



THE REPUBLIC OF UGANDA

LOCAL GOVERNMENT FINANCE COMMISSION

EXTERNAL ADVERTISEMENT

Local Government Finance Commission, established under Article 194 of the Constitution of the Republic of Uganda and mandated to advise the President on all matters concerning the distribution of revenue between the Government and local governments and the allocation to each local government of monies out of the Consolidated Fund among others.

Applications are hereby invited from suitably qualified Ugandans to fill the following vacant positions on the LGFC structure. The job advertisement can also be accessed on the LGFC website www.lgfc.go.ug

The interested applicants should submit hard copies of the application in triplicate specifying the position with a detailed curriculum vitae, cover letter, certified copies of academic certificates, and testimonials or may submit applications through LGFC Email: lgfc@lgfc.go.ug

Application should be submitted to the **Secretary, Local Government Finance Commission, Workers House, 10th Floor, Northern Wing** to be received not later than 5.00 pm Friday 30th October 2026. Those who had submitted application last advertisement need not to apply.

1.Reference: LGFC/PHRO/2026

Job Title: Principal Human Resource Officer

Salary Scale: LGF-4

Age: 35-45 Years

Terms of appointment: 4 years contract renewable

Reports to: Deputy Secretary/Senior Manager Finance and Administration

Job Purpose:

To coordinate, manage and implement policies, plans and programmes for effective execution of the administration and human resources functions in the Local Government Finance Commission.

Key Functions

- (1) Provide technical advice and guidance to the Management of the LGFC on matters of human resources management and development, in terms of policies, regulations, practices and procedures and disciplinary code;
- (2) Deploy staff of the LGFC within Departments, Divisions, Sections and Units to meet their manpower needs;
- (3) Oversee and coordinate the needs assessment for Human Resource Development in the LGFC and develop appropriate human resource development interventions;
- (4) Coordinate implementation of periodic Performance Review and Appraisal System (OPRAS) in the LGFC;
- (5) Provide relevant information and data support and up-date records on various Human Resources in the LGFC;
- (6) Coordinate the assessment of Human Resource Development needs for the LGFC and organize training and other human resource development programmes/interventions;
- (7) Interpret and disseminate regulations concerning human resource including standing orders and other staff regulations as approved by the Commission;
- (8) Coordinate implementation of periodic Performance Review and Appraisal System (OPRAS) in the LGFC;
- (9) Maintain an up-to-date filing system and ensure proper disposal of records of the LGFC in accordance with the retention and disposal schedules.
- (10) Facilitate general custodian services to include maintenance of office equipment, buildings and grounds for the LGFC;

PERSONAL SPECIFICATIONS

(a) Qualifications

- (i) A Bachelor's Degree in Administration, Management Science, Social Sciences, Human Resource, Commerce, Social Work and Social Administration, Business Administration or Development Studies from a recognized Institution;
- (ii) A Master's Degree in Human Resource Management, Public Administration, Business Administration or Management from a recognized Institution;

(b) Experience

At least six (6) years working experience in human resource and administration in a government or reputable organization, three (3) of which must have been at Senior Level;

(c) Competencies

(i) Technical

- Ability to analyze issues;
- Administrative and management Skills;
- Planning organizing and budgeting skills;
- Accountability
- Report writing and Presentation Skills.
- Computer literate;

(i) Behavioral

- Innovative
- Effective communication
- Time Management
- Interpersonal skills
- Ethics and Integrity
- Ability to mentor juniors

Issued by:

Adam Babale

COMMISSION SECRETARY

Date: 13/10/2026