



THE HUMAN RESOURCE ASSET AT THE UGANDA NATIONAL COMMISSION FOR UNESCO



(UNATCOM) SECRETARIAT

The Uganda National Commission for UNESCO (UNATCOM) Secretariat is run by a competent staff. Occasionally, interns and volunteers are brought on board for specified periods and projects. The current permanent personnel at the Secretariat include:

1. The Secretary General (SG)

Ms. Rosie Agoi is the Secretary General (SG) of UNATCOM. The SG leads the Commission as chief executive and works in close collaboration with the Board and the staff at the Secretariat to ensure effective and efficient management of the daily affairs of the Commission for the realisation of the mandate of the Commission.



The SG reports to the Board, the supreme governing body of UNATCOM

Ms. Rosie Agoi

**Secretary General Uganda
National Commission for UNESCO**

Key responsibilities and duties of the SG:

- To lead in the definition, formulation of appropriate policies, strategies, plans and guidelines for the Commission.
- To ensure the incorporation of government policies and plans in education, science, culture and communication into UNESCO projects and programmes.
- To provide technical advice to the government, the Board and stakeholders on all matters pertaining to UNESCO and for the management of the Commission.
- To cooperate with government ministries, departments and agencies, institutions, NGOs, CBOs, FBOs and individuals in furthering the ideals and programmes of UNESCO in Uganda.
- To mobilise resources and ensure their quality use for delivery and implementation of programmes.
- To administer, operationalise and popularise UNESCO policies, procedures and programmes in Uganda.
- To cooperate with UNESCO Secretariat, UNESCO institutes and agencies, UNESCO Field Offices, other National Commissions, UN agencies as well as international and national partners in furthering the mandate of the Commission.
- To plan, execute, evaluate and follow up on UNESCO projects and programmes in Uganda.
- To create an efficient team, develop and mentor, control and discipline the human resource at the Commission for effective delivery of services.

2. Deputy Secretary General (ASG)

The deputy SG reports to the SG. The holder of the position of Deputy Secretary General leads and coordinates the activities of technical programmes and assists the Secretary General in the administration and management of the Commission. The Current Assistant Secretary General of the Commission is Dr. Dominic Lali Mundrugo-Ogo who also doubles as the caretaker of the Science Programmes.



Dr. Dominic Lali Mundrugo-Ogo

**Asst. Secretary General –
Uganda National**

**Key responsibilities and duties
of the Deputy SG:**

- Coordinate and manage programme activities in conjunction with respective committees and programme staff.
- Train and mentor programme staff in strategic and conceptual thinking
- Appraise project documents, reports and position papers generated by programme staff and provide necessary.
- Follow up on the implementation of UNESCO's legal instruments, resolutions and policies with responsible local authorities.
- Advise and assist clients evaluate their needs and UNESCO programmes.
- Generate projects and mobilize fund for their implementation.
- Maintain close cooperation with clients.
- Develop policy guidelines in programme areas in collaboration with programme staff and committees.
- Minute Secretary to the Board.
- Assist the Secretary General in the day to day administration of the Commission
- Any other duties assigned by Secretary General.



Head of Programmes

1. Culture

Reports to the Deputy SG. A Program Officer's purpose is to provide technical/specialised advice and assistance to the Commission and clients in respect to the specific

programme area so as to ensure timely and effective implementation of portfolio activities.

Mr. Daniel Kaweesi

Programme Officer Culture

He is also acting as the Program Officer, Communication and Information.

Key responsibilities and duties of a Program Officer:

- Lead in the overall development and implementation of programme strategy and the design and development of specific projects and initiatives in the programme area
- Assist and advise government ministries, departments, agencies, institutions, NGOs and other partners in interpretation of UNESCO policies and standard instruments and developing projects in line with UNESCO's guidelines, framework and budget
- Provide secretarial services and support to the Programme Committees, working Groups and Specialised Committees

2. Education

Mr. David Twebaze is the Program Officer, Education.



Reports to the Deputy SG. A Program Officer's purpose is to provide technical/specialised advice and assistance to the Commission and clients in respect to the specific programme area so as to ensure timely and effective implementation of portfolio activities.

Key responsibilities and duties of a Program Officer:

- Lead in the overall development and implementation of programme strategy and the design and development of specific projects and initiatives in the programme area
- Assist and advise government ministries, departments, agencies, institutions, NGOs and other partners in interpretation of UNESCO policies and standard instruments and developing projects in line with UNESCO's guidelines, framework and budget
- Provide secretarial services and support to the Programme Committees, working Groups and Specialised Committees
- Identify and initiate policy issues, plans and guidelines, best practices in the programme area to support evidence based programming
- Prepare briefs, position papers, reports etc on activities and projects in the programme area
- Coordinate and monitor the implementation of projects/ interventions in the programme area.
- Support or undertake research, monitoring and evaluation of activities in the programme area
- Provide advice to government and clients for actions in UNESCO's field of competence.
- Other duties as assigned by Supervisor.

3. Senior Accounts Assistant.



Ms. Okker is the Senior Accounts Assistant.

She reports to the SG. She provides advice for sound strategic financial management and development of sound systems for institutional efficiency and sustainability.

Key responsibilities and duties:

- Ensure security of resources by compliance to appropriate institutional, government, UNESCO and donor systems and

procedures e.g. pay roll, cash management, disbursement, accountability and budget discipline

- advise and guide management on all finance and tax matters, including resource mobilisation and effective utilisation
- establish financial and accounting functions that ensure compliance to government and donor financial procedures
- keep track of financial/accounting transactions, entries and records keeping
- assist budget holders in forecasting monthly cash requirements and monitor expenditure
- ensure contractual and financial integrity of procurements, inventory control and equipment
- ensure all payments transactions are fully documented in appropriate record, institute and enforce proper internal controls and compliance measures
- Other tasks assigned by the Secretary General.

4. Personal Secretary



Ms. Ruth Kalema Matovu is the Personal Secretary to the SG. She reports to the SG.

Key responsibilities and duties of the Personal Secretary to the SG:

- Keeping the Secretary-General's/ commissioner/s diary and arranging appointments and engagement;
- Drafting letters of routine nature;

- Making travel arrangements and booking hotel accommodations;
- Receiving mails and other correspondences and dispatching them to appropriate offices;
- Managing office facilities and ensuring there is adequate security and confidentiality;
- Attending meetings and recording minutes;
- Producing documents, briefing papers, reports and presentations;
- Taking dictation and transcribing the work appropriately.

5. Secretary/Copy Typist



Ms. Irene Ssemakula-Mutumba is the Secretary/Copy Typist. She reports to the Personal Secretary to the SG.

Key responsibilities and duties:

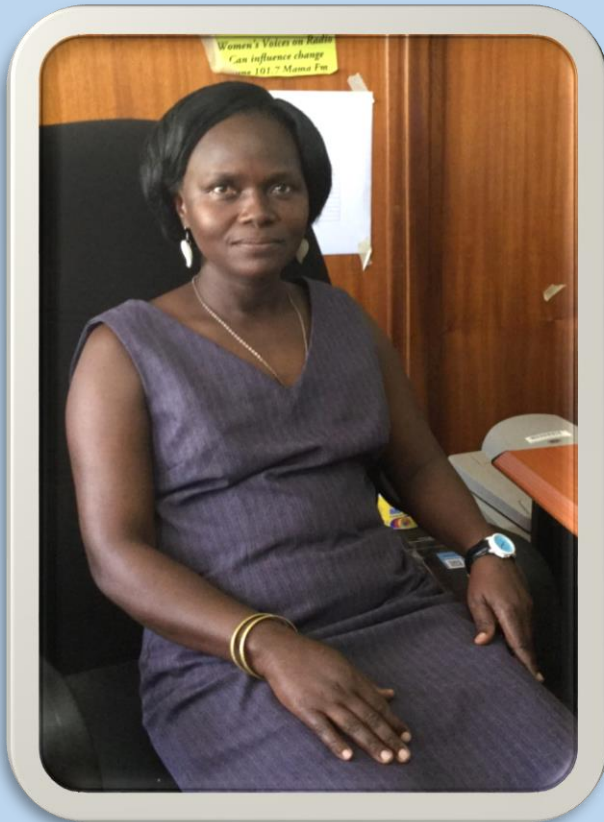
- Type setting of letters from manuscripts, reports, tabulations, printed materials etc;
- Undertaking reception duties including handling telephone calls, receiving and entertaining visitors and advising them appropriately;
- Filing correspondences, minutes and other documents in

accordance with set procedures;

- Operation of routine clerical duties when called upon like, handling mails, filing and indexing, operating telephone, and helping in store keeping or records keeping.

6. Stenographer Secretary

Ms. Namukwaya is the Stenographer Secretary. She doubles as the Acting Senior Information Scientist. Ms. Namukwaya reports to the Personal Secretary to the SG.



Key responsibilities and duties:

- Taking dictations and transcribing by typing and presenting accurate and error-free work for signature and transmission;
- Keep the Office Diary up – to-date and receiving visitors accordingly;
- Receiving, dispatching and filing correspondences and other official documents;
- Managing office records in accordance with security, office procedures and practices;
- Operating office machines and equipment;
- Resource Centre caretaker.

7. Accounts Assistant.

Reports to the Senior Accounts Assistant.

Perform various accounting functions related to payment and receipt of money, computation, classification, recording and reconciling transactions in the financial system. He checks transactions, identify and resolve discrepancies, apply knowledge and applicable laws and regulations.

Key responsibilities and duties:

- Records classify or summarise accounting transactions;
- Compile various financial documents and verify accuracy;
- Effect payment in accordance with established procedure;

- Select correct accounts, verify and balance debit and credit entries, reconcile accounts and assist in compiling reports;
- Applied knowledge and applicable laws and regulations;
- Verifies documents for completeness and compliance with regulations;
- Maintain records through filing, retrieval, retention, storage.

8. Driver

He reports to the Personal Secretary to the SG.

Key responsibilities and duties:

- Drive the organisation vehicles
- Keep vehicle clean and in good condition
- Perform routine maintenance and service
- Keep vehicle log book
- Ensure vehicle services/maintenance
- Ensure licensing , parking fee etc are paid
- Receive visitors
- Any other duties