



# VACANCY ANNOUNCEMENT

JOIN US

National Council of Sports of (NCS) is a government statutory organization that is mandated by National Sports Act 2023, (Cap 151) to among other things; Promote and Develop all sports activities in country.

NCS seeks to recruit qualified, competent and highly self-motivated Ugandans to fill the following positions that exist at the secretariat;

## EXTERNAL ADVERTS

**Job Title:** Assistant General Secretary (Technical)  
**Salary Scale:** NCS2  
**Reports To:** General Secretary

- Responsible For:
- Senior Legal Officer
- Senior Sports Officer
- Sports Officers

### Job Purpose:

- To Head the technical Department and coordinate all sports activities, and supervisory duties in tandem with the sports calendar and existing regulations, policies and Laws.

### Key outputs:

- Technical department planned for;
- National sports matters planned and coordinated;
- Sports calendars, periodical reports, prepared and circulated;
- National Youth coaching activities handled;
- Technical advice rendered and equipment of the Council accounted for.
- Regulatory compliance program Monitored and Evaluated;
- Company's anti – fraud programs supported;
- Top management advised on policy and technical matters of sports development.
- Various Sports Associations coordinated;
- Staff performance appraised;
- Various sports disciplines administered and supported

### Person specifications:

#### I. Qualifications:

- An Honors Bachelor's Degree in Sports Science, Physical Education, Management Science, plus a Masters Degree in sports science or any sports related field from a recognized Institution.

#### II. Experience:

- Six (6) years' working experience; three (3) of which must have

been at senior level in an administrative post with a reputable organization.

### III. Key Competences

- Planning, Organizing and Coordinating;
- Human Resource Management;
- Time Management;
- Sports management;
- Leadership and Team Work;
- Accountability;
- Change Management;
- Ethics and Integrity;
- Management of Organizational Environment.

**Job Title:** Senior Legal Officer  
**Reports to:** General Secretary  
**Duty station:** Lugogo Sports Complex.

### Duties and Responsibilities

- Provide legal advice on different sports legal matters
- Assist in drafting different legal opinions and preparing briefing documents.
- Monitor various National Association sports activities for compliance
- Serve as a primary contact person for National Associations on compliance issues
- Assist with oversight and management of compliance Programme
- Coordinate training program to inform sports stakeholders on current sports legislation
- Compile, follow up and provide regular updates on all sport's legal matters
- Provide technical guidance to the Council on all legal matters
- Responsible for participating in the analysis and review of policies, regulations and laws governing the sports sector.
- Maintain accurate records and provide timely reports in relation to registration, inspection and compliance issues of National Federations and Associations
- Follow up with National Associations regarding compliance concerns

### Key outputs:

- Legal advice on different sports legal matters provided
- Assistance in drafting different legal opinions and preparing briefing documents provide
- Various National Association sports Activities Inspected and Monitored for compliance
- Assistance with oversight and management of compliance Programme

- Training program to inform sports stakeholders on current sports legislation provided
- Follow up and updates on all sport's legal matters conducted
- Technical guidance to the Council on all legal matters provided
- Participation in analysis and review of policies, regulations and laws governing the sports sector conducted.
- Accurate records and timely reports in relation to inspection and compliance issues provided
- Follow up with National Associations regarding compliance concerns conducted

### Person specifications:

#### I. Qualifications and experience:

- Should have an Honor's Bachelor's Degree in Law from a recognized University and a Post Graduate Diploma in Legal Practice from the Law Development Centre plus a Legal practicing License.
- A Certificate in Sports Science and Management is an added advantage.

#### II. Experience

- At least three years of experience at the level of legal officer or its equivalent in government or any reputable organization.

#### III. Competences

- Computer literacy skills
- Excellent analytical and writing skills
- Excellent interpersonal skills
- Working knowledge of sports management and administration is an added advantage.
- Time management
- Ethics and Integrity and knowledge of sports regulations.

**Job Title:** Sports Officer  
**Reports to:** Senior Sports Officer  
**Duty station:** Lugogo Sports Complex/Kampala  
**Purpose of the job:** To assist carrying out technical/administrative activities of the Council

### Key outputs:

- Assist in conducting Seminars and Courses for the general improvement of games and sports
- Annual reports, programs, sports calendar drafted; Liaise with District sports councils; Various disciplines like UOC, Boxing, Motor Sports, and Weightlifting, Bodybuilding, shooting, Lawn Tennis, Table Tennis

- and projects coordinated.
- Assist in Preparing work plans and budgets.
- Coordinating various sports activities and programmes.
- Identifying, developing and promoting sports talents
- Availing sports and games facilities and equipment;
- Determining the status of sports facilities and equipment;
- Sensitizing and mobilizing sports and games stakeholders on development of sports and games
- Compile and maintain National Federations/Associations data base
- Liaise with respective National Federations and Associations

### Person specifications:

#### I. Qualifications

- Should have an Honors Bachelor's Degree in Sports Science, Physical Education, from a recognized University.

#### II. Key Competences

- Sports management,
- Records and Information Management,
- Public relations and customer care;
- Communication,
- Integrity and ethics and concern for quality and standard

## SUBMISSIONS OF APPLICATIONS:

Envelopes should be clearly marked **with the respective title of the job being applied for**. Please note that only shortlisted candidates shall be contacted.

The details of these jobs can be found on the NCS website: [www.ncs.go.ug](http://www.ncs.go.ug)  
Interested and eligible persons who meet the above requirements are invited to submit their applications together with **certified copies** of their academic certificates, transcripts and a detailed Curriculum vitae including names of three referees indicating their contacts and phone numbers which should be hand delivered to the address below not later than **5:00 Pm on Friday 20th September, 2024**.

**Note:** NCS is an Equal Opportunity Employer. Any attempts of influencing the recruitment process will lead to automatic disqualification. Female candidates and persons with disability are strongly encouraged to apply.

**The General Secretary,  
National council of sports  
Lugogo sports complex  
P. O. Box 20077, KAMPALA.**