

EXTERNAL VACANCY ANNOUNCEMENT

A Brief on the Company

Uganda Electricity Transmission Company Limited (UETCL) is a public Limited Company, fully owned by the Government of the Republic of Uganda and holds the following operational licences. System Operator, Operation of the High Voltage Transmission Grid, Bulk Power Supply, Import and Export of Power and; Public Infrastructure Provider (for ownership and operation of the Optic Fibre).

Our Vision is: "To be Eastern Africa's Leading Electricity Transmission Company."

Our Mission is: "To Buy, Transmit and Sell Reliable and Quality Bulk Power for Sustainable Regional Development."

UETCL invites applications from suitable and eligible candidates to fill the position of:

Job title : Billing Officer – Energy
Department : Commercial
Reports to : Senior Revenue and Statistics Officer

Job Purpose:

To support the Senior Revenue and Statistics Officer in the administering of the Company's billing processes by ensuring accurate preparation, capture and validation of billing data, timely preparation of customer invoices, maintenance of billing records and systems to support efficient commercial operations in compliance with company (UETCL) and regulatory requirements for informed decision-making.

Key Result Areas

1. Collect and validate monthly field meter readings, run node analysis against SCADA/Control Centre data, AMR/AMI systems, log validated figures into the billing system, and report meter faults or consumption anomalies.
2. Prepare and issue accurate monthly bulk energy tax invoices in line with PSAs and approved tariffs, process authorized billing adjustments and surcharges, maintain complete and reliable billing data, and support automation initiatives that improve billing efficiency and accuracy.

3. Track customer billing data, compile billing node trend analysis reports, follow up on any discrepancies, resolve invoice disputes, and conduct regular account billing data reconciliations.
4. Draft journal vouchers for energy sales/purchases, deliver accurate sales returns to Corporate Accounts, and reconcile energy supplier invoices against Power Purchase Agreements (PPAs).
5. Tabulate monthly data for transmission loss calculations, support the timely completion of the Transmission Loss Analysis Report, and quantify system losses monetarily.
6. Maintain billing data for the Single Buyer Performance Report, quarterly Management Reports, Electricity Regulatory Authority (ERA) tariff applications and for other relevant stakeholder consumption.
7. Maintain secure billing records, ensure full compliance with contractual terms, and assist in resolving internal/external audit queries.

Person Specifications, Experiences and Competences

The desired person should have the following essential requirements.

- Bachelor's degree in statistics, Finance, Accounting, Economics, BCom/BBA in Finance or Accounting or any related degree from a recognized University.
- Relevant postgraduate qualification is an added advantage
- Minimum of (3) years' experience in billing, revenue management, or financial operations in a utility or service industry.
- Prior utility billing experience is highly desirable.
- Proficiency in data analytics tools including MS Excel, Power BI, SQL, and statistical packages (Stata, EViews)
- Possess strong analytical and statistical reporting skills.
- Good interpersonal and communication skills.
- Possession of a valid National Driving permit is desired.
- A person of integrity, highly motivated, innovative, and a committed Team Player.

How to Apply:

All qualified candidates should send their applications with copies of academic testimonials and detailed CVs indicating three referees and their full addresses through the link: <https://tinyurl.com/4af4sdwp>

The closing date to receive applications is **Tuesday, 22nd September 2026 at 05:00 P.M.** UETCL is an equal opportunity employer and encourages all qualified candidates to apply. Only electronically sent applications will be accepted.

TERMS OF EMPLOYMENT AND REMUNERATION

The successful candidate will be offered a contract subject to the Ministry of Public Service Guidelines on the Rationalization Exercise of Government Institutions.