



MINISTRY OF WORKS AND TRANSPORT

STANDARD GAUGE RAILWAY (SGR) PROJECT



VACANCY ANNOUNCEMENT

The Government of Uganda through the Ministry of Works and Transport is spearheading the development of the Standard Gauge Railway (SGR) network. The SGR project is being implemented over five (5) years as a regional project with Uganda's partner states of Kenya, Rwanda and South Sudan. The objective of developing the SGR network is to provide a modern, fast, reliable, efficient, and high capacity railway transport system as a seamless single railway operation.

The Project, therefore, invites applications from suitably qualified Ugandan nationals to fill the following vacant positions as detailed below:-

CIVIL ENGINEER

Job Title:	Civil Engineer
Vacancies:	Five (5)
Duty Station(s):	Tororo, Iganga, Jinja, Namanve and Kampala
Reports to:	Senior Civil Engineer (Design)
Terms:	Four (4) year contract
Salary Grade:	SGR 6

Job Purpose:

To provide support to the civil engineering design and construction functions of the Standard Gauge Railway (SGR) Project.

Main Duties and Responsibilities:

1. Prepare designs and drawings for civil engineering works.
2. Prepare quantities and cost estimates for civil engineering works.
3. Assess existing infrastructure within and/or near the project right-of-way.
4. Inspect construction works for compliance with the contract.
5. Measure construction works in liaison with the Resident Engineer.
6. Maintain construction records including site diaries, minutes of site meetings, test results, progress photographs, etc in liaison with the Resident Engineer.
7. Review and check contractor documentation including designs, drawings, calculations, work programmes, method

statements, site organization, etc.

8. Attend and report on geotechnical investigations.

Person Specifications

Applicants must possess the following:-

1. A Bachelor (Hons) Degree in Civil Engineering from a recognised institution.
2. At least two (2) years' general experience as a Civil Engineer in a busy public/private sector organization involved in the development and/or maintenance of infrastructure.
3. Computer literacy to a high level including proficiency in MS Office, MS Project, AutoCAD and ArcGIS.
4. Not above 30 years of age.

Competencies: Team work; Planning Organising and Coordination; Analytical Skills; Effective Communication; Ethics and Integrity; Result orientation.

Ugandan nationals meeting the above requirements may submit their written applications with letters of recommendation from either the current or previous employer(s) covering the last two consecutive years of employment, copies of academic certificates & transcripts, previous and current appointment letters, curriculum vitae, and a recent passport size colour photograph.

Applications should be addressed to:-

**The Project Coordinator,
Standard Gauge Railway Project,
P. O. Box 27756, Kampala**

Applications should be delivered to the **New Vision Head Offices, Kampala Voucher No. 651** before **5:00p.m.** on **5th October 2016**.

Note:

- a) Only shortlisted candidates will be contacted and Canvassing or lobbying by applicants will lead to disqualification.
- b) Candidates who present forged documents/testimonials will be arrested and prosecuted.
- c) Envelopes containing applications should be clearly marked with both the position applied for and duty station.

Project Coordinator
STANDARD GAUGE RAILWAY PROJECT
September 2016



MINISTRY OF WORKS AND TRANSPORT Standard Gauge Railway Project

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RESIDENT ENGINEER

Job Title	: Resident Engineer
Duty Station	: Tororo, Iganga, Jinja Bridge and Namanve
Number of Vacancies	: Four (4), one at each duty station
Terms	: Four (4) year contract
Salary Grade	: SGR 3
Reports to	: Deputy Project Coordinator / Technical

Job Purpose: To supervise the SGR construction works and the other activities of the contractor at all the SGR construction sites within their respective areas of jurisdiction (Tororo, Iganga, Jinja Bridge and Namanve).

Main Duties and Responsibilities:

1. Ensure that the contractor mobilizes and supplies to the site all necessary plant and equipment.



2. Ensure that the contractor establishes and maintains an appropriate quality control regime, an accurate and robust survey control system and appropriate health and safety measures.
3. Consider, evaluate and comment upon the contractor's work programmes, method statements, site organization, material sources, etc.
4. Check that the quality of the materials and components brought to site are of acceptable quality and in accordance with the contract specifications.
5. Inspect the works regularly, both complete and on-going, for compliance with the contract.
6. Ensure that the works are in full compliance with the requirements of the National Environmental Management Authority (NEMA) Act and Regulations.
7. Ensure that the works are constructed to the correct designed locations, shapes, lines and levels.
8. Ensure that road and railway traffic is not unnecessarily disrupted by the works.
9. Arrange and conduct regular site inspections/meetings and prepare minutes of the said site inspections/meetings.
10. Measure the works progressively and upon completion, and maintain the measurement records.
11. Check and verify the contractor's payment requests, certify the quantities and values of work executed.
12. Maintain records relating to the works including but not limited to correspondences, site diaries, minutes of site meetings, test certificates, progress photographs, etc.
13. Ensure that the contractor prepares and submits correct and accurate "as-built" drawings for the works.
14. Recommend certification of the completion of all or part of the works.
15. Supervise the execution of any outstanding works and/or correction of any defects in the works during the defects liability period.

Person Specifications

Applicants must possess the following:-

1. A Bachelor (Hons) Degree in Civil Engineering from a recognized institution.
2. Membership of the Uganda Institute of Professional Engineers (UIPE) and registration with the Uganda Engineers Registration Board (ERB).



3. At least fifteen (15) years' general experience as a Civil Engineer in a busy public/private sector organization involved in the development and/or maintenance of infrastructure.
4. At least five (5) years' specific experience as a Resident Engineer or Assistant Resident Engineer or equivalent on a substantial road/railway project or construction work.
5. Computer literacy to a high level including proficiency in MS Office, MS Project and AutoCAD.
6. Competencies: Leadership; Planning Organising and Coordination; Networking; effective Communication; Ethics and Integrity; Result orientation

SENIOR MONITORING AND EVALUATION OFFICER

Job Title	: Senior Monitoring and Evaluation Officer
Duty Station	: Kampala
Number of Vacancies	: One (1)
Terms	: Four (4) Year Contract
Salary Grade	: SGR 5
Reports to	: Head Planning and Strategy

Job Purpose: To monitor and evaluate the implementation of SGR Project plans and activities.

Main Duties and Responsibilities

1. Develop and manage comprehensive Project Monitoring, Evaluation and Reporting Frameworks;
2. Offer guidance in the design, construction and utilization of data gathering/management systems and software to support monitoring and evaluation using tools, including Excel, Access, STATA and others;
3. Keep track and participate in base line studies, process review, monitoring and evaluation and impact assessment studies;



4. Offer technical support to uphold high standards of quality for monitoring and evaluation work, contributing to departmental and sectoral activities designed to enhance reporting;
5. Develop and implement various standard monitoring and evaluation tools (including questionnaires and survey designs) for different work plans, research studies, and third party assignments;
6. Undertake and coordinate monitoring and evaluation of the implementation of programs and initiatives of SGRP;
7. Develop M&E tools for different programs under SGRP;
8. Take part in sector and thematic evaluations and learning products for assessing the development effectiveness of the project;
9. Perform any other duties as may be assigned from time to time by the supervisor;

Person Specifications

Applicants must possess the following:-

1. A Bachelor (Hons) Degree in Economics and/or Statistics, from a recognised institution.
2. Masters' Degree in Economics/Planning/ Statistics or Monitoring and Evaluation from an recognised institution;
3. At least four (4) years' relevant experience in a Government institution or reputable organization.
4. Competencies: Team work; Planning Organising and Coordination; Analytical Skills; Effective Communication; Ethics and Integrity; Result orientation

TRANSPORT ECONOMIST

Job Title	: Transport Economist
Duty Station	: Kampala
Number of Vacancies	: One (1)
Terms	: Four (4) Year Contract



Salary Grade : SGR 6

Reports to : Head Planning and Strategy

Job Purpose: To apply transport economics analytical techniques to the SGR Project in order to aid Project planning, development and decision-making.

Main Duties and Responsibilities

1. Assist in the formulation and review of policies, plans and strategies:
2. Participate in the preparation of budgets and progress reports:
3. Participate in the development of logistics, transit and multimodal transport corridors, plans and strategies:
4. Participate in project identification, appraisal/modelling, financing, development and implementation:
5. Participate in data collection and examining all forms of travel trends and impact of transport infrastructure on land use and development:
6. Prepare technical and non-technical reports on economic trends and forecasts:
7. Any other duties as may be assigned from time to time by the supervisor.

Person Specifications

Applicants must possess the following:-

1. A Bachelor (Hons) Degree in Economics or Statistics from a recognized institution.
2. A Master's degree in Transport Economics or Transport Planning will be an added advantage.
3. At least two (2) years' experience as an economist in Government or in a reputable organization.
4. Competencies: Economic Analysis; Team work; Planning Organising and Coordination; effective Communication; Ethics and Integrity; Result orientation; Computer Literacy



ECONOMIST

Job Title	: Economist
Duty Station	: Kampala
Number of Vacancies	: One (1)
Terms	: Four (4) Year Contract
Salary Grade	: SGR 6
Reports to	: Head Planning and Strategy

Job Purpose: To participate in planning, programming and implementation of all SGR development activities

Main Duties and Responsibilities

1. Assist in the formulation and review of SGR project plans and programs
2. Undertake monitoring and evaluating of SGR programs
3. Undertake operational social research
4. Assess the impact of SGR in respect of socio-economic development
5. Collect and disseminate data for economic planning
6. Assist in the preparation of recurrent and development budgets for the SGR
7. Any other duties as may be assigned from time to time by the supervisor.

Person Specifications

Applicants must possess the following:-

1. A Bachelor (Hons) Degree in Economics and or Statistics from a recognized institution.
2. At least two (2) years' experience as an economist in Government or in a reputable organization.



3. Competencies: Economic Analysis; Team work; Planning Organising and Coordination; effective Communication; Ethics and Integrity; Result orientation; Computer Literacy

CLIENT RELATIONS OFFICER

Job Title	:	Client Relations Officer
Duty Station	:	Tororo, Iganga, Namutumba, Butaleja, Jinja, Buikwe, Mukono, Kampala (One Officer at each station)
Number of Vacancies	:	Nine (9)
Terms	:	One (1) Year Contract
Salary Grade	:	SGR 6
Reports To	:	Head Public Relations and Corporate Affairs

Job Purpose: To relate with project stakeholders and provide and process relevant information in response to their requests, inquiries and concerns.

Main Duties and Responsibilities

1. Communicate directly with stakeholders through the appropriate platforms – (including telephone, electronically or face to face) and respond promptly to their inquiries as appropriate in line with the project’s values and objectives;
2. Respond to and resolve stakeholder concerns by ensuring that they are furnished with the required information;
3. Direct unresolved requests and issues to the designated officers and follow up for prompt response;
4. Keep an accurate record of all stakeholders’ inquiries, comments, concerns, details of actions taken, prepare and submit regular reports of the stakeholder activity in the assigned area to management;
5. Develop and maintain an up-to-date and active stakeholder database;
6. Act as a liaison person between the communities and SGR Project;



Person Specifications

Applicants must possess the following:-

1. A Bachelor (Hons) Degree in Social Sciences, Social Work & Social Administration, Public Relations or Mass Communication from a recognised institution.
2. Training in Customer Care will be added advantage.
3. Computer literate including proficiency in MS Office.
4. At least two (2) years' experience in a customer relations role in a busy public or private sector organization.
5. Knowledge of the relevant local language (Adhola, Ateso, Lunyole, Lusoga and Luganda).
6. Ethics and Integrity, client relationship management, Team work, effective communication, Result orientation.

PROCUREMENT OFFICER

Job Title	:	Procurement Officer
Duty Station	:	Kampala
Number of vacancies	:	One (1)
Terms	:	Four (4) Year Contract
Salary Grade	:	SGR 6
Reports to	:	Senior Procurement Officer

Job Purpose: To carry out routine procurement and disposal activities, and implement assignments in accordance with the Public Procurement and Disposal of Public Assets Act 2003 as amended, Regulations 2014, Guidelines and the existing SGR procurement operational manual.

Main Duties and responsibilities

1. Liaise with end users and prepare procurement plans for an entity for approval by the relevant bodies;



2. Prepare bid documents and advertisements of approved bid opportunities;
3. Issue bidding documents;
4. Maintain a up-to-date providers list;
5. Prepare contract documents;
6. Issue approved contract documents to the providers;
7. Maintain and archive records of the procurement and disposal process;
8. Prepare monthly procurement and disposal reports;
9. Prepare any other such reports as may be required from time to time;
10. Co-ordinate the procurement and disposal activities of all the departments of the procuring and disposing entity;
11. Undertake procurement and disposal data entry into the Government Procurement Portal (GPP);

Person Specifications

Applicants must possess the following:-

1. A Bachelor (Hons) Degree in Procurement and Logistics Management, Supply Chain Management. The preferred candidate must have completed at least an Advanced Diploma in purchasing and supply (CIPS Level 5).
2. At least two (2) years' experience as a Procurement Officer in a busy public sector organisation.
3. Competencies: Team Work; effective Communication; Ethics and Integrity; Result orientation.

ACCOUNTANT

Job Title	:	Accountant
Duty Station	:	Kampala
Number of Vacancies	:	One (1)
Terms	:	Four (4) Year Contract
Salary Grade	:	SGR 6



Reports to : Senior Accountant

Job Purpose: To perform accounting duties involving tracking accountability, vouching for completeness, up-dating and maintaining books of accounts and, producing routine financial statements and reports.

Main Duties and Responsibilities

1. Examine correctness of payment requests, completeness of documentation and certify requisition or, transactions for further processing;
2. Verify receipts, match and undertake on-line reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments;
3. Compile accountability returns, verify and retire advance ledgers;
4. Maintain primary financial records and up-to-date books of account;
5. Prepare periodic reconciliations of financial statements and carry out monthly cash book reconciliations to bank statements;
6. Verify payroll change requests and reports to ensure correctness of computations, payments and deductions; certify and follow-up approval and payment to beneficiaries.
7. Any other duties as may be assigned from time to time.

Person Specifications

Applicants must possess the following:-

1. A Bachelor (Hons) Degree in Commerce, Business Administration or Finance majoring in Accounting and possession of at least Level II of ACCA or CPA.
2. At least two (2) years' experience as an accountant in busy public sector organisation.
3. Competencies: Financial Management; Team work; Planning Organising and Coordination; effective Communication; Ethics and Integrity; Result orientation; Computer Literacy

INFORMATION TECHNOLOGY OFFICER



- Job Title** : Information Technology Officer
- Number of Vacancies** : One (1)
- Terms** : Four (4) Year Contract
- Salary Grade** : SGR 6
- Reports To** : Senior Information Technology Officer

Job Purpose: To provide information technology support to the SGR Project.

Main Duties and Responsibilities

1. Design, program, code and analyse new computer programs and data structures in accordance with specifications and user needs, Organisational procedures and in accordance with programming standards;
2. Write and maintain program and system operations documentation for users and operators; assure documentation contains steps to initiate programs and routines to remedy interruptions in program runs;
3. Develop technical solutions that meet business needs and initiatives;
4. Develop in-house coding standards based on known global coding standards;
5. Carry out code reviews;
6. Recommend and implement testing strategies when required;
7. Perform any other duties as assigned by the supervisor;

Person Specifications

Applicants must possess the following:-

1. A Bachelor (Hons) Degree in Computer Science, Information Technology, Software Engineering or any other related discipline from a recognized Institution;
2. Excellent UI skills with a detailed knowledge in front-end development with HTML/HTML5, CSS/CSS3, JavaScript, JQuery;
3. At least two (2) years of relevant working experience;
4. Good knowledge and experience working with responsive website design using Bootstrap, Skeleton, or Foundation;
5. Mobile app development skills is an added advantage;
6. Experience working with Microsoft .NET Platform using C#, ASP.NET MVC, Entity Framework;



7. Experience working with Java, PHP, developing websites with WordPress CMS, Drupal, Joomla, MySQL, Ruby on Rails will be added advantage;
8. Competencies: Team work; Planning Organising and Coordination; effective Communication; Ethics and Integrity; Result orientation; Computer Literacy

CHINESE INTERPRETER/TRANSLATOR

Job Title	: Chinese Interpreter/Translator
Duty Station	: Tororo, Iganga, Jinja Bridge, Namanve and Kampala
Number of Vacancies	Five (5), one at each duty station
Terms	: Four (4) Year Contract
Salary Grade	: SGR 6
Reports to	: Resident Engineer

Job Purpose

To provide professional interpretation/translation services from Chinese to English and vice versa.

Main Duties and Responsibilities

1. Check original texts or confer with authors to ensure that translations retain the content, meaning and feeling of the original material
2. Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
3. Compile terminology and information to be used in translations, including technical terms such as those for engineering and any other related technical areas.
4. Listen to speakers' statements in order to determine meaning and to prepare translations, using electronic listening systems as necessary.



5. Translate messages simultaneously or consecutively into specified languages, orally or by using hand signs, maintaining message content, context, and style as much as possible.
6. Compile information about the content and context of information to be translated, as well as details of the groups for whom translation or interpretation is being performed.
7. Proofread, edit, and revise translated materials.

Person Specifications

Applicants must possess the following:-

1. A Bachelor (Hons) Degree from a recognised institution PREFERABLY from the People's Republic of China.
2. A good working knowledge of written and spoken Chinese (Mandarin).
3. Competencies: Team work; effective Communication; Interpersonal Skills; Ethics and Integrity; Result orientation; Computer Literacy

OFFICE ADMINISTRATOR (Secretary)

Job Title	: Office Administrator
Duty Station	: Kampala
Number of Vacancies	: One (1)
Terms	: Four (4) Year Contract
Salary Grade	: SGR 6

Job Purpose: To offer administrative support and secretarial services to the assigned office(s).

Main Duties and Responsibilities

1. Take dictation, transcribe and present accurate and error free work
2. Attend to callers either in person or on telephone



3. Organize meetings, take minutes and convey decisions of such meetings to relevant offices/ officers
4. Ensure timely responses to inquiries and correspondences to and from office
5. Receive incoming mail and supervise dispatch of outgoing mail
6. Provide office managerial services which include ensuring cleanliness and orderliness of the office, managing records in accordance with established procedure, requisitioning and managing office stationery and equipment.
7. Any other duties as assigned from time to time

Person Specifications

Applicants must possess the following:-

1. A Bachelor (Hons) Degree in Secretarial Studies, Administrative and Secretarial Science/ Office and Information Management from a recognised institution.
2. At least two (2) years' experience as a Secretary or similar position in a busy public or private sector organization.
3. Proficiency in MS Office.
4. Ethics and Integrity, office management skills, effective communication; interpersonal skills, Result Orientation; Computer Literacy

RECORDS ASSISTANT

Job Title	:	Records Assistant
Duty Station	:	Kampala
Number of vacancies	:	One (1)
Terms	:	Four (4) Year Contract
Salary Grade	:	SGR 7
Reports to	:	Records Officer



Purpose of the Job

To provide support to the Records Officer in Records and Information management.

Main Duties and Responsibilities

1. Compile, gather and organise reports, documents and records;
2. Process, scan and index records;
3. File records on their respective files;
4. Retrieve files and take them for action;
5. Shelve or put away files and add new files to the archives;
6. Maintain file order on the filing cabinets and shelves;
7. Check to ensure that file information is complete;
8. Store and extract file information from the computer;
9. Create new folders and files and keep them updated;
10. Process incoming and outgoing correspondences;
11. Perform any other duties as may be assigned from time to time;

Person Specifications

Applicants must possess the following:-

1. A Diploma in Records and Archives Management, or Library and Information Science or its equivalent obtained from a recognized institution.
2. At least two (2) years' working experience at the level of Records Assistant or an equivalent in a reputable organization.
4. Competencies: Team work; effective Communication; Ethics and Integrity; Result orientation; Computer Literacy



Ugandan nationals meeting the above requirements may submit their written applications with letters of recommendation from either the current or previous employer(s) covering the last three consecutive years of employment, copies of academic certificates & transcripts, previous and current appointment letters, curriculum vitae, and a recent passport size colour photograph.

Applications should be addressed to:-

The Project Coordinator, Standard Gauge Railway Project, P. O. Box 27756, Kampala

Applications should be delivered to the ...New Vision Offices... before 5:00 pm on **28th September 2016**.

Note:

- a) Only shortlisted candidates will be contacted and Canvassing or lobbying by applicants will lead to disqualification.
- b) Candidates who present forged documents/testimonials will be arrested and prosecuted.
- c) Envelopes containing applications should be clearly marked with both the position applied for and duty station.

Project Coordinator

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