



# UGANDA BUREAU OF STATISTICS

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In any correspondence on **UBOS/10/2/1**  
this subject please quote No:.....

**1st March 2024**

## CENSUS VACANCY ADVERT

### EMPLOYMENT OPPORTUNITIES

Uganda Bureau of Statistics (UBOS), a semi-autonomous body, will be implementing the enumeration exercise of National Population and Housing Census (NPHC) 2024 from **10<sup>th</sup> May 2024** to **19<sup>th</sup> May 2024** with the night of **9<sup>th</sup> May 2024** as the Census Night in accordance with the Uganda Bureau of Statistics Act 1998, to promote the production of reliable official statistics and ensure the development and maintenance of the National Statistical System.

The Census results will provide bench-mark socio-demographic data at all administrative levels necessary for general administration and the planning process.

UBOS is seeking dynamic, competent, experienced and competent persons for the following positions to carry out the Census exercise:

**JOB TITLE** : **Census Enumeration Supervisor (18,483)**  
**JOB REFERENCE** : UBOS/CES/NPHC/02/24  
**REPORTS TO** : Sub-County Census Supervisor/ Division Census Supervisor  
**JOB LOCATION** : Parish/Ward Level  
**EMPLOYMENT TERMS** : Temporary (One Month)

#### Job Summary:

To undertake effective Census supervision of the enumeration exercise in the assigned supervision area.

#### Key Result Areas

1. Distribution and retrieval of Census materials and devices within the assigned supervision area
2. Mobilization of LC1/ Cell members who are to assist as guides within assigned supervision area.

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3. Mobilization of the community in the assigned supervision area for the Census;
4. Technical and administrative supervision of the assigned supervision area;
5. Utilize the software installed on their devices to check on the progress of data collection by the enumerators under their responsibility.
6. Editing and validation of the captured data in line with the guidelines to be provided.
7. Collecting information on persons who will have spent the census night in hotels and lodges and administering the community questionnaire;
8. Mobilize community leaders to participate in the focus group discussions to complete the community questionnaire.
9. Recommend enumerators to the Sub-County Census Supervisor/ Division Census Supervisor for payment after completion of work.
10. Census Enumeration Supervisors will be reporting to the Sub-County Census Supervisors/ Division Census Supervisor.

**Essential Requirements:**

- Should hold a minimum of a Diploma level training;
- Knowledge in basic computer applications
- Must have a National Identity Card
- Aged between 18 and 50 years;
- Should be responsible citizens of good character and integrity.
- Must be ordinarily a resident of the Parish/ Ward they wish to work in;
- Should have proven ability to mobilize the Community;
- Must have good communication skills;
- Must have good public relations;
- Must possess a smartphone.
- Must have a phone number that is registered on Mobile Money in their **OWN NAMES**.
- Must be available exclusively for the Census activity from 1<sup>st</sup> April to 25<sup>th</sup> May, 2024

  
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**JOB TITLE** : **Enumerators (114,460)**  
**JOB REFERENCE** : UBOS/E/NPHC/02/24  
**REPORTS TO** : Census Enumeration Supervisor  
**JOB LOCATION** : Enumeration Area  
**EMPLOYMENT TERMS** : Temporary (One Month)

**Job Summary:**

To conduct census enumeration in all the Enumeration Areas assigned.

**Key Result Areas**

1. Attend and participate in all training sessions;
2. Engage in door to door community mobilization for the census;
3. Identify the boundaries of the assigned Enumeration Area (EA);
4. Collect information using a tablet on all the persons, households, institutions and communities in the assigned EA following instructions given;
5. Transmit all collected data to the server on daily basis;
6. Notify the Census Enumeration Supervisor of the field progress on daily basis;
7. Prepare an end of assignment report at the end of the enumeration exercise;
8. Maintain all the Census materials/equipment assigned in perfect working condition;
9. Handover the Census materials and tools to the Census Enumeration Supervisor immediately after the Census enumeration exercise;
10. Perform any other functions for the census as may be assigned by the Census Enumeration Supervisor from time to time.

**Essential Requirements:**

- Should possess at least an A - level Certificate or its equivalent
- Knowledge in basic computer applications
- Must have a National Identity Card
- Aged between 18 and 50 years;
- Should be responsible citizens of good character and integrity.
- Must be ordinarily be a resident of the village/cell they wish to work in;
- Should have proven ability to mobilize the Community;
- Must have good communication skills;
- Must have good public relations;
- Must possess a smartphone.
- Must have a phone number that is registered on Mobile Money in their **OWN NAMES.**
- Must be available exclusively for the Census activity from 1<sup>st</sup> April to 25<sup>th</sup> May, 2024

**VERY IMPORTANT INFORMATION**

1. Only online applications will be accepted;
2. List of shortlisted candidates will be displayed at each District Local Government and Lower Local Government Notice Boards;
3. Successful candidates will receive notifications on the telephone contacts provided.



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## MODE OF APPLICATION

If you believe you meet the required profile, please see the job details on the UBOS Website and submit your application through the **online application system available on the UBOS Website: <https://censusrecruitment.ubos.org> Not Later than close of business on the, 15<sup>th</sup> March, 2024 at 5pm. Hardcopies shall not be accepted.**

## INSTRUCTIONS TO APPLY

- **Create an Account:**  
Go to the account creation page. Enter a valid email address for future communications.
- **Verify Your Email:**  
Check your inbox for a confirmation email. Click the confirmation link to activate your account.
- **Log In:**  
Use your registered email and password to log in.
- **Navigate to Vacancies:**  
After logging in, you'll be directed to the Job Vacancies page.
- **Choose a Job:**  
Browse available jobs. Click "Details" for more information on each vacancy.
- **Review Eligibility and Requirements:**  
Ensure you meet the specified criteria and skills for the job.
- **Application Process:**  
Click "Apply Now" for the job you're interested in.
- **Fill Out the Form:**  
Enter your personal data, educational qualifications, relevant training, employment history, and referees. Ensure you use your national ID and a phone number that is registered in your name.
- **Accept Terms:**  
Agree to the declaration to proceed with your application.
- **Finalize and Logout:**  
After completing your application, remember to log out. You can return later for edits if necessary.
- **Note:**  
Application Notice: You will be considered only for the positions you've applied for. Ensure you complete your applications on the Job Vacancies page.

***Only shortlisted candidates shall be contacted. All documents tendered in shall be verified with the relevant authorities. Any falsification of documents will lead to prosecution and any form of lobbying and canvassing will lead to automatic disqualification.***

**UGANDA BUREAU OF STATISTICS IS AN ALL-EQUAL EMPLOYMENT OPPORTUNITY ORGANISATION**

  
MANAGEMENT 1/3/2024