

Tel: 256 414 342279/254271
Fax: 256 414 250725
E-mail: psc@psc.go.ug



REPUBLIC OF UGANDA

THE PUBLIC SERVICE COMMISSION
2nd Floor, Farmers House
Parliament Avenue
P.O. Box 7080
KAMPALA - UGANDA

ALL CORRESPONDENCES SHOULD BE
ADDRESSED TO THE SECRETARY

IN ANY CORRESPONDENCE ON
THIS SUBJECT PLEASE QUOTE NO. **HRM.70/179/02 Vol. 2**

7th December, 2020

The Solicitor General

All Permanent Secretaries

The Executive Director
Kampala Capital City Authority

All Chief Administrative Officers

All Town Clerks

PUBLIC SERVICE COMMISSION INTERNAL ADVERT NO. 2 / 2020

Public Service Commission Internal Advert No. 2 /2020 containing various vacant posts in Ministries has been released.

I would like to request you to circulate this information as widely as possible to all eligible Officers in Ministries and Local Governments who should then visit the Public Service Commission website at <https://vacancies.psc.go.ug/ors>.

Officers are advised to go to adverts and view the available positions, then register as new users or log in for old users to create/complete their profiles before applying for a desired position. This should be done not later than **Wednesday 6th January, 2021**.

Any comments regarding this Advert may be addressed to the Secretary, Public Service Commission within seven (7) working days from the date of this letter for appropriate action.

The online application should be accompanied with a scanned recommendation for each Officer. Hard copies of the up-to-date Performance Reports for the last three Financial Years i.e. 2017/2018, 2018/2019 and 2019/2020 should be submitted to the Public Service Commission for **ONLY** shortlisted candidates.

Dr. John Geoffrey Mbabazi

SECRETARY

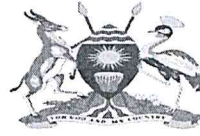
PUBLIC SERVICE COMMISSION

Encl.

Copy to: The Head of Public Service/ Secretary to Cabinet
Office of the President
KAMPALA

The Deputy Head of Public Service/ Deputy Secretary to
Cabinet
Office of the President
KAMPALA

The Auditor General
KAMPALA



THE REPUBLIC OF UGANDA

PUBLIC SERVICE COMMISSION

Applications are invited from suitably qualified serving Public Officers, dully appointed and confirmed by Appointing National Service Commissions in Ministries and Local Governments, to fill Vacant Posts. Applications should be filled **ON-LINE** not later than **Wednesday 6th January, 2021**. The link to the e- recruitment system can be accessed at <https://vacancies.psc.go.ug/ors>.

Applicants are advised to: -

- a) Apply **ON-LINE**.
- b) Scan and submit relevant documents ('O' Level, 'A' Level, Degree and Professional Documents, copies of letters of appointment, confirmation and promotion) on-line.
- c) Each attachment must not exceed a limit of 1MB and only portable documents format (PDF) is allowed.
- d) Print an Extract of PS Form 3 (2008) and obtain recommendation from the Responsible Officer. Scan the recommendation together with the rest of the documents and submit online.

Application Process

- i) Visit the website <https://vacancies.psc.go.ug/ors>.
- ii) Click on "register as a new user" to create your account and complete your profile starting with the Bio data moving downwards.
- iii) If you already have an account simply sign in and update your profile.
- iv) Click a Job from the list of advertised jobs in the menu.
- v) View the Job Details and Click "**Apply now**".
- vi) Review your application and **SUBMIT**.

NB. You can only apply for one post.

Please Note: -

- a) Only applications on-line will be considered.
- b) Only shortlisted candidates will be contacted. Unsuccessful applicants will be notified through their e-mail addresses.
- c) Shortlisted candidates shall be required to bring along with them their original certificates, transcripts, letters of employment and a National Identity Card during the Oral Interviews.
- d) Short listed Applicants should ensure that their Staff Performance Appraisal forms for the last three (3) Financial Years are submitted to the Commission before the date for Oral Interviews.

A handwritten signature in black ink, appearing to read 'K. S. Sanyal'.

- e) In case of any inquiry, contact Tel. No. 0414254271 or 0414342279 or e-mail vacancies@psc.go.ug

Applicants should have the following Core Competencies:

- Public Sector Management, Results Orientation, Ethics and Integrity, Interpersonal, Communication and Computer Skills, Ability to Adapt to Multi Cultural Settings, Innovation, Concern for Quality, Standards and Technical Competence, Ability to Coach Subordinates and Report Writing Skills.
- Strategic Thinking, Negotiation Skills, Team Building, Conflict Management, Policy Development, Change Management, Research and Project Management Skills.

MINISTRY: FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

**POST: ASSISTANT COMMISSIONER, FINANCE AND PLANNING
(02 VACANCIES)**
REF: HRM 50/70/02
SALARY: UGANDA GOVERNMENT SCALE UIE
AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Economics; or Statistics; or Commerce; or Business Administration plus a Masters Degree in either Economics; or Economic Policy and Planning; or Public Policy; or Financial Management; or any other related field from a recognized University/Institution.

Applicants should have a minimum of nine (9) years relevant working experience, three (3) of which should have been served at Principal Officer Level in Government.

DUTIES:

The incumbent will be responsible to the Commissioner, Finance and Planning for performing the following duties: -

- Supporting formulation, development and review of policies and strategies;
- Supporting formulation and execution of public expenditure policies and priorities;
- Supporting policy execution;
- Supporting resource mobilization;
- Supporting preparation of medium- and long-term economic development plans;
- Supporting economic policy research and development;
- Supporting preparation of departmental work plans and budgets;
- Supervising Heads of Sections;
- Any other duties as may be assigned from time to time.



POST: PRINCIPAL ECONOMIST (03 VACANCIES)
REF: HRM 50/70/01
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Economics; or Statistics; or Commerce; or Business Administration plus a Masters Degree in Economics; or Policy and Planning; or Economic Policy and Management; or Policy Analysis; or Development Studies from a recognized University/Institution.

Applicants should have a minimum of six (6) years relevant working experience, three (3) of which should have been served at Senior Economist; or Senior Statistician; or Senior Econometrician; or Senior Planner; or Senior Finance Officer Level in Government.

DUTIES:

The incumbent will be responsible to the Assistant Commissioner, Finance and Planning for performing the following duties: -

- Preparing guidance on allocation of resources;
- Preparing in-depth analysis of development public interventions;
- Supporting fiscal and monetary policy management;
- Liaising with other Departments in the Ministry and initiating the budget preparation process;
- Supporting review, evaluation, analysis and formulation of economic policies;
- Supporting development of Government Performance Reports;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL STATISTICIAN (03 VACANCIES)
REF: HRM 50/70/01
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Statistics; or Quantitative Economics plus a minimum of a Post Graduate Diploma in Economics; or Finance; or Business Administration; or Management; or Statistics from a recognized University/Institution.

Applicants should have a minimum of six (6) years relevant working experience, three (3) of which should have been served at Senior Statistician; or Senior Economist Level in Government.

DUTIES:

The incumbent will be responsible to the Assistant Commissioner, Statistics for performing the following duties: -



- Supporting preparation of Public Investment Plans, sectoral budgets and budget framework papers;
- Supporting monitoring and analysis of statistical developments in various sectors;
- Supporting preparation and dissemination of Government performance standards and indicators;
- Supporting monitoring and evaluation of performance of Government development plans, programmes and projects;
- Supporting development of statistical plans in Government;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL INTERNAL AUDITOR (05 VACANCIES)
REF: HRM 50/70/01
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Finance and Accounting; or Business Administration; or Commerce with a bias in Accounting; or Chartered Accountant (Holder of full professional qualification in Accountancy) from a recognized awarding Institution / Body accredited by Institute of Chartered Public Accountants of Uganda (ICPAU).

All Applicants in the above categories should be registered as Members with the Institute of Chartered Public Accountants of Uganda (ICPAU).

All Applicants should have a Masters Degree in Financial Management; or Accountancy; or Business Administration; or Management related discipline from a recognized University/Institution.

Applicants should have a minimum of six (6) years relevant working experience, three (3) of which should have been served at Senior Internal Auditor Level in Government.

DUTIES:

The incumbent will be responsible to the Assistant Commissioner, Internal Audit for performing the following duties: -

- Coordinating and reviewing Audit Plans and programmes based on risk profile of an organization;
- Ensuring compliance to rules and regulations in all audit engagements;
- Guiding, directing and supervising audit execution;
- Reviewing and issuing Internal Audit reports;
- Coordinating Internal Audit activities with Audit Committees and other relevant stakeholders;
- Assessing implementation of Audit recommendations;
- Appraising and developing Internal Audit Staff;
- Any other duties as may be assigned from time to time.



POST: SENIOR ECONOMIST (07 VACANCIES)
REF: HRM 50/70/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Economics; or Statistics; or Commerce; or Business Administration from a recognized University/Institution.

Applicants should have a minimum of three (3) years relevant working experience, which should have been served as Economist; or Statistician; or Econometrician; or Planner; or Finance Officer Level in Government.

DUTIES:

The incumbent will be responsible to the Principal Economist for performing the following duties: -

- Participating in analysis of national and sectoral development policies, plans and public expenditure programmes;
- Supporting preparation of in-depth analysis of development public interventions;
- Supporting fiscal and monetary policy management;
- Participating in preparation of periodic reports on financial sector development;
- Participating in budget preparation process;
- Participating in preparation and implementation of departmental work plans;
- Participating in preparation and implementation of departmental work plans;
- Participating in development of Government performance reports;
- Any other duties as may be assigned from time to time.

POST: SENIOR INTERNAL AUDITOR (05 VACANCIES)
REF: HRM 50/70/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Finance and Accounting; or Business Administration; or Commerce with a bias in Accounting from a recognized University/Institution.

OR

Full professional qualification in Accountancy from a recognized awarding Institution.

Applicants in both categories above should be registered as Members of a recognized Accounting professional body.

Membership of the Institute of Chartered Public Accountants of Uganda (ICPAU) will be an added advantage.



Applicants should have a minimum of three (3) years relevant working experience, served at Internal Auditor Level in Government.

DUTIES:

The incumbent will be responsible to the Principal Internal Auditor for performing the following duties: -

- Evaluating internal controls to assess level of audit risks and the appropriateness of risk management policies and procedures;
- Participating in preparation of Audit Plans;
- Monitoring execution of Audit programmes including routine financial audit; performance audit, Information Technology Audit and other special audits;
- Reviewing work papers and documentation;
- Following up recommendations from previous Audits;
- Drafting Audit finding and conclusions;
- Compiling Audit findings for discussion with Management;
- Any other duties as may be assigned from time to time.

POST: SENIOR STATISTICIAN (01 VACANCY)
REF: HRM 50/70/01
SALARY: UGANDA GOVERNMENT SCALE U3
AGE: 25 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Statistics; or Quantitative Economics from a recognized University/Institution.

Applicants should have a minimum of three (3) years relevant working experience, which should have been served at Statistician; or Economist Level in Government.

DUTIES:

The incumbent will be responsible to the Principal Statistician for performing the following duties: -

- Supporting collection, analysis and storage of data into useful information;
- Supporting development and maintenance data bank for planning and decision-making purposes;
- Facilitating provision of technical advice on matters relating to planning;
- Supporting preparation of work plans, budgets and reports;
- Supporting development and review of plans, projects and Government Policies;
- Supporting implementation, monitoring and evaluation of Government plans, programmes and projects;
- Participating in development of statistical plans in Government;
- Any other duties as may be assigned from time to time.



POST: INTERNAL AUDITOR (02 VACANCIES)
REF: HRM 50/70/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Finance and Accounting; or Business Administration; or Commerce with a bias in Accounting from a recognised University/Institution.

OR

Full professional qualification in Accountancy obtained from a recognised awarding Institution.

Membership of Institute of Chartered Public Accountants Uganda (ICPAU) is an added advantage.

DUTIES: -

The incumbent will be responsible to the Senior Internal Auditor for performing the following duties: -

- Assisting in examining correctness of payment requests, completeness of documentation and certifying requisitions or transactions for further processing;
- Assisting in verifying receipts, matching and undertaking on-line reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments;
- Assisting in compiling accountability returns, verifying and retiring advance ledgers;
- Assisting in maintaining primary financial records and up-to-date Books of Accounts;
- Assisting in preparing periodic reconciliations of financial statements and carrying out monthly Cash Book reconciliation for bank statements;
- Assisting in verifying payroll change requests and reports so as to ensure correctness of computations, payments and deductions; certifying and following up approval and payment to beneficiaries;
- Updating functional support to Public Finance Management (PFM) system;
- Any other duties as may be assigned from time to time.



MINISTRY: PUBLIC SERVICE

POST: PRINCIPAL HUMAN RESOURCE OFFICER (02 VACANCIES)
REF: HRM 242/252/02
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans holding an Honours Bachelor's Degree in Human Resource Management; or Social Sciences; or Arts; or Commerce; or Business Administration with a recognized bias in HR field such as HRD or HRM or Organizational Development Studies; plus, a Post Graduate Diploma in Human Resource Management or Masters Degree in Human Resource Studies or Business Administration or Public Administration or any related field from a recognized University/ Institution. Training in Financial Management will be desirable.

Applicants should have six (6) years working experience in the field of Human Resource Management, three (3) of which should have been served at the level of Senior Human Resource Officer or equivalent in a reputable organization.

DUTIES: -

The incumbent will be responsible to the Assistant Commissioner, Human Resource Management for performing the following duties: -

- Ensuring implementation of existing HR policies; regulations and practices and monitoring their implications in the Public Service Agency;
- Coordinating recruitment and selection processes in the Ministry/Department/Local Government;
- Coordinating performance management function in the Ministry/Department /Local Government;
- Coordinating staff training and development (Human Resource Management) programmes;
- Coordinating salary and pay roll management processes;
- Coordinating implementation of staff welfare and terminal benefits programmes;
- Coordinating formulation and implementation of Human Resource Planning programmes;
- Interpreting, implementing and proposing review of Human Resource policies, regulations and practices;
- Receiving and attending to matters pertaining to employee relations, grievances and complaints;
- Approving and making submissions on pensions, gratuity and other terminal benefits;
- Providing guidance and counselling to staff on Human Resource Management issues;
- Gathering information on HR policies, rules regulations for dissemination to management and staff;



- Identifying areas for policy review, intervention and making appropriate recommendations;
- Conducting research on contemporary HR best practices and making appropriate recommendations;
- Supervising and appraising subordinate staff;
- Any other duties as may be assigned from time to time.

POST: SENIOR PERSONAL SECRETARY /SENIOR PERSONAL SECRETARY (SPECIAL GRADE) (06 VACANCIES)

REF: HRM 77/266/02

SALARY: UGANDA GOVERNMENT SCALE U4

AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans in possession of;

EITHER

- An Honours Bachelor's Degree in Secretarial Studies or its equivalent from a recognized University/ Institution.
- Should have served for a minimum of three (3) years at the level of Personal Secretary/Personal Secretary (Special Grade).

OR

- An Ordinary level Certificate with at least two (2) credits including English language and 3 passes.
- A UNEB Certificate or Diploma in Secretarial Studies or equivalent qualifications from a recognized institution with the following subjects: Business Communication Stage III, Typewriting Stage III (50wpm), Shorthand Stage II (80/90wpm), Office Practice Stage II / Secretarial Duties II

DUTIES: -

The incumbent will be responsible to the Principal Personal Secretary for performing the following duties: -

- In conjunction with relevant Officers, drawing up and monitoring programmes, activities and appointments;
- Taking dictation, transcribing and presenting accurate and error free work;
- Attending to callers either in person or on telephone;
- Ensuring timely responses to inquiries and correspondences to and from the office;
- Receiving Incoming mail and supervising the dispatch of outgoing mail;



- Organizing meetings, taking minutes and conveying decisions of such meetings to relevant Officers/Offices;
- Ensuring that relevant documents for meetings and speeches are produced on time;
- Drafting letters of routine nature;
- Ensuring cleanliness and orderliness of the office;
- Managing records in accordance with established security and records management procedures;
- Requisitioning and managing office stationery and equipment;
- Supervising Secretarial and Support Personnel for the Office;
- Any other duties as may be assigned from time to time.

POST: HUMAN RESOURCE OFFICER (05 VACANCIES)
REF: HRM 56/70/02
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans who are dully appointed in Scales U8-U5 who have attained higher qualifications, specifically an Honours Bachelor's Degree in Human Resource Management; or Social Sciences; or Arts; or Commerce; or Business Administration with a bias in Human Resource Field, such as Human Resource Development; or Human Resource Management; or Organizational Development Studies from a recognized University / Institution.

DUTIES: -

The incumbent will be responsible to the Senior Human Resource Officer for performing the following duties: -

- Implementing Ministry of Public Service and Public Service Commission Guidelines/Regulations/Policies;
- Conducting Training Needs Assessment for staff;
- Compiling data on manpower gaps;
- Implementing staff welfare programs;
- Compiling payroll management data;
- Implementing and updating Human Resource Management information;
- Preparing submissions for pension and gratuity;
- Implementing staff performance management plans and activities;
- Supervising and appraising junior staff in the Human Resource Management Division/Section/Unit;
- Any other duties as may be assigned from time to time.

**POST: PERSONAL SECRETARY / PERSONAL SECRETARY
(SPECIAL GRADE) (04 VACANCIES)**
REF: HRM 77/266/02
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE:

Applicants should be Ugandans in possession of;

EITHER

- An Honours Bachelor's Degree in Secretarial Studies or its equivalent from a recognized University/ Institution.

OR

- An Ordinary level Certificate with at least two (2) credits including English language and 3 passes.
- A UNEB Certificate or Diploma in Secretarial Studies or equivalent qualifications from a recognized institution with the following subjects: Business Communication Stage III, Typewriting Stage III (50wpm), Shorthand Stage II (80/90wpm), Office Practice Stage II / Secretarial Duties II.
- A minimum of three (3) years working experience as Stenographer Secretary in Government.

DUTIES: -

The incumbent will be responsible to the Senior Personal Secretary for performing the following duties: -

- Drawing up and monitoring programmes, activities and appointments;
- Taking dictation, accurately transcribing and presenting accurate and error free work;
- Attending to callers either in person or on telephone;
- Preparing reports, presentations and minutes;
- Ensuring timely responses to inquiries and correspondences to and from the office;
- Organizing meetings, workshops and taking minutes and conveying decisions of such meetings to relevant Officers/Offices;
- Ensuring that relevant documents from meetings and speeches are produced on time;
- Drafting letters of routine nature;
- Ensuring cleanliness and orderliness of the office;



- Managing records in accordance with established security and records management procedures;
- Requisitioning and managing office stationery and equipment;
- Receiving and dispatching mail;
- Supervising the Secretarial and Support Personnel for the Office;
- Any other duties as may be assigned from time to time.

POST: STENOGRAPHER SECRETARY (02 VACANCIES)
REF: HRM 77/266/01
SALARY: UGANDA GOVERNMENT SCALE U5
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans in possession of;

- An Ordinary level Certificate with at least two (2) credits including English language and 3 passes
- A UNEB Certificate or Diploma in Secretarial Studies or equivalent qualifications from a recognized institution with the following subjects: Business Communication Stage II, Typewriting Stage II (40wpm), Shorthand Stage II (80/90wpm), Office Practice Stage II / Secretarial Duties II

DUTIES: -

The incumbent will be responsible to the Personal Secretary for performing the following duties: -

- Taking dictation, transcribing and presenting accurate and error free work;
- Attending to callers either in person or on telephone;
- Drawing up and monitoring appointments;
- Ensuring timely work and information flow to and from the office;
- Receiving Incoming mail;
- Drafting letters of routine nature;
- Ensuring cleanliness and orderliness of the office;
- Managing records in accordance with established security and records management procedures;
- Requisitioning and managing office stationery and equipment;
- Any other duties as may be assigned from time to time.



MINISTRY: INTERNAL AFFAIRS

POST: COMMUNITY SERVICE OFFICER (03 VACANCIES)
REF: HRM 53/70/01
SALARY: UGANDA GOVERNMENT SCALE U4
AGE: 21 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS:

Applicants should be Ugandans dully appointed in Scales U8-U5 who have attained higher qualifications, specifically an Honours Bachelor's Degree in Law; or Social Work and Social Administration; or Social Sciences; or Development Studies from a recognized University/ Institution.

DUTIES: -

The incumbent will be responsible to the Senior Community Service Officer for performing the following duties: -

- Identifying possible offenders for Community Service Orders;
- Carrying out pre-sentence inquiries so as to provide Courts of Law with the relevant information to guide sentencing decisions;
- Inducting offenders about community service orders so as to ensure that they understand their responsibilities and obligations;
- Identifying placement institutions and seeking out opportunities for work projects that can enhance rehabilitation;
- Assessing suitability for institution or project placement and matching offender skills to an appropriate institution or project;
- Following up offenders both at placement institutions and home so as to enhance compliance and providing psychosocial support during and after sentence to foster the reintegration and rehabilitation process;
- Taking appropriate and timely enforcement action when an offender fails to comply with the requirements of the order;
- Conducting reconciliation between the offender, victim and the community;
- Making appropriate referrals to address offender-specific needs;
- Conducting training for key stakeholders;
- Providing technical support to stakeholders;
- Compiling and updating case management documentation;
- Any other duties as may be assigned from time to time.

MINISTRY: WORKS AND TRANSPORT

**POST: ASSISTANT COMMISSIONER BRIDGES AND DRAINAGE
STRUCTURES (01 VACANCY)**
REF: HRM 59/70/01
SALARY: UGANDA GOVERNMENT SCALE U1E
AGE: 30 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Civil Engineering plus a minimum of a Post Graduate Diploma in Engineering or Management from a recognized University/ Institution.

Applicants should be registered Civil Engineers with the Engineers Registration Board (ERB)

Applicants should have a minimum of nine (9) years relevant working experience, three (3) of which should have been served at the level of Principal Engineer in Government.

DUTIES: -

The incumbent will be responsible to the Commissioner Roads and Bridges for performing the following duties:

- Assisting Local Governments to develop and enforce appropriate designs in construction and maintenance of Local Government Bridge and Drainage Structures;
- Providing technical assistance to Local Governments in construction and maintenance of Local Government Bridge and Drainage Structures;
- Monitoring regularly safety standards of Local Government Bridge and Drainage Structures so as to ensure their continued appropriateness;
- Instituting regular inspections particularly in the rainy season so as to ensure continued safety of Bridge and Drainage Structures;
- Carrying out preventive maintenance and prompt repairs to damaged structures in order to prevent deterioration of Local Government Bridge and Drainage Structures;
- Any other duties as may be assigned from time to time.

**POST: PRINCIPAL EXECUTIVE ENGINEER (MECHANICAL)
(02 VACANCIES)**
REF: HRM 59/70/02
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Mechanical Engineering from a recognized University /Institution plus a minimum of a Post Graduate Diploma in Mechanical Engineering from a recognized University/ Institution.

Applicants should be registered Engineers with the Engineers Registration Board (ERB).

Applicants should have a minimum of six (6) years relevant working experience, three (3) of which should have been at the level of Senior Engineer in Government.

DUTIES: -

The incumbent will be responsible to the Assistant Commissioner Mechanical Services Operations for performing the following duties:

- Supervising and controlling evaluation and advisory services in the division and preparing schedule of duties for the subordinate staff;
- Supervising the inspection of Government vehicles/equipment for condition assessment and onward advice as to future usage;
- Ensuring prompt provision of advice to Government Departments and the public in Mechanical Engineering particularly on aspects related to vehicles and machinery;
- Carrying out annual inspection of Government vehicles/equipment to determine their mechanical conditions and accordingly guide the Ministries/Departments through the status reports thus non tax revenue generated;
- Guiding the evaluation of equipment and vehicles procured by Government departments, their disposal and handling arbitration cases;
- Reviewing specifications for models/making of vehicles for Government use;
- Supervising the management and maintenance of Government vehicle/ equipment registry;
- Developing standards for private garages/workshops that repair Government vehicles and equipment;
- Planning for proper techniques of executing work;
- Preparing period status reports for the Division;
- Ensuring observance of occupational safety and health regulations;
- Any other duties as may be assigned from time to time.

POST: PRINCIPAL ENGINEER (CIVIL) (01 VACANCY)
REF: HRM 59/70/02
SALARY: UGANDA GOVERNMENT SCALE U2
AGE: 28 YEARS AND ABOVE

ACADEMIC QUALIFICATIONS AND WORKING EXPERIENCE

Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Civil Engineering; or any related field plus a minimum of a Post Graduate Diploma in Civil Engineering or any related field from a recognized University/ Institution.

Applicants should be registered Civil Engineers with the Engineers Registration Board (ERB)

Applicants should have a minimum of six (6) years relevant working experience, three (3) of which should have been at the level of Senior Engineer or its equivalent in road management in Government.

DUTIES: -

The incumbent will be responsible to the Assistant Commissioner for performing the following duties:

- Collecting and analysing data on condition of National and District, Urban and Community Access Roads (DUCAR) in order to facilitate planning and monitoring programmes;
- Undertaking design, documentation and supervising construction of Bridges and Drainage structures under DUCAR;
- Developing and disseminating guidelines in respect of development of DUCAR roads to Local Governments;
- Developing and enforcing appropriate designs in construction and maintenance of Bridges, National and DUCAR Roads;
- Initiating policy guidelines for decongesting Kampala Capital City Authority's roads and other major urban areas;
- Monitoring programmes and routine DUCAR roads Management activities;
- Developing and coordinating work-plans for DUCAR roads development;
- Building capacity of technical staff engaged in development of DUCAR roads;
- Any other duties as may be assigned from time to time