



OAG EXTERNAL ADVERTISEMENT NO: 2/2025

The office of the Auditor General (OAG) is the supreme Audit Institution (SAI) of Uganda mandated under Article 163 of the Constitution of the Republic of Uganda to audit and report on the Public Accounts of Uganda and of all public offices, including the Courts, the Central and Local Government Administrations, Universities and Public Institutions of like nature and any Public Corporations or other bodies or organizations established by an Act of Parliament. The Constitutional mandate of the OAG is amplified by the National Audit Act, Cap 170 which has among other things enhanced the financial and operational independence of the Auditor General.

The Vision for Office of the Auditor General is "A model Supreme Audit Institution that adds value to society"; and its Mission is "To provide our stakeholders with independent audit results that promote good governance for better service delivery". Its core values are: Integrity & Ethical Conduct, Professional Competence, Objectivity and Service-delivery oriented.

In accordance with Section 9(2) of the National Audit Act, Cap 170, Regulation 14 of the National Audit (Terms and Conditions of Staff) Regulations, 2011, and Chapter 2.3 of the OAG Human Resource Manual 2024, applications are hereby invited from suitably qualified candidates for the following positions:



JOB DESCRIPTION

Job Title	: Secretarial Assistant (1 Vacancy)
Job Grade	: OAG-9
Division	: Corporate
Directorate	: Human Resource Management and Development
Reports to	: Executive Assistant
Supervises	: Office Assistant
Terms of Service	: Permanent
Job Reference	: ADM/56/136/01 Vol.8 [03/25]

MAIN PURPOSE OF THE JOB:

Provide secretarial services, receive correspondences, maintain office environment, fix appointments and make follow-ups to support Supervisors and other staff effectively and efficiently.

DUTIES AND RESPONSIBILITIES:

1. Receive and Disseminate Correspondences and Other Information for the Office Custodian of Files

- Provide support in the efficient provision of secretarial services to the Supervisors, and prepare agendas, co-ordinate the production of papers, minutes and keep/retrieve records.
- Provide efficient and effective correspondences, and other information received and disseminated for the office.
- Organise/attend meetings, taking minutes and circulating decisions from the meetings to the relevant action offices.

2. Maintain the Environment of the Office of the Auditor General

- Perform routine check-ups in the office environment and ensure clean and secure surroundings.
- Deliver a comprehensive range of support activities, proactively troubleshooting and resolve issues which arise.
- Perform routine check-ups and account for office equipment and materials and keep records, within the Office of the Auditor General Office environment.

3. Customer Service

- Attend to visitors/calls and direct them to the rightful Officers they may need to meet/talk to.
- Set up and manage agreed communication system and protocols to ensure consistent standards in all communications from the Supervisors and visitors.

4. Schedule Appointments and Deadlines

- Schedule/maintain, and follow-up on appointments and communicate any changes made.
- Assist in ensuring that demanding workload is appropriately prioritized and all deadlines are met.

5. Process all the Work Assignments

- Organise and store paperwork, documents and computer-based information that may be relevant for the operation.
- Photocopy and print various documents, sometimes on behalf of other colleagues.
- Type, prepare and collate reports and manage database systems.
- Coordinate work, activities within the department within a stipulated time/deadline.

6. Supervise and Develop Staff.

- Set the performance targets together with staff under supervision and carry out performance appraisal for the team.
- Mentor and coach the team.

KEY PERFORMANCE INDICATORS:

- Percentage of planned activities implemented
- Risk and compliance rating
- Stakeholder satisfaction score;
 - Service Score
 - Complaints resolution
- Service level agreement score
- Staff competency score
- Technology utilisation score
- Percentage of staff (under supervision) exceeding agreed performance
- Timely and accurate submission of reports

JOB SPECIFICATIONS:

Qualifications:

- Applicant must be a Ugandan aged 35 years and below, holding a Diploma in Administrative and Secretarial Science, Office Management or in any related field.

Experience:

- Experience is not required.

KNOWLEDGE, SKILLS AND ATTRIBUTES

KNOWLEDGE

- Legal and regulatory framework governing the OAG.
- OAG code of conduct
- The value and benefit of supreme audit institutions - making a difference to the lives of citizens
- Principles of transparency and accountability
- Computerised information systems
- Public sector protocol and etiquette
- Planning

SKILLS

- English Language skills
- Report writing
- Digital Literacy skills
- Effective Communication skills
Effective Communication skills
- Quality control
- Outsourcing and contract management skills
- Procurement evaluation skills
- Planning, budgeting and commitment control skills
- Business Acumen skills

ATTRIBUTES

- Accountable
- Creative/ Innovative
- Integrity
- Independent
- Objective
- Professionalism
- Perseverance
- Continuous Improvement focused
- Goals and Results Focused
- Quality focused
- Empathetic
- Confidentiality
- Client Centric
- Teamwork
- Inspiring
- Share Information



JOB DESCRIPTION

Job Title : **Driver (6 Vacancies)**
Job Grade : OAG-10
Division : Corporate
Directorate : Strategy, Finance & Administration
Reports to : Administrative Officer – Fleet
Supervises : None
Terms of Service : Permanent
Job Reference : ADM/56/136/01 Vol.8 [04/25]

MAIN PURPOSE OF THE JOB:

Undertake chauffeur functions by transporting the OAG staff, OAG guests and goods safely as requested by the Supervisors and maintain vehicles in good working condition.

DUTIES AND RESPONSIBILITIES:

1. Transport Staff and OAG Guests, Collect and Deliver Documents, Parcels to Various Destinations

- Transport staff and guests as approved by Supervisor to and from approved destinations.
- Collect and make deliveries of documents and goods as instructed by the Supervisor and maintain records.

2. Comply with Road Rules and Regulations

- Maintain valid driving license, insurance policies and registration and comply with all traffic and road safety rules and regulations.
- Comply with the Office of the Auditor General driver's guidelines and communicate with relevant Officers for any related issues.
- Ensure the safety of passengers by verifying working conditions of the vehicles.

3. Log Movements and Expenses

- Maintain the vehicle logbook and trip lists, fuel vouchers fully updated and accounted for.

- Regularly and accurately record and log all movements of the vehicle as per the Office of the Auditor General policies and guidelines.

4. Timely and Detailed Reporting

- Report mechanical malfunction incidents to the Supervisor and provide vehicle accident reports as and when required.
- File administrative forms such as delivery notes for accountability purposes.
- Keep proper records of fuel consumption.

5. Service Vehicle Maintenance Management

- Identify, report minor repairs and arrange regular maintenance and cleanliness of the vehicle.
- Keep track of the general maintenance schedule, including tyre condition and report maintenance needs to the Supervisor.
- Carry out visual checks of all vehicle liquids and body panels for efficient functionality.

KEY PERFORMANCE INDICATORS:

- a. Percentage of planned activities implemented
- b. Risk and compliance rating (traffic rules and regulations)
- c. Stakeholder satisfaction score;
 - Driver Service Score (timeliness, smartness, comfort, respectful, courtesy)
 - Complaints
- d. Technology utilisation score
- e. Timely and accurate submission of reports

JOB SPECIFICATIONS:

Qualifications:

- Uganda Certificate of Education with at least a Credit in English Language.
- Valid Driving Licence – Atleast Class B and DL
- Competency Driving Certificate from Ministry of Works
- Basic Mechanics Certificate is an added advantage.

Experience:

- Three (3) years of driving experience in the public sector or a reputable organisation.

KNOWLEDGE, SKILLS AND ATTRIBUTES

KNOWLEDGE

- Legal and regulatory framework governing the OAG
- OAG code of conduct.
- The value and benefit of supreme audit institutions - making a difference to the lives of citizens
- Principles of transparency and accountability
- Computerised information systems
- Basic Mechanics
- First Aid
- Defensive driving
- Health and Safety
- Public sector protocol and etiquette

SKILLS

- English Language skills
- Report writing
- Digital Literacy skills
- Effective Communication skills
- Effective Communication skills
- Quality control
- Outsourcing and contract management skills
- Procurement evaluation skills
- Planning, budgeting and commitment control skills
- Business Acumen skills

ATTRIBUTES

- Accountable
- Creative/ Innovative
- Integrity
- Independent
- Objective
- Professionalism
- Perseverance
- Continuous Improvement focused
- Goals and Results Focused
- Quality focused
- Empathetic
- Confidentiality
- Client Centric
- Teamwork
- Inspiring
- Share Information
- Coach and Mentor

HOW TO APPLY

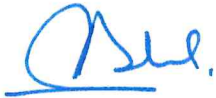
Applications must be accompanied by:

- Detailed typed curriculum vitae which clearly supports the competencies required above.
- Copies of academic qualifications, professional training certificates and proof of employment history where required.
- Names of three (3) referees and their contacts.
- A recent passport size photograph (attached to the application form).

All applications must be in ***triplicate*** and submitted on the OAG application form, which can be obtained from the OAG Website: www.oag.go.ug.

The deadline for receiving applications is **22nd DECEMBER 2025.**

LATE SUBMISSION SHALL NOT BE CONSIDERED.



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Edward Akol

AUDITOR GENERAL