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IN ANY CORRESPONDENCE ON
THIS SUBJECT PLEASE QUOTE NO:



ATOMIC ENERGY COUNCIL
PLOT 40, BUKOTO STREET
P.O. BOX 7044
KAMPALA

VACANCY ANNOUNCEMENT

Atomic Energy Council (AEC) is a government body established by the Atomic Energy Act Cap. 154 laws of Uganda to regulate peaceful applications of Atomic Energy in the Country and ensure the protection and safety of individuals, society and the environment from the dangers of ionizing radiation.

AEC seeks to recruit highly motivated, result oriented and suitably qualified professionals with high levels of integrity in the following positions:

1. Senior Procurement Officer (1)
2. Accountant (1)

Details of the above Job requirements can be found on AEC website: www.atomiccouncil.go.ug/jobs

MODE OF APPLICATION

1. Interested and qualified persons are invited to submit a complete application which should comprise of the following;
 - a. Signed application letter
 - b. Detailed up-to date CV including working contact details and from two (2) referees
 - c. Certified copies of academic transcripts and certificates
 - d. Copy of National ID
2. Applications should reach the address below latest **2nd November, 2026 at 5:00pm.**

The Chief Executive Officer
Atomic Energy Council
Plot 40, Bukoto Street
P.O. Box 7044, Kampala
Email: admin@atomiccouncil.go.ug

3. Only shortlisted applicants shall be contacted.
4. AEC is an Equal Opportunities Employer and all eligible Ugandans are encouraged to apply.

VACANCY: SENIOR PROCUREMENT OFFICER

1. Job Details

Item	Description
Job Title	Senior Procurement Officer
Number of Vacancies	One (1)
Department	Office of the Secretary and Chief Executive Officer
Duty Station	Kampala
Tenure	Three (3)-year contract, renewable subject to satisfactory performance
Reports To	Secretary and Chief Executive Officer
Salary Scale	AE4

- 2 Job Purpose:** To plan, coordinate, administer and monitor the procurement and disposal functions of the Atomic Energy Council in accordance with the Public Procurement and Disposal of Public Assets Act, Cap. 205, as amended, applicable regulations, including the 2023 regulations, and other relevant government policies and guidelines.

The position shall promote transparency, accountability, efficiency, fairness, integrity, regulatory compliance and value for money in the acquisition of goods, works and services and the disposal of public assets.

3. Minimum Academic and Professional Qualifications

Applicants must possess:

- a) At least a Second Class Bachelor's degree in Procurement and Supply Chain Management, Purchasing and Supplies Management, Business Administration (Procurement option), Commerce (Procurement option), or a closely related qualification from a recognised university or institution.
- b) At least a Chartered Institute of Procurement and Supply (CIPS) Level 5 Advanced Diploma in Procurement and Supply, or an equivalent recognised professional procurement qualification.
- c) Demonstrable knowledge and understanding of the Public Procurement and Disposal of Public Assets Act, Cap. 205, as amended, and applicable regulations, including the 2023 regulations.

Additional advantages

- a) CIPS Level 6 Professional Diploma in Procurement and Supply, or an equivalent recognised advanced professional procurement qualification, particularly for candidates expected to lead the Procurement and Disposal Unit.

b) A postgraduate diploma or master's degree in Procurement, Supply Chain Management, Public Procurement Management, Business Administration or a closely related discipline.

4. Minimum Work Experience

- a) At least eight (8) years of relevant professional experience in procurement, supply chain management or contract administration.
- b) At least three (3) years of experience at senior procurement level or in a position involving comparable responsibility, preferably within a public sector institution.
- c) Demonstrated practical experience in public procurement planning, competitive bidding, contract administration, procurement reporting and disposal of public assets.
- d) Demonstrated experience in coordinating procurement processes while observing the statutory separation of responsibilities among the Accounting Officer, Contracts Committee, Procurement and Disposal Unit, evaluation committees and user departments.

5. Technical Competencies

The successful candidate must demonstrate competence in:

- a) **Public Procurement and Disposal Legislation:** Comprehensive knowledge of the Public Procurement and Disposal of Public Assets Act, Cap. 205, as amended, applicable regulations, including the 2023 regulations, and relevant PPDA guidelines and procedures.
- b) **Procurement Governance and Decision-Making:** Clear understanding of the distinct statutory functions, powers and responsibilities of the Accounting Officer, Contracts Committee, Procurement and Disposal Unit, evaluation committees and user departments.
- c) Procurement planning, budgeting, expenditure forecasting and preparation of procurement plans.
- d) Preparation of bidding documents, requests for proposals, requests for quotations, technical specifications and evaluation criteria.
- e) Administration of competitive procurement processes, including bid opening, evaluation coordination, preparation of procurement reports and submission of recommendations to the appropriate approving authorities.
- f) Contract administration, supplier performance monitoring, contract compliance and management of contractual risks.
- g) Disposal planning, valuation coordination, disposal procedures, documentation and reporting relating to public assets.

- h) Procurement risk management, prevention of fraud, management of conflicts of interest and compliance with professional ethical standards.
- i) Procurement information systems, electronic government procurement platforms and digital records management.
- j) Procurement performance monitoring, compliance reporting, market research, cost analysis and value-for-money assessment.
- k) Procurement of specialised technical equipment, laboratory instruments, consultancy services, works and other institutional requirements.

6. Duties and Responsibilities

The Senior Procurement Officer shall:

- a) Coordinate the preparation, consolidation, implementation and periodic review of AEC's annual procurement and disposal plans in accordance with approved budgets and institutional priorities.
- b) Ensure that procurement and disposal activities are administered in accordance with the Public Procurement and Disposal of Public Assets Act, Cap. 205, as amended, applicable regulations, including the 2023 regulations, and relevant PPDA guidelines.
- c) Prepare and review bidding documents, requests for quotations, requests for proposals, procurement notices and other procurement documentation.
- d) Coordinate procurement processes and provide technical and administrative support to duly constituted evaluation committees, the Contracts Committee, user departments and the Accounting Officer, as appropriate.
- e) Ensure that procurement decisions are referred to the appropriate statutory authorities and that the Senior Procurement Officer does not independently approve bid evaluation outcomes or contract awards where such approval is reserved for another authorised body or officer.
- f) Facilitate competitive bidding processes and ensure that bids are evaluated fairly, transparently and objectively against predetermined and approved evaluation criteria.
- g) Coordinate procurement-related contract preparation, maintain contract registers and support user departments in monitoring supplier and contractor performance.
- h) Coordinate the disposal of public assets in accordance with approved disposal plans, applicable legislation and the decisions of the authorised bodies.
- i) Maintain complete, accurate and auditable procurement and disposal records, including procurement plans, bidding documents, evaluation reports, approval records, contracts and disposal documentation.

- j) Monitor procurement expenditure, implementation schedules, contract performance and compliance with approved procurement plans and budgets.
- k) Identify and recommend measures to mitigate procurement risks, including fraud, conflicts of interest, supplier non-performance, procurement delays and non-compliance.
- l) Advise management and user departments on applicable procurement and disposal procedures, market conditions, contract administration and value-for-money considerations.
- m) Coordinate procurement of specialised regulatory equipment, radiation monitoring instruments, laboratory equipment, information technology systems and technical consultancy services required to support AEC's regulatory mandate.
- n) Prepare and submit periodic procurement and disposal performance reports in accordance with statutory and institutional requirements.
- o) Coordinate responses to procurement-related audit findings and monitor implementation of approved corrective actions.
- p) Provide professional guidance, mentoring and capacity-building support to procurement personnel and user departments.
- q) Promote transparency, integrity, accountability, fair competition and continuous improvement in procurement and disposal processes.
- r) Perform any other lawful duties assigned by the supervisor that are consistent with the responsibilities of the position.

7. Behavioural and Managerial Competencies

- a) High standards of professional integrity, impartiality and ethical conduct.
- b) Strong analytical, negotiation and problem-solving skills.
- c) Effective communication, interpersonal and report-writing skills.
- d) Sound professional judgement and understanding of institutional accountability.
- e) Strong planning, organisational and time-management skills.
- f) Ability to coordinate multidisciplinary teams and work effectively with statutory procurement structures.
- g) Attention to detail and ability to meet statutory deadlines.

8. Key Performance Indicators

Performance shall be assessed against agreed annual targets, including:

- a) Timely preparation and submission of the annual procurement and disposal plans.
- b) Percentage of procurement and disposal activities completed within approved timelines.
- c) Compliance of procurement and disposal transactions with applicable statutory and regulatory requirements.
- d) Timely preparation and submission of procurement and disposal performance reports.
- e) Completeness, accuracy and accessibility of procurement and disposal records.
- f) Timely implementation of assigned procurement-related audit recommendations.
- g) Demonstrated improvements in procurement efficiency, accountability, transparency and value for money.

Salary Scale

Salary Scale AE4

2. Accountant

JOB DESCRIPTION AND PERSON SPECIFICATION

2. ACCOUNTANT

Item	Description
Job Title	Accountant
Number of Vacancies	One (1)
Department	Finance and Planning
Duty Station	Kampala
Tenure	Three (3)-year contract, renewable subject to satisfactory performance and applicable institutional policies
Reports To	Chief Finance and Planning Officer
Salary Scale	AE5

2.1 Job Purpose

To maintain accurate, complete and timely financial records; process and account for authorised financial transactions; prepare financial statements and management reports; and support sound financial management, internal controls, statutory compliance and accountability in accordance with applicable public financial management laws, regulations and accounting standards.

2.2 Minimum Academic and Professional Qualifications

Applicants must possess:

- a) At least a Second Class Bachelor's degree in Accounting, Finance, Commerce (Accounting option), Business Administration (Accounting or Finance option), or a closely related discipline from a recognised university or institution.
- b) A recognised professional accountancy qualification, such as Certified Public Accountant (CPA) or Association of Chartered Certified Accountants (ACCA), or an equivalent recognised professional accountancy qualification.
- c) Current membership in good standing with the Institute of Certified Public Accountants of Uganda (ICPAU), as applicable under Uganda's professional accountancy requirements.

Additional advantage

A master's degree in Accounting, Finance, Business Administration, Financial Management, Economics or a closely related discipline from a recognised institution.

2.3 Minimum Work Experience

- a) At least five (5) years of relevant professional experience in accounting, financial reporting, financial management or public sector financial operations.

- b) Demonstrated experience in financial reconciliations, preparation of financial reports, budget monitoring and compliance with statutory financial requirements.
- c) Experience in public sector accounting and government financial management systems shall be an added advantage.

2.4 Required Technical Competencies

The successful candidate must demonstrate competence in:

- a) Public sector accounting and financial management principles.
- b) Uganda's public financial management legislation, regulations and applicable Treasury instructions.
- c) International Public Sector Accounting Standards (IPSAS) and other accounting standards applicable to AEC.
- d) Financial reporting, preparation of accounting schedules and financial statement reconciliation.
- e) Budget execution, expenditure monitoring and variance analysis.
- f) Internal financial controls, financial risk management and prevention of fraud and financial irregularities.
- g) Bank, cashbook, supplier, payroll and general ledger reconciliations.
- h) Taxation, statutory deductions and applicable financial reporting obligations.
- i) Computerised accounting systems, including relevant government financial management systems and enterprise accounting software.
- j) Advanced spreadsheet applications, financial data analysis and electronic records management.

2.5 Key Duties and Responsibilities

The Accountant shall:

- a) Maintain accurate, complete and up-to-date accounting records in accordance with approved financial procedures and applicable accounting standards.
- b) Examine payment requests and supporting documentation for completeness, accuracy, proper authorisation and compliance with approved budgets and financial procedures.
- c) Prepare payment vouchers and process duly authorised payments to suppliers, employees, contractors and other approved beneficiaries.

- d) Record receipts, revenue and other financial inflows, and ensure that they are properly accounted for and remitted or banked in accordance with applicable government financial requirements.
- e) Prepare monthly bank reconciliations, cashbook reconciliations, general ledger reconciliations and other relevant accounting schedules.
- f) Prepare periodic financial reports, trial balances, expenditure statements and supporting schedules for management review and statutory reporting.
- g) Contribute to the preparation of annual financial statements in accordance with applicable public sector accounting standards and reporting requirements.
- h) Monitor expenditure against approved budgets and commitments, identify variances and report significant deviations to the supervisor.
- i) Maintain accurate records of accounts payable, accounts receivable, advances, outstanding obligations and other financial balances.
- j) Support the preparation, verification and reconciliation of payroll and related staff financial obligations.
- k) Prepare or support the timely submission of applicable tax returns, statutory deductions and other mandatory financial remittances.
- l) Maintain proper custody, filing and retrieval of financial records, including payment vouchers, invoices, receipts, bank statements and accounting reports.
- m) Maintain and reconcile accounting records relating to fixed assets, inventory and other institutional resources, in coordination with the responsible asset management officers.
- n) Provide financial records, supporting schedules and explanations required for internal audits, external audits and other authorised financial reviews.
- o) Support the implementation and monitoring of corrective actions arising from financial audits and management reviews.
- p) Provide reliable financial information to support institutional budgeting, planning, resource allocation and management decision-making.
- q) Support the improvement of financial management systems, internal controls and accounting procedures.
- r) Perform any other lawful duties assigned by the supervisor that are consistent with the purpose and responsibilities of the position.

2.6 Key Behavioural and Professional Competencies

- Integrity, confidentiality and professional ethics.
- Accuracy, attention to detail and accountability.

- Analytical thinking and problem-solving.
- Financial reporting and communication skills.
- Effective time management and organisation.
- Teamwork and interpersonal skills.
- Ability to meet financial reporting deadlines.
- Commitment to continuous professional development.

2.7 Indicative Performance Expectations

The Accountant's performance shall be assessed against agreed annual targets, including:

- a) Timely preparation of monthly and periodic financial reports.
- b) Completion of monthly bank and general ledger reconciliations within prescribed deadlines.
- c) Accuracy and completeness of accounting records and supporting documentation.
- d) Timely processing of properly authorised payments.
- e) Compliance with applicable financial reporting, taxation and statutory remittance requirements.
- f) Timely resolution of reconciliation differences and outstanding accounting items.
- g) Timely implementation of assigned financial audit recommendations.
- h) Maintenance of accurate and up-to-date financial asset records.

Salary Scale: AE5