



Date: 21st July 2025

External Job Advertisement (To the general Public)

Uganda Post Limited (T/A) Posta Uganda is inviting qualified persons who meet the stated minimum requirements to apply for the vacancies that exist within the Company. Interested candidates should send their application letter and attach certified copies of academic transcripts and certificates as well as a detailed CV to reach the address below not later than **4th August 2025**.

The Head, Department of Human Resource and Administration,

Posta Uganda

P.O Box 7106

Kampala

Please Note:

1. Applications received after the deadline will not be considered.
2. Candidates who do not receive feedback within a month from the deadline should consider their applications unsuccessful.
3. Posta Uganda is an equal opportunity employer. Women are particularly encouraged to apply.
4. Any form of lobbying or canvassing for appointment shall lead to automatic disqualification.
5. Candidates shall be required, among others, to present the following:
 - ☐ Endorsement Letter duly stamped by their Local Council 1 Chairperson
 - ☐ Three Reference Letters.
6. Prior to appointment on the job, Posta Uganda shall carry out independent reference checks for all the documentation mentioned above.



7. Applicants MUST indicate the position applied for on the top right-hand corner of the envelope in which the application is enclosed.
8. All Mail Handler job applicants MUST indicate the stations to which they prefer being deployed, as failure to do so will lead to automatic disqualification of the candidate.

Job Title:	Assistant Security and Investigations Officer (01 position)
Duty Station	GPO Kampala
Level:	Six (06)
Reports to:	Manager Security and Investigations.

MAIN PURPOSE OF THE JOB

Ensure security, carry out surveillance, and investigate cases that relate to theft, fraud, embezzlement, and identification of detecting, preventing, and finding ways of resolving them.

DUTIES AND RESPONSIBILITIES

1. Implement Security Audits and Inspections and ensure that the opportunities for crime to occur are adequately sealed off.
2. Assist in conducting surveillance to detect any potential offenses, fraud, or acts of malice and acts of sabotage and inform the supervisor immediately.
3. Investigate cases of national security, e.g. explosive drugs/chemicals and any act of threat to the country through collaboration and networking with other anti-crime (police and other intelligence organizations) on conducting joint investigations into matters affecting Uganda Post Limited (UPL) business, like drugs/chemicals and other security threats.
4. Participate in collecting, updating, and communicating information regarding the security situation in the country.



5. Prepare periodic security reports on surveillance and national security in a timely manner.
6. Help in obtaining evidence relevant to any allegations in and outside UPL.
7. Support the investigation Team in undertaking interviews with witnesses and suspects, obtaining search warrants, and other investigative duties, as directed by the supervisor.

KEY PERFORMANCE INDICATORS

1. Continual security audit reports
2. Comprehensive security plan
3. Surveillance reports

PERSON SPECIFICATION

Qualifications

Diploma in law or Business or Management from a recognized institution.

Experience

Two (02) years of working experience in a similar role.

Additional training in special investigations skills and general security is an added advantage.

Competencies

- i. Critical Thinking
- ii. Report writing
- iii. Analytical skills
- iv. Communication skills.