



The Republic of Uganda
Ministry of Education and Sports

NATIONAL ANTI-DOPING ORGANIZATION

JOB ADVERT

1.0 Background:

The National Anti-Doping Organization (NADO) was established by the National Sports Act, 2023.

The National Sports (Amendment) Act, 2025 has reinforced the independence of NADO to ensure compliance aligning the provisions on the Anti-Doping with the World Anti-Doping Code and to provide for related matters.

The National Anti-Doping Organization is responsible for conducting anti-doping education and awareness programs for athletes and support personnel; planning and collecting samples for testing in accordance with international standards.; managing results and reviewing Therapeutic Use Exemptions (TUEs); implementing punitive actions for anti-doping rule violations, which can include fines, imprisonment, and bans from sports.

Accordingly, the National Anti-Doping Organization invites suitably qualified and experienced individuals to apply for positions under the Secretariat as indicated below:

2.0 Job Descriptions and Person Specifications:

Job Title:	Chief Executive Officer
No. of Posts:	One (01)
Reports to:	Chairperson, NADO of Uganda
Contract Duration:	Three (3) years, subject to renewal upon satisfactory Performance
Duty Station:	NADO Offices, Kampala
Job Reference:	ADM 489/563/01-01

Job Purpose:

NADO-ADVERT - 1

ht

Responsible for the overall strategic direction, leadership, and management of the Secretariat, ensuring its operations comply with the World Anti-Doping Code and National laws.

Academic qualifications:

Applicants should be Ugandans in possession of relevant Honors Bachelor's Degree from a recognized Institution/University. A Master's Degree in Sports Science from a recognized Institution/University will be an added advantage.

Working Experience:

At least five (5) years working experience in sports management or anti-doping management. Strong knowledge of anti-doping rules, regulations and best practices.

Key duties and responsibilities:

1. Overseeing the day-to-day operations and administration of the NADO;
2. Providing overall strategic direction and leadership to steer the organization toward its long-range goals and vision;
3. Implementing policies and programs set by the NADO Board and ensure agreed objectives and performance targets are met;
4. Ensuring that the National Anti-Doping Organization (NADO) and all national sports organizations within Uganda implement and comply with the World Anti-Doping Code and International Standards;
5. Coordinating and managing the national doping control program, including testing procedures and results management, with relevant stakeholders;
6. Promoting anti-doping education and research to foster a culture of clean, dope-free sport among athletes and support personnel;
7. Managing the NADO assets and liabilities, including accounting for financial contributions and ensuring programs are cost-effective;
8. Liaising with national sports organizations, the Uganda Olympic Committee, Regional Anti-Doping, World Anti-Doping Agency, and other partners to promote anti-doping initiatives and ensure collaboration;
9. Administering, supervising and exercising disciplinary control over the Secretariat staff, including performance monitoring and professional development;
10. Organizing and managing Board meetings in consultations with the Board Chairperson; and
11. Any other duties that may be assigned by the Board.

nt

Competences:

Understanding the sporting environment; Excellent communication and interpersonal skills; Leadership; Multi-tasking; Networking; Communicating effectively; Ethics and Integrity and Team work.

Job Title:	Administrative Officer/Human Resource Manager
No. of Posts:	One (01)
Reports to:	Chief Executive Officer
Contract Duration:	Three (3) years, subject to renewal upon satisfactory Performance
Duty Station:	NADO Offices, Kampala
Job Reference:	ADM 489/563/01-02

Job Purpose:

To interpret, implement, and provide technical guidance in regard to Administrative and Human Resource policies, regulations, procedures, and practices for the NADO.

Academic Qualifications:

Applicants should be Ugandans in possession of an Honors Bachelor's Degree in either Human Resource Management, Arts, Social Sciences, Commerce (management option), Public Administration, Development studies, Social Work and Social Administration, Management Science, Business Administration (Management Option), Business Studies (Management Option), Development Communication or Organizational Psychology **Plus** a Post Graduate Diploma in Human Resource Management from a recognized University or Institution.

Working Experience:

At least five (5) years working experience in the Human Resource Management field from a reputable Organisation.

Key duties and responsibilities:

1. Preparing submissions to the CEO for appointments, confirmations, discipline, and annual leave for staff;
2. Updating and verifying payroll before submission for payment of salaries;
3. Providing technical advice to staff of the Board and Secretariat on matters relating to their terms and conditions of employment;
4. Maintaining up-to-date Human Resource Management data in the form of staff list, and other Human Resource tools;
5. Compiling and disseminating information on HR Policies, rules, regulations, and practices to CEO and staff;

MT

6. Supervising and appraising staff;
7. Implementing staff welfare programs;
8. Preparing and implementing staff performance management plans;
9. Handling Day-to-day administrative functions to ensure a conducive work environment; and
10. Any other duties as may be assigned from time to time.

Required Competences:

Human Resource Management; Records and information management; Planning; Organizing; and Coordinating; Teamwork; Communicating effectively; Ethics and integrity

Job Title:	Finance Manager
No. of Posts:	One (1)
Reports to:	Chief Executive Officer
Contract Duration:	Three (3) years, subject to renewal upon satisfactory Performance
Duty Station:	NADO Offices, Kampala
Job Reference:	ADM 489/563/01-03

Job Purpose

To perform general accounting duties for the Board and Secretariat.

Academic Qualifications:

Applicants should be Ugandans in possession of an Honors Bachelor's Degree in Finance and Accounting from recognised Institution/University

OR

An Honours Bachelor's Degree with a bias in accounting option obtained from recognised Institution/University

OR

Full professional qualification in Accountancy obtained from a recognised awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU).

Working Experience:

At least five (5) years' working experience, three (3) of which should have been at the level of Accountant in a reputable organization.

Key duties and responsibilities:

1. Examining correctness of payment requests, completeness of documentation, and certify requisitions or transactions for further processing;

2. Verifying receipts, reconciling invoices, and Local Purchase Orders for goods and services procured;
3. Compiling accountability returns, verifying, and retiring advance ledgers;
4. Maintains primary financial records and up-to-date books of accounts;
5. Preparing periodic reconciliations of financial statements and carry out monthly cash book reconciliations to bank statements;
6. Verifying payroll change requests and reports to ensure correctness of computations, payments, and deductions, and certifying and following up approval and payment to beneficiaries; and
- 7 Any other duties as may be assigned from time to time.

Competences:

Expenditure management and budgetary controls; Financial records keeping; Information and Communications Technology; Ethics and Integrity; Effective Communication.

Job Title:	Finance Officer
No. of Posts:	One (1)
Reports to:	Finance Manager
Contract Duration:	Three (3) years, subject to renewal upon satisfactory Performance
Duty Station:	NADO Offices, Kampala
Job Reference:	ADM 489/563/01-04

Job Purpose:

To perform general accounting duties for the Board and Secretariat.

Academic Qualifications:

Applicants should be Ugandans in possession of an Honors Bachelor's Degree in Finance and Accounting from recognised Institution/University

OR

An Honours Bachelor's Degree with a bias in accounting option obtained from recognised Institution/University

OR

Full professional qualification in Accountancy obtained from a recognised awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU).

Working Experience:

At two (2) years working experience in a reputable organization.

NA

Key duties and responsibilities:

1. Providing custody for accounting records and documents;
2. Processing deferred tax payments, tax returns and keep records thereof;
3. Posting financial transactions, cashbooks, subsidiary ledgers to General ledger and maintain up-to-date record of books of accounts;
4. Preparing and reconciling payroll transaction reports;
5. Entering transactions into the commitment control register;
6. Keeping custody of cash/imprest, effect payments, and maintain up-to-date cash book records;
7. Preparing draft monthly reconciliation reports; and
8. Any other duties assigned from time to time.

Job Title:	Information and Technology Officer
No. of Posts:	One (01)
Reports to:	Chief Executive Officer
Contract Duration:	Three (3) years, subject to renewal upon satisfactory Performance
Duty Station:	NADO Offices, Kampala
Job Reference:	ADM 489/563/01-05

Job Purpose:

Responsible for smooth and efficient operation of the NADO's technology infrastructure.

Academic Qualifications:

Applicants should be Ugandans in possession of an Honors Bachelor's Degree in Information Technology or Computer Science or related field from a reputable Institution/ University.

Working Experience:

A minimum of three (3) years working experience in ICT project implementation or systems coordination from a recognized Organization.

Knowledge in National IT policies, standards and project management methodologies.

Experience in working with a multi-stakeholder or public sector environment will be an added advantage.

Key duties and responsibilities:

1. Providing first level technical support to the Board and Secretariat in the development of ICT project plans, budgets and objectives in accordance with the National IT project management methodology;

nt

2. Conducting strategic assessment of ICT initiatives, identifying areas of improvement, or risk mitigation;
3. Provide periodic reports and insights to the Board and Secretariat for informed decision making;
4. Verifying the effectiveness and integrity of ICT systems and application by conducting routine systems audits;
5. Ensuring implemented technologies comply with safety, privacy and National standards;
6. Providing data management support and training to users;
7. Developing of NADO Website; and
8. Any other duties as may be assigned from time to time.

Competences:

ICT Expertise; Knowledge of accreditation processes and procedures; Experience in developing and implementation of safety and security plans; Communication and interpersonal skills, Problem solving skills

Job Title:	Secretary
No. of Posts:	One (01)
Reports to:	Administrative Officer/Human Resource Manager
Contract Duration:	Three (3) years, subject to renewal upon satisfactory Performance
Duty Station:	NADO Offices, Kampala
Job Reference:	ADM 489/563/01-06

Job Purpose

To provide secretarial and office managerial services.

Academic Qualifications:

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in either Secretarial Studies or Administrative Secretarial Studies, or Information and Office Management from a recognized University or Institution.

Working experience:

At least two (2) years working experience as a Secretary from a recognised Organisation.

Key duties and responsibilities

1. Taking and transcribing dictation and producing error-free work;
2. Organizing schedules for meetings at the Secretariat;
3. Receiving and guiding clients to relevant offices;
4. Attending to telephone calls;

nt

5. Making and following up on appointments for the CEO;
6. Maintaining office assets, cleanliness, and orderliness;
7. Managing and accounting for office equipment, materials, and imprest; and
8. Any other duties as may be assigned from time to time.

Competences:

Planning and Organizing: Records and information Management, Information Communications technology, Coaching and mentoring, Ethics and Integrity. Concern for quality and standards, Communicating Effectively, Time management, and Teamwork.

Job Title:	Driver
No. of Posts:	One (01)
Reports to:	Administrative Officer/Human Resource Manager
Contract Duration:	Three (3) years, subject to renewal upon satisfactory Performance
Duty Station:	NADO Offices, Kampala
Job Reference:	ADM 489/563/01-07

Job Purpose:

To drive and maintain assigned Vehicle in accordance with prevailing Government policies, regulations, and guidelines.

Academic Qualifications:

Applicants should be Ugandans in possession of Uganda Certificate of Education with at least a pass in English Language, plus a valid Driving Permit of class C or D, as well as possession of a competence Driving Test from the Chief Mechanical Engineer from the Ministry of Works and Transport. Certificate in defensive driving will be an added advantage.

Working Experience:

At least one year's working experience as a Driver from a reputable Organisation.

Key duties and responsibilities:

1. Carrying out daily vehicle maintenance checks and generate reports in line with the administration guidelines;
2. Driving the vehicle for official duty and assignment;
3. Maintaining and updating record of vehicle movement logbook, insurance, and license service card in line with administrative policies and procedures;
4. Reporting technical/mechanical faults to the supervising officer;

NT

5. Maintaining cleanliness of the assigned vehicle, ensuring the safety of the vehicle and its accessories while on duty; and
6. Any other duties as may be assigned from time to time.

Competences:

Records and Information Management, Knowledge in Traffic rules, regulations, and guidelines, Basic Motor vehicle maintenance skills, Accountability, Teamwork, Problem solving, Ethics and Integrity, Time Management.

Job Title:	Office Attendant
No. of Posts:	One (01)
Reports to:	Secretary
Contract Duration:	Three (3) years, subject to renewal upon satisfactory Performance
Duty Station:	NADO Offices, Kampala
Job Reference:	ADM 489/563/01-08

Job Purpose

To provide administrative support services for effective office operations.

Academic Qualifications:

Applicants should be Ugandans in possession of Uganda Certificate of Education with at least a pass in English Language.

Working Experience:

At least one year of relevant working experience from a recognised Organisation.

Key duties and responsibilities:

1. Preparing and serving tea to the staff of the office;
2. Collecting and delivering office items, documents, mail and parcels as instructed;
3. Cleaning Office at all times;
4. Keeping the office safe and secure by opening, closing, and keeping the office keys;
5. Undertaking any official errands outside the office as instructed by the supervisor;
6. Any other duties as may be assigned from time to time;

Competences:

Records management; Planning and organizing, Communicating effectively, Teamwork, Ethics and Integrity, Results orientation, Time management.

NA

3.0 Application Procedure:

All applicants should attach photocopies of all Academic and Professional Certificates and Transcripts, Curricula Vitae, evidence of Previous Employment records, Referee Letters (at least two), plus a recent passport size photograph.

Eligible female candidates are encouraged to apply. Only short-listed applicants shall be contacted for the interviews and final selection process. If you do not hear from the Board after this exercise, consider yourself unsuccessful.

Deadline for submission: 16th December, 2025 at 5:00pm East African Standard Time.

Applications, quoting the job title and reference, should be addressed to:

The Permanent Secretary, Ministry of Education and Sports and hand delivered to Security Registry, Room 1, Level 4, Embassy House Kampala Uganda.


Frances Atima

For: PERMANENT SECRETARY