digital communication platforms.

C. TECHNICAL KNOWLEDGE & SKILLS

Functional skills

- Knowledge of communication approaches and practices within Government institutions or international agencies.
- Have basic graphics design, and audio-visual production skills.

- Have basic knowledge of new media.
- Excellent diplomatic, representational, interpersonal and communication skills, including experience with successfully interacting with stakeholders and decision-makers in technical and other professional settings
- Strong command of document and graphic presentation and media software systems and tools.
- Excellent verbal and written skills and experience in executing various writing styles and voices, including journalistic and executive writing.

Personal Abilities

- Leadership and management abilities. Pro-active and solutions oriented.
- Analytical and problem solving abilities
- Ability to build strong relationships internally and with external actors.
- High level of autonomy at work, yet with profound team spirit.
- Ability to work under pressure, with minimal supervision, and in a culturally diverse team
- Adaptive, patient, resourceful, resilient and flexible.

D. KEY COMPETENCIES

- The ideal candidate should have excellent written, editing, and verbal communication skills with the ability to simplify technical STI information and prepare reports, presentations, and content for diverse audiences.
- Furthermore, have a record of translating scientific data into accessible, compelling content for the media.
- Demonstrate strategic thinking and the ability to implement communication plans aligned to UNCST's objectives and mandate.
- Proficiency in Microsoft Office, Content Management Systems, Canva, and Adobe Suite is required, together with basic skills in photography and videography.
- The candidate should have strong stakeholder management and networking skills with the ability to engage government, academia, media, development partners, and the public.
- The candidate must be able to work effectively as a team player, under pressure, and meet deadlines in a dynamic environment.

2. POSITION	SENIOR LEGAL OFFICER/ IN-HOUSE COUNSEL- READVERTISED
DEPARTMENT	OFFICE OF THE EXECUTIVE SECRETARY
REPORT TO:	EXECUTIVE SECRETARY
JOB SUMMARY: The successful candidate will provide strategic legal advice to Management and the Council Board, ensure effective management of the organization's legal and regulatory affairs, and provide leadership in contract management, corporate governance, compliance, risk management and dispute resolution.	
KEY ROLES AND RESPONSIBILITIES 1. Contract and Commercial Management ▪ Draft, review, negotiate and advise on complex contracts, agreements, memoranda of understanding, partnerships and other legal instruments.	

- Review commercial and institutional arrangements to ensure that UNCST's legal, financial and operational interests are adequately protected.
- Develop, maintain and periodically review standard contract templates, legal clauses and other legal documentation for organization-wide use.
- Advise the Executive Secretary, Council Board, Management and relevant departments on contractual obligations, liabilities, remedies and potential legal exposure.
- Ensure appropriate legal due diligence is undertaken in major transactions and partnerships.

2. Legal Risk and Compliance

- Identify, assess and advise on legal and regulatory risks affecting UNCST's operations.
- Monitor developments in legislation, regulations, policies and case law relevant to the Council's mandate and operations.
- Advise the Executive Secretary, Management and the Council Board on measures to mitigate legal and regulatory risks.
- Develop, review and support implementation of internal legal and compliance policies and procedures.
- Promote awareness of legal and regulatory obligations through staff training and legal guidance.
- Establish and maintain a legal risk register, identify legal and compliance risks across Council operations, and recommend mitigation measures to Management.
- Ensure that the Council's activities and decisions are undertaken in accordance with applicable laws, regulations and institutional policies.

3. Corporate Governance and Advisory Services

- Provide legal advice to the Council, Management and senior leadership on strategic and operational matters.
- Provide legal support to the Board/Council and its committees, including preparation and review of legal documents, resolutions and related records.
- Advise on corporate governance matters and ensure proper maintenance of statutory and corporate records.
- Support regulatory filings and other statutory compliance requirements.
- Advise on major institutional transactions, restructuring, partnerships and other strategic initiatives.
- Review and advise on the legal implications of strategic decisions, policies and programmes.

3. Dispute Resolution and Litigation Management

- Manage and coordinate litigation, arbitration, mediation and other dispute-resolution matters involving UNCST.
- Work closely with the Executive Secretary, Management and relevant departments in assessing potential and actual disputes.
- Engage, supervise and monitor performance and expenditure of external counsel.
- Provide regular reports to Management on ongoing disputes, legal risks and potential liabilities.
- Explore appropriate alternative dispute-resolution mechanisms to minimise cost, risk and reputational exposure.

5. Legal Leadership and Institutional Support

1. Establish and maintain an effective in-house legal function that provides timely, practical and commercially sound legal advice.
2. Develop legal policies, procedures and guidelines to strengthen institutional governance and risk management.
3. Promote a strong culture of legal compliance, accountability and good governance.
4. Provide legal counsel on human resource and administrative matters, including disciplinary proceedings, employment contracts, and staff grievances, ensuring due process and adherence to the law.
5. Serve as Secretary or legal adviser to Council and Management committees as assigned, ensuring proper record-keeping, and advise on corporate governance, fiduciary duties, and conflict of interest management.
6. Maintain custody and a comprehensive register/database of all legal instruments including contracts, title deeds, seals, litigation, and regulatory obligations.
7. Advise on the protection, registration, and management of the Council's intellectual property and that arising from research and innovation activities it supports.
8. Build legal awareness and capacity across the Council through briefings, training, and guidance notes on legal obligations and risk avoidance.
9. Supervise, mentor, and appraise assigned staff, and coordinate the work of the legal function, including consultants and external service providers.
10. Prepare periodic legal reports, compliance statements, and analytical summaries for Management, the Governing Council, and oversight bodies.
6. Perform any other duties as may be assigned by the supervisor.

JOB REQUIREMENTS

The ideal candidate should possess:

A. ACADEMIC & PROFESSIONAL QUALIFICATIONS

- A Bachelor's Degree in Law (LL.B) from a recognized institution.
- A Postgraduate qualification in Legal Practice, with eligibility to practise law in Uganda.
- ICSA/Chartered Governance qualification or certification is required or highly desirable.

Added advantage:

- A Master's degree in Law (LLM) or a related field, preferably with specialization in Intellectual Property Law, Environmental Law, Health Law, Technology and Innovation Law, International Law, Commercial/Contract Law, or Public Administration.
- Training or certification in contract management, arbitration and alternative dispute resolution, corporate governance, legislative drafting, data protection, or public procurement law.

B. WORK EXPERIENCE

- At least ten (10) years' relevant professional experience, preferably with significant experience in an in-house legal, corporate, regulatory or institutional environment.
- Demonstrable experience in contract drafting and negotiation, corporate governance, regulatory compliance, legal risk management and dispute resolution.
- Experience managing external counsel and complex legal matters.

- Experience advising senior management and/or boards on complex legal and strategic issues will be an added advantage.

C. TECHNICAL KNOWLEDGE

The successful candidate should demonstrate:

- Strong knowledge of Ugandan laws and regulations relevant to corporate, public-sector, contractual, governance and regulatory matters.

D. KEY COMPETENCIES

- Excellent legal research, analysis and drafting skills.
- Strong contract negotiation and commercial awareness.
- Excellent knowledge of corporate governance and regulatory compliance.
- Strong judgement and ability to identify and manage legal risk.
- Excellent communication, interpersonal and stakeholder-management skills.
- Ability to provide clear, practical and timely legal advice to non-legal professionals.
- High levels of integrity, confidentiality and professional ethics.
- Strong leadership, organizational and problem-solving skills.
- Ability to manage multiple complex matters and meet demanding deadlines.
- Sound understanding of the role of an in-house counsel in supporting organizational strategy and institutional objectives.

4. POSITION:	SENIOR INTERNAL AUDITOR (HEAD OF INTERNAL AUDIT FUNCTION)
DEPARTMENT:	INTERNAL AUDIT
FUNCTIONAL REPORTING TO:	UNCST COUNCIL
ADMINISTRATIVE REPORTING TO:	EXECUTIVE SECRETARY

JOB SUMMARY: To lead and provide independent, objective assurance and advisory services that add value and support the achievement of UNCST objectives by evaluating and helping improve the effectiveness of governance, risk management and control processes; strengthening accountability, compliance and the efficient use of public resources.

KEY ROLES AND RESPONSIBILITIES

1. Internal Audit Strategy, Risk Assessment & Planning

- Lead the development of a risk-based internal audit plan aligned to UNCST objectives, key risks, legal and regulatory obligations, emerging issues and stakeholder expectations, and submit the plan and related resource requirements for appropriate approval.
- Periodically reassess the audit universe and approved plan to respond to significant changes in risk, operations or priorities, and obtain approval for material changes where required.
- Maintain an appropriate internal audit charter, methodologies, policies and procedures consistent with applicable public-sector requirements and the Global Internal Audit Standards.

2. Audit, Assurance & Advisory Services

- Plan, supervise and perform risk-based financial, compliance, operational, information systems, governance and value-for-money audits in accordance with the approved plan and applicable professional standards.
- Evaluate the design, adequacy and operating effectiveness of governance, risk management and internal control processes, including controls over financial management, procurement, assets, information, grants and field-based activities.
- Assess grantees' financial management, accountability and control arrangements, and recommend proportionate improvements based on identified risks.
- Communicate clear, evidence-based audit findings that identify root causes, risk implications and practical recommendations, and issue timely reports to Management and the Council/appropriate committee.
- Track and validate implementation of agreed audit recommendations, Auditor General findings and other significant assurance actions, and escalate overdue or high-risk matters through the approved governance channels.
- Undertake advisory engagements requested by Management or the Council where these are consistent with the internal audit mandate, without assuming management responsibility or impairing independence.
- Conduct or support special reviews and investigations in accordance with approved protocols, maintaining confidentiality, objectivity, due professional care and appropriate handling of evidence.
- Coordinate, where appropriate, with the Auditor General, external auditors, risk/compliance functions and other assurance providers to improve coverage and reduce unnecessary duplication.

3. Governance, Independence & Stakeholder Reporting

- Maintain organizational independence and individual objectivity, promptly disclose actual or perceived impairments, and seek unrestricted access to relevant records, systems, personnel and premises required to perform approved work.
- Report periodically to the Executive Secretary and the Council/appropriate committee on audit plan delivery, significant risk and control issues, governance matters, management action status, resource constraints and other matters requiring attention.
- Build constructive relationships with Management and other stakeholders while preserving Internal Audit's independence, professional skepticism and authority to communicate significant issues.
- Quality, Professional Practice & Continuous Improvement
- Establish and maintain a Quality Assurance and Improvement Program (QAIP), including ongoing monitoring, periodic self-assessments and support for an external quality assessment at least once every five years, subject to the applicable professional framework.
- Ensure engagements are appropriately planned, documented, supervised and supported by sufficient, reliable, relevant and useful evidence.
- Promote the effective use of audit management systems, data analytics and other technology to improve audit coverage, efficiency and insight.
- Maintain continuing professional development and keep current with changes in internal auditing, public financial management, procurement, digital risks, governance and relevant sector requirements.

4. Leadership & Administration

- Provide leadership, supervision, coaching and performance management for staff in the Internal Audit Unit.
- Prepare and manage the Unit work plan, budget and resource requirements, and monitor efficient and effective use of allocated resources.

- Develop staff capability through coaching, knowledge sharing, professional development and succession planning.
 - Represent Internal Audit at Management and governance meetings as appropriate, while preserving the function's independence and authority.
5. Perform any other duties as may be assigned by the supervisor.

JOB REQUIREMENTS

A. ACADEMIC & PROFESSIONAL QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, Commerce, Business Administration, Auditing or another relevant discipline from a recognized institution.
- A Master's degree in a relevant field is an added advantage.
- Full professional qualification in internal audit or accountancy, such as CPA(U) or ACCA. Relevant specialist certifications such as CIA, CISA, CRMA or CFE are an added advantage.
- Membership in good standing of a recognized relevant professional body, such as the Institute of Internal Auditors, ICPAU.

B. WORK EXPERIENCE

- Minimum seven (7) years of relevant internal/external audit, assurance, risk or related experience, including at least three (3) years at senior or supervisory level; experience in the public sector, grant-funded institutions, NGOs or similarly regulated environments is desirable.

C. TECHNICAL KNOWLEDGE

- Current Global Internal Audit Standards and relevant guidance under the International Professional Practices Framework (IPPF).
- Applicable Uganda public financial management, procurement, accountability and internal audit laws, regulations, manuals and guidance, including the PFMA and PPDA framework.
- Risk-based auditing; governance, risk and control frameworks including COSO Internal Control and Enterprise Risk Management principles.
- Financial reporting and public-sector accounting principles, including IPSAS and IFRS as applicable.
- Audit techniques including sampling, data analytics, systems/IT auditing, forensic/investigative techniques and value-for-money auditing.
- Working knowledge of information technology, cybersecurity and data-related risks relevant to UNCST operations.
- Use of audit management/data-analysis software and enterprise systems (for example TeamMate or equivalent, ACL/IDEA or equivalent, ERP/IFMS) is an added advantage.

D. KEY COMPETENCIES

- Integrity, objectivity, confidentiality, professional courage and sound ethical judgment.
- Strategic and risk-based thinking, professional skepticism, critical thinking, analytical and problem-solving ability.
- Strong written and oral communication, including concise audit reporting and the ability to communicate effectively with senior Management and the Council.
- Stakeholder management, influencing, negotiation and conflict-management skills, while maintaining independence.
- Leadership, staff supervision, coaching and performance management.

- Digital literacy, proficiency in Microsoft Office/Excel and ability to use or learn audit/data analytics tools.

Application procedure and deadline:

Qualified candidates interested are encouraged to submit their signed application letters, curriculum vitae, copies of academic certificates and transcripts, naming three referees, By 13th September 2026, not later than 5:00 p.m. EAT, through UNCST application portal at www.uncst.go.ug/careers. Address the application to: Head, Human Resources, Uganda National Council for Science and Technology, Plot 6, Kimera Road, Ntinda, P.O. Box 6884, Kampala,

Please note: Only shortlisted applicants will be contacted.

“Uganda National Council for Science and Technology is an equal opportunity employer and does not charge any recruitment fee.”