



## RECRUITMENT OF EXECUTIVE SECRETARY

The Uganda National Council for Science and Technology (UNCST) is a government agency established in 1990 by an Act of Parliament (CAP 209). The UNCST is under the Science, Technology and Innovation Secretariat, Office of the President and is mandated to develop and implement strategies for integrating Science and Technology (S&T) into the national development process.

The UNCST is inviting applications from suitably qualified, dynamic, experienced, and visionary individuals for the position of **Executive Secretary** based in Kampala. The ideal candidate should provide strategic, financial, and administrative leadership to UNCST

**Contract Period:** Five Years, Renewable  
**Reports to:** Chairperson, UNCST Council

### Job Purpose

The Executive Secretary (ES) is responsible for the overall strategic direction, thought leadership, institutional development, resource mobilisation, and operational excellence of the Council. The role demands a dynamic leader capable of translating national aspirations into impactful STI programs, policies, and innovations that contribute to Uganda's overall STI goals.

### Key Duties and Responsibilities:

1. Spearhead the strategic vision and long-term growth of UNCST, ensuring alignment with national development plans and global STI trends.
2. Be responsible for the day-to-day administration and financial operations of UNCST.
3. Spearhead the necessary reforms to transform and align the UNCST to become an effective Scientific Regulatory Agency which supports Industrial STI and productive STI, rebranding the national STI regulatory ecosystem to support safe R&D and access to STI products on the market.
4. Develop and implement a framework to build and maintain strategic partnerships with key stakeholders.
5. Serve on the UNCST Council and be responsible for keeping the Council informed of the activities of UNCST. The Executive Secretary will ensure that Council resolutions are implemented.
6. Provide direction in establishing a sound human capital strategy and resources for the institution that build and ensure a work environment that attracts, retains, and supports a quality, motivated workforce
7. Initiate, develop and implement a framework for resource mobilisation and fundraising for research and STI activities in the country.
8. Prepare quarterly reports, both narrative and financial, for timely presentation to the Governing Council and other key stakeholders.
9. Oversee the public relations function of the Council and be responsible for the promotion of the corporate image of UNCST.
10. Develop and monitor the implementation of the framework, policies, and strategies to guide the execution of UNCST Procurement and Disposal activities.
11. Enhance STI impact in Uganda by focusing the UNCST program implementation to meet the national research agenda and priorities, and promoting apt research and technology that will lead to a vibrant Science industry in Uganda

### Qualifications:

- i. The ideal candidate should be a Ugandan with a master's degree in any relevant Science, Technology and Innovation (STI) discipline; A PhD will be an added advantage.
- ii. Postgraduate qualification or proven experience in innovation management, financial management, business management, or similar fields will be an added advantage.
- iii. Should not be more than 55 years at the time of submission of the application.

### Experience/competences:

- i. Minimum 10 years of progressive experience in STI, with at least 4 years at a senior executive or director level in a reputable organisation.
- ii. Proven experience in strategic planning, leadership, public relations and resource mobilisation.
- iii. Excellent knowledge of the STI sector environment and proven track record in conceiving, managing and scaling large STI programs or institutions.
- iv. Proven experience in the management and implementation of science and technology development projects.
- v. Proven experience in institutional change management
- vi. Proven experience working with development partners.
- vii. Commitment to the advancement of science, technology and innovation
- viii. Strong knowledge of research policy, innovation ecosystems, and industrial value chain development.
- x. High level of integrity.
- xi. Ability and experience in developing and leading effective, diverse teams.
- xii. Strong interpersonal, team building, negotiation, and collaboration skills.
- xiii. Proven management ability with a clean record of service.
- xvi. Attention to detail, focused and solution-driven, with the willingness and ability to implement innovative ideas and improve institutional culture.
- xiv. Excellent communication skills.

### Application procedure:

All suitably qualified and interested candidates should submit duly signed application letters, certified copies of academic and professional certificates and transcripts and a curriculum vitae giving full details of the applicant's education, qualifications, experience (with evidence), naming three referees, plus their postal, email and telephone contacts.

All applications must be addressed to the Chief Executive Officer, Future Options Consulting Ltd, Kampala and received by email [vacancy@futureoptions.org](mailto:vacancy@futureoptions.org) not later than 5:00 pm Ugandan time on **Monday, 23rd March 2026.**

This advert can also be accessed on the Future Options Consulting Ltd website: [www.futureoptions.org/jobs/](http://www.futureoptions.org/jobs/).

Please note: Only shortlisted applicants will be contacted

***"UNCST is an equal opportunity employer and does not charge any recruitment fees".***



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