

NATIONAL WATER AND SEWERAGE CORPORATION

EMPLOYMENT OPPORTUNITY

National Water and Sewerage Corporation (NWSC) is a government owned utility which is charged with the provision of water and sewerage services with a vision, 'to be the leading water utility in the world'. NWSC is looking for professionally qualified, experienced and competent persons of integrity to fill the position of Senior Officer Vocational Training

Designation: Senior Officer Vocational Training

No: 01

Scale Salary: 3

Reports to: Manager Training and Capacity Development

Date:

Main purpose of the Job:

To facilitate the Directorate's activities by ensuring that Training and Capacity building programmes are effectively implemented

KEY RESULT AREAS

1. Conducting vocational training needs assessment to identify skills gaps of NWSC technical staff.
2. Plan and develop annual vocational training calendar
3. Organize and coordinate vocational training sessions, practical demonstrations and field visits for vocational training classes.
4. Participate in development of training manuals, course modules and instruction of the participants
5. Proper stores management – management of orders, stock of VSD equipment and tools and availability of needed materials for vocational skills activities
6. Prepare and project financial requirements to smoothly conduct trainings on a quarterly basis.
7. Develop, operate and manage the training database of all training sessions at the NWSC-VSDF
8. Prepare assessments and certification for training courses

9. Management and operation of the Vocational Training Skills Development facilities, including health and safety of participants and fellow staff
10. Carry out end of course evaluation of all training sessions, and training impact assessments.
11. Preparation of performance reports and documentation
12. Ensure proper ambience and cleanliness of VSDF at all times.

Required Qualifications and Skills

i. Minimum academic qualification

Bachelors in Engineering or any other Engineering related field.

ii. Other Professional Qualifications

The candidate should be a member of a professional body. Post graduate education in business management is an added advantage

Minimum Working Experience

A minimum of three (3) years general experience in utility/technical operations or a vocational training institution.

Personal Attributes/Skills

- Excellent interpersonal skills with the ability to listen and identify solutions to problems.
- Ability to analyze problems in a detailed manner.
- Must be a team player
- Ability to train and mentor others.
- Must be able to explain difficult scientific concepts orally and in writing to lay audience in an understandable manner.
- Must be dependable and highly reliable.
- Must be able to meet deadlines all the time.
- Must be a good communicator, both oral and in written form

Applications with detailed curriculum vitae, copies of academic transcripts and certificates, names of three referees, and applicant's daytime contact should be sent to:

Senior Human Resource Manager
National Water and Sewerage Corporation
Plot 39 Jinja Road
P.O Box 7053
Kampala.

Closing Date is 19th September 2014. at 4.00 p.m.