



THE REPUBLIC OF UGANDA

MINISTRY OF EDUCATION AND SPORTS

VACANCY ANNOUNCEMENT

1.0 Background

The Government of Uganda received funds from the World Bank towards implementation of the Uganda Secondary Education Expansion Project USEEP. The Project Development Objective is to enhance access to lower secondary education by focusing on underserved populations in targeted areas.

Of the four major components under the Project, this advert will focus on component 1; enhanced access to lower secondary Education which will finance the construction of 90 new lower secondary schools across the country and improving infrastructure in 52 existing schools in the RHAs. The supervision of project civil works shall be done through an established Project Coordination Unit where we seek to employ Assistant Engineers to carry out daily supervision of works with the view of ensuring quality of construction works.

This is to invite application from a suitably qualified Ugandans to fill the following vacancies under USEEP.

Job Descriptions and Person Specifications

Title	: Assistant Engineer
Reports to	: Project Engineer
Duration of Contract	: 10 months
Salary Scale	: Grade Four (4)
No. of Positions	: Eighty (80)

Job Purpose: provide technical support to Project Coordination Unit in supervision of construction work at the respective site where they are deployed.

Key Result Areas:

- Timely submission of daily, monthly and quarterly reports
- Escalation of challenges on site within one day of failure to reach resolution with Contractor or stakeholder
- Ensure quality of the works constructed at each stage within the area of jurisdiction
- Ensuring Compliance to Environment and Social requirements on site by Contractor.

Specific Duties and Responsibilities

- Carry out full-time day to day detailed supervision of the construction works at the allocated site;
- On a day-to-day basis monitor the Contractor's work program, number of Contractors' specified personnel and equipment on site, workmanship and overall quality of works, quality of materials, and compliance with the drawings and specifications to ensure adherence to all building codes, and health, safety and environmental regulations on behalf of the Client;

- Ensure that the required standards of quality and accuracy of work and materials are maintained, including sampling of materials prior application to works, concrete slump tests, witness taking of concrete test cubes from concrete batches
- Check the drawings for any errors in dimensions, detail and compare with specifications for discrepancies and report to supervising Engineer;
- At the commencement of the contract, check grid levels of the site with the Contractor;
- Examine the Contractor's progress schedule, check and record progress of the work in form of pictorial and written formats and note any delays with reason;
- Settle minor problems of detail arising on site to ensure that work proceeds in an effective, workmanlike and economical manner;
- Check all baselines, setting out and levels;
- Check the position, dimensions and plumb of all formwork before concrete is poured, and of all structural members, walling, etc.;
- Check whether any rebates, mortices, holes fixings etc. are required in the structure before pouring concrete and check sizes and positions of these items in the formwork;
- Ensure adherence to the specifications and conditions of the contract by the Contractor;
- Ensure that there is adequate interrelationship between and among stakeholders during implementation of the project and update them on technical aspects of the project;
- Issue necessary site instructions to ensure good quality and workmanship plus compliance to specifications.
- Seek and obtain prior approval from Engineer for identified need to issue instructions that have cost implications or are a variation of the contract in any way;
- Approve materials for construction delivered by Construction on site before incorporation into the works;
- Reject and ensure immediate removal of materials delivered by Construction on site that do not meet technical specifications;
- Ensure that all construction work is accomplished as required in accordance with the approved work program and technical specifications;
- Ensure that the Contractor adheres to safety regulations (Safety measures will include provision of safety helmets, boots, guard rails, safety equipment, site signs, first aid, equipment, etc.);
- Maintain a site diary to record the progress of construction, delays, weather conditions and site visitors, and other significant facts, and submit weekly reports;
- Endorse day worksheets with certification in respect of hours worked and materials used;
- Check and ascertain that the Contractor has prepared for monthly Site Meetings;
- Attend to the site on all occasions and attend all scheduled site meetings and submit written progress reports every week, and a monthly progress report to the supervising Engineer;
- Post daily reports on Kobo Collect Platform including photographs.
- Access, analyze and endorse the payment recommendation form of payment made by the

- contractor in consultation with Environmental and social safeguards staff at MOES;
- Ensure Contractor fulfills all Contract obligations or the contract is accordingly enforced;

Person Specifications:

- A minimum qualification of an Ordinary Diploma in Building and Civil Engineering or Ordinary Diploma in Architecture from a recognized institution with at least 8years' experience of which 4years is in construction supervision of building works at the level of Foreman OR a Higher Diploma in Building and Civil Engineering from a recognized institution with at least 6 years' experience of which 3 years is in construction supervision of building works at the level of Foreman.
- Computer skills in MS-Word, MS-Excel and Internet applications are essential.
- Good interpersonal and communication skills is a requirement.
- Excellent team player with strong communication and interpersonal skills
- Excellent reporting and writing skills.
- The candidate shall be fluent in the English language.
Ability to speak at least one local language in Uganda is an added advantage.
- Proven integrity and confidentiality in handling public resources and in executing duties confirmed by letters from referees.
- Self-motivated individual with the ability to work with minimum supervision with an eye for detail.

Duty Station

The Assistant Engineer will be assigned to work in **any part of the country, should be able to engage with local community members of the Project area in a local language and should be present at site on full time basis.**

How to apply

Applications accompanied by a detailed Curriculum Vitae, copies of certificates and testimonials, and at least three competent referees, one of whom must be a current or previous employer should be received not later than **2nd April, 2026, 5:00 pm, East African Time.** All applications should be addressed to;

The Permanent Secretary
Ministry of Education and Sports, Embassy House, King George VI Way,
P.O Box 7063, Kampala, UGANDA
and Hard copies hand-delivered to the Security Registry (Floor 4, Room 1), Embassy House

Dr. Kedrace R. Turyagyenda
PERMANENT SECRETARY