



# BUNYORO KITARA KINGDOM (BKK)

## JOB OPPORTUNITIES

**Job Title:** Chief BKK Administrative Officer/ Secretary to Cabinet (1)

**Reports to:** Prime Minister, Bunyoro Kitara Kingdom

### JOB PURPOSE:

To monitor and provide oversight over BKK Secretariat including the legal, financial, human resources and the BKK resources. Facilitate cabinet meetings and provide support to Cabinet and its committees; ensure that all Cabinet decisions are appropriately documented and communicated.

### DUTIES AND RESPONSIBILITIES:

- Accounting Officer of BKK
- Provide impartial Secretariat services to the Cabinet and Cabinet committees
- Provide advice to the Prime Minister and other ministers on certain constitutional, policy and procedural issues (especially those contained in the Governance Manual)
- Act as a channel of communication between the Cabinet and the Administrative Offices, and responsible for the overall policy and administration of BKK.
- Issue guidance to departments on BKK decision-making issues, through Cabinet Office Circulars, briefing Ministers and staff
- Maintain a central record of Cabinet and committee submissions and minutes
- Prepare agendas for Cabinet and its committees, organizes meetings schedules, distributes, meeting papers, produces and distributes minutes of the meetings, and its committees.
- Arrange and make preparations for Official cabinet meetings including drafting of agendas, distributing cabinet packages.
- Manage all BKK Staff
- Prepare, maintain and ensure the security of the cabinet meeting minutes' records
- Communicate cabinet direction to the administrative offices and monitor compliance with cabinet direction in relation to legislation, policy.
- Promote good Corporate Governance

### Person Specification:

#### a. Minimum Qualifications

- Bachelor's degree from a recognized university in:

Accounting, BBA, Commerce, Economics, Social Sciences.

- Post graduate qualification in management

#### c. Work experience

At least 10 years' experience in a senior administrative position or policy making role

- d. **Age:** 30 to 45 years

#### e. Competencies

##### i) Technical Skills

- Accounting knowledge
- Management Knowledge
- Computer knowledge
- Good planning and organization skills

##### ii) Behavioral skills

- Good communication skills
- Interpersonal skills
- Ability to work under minimal supervision
- High level of creativity and innovation
- Excellent problem solving and analysis
- Excellent relationship building and networking

**JOB TITLE:** Secretary (2) positions

**Reports to:** Chief BKK Administrative Officer/ Secretary to Cabinet

### Person Specification:

#### a. Minimum Qualifications

Bachelor's degree in Secretarial Studies from a recognized university.

#### b. Maximum Qualifications

Post graduate qualification in secretarial services will be added advantage.

#### c. Work Experience

At least 3 years' experience in public office in the same field

- d. **Age:** 23 to 30 years

#### e. Competencies

##### i) Technical Skills

- Computer knowledge
- Good planning and organization skills

##### ii) Behavioral skills

- Good communication skills
- Interpersonal skills
- Ability to work under minimal supervision

Application letters, CVs, 3 Referees and copies of academic and work experience credentials must be sent online to: [info@bunyorokitarakingdom.org](mailto:info@bunyorokitarakingdom.org) by close of business **Friday, 25<sup>th</sup> February 2019**.

**Note: Only shortlisted candidates will be contacted.**

For more information, please visit website, [www.bunyorokitarakingdom.org](http://www.bunyorokitarakingdom.org)