



Republic of Uganda

# MINISTRY OF WORKS AND TRANSPORT STANDARD GAUGE RAILWAY 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 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 at the SGR Project Management Unit (PMU) headquarters as detailed below:-

1.0 JOB TITLE:	SENIOR PROCUREMENT OFFICER
Salary Grade	: SGR 5
Terms of Employment	: Contract - from assumption of duty to December 2025
Number of vacancies	: One (1)
Reports to	: Deputy Project Coordinator / Finance and Administration

### Purpose of the Job

To provide guidance and technical advice regarding planning, budgeting and controlling of Procurement and Disposal of Assets function of the SGRP to ensure value for money.

### Key Duties and responsibilities

- Facilitating and providing technical support on Procurement planning process, budgeting, control of public resources and, any other matter concerning Procurement and Disposal of Assets in the SGRP.
- Preparing, compiling and submitting appropriate reports to the Contracts Committee, Accounting Officer and User Units.
- Putting in place appropriate internal controls to ensure compliance and conformity with legal and regulatory framework governing Public Procurement and Disposal of Assets function.
- Consolidating and reviewing the procurement plan.
- Coordinating effective management of evaluation process and submission to the Contracts Committee.
- Monitoring and appraising the Contract management process
- Overseeing the inventory management function within the SGR Project.
- Managing the performance of staff in the Unit.
- Ensuring effective management of negotiation processes.

### Person/Job Specification

#### A. Qualifications

Honours Bachelor's degree in Supply Chain management or BCOM/BBA with specialisation in Procurement and Supply Chain Management plus full professional qualification/membership from recognized institutions.

OR

An Honours Degree in Commerce or Business Administration or Economics plus full professional qualifications in Supply Chain Management from a recognized Institution.

OR

Full professional qualification/membership from recognized institutions

#### And

At least a postgraduate Diploma in a Management related field obtained from a recognized awarding Institution/body

#### B. Experience

At least four (4) years of relevant working experience, in a reputable organization

**C. Competencies:** Procurement Management; financial management; Leadership; Result orientation; Team work; Communicating effectively; Ethics and Integrity; Computer Literacy

2.0 JOB TITLE:	INTERNAL AUDITOR
Salary Grade	: SGR 6
Terms of Employment	: Contract - from assumption of duty to December 2025
Number of vacancies	: One (1)
Reports to	: Senior Internal Auditor

### Purpose of the Job

To conduct routine Internal Audit engagements in accordance with existing regulations and guidelines

### Key Duties and Responsibilities

- Examining correctness of payment requests, completeness of documentation and certify requisition or, transactions for further processing.
- Verifying receipts, matching and undertaking on-line reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments.
- Compiling accountability returns, verify and retire advance ledgers.
- Maintaining primary financial records and up-to-date books of account.
- Preparing periodic reconciliations of financial statements and carrying out monthly cash book reconciliations to bank statements.
- Verifying payroll change requests and reports to ensure correctness of computations, payments and deductions; certify and follow-up approval and payment to beneficiaries.

### Person/Job Specification

#### A. Qualifications

An Honours Bachelor degree in Finance and Accounting.

OR

An Honours Bachelor degree with a bias in Accountancy or Audit option obtained from a recognized awarding Institution

OR

Full professional qualification in Accountancy or Audit obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU).

#### B. Experience

At least 2 years of working experience as an Internal Auditor, or Accountant or an equivalent level of Audit work experience in a reputable organization.

**C. Competencies:** Financial Management; Leadership; Result orientation; Team work; Communicating effectively; Ethics and Integrity; Computer Literacy

3.0 JOB TITLE	ACCOUNTANT
Salary Grade	: SGR 6
Terms of Employment	: Contract - from assumption of duty to December 2025
Number of vacancies	: One (1)
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

- Examining correctness of payment requests, completeness of documentation and certify requisition or, transactions for further processing;
- Verifying receipts, match and undertake reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments;
- Compiling accountability returns, verify and retire advance ledgers;
- Maintaining primary financial records and up-to-date books of account;
- Preparing periodic reconciliations of financial statements and carry out monthly cash book reconciliations to bank statements;
- Verifying payroll change requests and reports to ensure correctness of computations, payments and deductions; certify and follow-up approval and payment to beneficiaries.
- Any other duties as may be assigned from time to time.

### Person Specifications

**Applicants must possess the following:-**

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

4.0 JOB TITLE:	OFFICE ADMINISTRATOR (Secretary)
Salary Grade	: SGR 6
Terms of Employment	: Contract - from assumption of duty to December 2025
Number of Vacancies	: One (1)
Reports to	: Deputy project Coordinator Finance and Administration

**Job Purpose:** To offer administrative support and secretarial services

to the assigned office(s).

### Main Duties and Responsibilities

- Taking dictation, transcribing and present accurate and error free work
- Attending to callers either in person or on telephone
- Organizing meetings, take minutes and convey decisions of such meetings to relevant offices/ officers
- Ensuring timely responses to inquiries and correspondences to and from office
- Receiving incoming mail and supervise dispatch of outgoing mail
- Providing 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.
- Any other duties as assigned from time to time

### Person Specifications

**Applicants must possess the following:-**

- A Bachelor (Hons) Degree in Secretarial Studies, Administrative and Secretarial Science/ Office and Information Management from a recognised institution.
- At least two (2) years' experience as a Secretary or similar position in a reputable organization.
- Proficiency in MS Office.
- Ethics and Integrity, office management skills, effective communication; interpersonal skills, 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 photocopy of your national ID 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 SGRP reception, Nakawa Business Park, Block D, 4th floor not later than **30th May 2022**, before **5:00p.m.**

**Note:**

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

**PROJECT COORDINATOR  
STANDARD GAUGE RAILWAY PROJECT  
13th May 2022**