



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 as a Regional Project. The objective of developing the SGR is to provide seamless operations of a modern, fast, reliable, efficient, and high capacity railway transport system.

The Project is being implemented by the Ministry of Works and Transport through a Project Board and Project Management Unit.

Accordingly this is to invite applications from eligible Ugandans to fill the vacancies listed below.

1.0 Job Title : Finance and Administration Manager
Salary Grade : SGR 3
Number of Vacancies : One (01)
Terms : Five (5) Year Contract
Salary : Attractive
Reports To : Project Coordinator

Job Purpose: To oversee and manage all financial and administrative matters of the SGR Project.

Main Duties and Responsibilities:

1. Develop and implement effective financial policies, systems, regulations and procedures.
2. Manage all financial resources by ensuring that all expenditures conform to the budgetary provisions and Government financial regulations.
3. Prepare annual, biannual financial statements and quarterly financial performance reports in line with the law and regulations.
4. Prepare Strategic Plans for the Project.
5. Evaluate and advise on the financial implications of medium-term and long term plans.
6. Monitor utilization of Project funds.
7. Ensure availability, proper distribution, efficient and effective utilization of logistics, plant, office equipment and other physical assets.
8. Manage key SGR inventory, assets, sites and office buildings in line with the relevant laws, estates management standards, and occupational safety and health guidelines.
9. Conduct assessment of asset condition in accordance with the law and administrative guidelines and make appropriate recommendations.
10. Participate in the annual budgeting and planning process.
11. Implement a robust contracts management and financial management/ reporting system;
12. Oversee the management of records and information systems for the Project.
13. Oversee the management of the Human Resource Management function.
14. Supervise and appraise the performance of staff in the Department.
15. Perform any other duties as assigned from time to

time by the Supervisor.

Person Specifications:

Applicants must possess the following:-

- A Bachelors (Hons) Degree in Commerce / Business Administration / Finance/Accounting
- ACCA and or CPA.
- Membership of the Institute of Certified Public Accountants of Uganda (ICPAU).
- A Minimum of fifteen (15) years of confirmed working experience in Finance and Management.
- Competencies: Financial Management; Planning, Organizing and Coordination; Leadership; Result Orientation; Team Work; Communicating effectively; Ethics and Integrity; Computer Literacy

2.0 Job Title : Senior Environmental Officer
Salary Grade : SGR 5
Number of Vacancies : One (01)
Terms : Five (5) Year Contract
Salary : Attractive
Reports To : Chief of Technical Services

Job Purpose: To provide environmental management policy guidance, support and advise to the SGR Project.

Main Duties and Responsibilities:

- 1) Review and formulate environmental management policies and guidelines in line with the relevant statutes and regulatory bodies.
- 2) Plan and conduct Environmental Impact studies and assessment on the various construction activities and propose mitigation measures.
- 3) Provide expert environmental advice and support to ensure compliance to the environmental management system and plan.
- 4) Monitor, audit, report and evaluate environmental performance, whilst continually assessing opportunities for improvement.
- 5) Create action plans for any improvements required and delivering training where necessary.
- 6) Monitor and investigate environmental incidents and ensuring appropriate actions are taken.
- 7) Provide environmental design inputs to the railway development team to ensure compliance with regulatory and project-specific environmental requirements.
- 8) Play a lead role in acquiring environmental permits, licenses, and approvals from regulatory agencies in support of SGR infrastructure projects.
- 9) Prepare and oversee the implementation of a range of environmental compliance documents required for project approval and implementation, such as Environmental Management Plans, environmental protection plans, and environmental work plans.
- 10) Work with project development teams – including proponents, regulators, designers, and construction personnel – to address environmental management and protection measures during project planning and

implementation.

- 11) Liaise with the Ministry of Works and Transport Environmental Liaison Unit on matters related to SGR.
- 12) Perform any other duties as assigned from time to time by the Supervisor.

Person Specifications

Applicants must possess the following:-

- A Bachelors (Hons) Degree in Environmental Management/ Environmental Science / Botany & Zoology / Geography / Forestry or its equivalent plus a Masters' Degree in a related field.
- A Minimum of Ten (10) years of confirmed relevant working experience in Environmental Impact Assessments and preparation of EIA reports.
- Environmental Practitioner's Registration with NEMA.
- Competencies: Leadership; Computer literacy; Analytical skills; Communicating Effectively; Result Orientation; Team work; Ethics and Integrity.

3.0 Job Title : Senior Human Resource Officer
Salary Grade : SGR 5
Number of vacancies : One (01)
Terms : Five (5) Year Contract
Salary : Attractive
Reports to : Head Human Resource

Job Purpose: To implement HR policies and procedures in line with the Human Resource Policies Manual of the SGR Project.

Main Duties and Responsibilities:

1. Implement Human Resource Policies Manual, guidelines/regulations;
2. Conduct Training Needs Assessment for staff;
3. Compile data on human resource gaps;
4. Implement staff welfare programs;
5. Compile human resource management data;
6. Maintain and update HR management information Systems;
7. Develop human resource plans for the project.
8. Prepare submissions for payment of salaries, gratuity and other benefits;
9. Implement performance management plans and activities;
10. Perform any other duties as assigned from time to time by the Supervisor.

Person Specifications:

Applicants must possess the following:-

- A Bachelors (Hons) Degree in HRM / Social Work and Social Administration / Social Sciences / Arts / Commerce / Business Administration with a recognized specialty in Human Resource Management such as Human resource Development or Organizational Development studies;
- A minimum of a post-graduate Diploma in Human Resource Management from a recognized Institution.

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NEW VISION, Friday, February 26, 2016

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- A minimum of ten (10) years' of confirmed working experience in Human Resource Management.
- Competencies: Human Resource Management; Computer literacy; Communicating Effectively; Team work; Leadership; Result orientation; Interpersonal skills; Ethics and Integrity.

4.0 Job Title : Senior Internal Auditor
Salary Grade : SGR 5
Number of Vacancies: One (1)
Reports to : Project Coordinator
Directly Supervises: Internal Auditor

Job Purpose

To provide technical support and carry out routine internal audit engagements, management, supervision, review and monitoring progress of day-to-day internal audit activities.

Main Duties and Responsibilities

1. Review the financial systems to ensure compliance with policies, budgets, plans, procedures, laws and regulations.
2. Evaluate internal controls to assess level of audit risks and the appropriateness of risk management policies and procedures.
3. Participate in the preparation of audit plans.
4. Monitor execution of audit programs including routine financial audit; performance audit, IT audit and other special audits.
5. Follow up recommendations from previous audits.
6. Conduct financial audit as assigned by management and the Board.
7. Compile audit findings for discussion with management.
8. Coordinate external audits and follow up on implementation of recommendation.
9. Perform any other duties as assigned from time to time by the Supervisor.

Person/Job Specification

Applicants must possess the following:-

- A Bachelors (Hons) Degree in Finance and Accounting, Business Administration/Commerce with a major in Accounting from a recognised Institution.
- ACCA and or CPA.
- Full professional qualification in Accountancy or, Auditing obtained from a recognized awarding body / Institution.
- Membership of the Institute of Certified Public Accountants of Uganda (ICPAU).
- A minimum of ten (10) years of confirmed working experience as an Internal Auditor.
- Competencies: Financial Management; Leadership; Result orientation; Team work; Communicating effectively; Ethics and Integrity; Computer Literacy

5.0 Job Title : Senior Public Relations Officer
Salary Grade : SGR 5
Number of Vacancies : One (01)
Terms : Five (5) Year Contract
Salary : Attractive
Reports To : Head Public Relations and Corporate Affairs

Job Purpose: Develop and implement the Communication Strategy in line with the mandate of SGR Project.

Main Duties and Responsibilities

- 1) Implement approved project communication

- 2) Liaise with media organizations.
- 3) Initiate the development of information, education and communication materials.
- 4) Initiate, plan, and organize public relations/ promotions and advertising activities for the project according to the activity calendar and the communication strategy.
- 5) Ensure preparation, publishing and distribution of project image materials.
- 6) Conceive and initiate procurement of necessary media consultants and service providers.
- 7) Supervise and direct media consultants and service providers.
- 8) Collate, process and analyse all project information and documentation.
- 9) Work as the first point of call for all routine public enquires.
- 10) Organize media briefings and press conferences.
- 11) Perform any other duties as assigned from time to time by the Supervisor.

Person Specifications

Applicants must possess the following:-

- A Bachelors (Hons) Degree in Mass Communication from a recognized University/Institution.
- The applicant should have a minimum of ten (10) years working experience.
- Working experience in Information Communication and Technology (ICT) and social media platforms
- Experience in public events management at Regional and National level.
- i. Competencies: Computer literacy; Ethics and integrity; Excellent written and verbal communication skills in English and full proficiency in the use of modern office technology; knowledge and understanding of several local languages; good diplomatic etiquette in dealing with internal and external clients at all levels; ability to disseminate information effectively and strategically; ability to work under pressure and tight deadlines.

6.0 Job Title : Senior Information Technology Officer
Salary Grade : SGR 5
Number of Vacancies : One (01)
Terms : Five (5) Year Contract
Salary : Attractive
Reports To : Finance and Administration Manager

Job Purpose: Planning, designing, supporting and maintaining the Information, Communication and Technology (ICT) systems of the Project.

Responsibilities and tasks:

- Provide technical administration to staff on all services, systems and configuration.
- Liaise with internal and external stakeholders to provide technical support
- Monitor analyze and report on system performance.
- Manage the consistent use of agreed tools and methods to address and resolve user identified problems in line with the service level agreements.
- Define and monitor compliance with processes for the setup and installation of user end hardware, software, applications, peripherals, and other ICT base systems to agreed service levels.
- Coordinate performance issues with internal and / or external providers to minimize adverse impact of systems availability on business continuity.
- Manage the validity of ICT reference materials to

ensure up-to date solutions for known issues.

- Report against performance metrics to highlight areas where application development, vendor relationship management or strategic infrastructure modifications are required for enhancing business performance and efficiency.
- Respond to audit reports and implement agreed recommendations within specified timeframes.
- Develop a risk matrix and put in place risk mitigation measures in the Project's systems administration
- Participate in the planning, budgeting and reporting in line with departmental guidelines and targets.
- Cabling and maintaining Local Area Network for the Project.
- Maintain and update the SGR Website.
- Undertaking diagnostic measures relating to e-mails, software applications and electronic filing systems.
- Enforce system security through management of firewall, anti-virus, spy ware and spam ware software.
- Performing backups and streamlining disaster recovery procedure
- Perform any other duties as assigned from time to time by the Supervisor.

Person Specifications

Applicants must possess the following:-

- A Bachelors (Hons) Degree in Information and Communication Technology (ICT), Business Computing, Computer Science or any other relevant courses from a recognized University/Institution.
- At least one of the following professional qualifications MCP, MCSA, MCSE, A+,CCNA, ITIL.
- A minimum of five (5) years' of confirmed working experience in ICT implementation and maintenance.
- Experience in IT systems such as Exchange Server and VMware will be an added advantage.
- Ability to detect, design and make available to SGR new IT tools and approaches for dealing with old and emerging IT technologies that can be used to address new challenges.
- Knowledge in Website designing and management is desirable.

7.0 Job Title : Transport Economist
Salary Grade : SGR 6
Number of Vacancies : One (1)
Terms : Five (5) Year Contract
Salary : Attractive
Reports To : Project Coordinator

Job Purpose: To assist in the coordination of SGR Project activities at the Regional level.

Main Duties and Responsibilities

- 1) Analyse and update policy recommendations, strategies, programs and projects to ensure they are consistent with the aspirations and the vision for SGR;
- 2) Assist in liaising with Regional SGR stakeholders
- 3) Assist in coordinating and monitoring of regional SGR meetings and initiatives.
- 4) Analyse transport economic policies relevant to SGR and make recommendations to the Project Coordinator.
- 5) Liaise with the relevant Ministries, Departments and Agencies of Government to ensure effective coordination of SGR initiatives.
- 6) Prepare reports for the different SGR Regional fora and ensure that they are distributed to the relevant stakeholders in time.
- 7) Follow up on the recommendations from the

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regional summits and ensuring that the stakeholders are updated.

- 8) Perform any other duties as assigned from time to time by the Supervisor.

Person specifications:

Applicants must possess the following:-

- A Bachelors (Hons) Degree in Economics or equivalent from a recognized University/ Institution plus a Masters Degree in Transport Economics.
- A Minimum of five (5) years' of confirmed relevant working experience in a reputable Public or Private Sector Organization.
- Competencies: Planning, Organizing and Coordination; Leadership; Result orientation; Team work; Communicating effectively; Ethics and Integrity; Computer Literacy

8.0 Job Title : Legal Officer
Salary Grade : SGR 6
Number of Vacancies : Two (02)
Terms : Five (5) Year Contract
Salary : Attractive
Reports To : Head Legal services

Job Purpose: To provide legal support services and ensure compliance with the Law.

Main Duties and Responsibilities:

- The successful candidate will perform the following duties:-
- Provide comprehensive legal advice/briefs/opinions and assistance on all legal matters as and when required by the Project ;
 - Draft, revise and negotiate contracts and other legal agreements to which the Project is party in line with relevant laws;
 - Participate in resolving contractual disputes/litigation in Courts of Law as well as ADR/ Out of Court settlements;
 - Support the development and implementation of the litigation strategy;
 - Compile and keep proper custody of registers of all legal documents including Agreements, Bonds, Guarantees, signed contracts, insurances, protocols etc.;
 - Liaise with relevant authorities during the investigation and prosecution of criminal trespass cases.
 - Inspect project sites with relevant officers to offer legal support.
 - Prepare and submit periodic reports.
 - Participate in adhoc committees on behalf of management and attend various meetings as a legal advisor
 - Maintain and regularly update a data base of Acts, Conventions, Protocols, Statutory Instruments, bye laws, judgements with a direct/indirect impact on the Project.
 - Monitor all project asset titles.
 - Perform any other duties as assigned from time to time by the Supervisor.

Person Specifications:

Applicants must possess the following:-

- A Bachelor of Laws (Hons).
- A Diploma in Legal practice from the Law Development Centre.
- A minimum of three (3) years' post enrollment working experience in the legal practice in a busy law firm, parastatal or Government.
- Competencies: Good understanding and knowledge of the Laws of Uganda; strong written and oral

communication skills, drafting skills, negotiation, conciliation, mediation and arbitration skills, innovative skills, good command of the English language and excellent diplomatic skills, Highly proactive with knowledge of working with local communities; Ethics and Integrity and computer literate (Word, Excel, Power point, web browsing).

9.0 Job Title : Administrative Officer
Salary Grade : SGR 6
Number of Vacancies : One (01)
Terms : Five (5) Year Contract
Salary : Attractive
Reports To : Senior Administrative Officer

Job Purpose: To offer administrative support to the SGR Project.

Main Duties and Responsibilities:

- Coordinate the distribution of resources and ensure their accountability.
- Make logistical arrangements for PMU meetings.
- Ensure that office facilities are in good working order.
- Administer logistics.
- Administer project property.
- Ensure the availability, proper use and maintenance of utilities.
- Perform any other duties as assigned from time to time by the Supervisor.

Person Specifications:

Applicants must possess the following:-

- A Bachelors (Hons) Degree in either Social Sciences or office management related discipline.
- A Minimum of five (5) years' of confirmed relevant working experience in a reputable organization
- Competencies: Computer literacy including proficiency in MS Office; Team Work; Result Orientation; Planning ; Organisation and Coordination; Leadership; Communicating Effectively; Assets and facilities management; Ethics and Integrity.

10.0 Job Title: Records Officer
Salary Grade: SGR 6
Number of Vacancies: One (1)
Terms: Five (5) Year Contract
Reports to: Head Human Resource
Directly Supervises: Records Assistant

Job Purpose

To establish, maintain and monitor records and information management systems, procedures and standards.

Main Duties and Responsibilities

- Plan and coordinate the day to day operations of the registry.
- Develop classification schemes.
- Establish registries and records centres.
- Coordinate and implement records retention and disposal schedules.
- Provide on job training for subordinate staff.
- Supervise and appraise the performance of staff below him/her.
- Perform any other duties as assigned from time to time by the Supervisor.

Person Specifications:

Applicants must possess the following:-

- A Bachelors (Hons) Degree in Records/Archives Management or Library and Information Science from a recognized university/institution

- A minimum of a post-graduate Diploma in Records Management or a relevant field from a recognized Institution.
- A minimum of five (5) years of confirmed working experience at the level of Records Officer or an equivalent in a reputable organization.
- Competencies: Computer literacy; Records Management; Communicating Effectively; Team work; Leadership; Result orientation; Interpersonal skills; Ethics and Integrity.

11.0 Job Title : Environmental Officer
Salary Grade : SGR 6
Number of Vacancies : One (1)
Terms : Five (5) Year Contract
Salary : Attractive
Reports To : Senior Environmental Officer

Main Duties and Responsibilities:

- Audit, train and support contractors in environmental management on site;
- Identify and report legislative changes and updates;
- Support the Senior Environmental Officer in investigating and reporting of environmental incidents;
- Mentor and provide environmental advice to Project Staff and external Contractors to reduce environmental risks and resolve issues;
- Provide environmental input into Design and Procurement meetings, reviews and tender evaluations;
- Monitor compliance to environmental policies and regulations.
- Technically support the engineering and survey Teams;
- Prepare environmental management plans and checklists for the Project.
- Perform any other duties as assigned from time to time by the Supervisor.

Person Specifications

Applicants must possess the following:-

- A Bachelors (Hons) Degree in Environmental Management/ Environmental science / Botany & Zoology / Geography / Forestry or its equivalent.
- A minimum of five (5) years of confirmed relevant working experience in similar assignments specifically in the environmental supervision and reporting on large infrastructure projects.
- Competencies: Computer literacy; Analytical skills; Communicating Effectively; Result Orientation; Team work; Ethics and Integrity.

Applications should be submitted with certified copies of academic certificates, transcripts; together with copies of appointment letters, Curriculum Vitae, and a recent passport size colour photograph.

Applications addressed to the **Project Coordinator, Standard Gauge Railway Project**, should be delivered to the **New Vision Offices Voucher No. 648 by 5.pm. Thursday 10th March 2016.**

Please Note that only shortlisted candidates will be contacted. Canvassing or lobbying by applicants will lead to disqualification.

Telephone calls will therefore not be entertained.

**Project Coordinator
Standard Gauge Railway /Project ... February 2016**