



THE REPUBLIC OF UGANDA

OFFICE OF THE PRIME MINISTER

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In any correspondence on this subject, please quote No: OPM/41/1

17th April 2024

JOB ADVERTISEMENT

Applications are invited from suitably qualified candidates to fill the available Census Vacancies in Rwamwanja Refugee Settlement. Written application and typed CVs with accompanying copies of academic qualifications **should be submitted to the office of the Settlement Commandant Not later than close of business on 22nd April 2024.**

POST	: Census Parish Supervisor
REPORTS TO	: Settlement Sub County Supervisor
TERMS OF EMPLOYMENT	: Short Term Contract
LOCATION	: Rwamwanja Refugee Settlement
No. Of Vacancies	: (31)
REMUNIRATION	: UBOS Scale

Minimum Qualification

- Applicants should be Ugandans or Refugees holding an Honours Bachelor's Degree or Diploma in any field or "A" Level Certificate (with a subject in computer science)
- Demonstrated Computer Knowledge is a must
- Should be able to speak one of the following Languages: Swahili, Kinyarwanda, or any other language spoken by the Refugee community.
- Proficiency in English is a must
- Managerial skills is desirable

Working Experience

Applicants who are not refugees should have worked in a Refugee settlement set up for at least one year.

Duties

- ❖ Distribution and retrieval of census materials and devices within the assigned supervision area
- ❖ Mobilise the Refugee community to Participate in the National Census
- ❖ Utilise the Software installed on the provided devices to check on the progress of data collection by enumerators under your jurisdiction
- ❖ Editing and validation of the captured data in line with guidelines to be provided
- ❖ Mobilise community leaders to participate in the focus group discussion to complete the community questionnaires.
- ❖ Supervising the Enumerators under your Jurisdiction
- ❖ Collect information on persons who will have spent the census night in hotels and lodges and administering the community questionnaire
- ❖ Mobilisation of RWC members who are to assist as guides with assigned supervision area.