

SENIOR ADMINISTRATION & ESTATES

Uganda Civil Aviation Authority (UCAA) is a corporate body responsible for regulation of civil aviation in Uganda and management of Entebbe International Airport (EIA) and thirteen (13) other upcountry aerodromes.

UCAA carries out its work in conformity with International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs).

The Authority plans to recruit qualified Ugandans of impeccable integrity and commitment to fill the following positions in its establishment as detailed below: -

JOB REF : **UCAA/ADV/EXT/05/2023**

POSITION OFFICER : **SENIOR ADMINISTRATION & ESTATES**

REPORTS TO : Principal Administration & Estates Officer

SALARY LEVEL : 11

VACANCIES : 01

JOB PURPOSE: Toalways ensure adequate provision of administrative and estates management services to all departments of UCAA

PRINCIPAL ACCOUNTABILITIES	SPECIFIC ACTIVITIES
1) Management of estates matters	<ul style="list-style-type: none"> • Follows up with National and District authorities that deal with land issues to ensure that all UCAA lands are titled and free from encroachment. • Ensures adherence to maintenance schedule for office and staff houses, and ensures allocation adheres to UCAA policy. • Liaises with staff who live in Authority houses to ensure their requirements are met. • Ensures that UCAA's property is maintained in good order to maintain its value • Liaises with staff who use Authority's offices to ensure that their requirements are met. • Supervises the cleaners to ensure that all offices are maintained in a high standard to maintain the image of UCAA • Ensures that tenants and users pay their bills on time to avoid disconnections or leaving unsettled bills on exit from the properties. • Ensures that planned maintenance is carried out as per plan • Carries out periodic inspections of offices to ensure accepted standards of cleanliness are maintained.
2) Administration Management Process	<ul style="list-style-type: none"> • Ensures prompt provision of administrative services to ensure there is no disruption of operations. • Ensures provision of working telephone lines and checks their billing to ensure adherence to budgetary allocation of each line as part of cost control. • Ensures continuous availability of telephone services through liaison with communication service providers. • Initiates budget proposals covering all foreseeable furniture requirements and ensures timely purchases. • Liaises with Procurement Department in order to provide furniture for offices and staff houses. • Ensures provision of furniture to staff houses and offices and office equipment, stationery and sundries according to laid down policies and procedures <p>Deputizes for the Administration Manager and ensures the smooth running of the section in the absence of the Administration Manager.</p>
3) Budget Preparation	Assists in the budget preparation regarding all matters concerned with UCAA Estate Management
4) Security & Safety	Overseeing security for all the UCAA estates
5) Coordinating and collaborating with other UCAA departments	In liaison with the UCAA engineering department carries out day to day supervision of properties, including coordinating, maintaining and repairing of premises in order to meet customer requirements and improve working conditions.

6) Monthly and regular reporting	<ul style="list-style-type: none"> • Regularly submits monthly reports on all tenants, status of assets, status of agreements and leases for all properties. • Prepares reports on the condition of amenities showing the status of the properties.
7) Management of equipment.	<ul style="list-style-type: none"> • Ensures duplicating and photocopying machines are serviced and manned to ensure adequate service to all users • Makes input into budget proposals for the provision of photocopiers and duplicating machines • Liaises with service and maintenance personnel to ensure upkeep of equipment • Ensures that contracts for servicing the equipment are adhered to in liaison with legal Department. • Continuously supervises the service providers to maintain optimum uptime of the equipment.
8) Management of fixed assets	<ul style="list-style-type: none"> • Compiles and updates the Fixed Asset Register to account for the value of all assets for the organization • Updates the Fixed Assets Inventory regularly by taking account of additions and disposals to ensure that accurate values are maintained. • Ensures the physical availability and security of the assets by keeping a register of their locations to ensure accountability and guard against loss • Liaises with Accounts Department regularly in matters of Fixed Asset additions, disposals and security to ensure a correct record is always maintained. • Provides accurate information on current assets and disposals for use in Procurement of assets
9) Human Resources Management	<ul style="list-style-type: none"> • Inputs into the department's manpower requirements • Supervises staff to ensure that staff deliver results expected. • Implements performance management on own direct reports in the department <p>Conducts and ensures adequate on the job training for Administration staff</p>
10) Carries out any other lawful assignment allocated by the immediate Supervisor.	<p>The jobholder is cooperative and readily responds to any ad hoc tasks assigned to him/her.</p>

PERSON SPECIFICATION	
Essential Requirements	<ol style="list-style-type: none"> 1. A Bachelor's degree in Civil Engineering or Geometric Engineering & surveying or in Land Economics or Building Economics or in Business Administration or Law or Public Administration obtained from a recognized University. 2. 7 years' relevant work experience in a reputable organization, in administrative work or in land survey or land management or estates management. 3. Prior experience in supervising Estates Management.
Desirable Requirements	<p>Must possess high level of integrity.</p> <p>Should be between 30 to 45 years old.</p>
Knowledge	Must be computer literate in MS Word, MS Excel, MS Power Point and computerized Human Resources systems
<p>SPECIAL SKILLS AND ATTRIBUTES: Mature person with proven ability to supervise others and a high level of initiative</p>	

HOW TO APPLY:

- 1) To view the above-mentioned job advertisements and apply, please enter the link <https://recruitment.caa.co.ug> into your browser (preferably Microsoft Edge) to create an account and start the application process.
- 2) Sign up to create an account (New users).
- 3) An email verification OTP (One Time Password) will be sent to your Email.
- 4) Copy and paste the verification.
- 5) Log in with your Email and password.
- 6) Create a CV by filling in all the required information before proceeding.
- 7) Click Home and there you will see the advertised job. To apply, click the **"Apply"** button. Thereafter, an email message will be sent to **confirm** that your application was successful.

- 8) Please note that falsification of information is an offense in UCAA. You are advised to only apply for the jobs where you meet the minimum requirements as indicated in the job description as well as being very sincere while responding to the application questionnaire.
- 9) Physical/hard copy applications will not be accepted.

Note:

- a) For any inquires or assistance, please contact: +256-312-352000.
- b) Applications are to be received not later than **5:00 pm on 12th April 2023**. It is the duty of the applicant to ensure that his/her application is received by the indicated date and late applications will not be entertained in any circumstances.
- c) In your CV, please include contacts of two credible referees i.e., one professional (past or present employer/supervisor) and the other for character assessment.

We pledge to conduct a transparent recruitment process!

**The Director Human Resource & Administration,
Uganda Civil Aviation Authority (Head Office),
P.O. Box 5536,
KAMPALA**