

JOHN SEJEMBA

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Expertise: Science in Tax Administration; Food Technology; ISO Management Systems; Business Process Management

Motivated and purposeful professional in the fields of Tax administration, Food Technology, ISO Management Systems and Business Process Management. I have eight years hands on experience in the establishment and implementation of scientific approaches in tax administration. I am also a content developer and facilitators for the same. I am an implementer and auditor of ISO standard based management systems for quality, food safety, environment, occupational health and safety as a certified business process management associate.

SCIENCE IN TAX ADMINISTRATION

Facilitator of investigative techniques in the Post Graduate Diploma in Tax Investigations (PODITI) Course at Uganda Revenue Authority – March 2024

Facilitator at the OECD Academy for Tax and Financial Crime Investigations: Application of Scientific Approaches in Tax Compliance Management – June 2018, September 2020, November 2020, December 2021 and February 2024.

Documented the training manual for the applied science module – Manufacturing specialty under the ATAF Specialized Tax Investigations Program, November 2022.

Coordinator and facilitator at the workshop on applications of science in tax compliance management_ ATAF/URA – October 2022

Facilitator of the ATAF Financial Crime Investigators Course, Foundation Level – June 2020

Facilitator at the ATAF/URA Science Model Workshop – November 2018, Kampala Uganda

WORK HISTORY

September 2023 to date: Supervisor Science Laboratory_ Uganda Revenue Authority

Laboratory testing of samples, assign teams tasks and review results, coordinate and oversee quality assurance initiatives in the laboratory business, training of staff joining the section, generate specifications for items to be procured for the Science Laboratory, evaluate bids submitted in procurement process; conduct performance reviews for team working under my supervision, compile weekly, monthly and quarterly reports for the section, lead team in implementation of ISO 17025 requirements. Promote awareness about Laboratory and applied science support services through webinars, articles, mass media broadcast shows.

June 2016 to August 2023: Officer Science Investigations_ Uganda Revenue Authority

Implement quality assurance measures in the URA Science laboratory; sampling and testing of items; offering technical opinions on issues related to tax policy; scientific support such as; interpretation of certificates of analysis, material safety data sheets. Derivation of input-output ratios, material utilization analysis. Development of specifications for laboratory equipment and consumables. Prepare content and facilitate training sessions within URA, workshops and webinars, OECD Academy for Tax and Financial Crime Investigations and African Tax Administration Forum (ATAF). Resource person for mass media campaigns such as Anti-VAT Fraud campaign. Represent URA on the UNBS/TC 414 for Risk, Security and Resilience standards.

Achievements: Participated in the growth of URA Science Laboratory Services, part of team developing and implementing laboratory management system based on ISO 17025, enhanced content development and training skills especially for scientific approaches in tax administration, support to mass media anti-tax fraud campaigns. Facilitator of application of science in tax administration courses for OECD and ATAF. Appointment to UNBS Technical Committee 414 for Risk, Security and Resilience standards as representative of URA.

January 2015 – May 2016: Officer – Service Management_ Uganda Revenue Authority

Customer service role including: assisting customers to use web portal, giving feedback on inquiries, inspection of clients' premises for purposes of VAT registration, gathering field information especially about trading and real estate businesses, resource person for tax compliance clinics. Facilitate On-job-training (OJT) sessions.

Achievements: Conversant with use of eTax system, both internal system and URA web portal. Developed customer service skills including: listening, addressing inquiries, interpersonal skills, emotional intelligence and communication.

July 2014 – December 2014: Management Representative_ Euroflex Limited

Coordinator for implementation of management systems for quality, environment, occupational health and safety management. Managing internal audit program for ISO management systems. Liaison with certification bodies on arrangement and closure of audits. Conduct management system awareness trainings for staff. Report to top management about the effectiveness of the integrated management system.

Achievements: Leadership skills, especially for person senior to me in age; recertification of company to ISO 9001 Quality management systems; obtained management commitment to implement ISO 14001 Environment Management System and BS OHSAS 18001 management system for occupational health and safety.

June 2010 – December 2014 Freelance Consultant

Prepare proposals for consultancy assignments, including guiding clients on the content and approaches for trainings and management system audits. Prepared and facilitated trainings

based on ISO standards for Quality, Food Safety, Environment and Occupational Health & Safety management systems for several entities. Conducted gap analysis and second party ISO standard based management system audits. Supported development and use of documentation for establishment and implementation of the ISO standards-based management systems in the entities.

Achievements: Supported more than entities to establish, implement and obtain certification to management systems based on ISO standards including Quality and Food Safety. Harnessed content development and training facilitation skills through conducting several trainings in the area of ISO based management systems. Developed gap analysis and management system audit skills.

EDUCATION

2006 – 2010: BSc. Food Technology_ Kyambogo University, Uganda

TRAININGS

2022: Post Graduate Diploma in Tax Investigations_ Uganda Revenue Authority

2022: ISO 9001 Lead Auditor Course_ Professional Evaluation and Certification Board (PECB)

2021: ISO 17025 Lead Auditor Course_ Professional Evaluation and Certification Board (PECB)

2021: Certified Business Management Associate (CBPA)_ Association of Business Process Management Professionals International.

2021: Fundamentals of Risk Management_ Institute of Risk Management (UK), facilitated by Pinebridge Limited (Kenya).

August 2020: Conducting Financial Investigations (Foundation Level)_ OECD Academy for Tax and Financial Crime Investigations.

June 2020: Training of Trainer Content Development Workshop _ OECD Academy for Tax and Financial Crime Investigations.

REFEREES

Mr. Matthew Mugabi

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Financial Crime Investigations
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