



OAG EXTERNAL ADVERTISEMENT NO: 1/2025

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 : **Auditor Trainee (28 Vacancies)**
Job Grade : OAG-9
Division : Audit
Directorate : Audit
Reports to : Senior Auditor
Supervises : None
Terms of Service : Contract
Job Reference : ADM/56/136/01 Vol.8 [01/25]

MAIN PURPOSE OF THE JOB:

Participate in audits and field work as assigned by the respective supervisor.

DUTIES AND RESPONSIBILITIES:

1. Audit Planning

- Participate in risk identification, assessment and profiling of entities.
- Participate in audit engagement meetings.
- Participate in the development of audit plans/programs
- Prepare audit working paper files with all required documentation.
- Prepare lead schedules and compute materiality levels of audited entities.

2. Audit Execution

- Gather and obtain sufficient, appropriate and reliable information relating to the audit assignment through document review, physical inspection, observation and interviews.
- Perform audit tests and programs in the respective field of audit.
- Carry out data analysis and interpretation for reporting purposes.
- Attend and participate in Directorate peer review workshops.

3. Prepare Audit Reports

- Draft audit observations.
- Undertake verification of audit responses as may be assigned.

4. Participate in Office Activities

- Participate in other administrative and technical related activities as may be assigned by responsible supervisors.

KEY PERFORMANCE INDICATORS:

- a) Audit quality score –Average score for audit tasks assigned.
- b) Percentage of audit observations adopted in the draft management letter - Specific audit assignment related score
- c) Percentage of audit tasks completed in time (timely audit reports)- Specific audit assignment related score
- d) Unit cost of audits- Specific audit task related score
- e) Technology utilization score
- f) Staff competence rating.
- g) Service Level Agreement

JOB SPECIFICATIONS:

Qualifications:

Applicant should be Ugandan aged 30 years and below, holding **EITHER** Bachelor's (Hons) degree in Commerce, Business Administration, Business Studies and any other related Bachelor's (Hons) degree majoring in Accounting **OR** Full Professional Accounting Qualifications such as ACCA or CPA from a recognised University/Institution.

Experience:

- Experience is not required.

DUTY STATION:

OAG has Regional Branch Offices spread across the country. Successful applicants shall be expected to work upcountry.

KNOWLEDGE, SKILLS AND ATTRIBUTES

KNOWLEDGE

- Legal framework governing the OAG
- Professional standards, and ethical code of conduct,
- Principles of transparency and accountability
- Fundamental principles of public-sector auditing



SKILLS

- Digital Literacy skills
- Communication skills
- Problem Solving skills

ATTRIBUTES

- Accountable
- Resilient
- Integrity
- Objective
- Confidentiality
- Professional
- Energetic
- Perseverance
- Goals and Results Focused
- Quality focused
- Respectful
- Team player





JOB DESCRIPTION

Job Title	:	Information Technology Officer Trainee (2 Vacancies)
Job Grade	:	OAG-9
Division	:	Corporate
Directorate	:	IT
Reports to	:	Senior IT Officer
Supervises	:	None
Terms of Service	:	Contract
Job Reference	:	ADM/56/136/01 Vol.8 [02/25]

MAIN PURPOSE OF THE JOB:

Undertake routine tasks relating to, configuration and reliable operation of computer systems to ensure uptime performance, resources and security of all computers managed to meet the needs of staff at OAG.

DUTIES AND RESPONSIBILITIES:

1. Planning and Development

Support supervisors in any tasks assigned in planning for the Directorate

2. IT Service Operations

- Assist in conducting staff training of IT processes and procedures such as login credentials, email use and passwords.
- Perform user support for all user complaints relating to computer-aided audit tools, computer applications and software.
- Administer the OAG LAN/WAN infrastructure components like printers, telecommunication services, CCTV access control, anti-virus and various end-user computer applications.
- Assist in performing safe custody of ICT infrastructure and handling ICT related incidents as escalated.
- Provide technical input, installation and recommendations in the acquisition of IT hardware and software systems.
- Support and be responsive to off-hours emergencies and activities that may occur at OAG premises.

- Support in performing periodic update and maintenance of OAG websites and guided by the Senior Public Relations Officer.
- Update IT inventory register for proper records according to OAG policy and guidelines.
- Assist in Preparation of a quarterly maintenance schedule and report for all end user IT equipment with OAG IT infrastructure.
- Perform routine troubleshooting of network and user problems and operations of the service desk of OAG staff.
- Collect and register staff information, manage ID registration, configure ID cards liaising with the HR department.
- Configure users and manage access list and registration.
- Assist in developing digital content for digital TVs and signage.

3. IT Support

- Assist in offering first-line support for IT issues, including infrastructure, systems and security on the Service Desk Platform
- Escalate issues and coordinate with other IT teams to resolve complex problems

4. Staff Performance Management and Capacity Building

- Ensure compliance with performance management guidelines

5. Reporting

- Draft regular performance and compliance reports as assigned.

KEY PERFORMANCE INDICATORS:

- a) Percentage of planned activities implemented (projects completion time)
- b) Risk and compliance rating (IT security, Standards-ISO certification, Regulations, NITA-U Compliance rating)
- c) IT innovation score
- d) Project Success Rate
- e) Directorate culture assessment rating.
- f) Stakeholder satisfaction score (availability, quality, timeliness, functionality, complaints resolution)
- g) Service level agreement score (availability, quality, timeliness, functionality, complaints resolution, down-time)
- h) Input -output ratio

i) User satisfaction score

Technology utilisation score (IT product development time)

Timely submission of reports.

JOB SPECIFICATIONS:

Qualifications:

Applicant should be Ugandan aged 30 years and below, holding **EITHER** Bachelor's (Hons.) degree in Information Technology, Computer Science, Software Engineering **or** related field from a recognised university.

Experience:

- Experience is not required.

KNOWLEDGE, SKILLS AND ATTRIBUTES

KNOWLEDGE

- Legal framework governing the OAG
- Professional standards, and ethical code of conduct,
- Principles of transparency and accountability
- Fundamental principles of public-sector auditing

SKILLS

- Digital Literacy skills
- Communication skills
- Problem Solving skills

ATTRIBUTES

- Accountable
- Resilient
- Integrity
- Objective
- Confidentiality
- Professional
- Energetic
- Perseverance
- Goals and Results Focused
- Quality focused
- Respectful
- Team player



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 **2nd June 2025 at 5:00PM.**

LATE SUBMISSION SHALL NOT BE CONSIDERED.


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Edward Akol

AUDITOR GENERAL