



Republic of Uganda
MINISTRY OF EDUCATION AND SPORTS

Background

The Government of Uganda, through the Ministry of Education and Sports (MoES), is implementing a portfolio of strategic, externally financed projects aimed at strengthening Education Service Delivery, expanding access, and enhancing institutional capacity across the sector. Key among these are the **Uganda Secondary Education Expansion Project (USEEP)**, the **Uganda Learning Acceleration Program (ULEARN)** and the **Uganda Skills Development in Refugee and Host Communities Project (USDRH)**. These projects are supported by the World Bank and are aligned to national development priorities under the National Development Plan IV (NDP IV), Uganda Vision 2040, and the Education and Sports Sector Strategic Plan.

Following **Circular Standing Instruction No. 1 of 2026**, the Ministry has established a centralized **Project Implementation Unit (PIU)** to coordinate and manage project implementation across the three operations. The PIU is responsible for providing technical, fiduciary, safeguards, and administrative support in accordance with Government of Uganda regulations and World Bank guidelines. Its core functions include project planning and coordination, procurement and contract management, civil works management, financial management, monitoring and evaluation, environmental and social safeguards compliance, and reporting.

In order to ensure efficient and effective delivery of projects objectives, the Ministry seeks to recruit qualified and competent Ugandans to fill key positions within the PIU. These positions are critical

to strengthening implementation capacity, ensuring compliance with applicable standards, and achieving the intended development outcomes of USEEP, ULEARN, and USDRH.

Post: Financial Management Specialist/Senior Accountant.

Reports to: Project Managers.

Salary scale: Grade 2

Number of vacancies: 1

Job Purpose:

To provide Finance and Accounting services to projects and implementing entities to ensure effective financial management throughout the projects implementation period, as well as support the Government of Uganda in managing and monitoring financial activities of the Projects as specified in the Financing/Grant Agreements and in line with GOU Financial Regulations and the Project Implementation Manuals.

Qualifications:

- I. An Honours Bachelor's Degree in either Finance, Accounting, or Bachelor of Commerce, or an equivalent qualification.
- II. A Master's Degree is of added advantage.
- III. Full qualification in ACCA or CPA is mandatory.
- IV. Membership to the Institute of Chartered Public Accountants of Uganda (ICPAU) is a **Must**-have.

Working Experience:

Eight (8) Years of which at least three should have been in a Managerial or Supervisory Role, and at least 5 years of relevant working experience in financial management or related accounting duties at a specialist level with externally funded projects, or any other development partner/multi-lateral or international organization.

Key Skills and Competencies:

- I. Experience in Finance and Administration.
- II. Knowledge of the Government of Uganda IFMS system
- III. Strong interpersonal skills
- IV. Demonstrable team working and stakeholder engagement skills
- V. Good writing and reporting skills
- VI. Strong Analytical Skills
- VII. Exhibit high standards of integrity and ethical code of conduct.

Duties;

The incumbent will be responsible to the Project Manager for performing the following duties;

- I. Lead preparation of annual work plan budgets (AWPBs) in coordination with technical departments.
- II. Ensure budget alignment with: Program objectives Disbursement Linked Indicators (DLIs) and approved Financing and Grant Agreements
- III. Manage program funds under the Designated Account (DA) at Bank of Uganda.
- IV. Ensure compliance with Government of Uganda earmarked funds flow arrangements.
- V. Oversee timely processing of payments through Integrated Financial Management System (IFMS).
- VI. Monitor fund releases to Local Governments and implementing units.
- VII. Ensure financial records are maintained on the modified accrual basis in line with Government of Uganda standards.
- VIII. Prepare and submit quarterly Interim Financial Reports (IFRs) to IDA within 45 days after the end of each calendar quarter.
- IX. Reconcile DA balances and program accounts monthly
- X. Ensure compliance with: PFM Act 2015 (as amended), PFM Regulations 2016, Treasury Accounting Instructions, World Bank Financial Management Guidelines

- XI. Provide advisory support to technical teams on eligible expenditures.
- XII. Ensure expenditures comply with approved budgets and procurement plans
- XIII. Establish and maintain effective internal control systems for the Program.
- XIV. Maintain a financial risk register.
- XV. Identify and mitigate risks related to fraud, misuse of funds, and non-compliance.
- XVI. Ensure adherence to Uganda's anti-corruption and governance framework.
- XVII. Coordinate with the Auditor General during annual audits.
- XVIII. Ensure audit reports and management letters are submitted to IDA within 6 months after the end of the financial year.
- XIX. Follow up on implementation of audit recommendations.
- XX. Prepare responses to audit queries.
- XXI. Work closely with the Procurement Specialist to ensure: Availability of funds before contract signing, accurate classification of expenditures, Proper documentation for prior and post-review contracts. Review payment requests for compliance with contract terms.
- XXII. Provide financial management guidance to the Project Implementation Unit (PIU)
- XXIII. Monitor financial reporting compliance at Local Government level and at implementing education Institutions.
- XXIV. Support capacity strengthening initiatives in financial reporting and accountability at the Implementation level.

Post: Accountant

Reports to: Financial Management Specialist/Senior Accountant

Salary scale: Grade 3
Number of vacancies: 2

Job Purpose;

To support the Financial Management Specialist in ensuring effective financial management throughout the projects implementation period, as well as support the Government of Uganda in managing and monitoring financial activities of the Projects as specified in the Financing/Grant Agreements and in line with Government of Uganda Financial Regulations and the Project Implementation Manuals.

Qualifications;

- i) An Honours Bachelor's Degree in either Finance, Accounting, or Bachelor of Commerce, or an equivalent qualification.
- ii) Full qualification in ACCA or CPA is mandatory.
- iii) Membership to the Institute of Chartered Public Accountants of Uganda (ICPAU) is a **Must**-have.

Working Experience:

Six (6) years of relevant working experience in finance and accounting duties with externally funded projects, or any other development partner/multi-lateral or international organization, Government entity, or in a corporate environment

Key Skills and Competencies;

- i) Experience in Finance and Administration.
- ii) Knowledge of the Government of Uganda IFMS system
- iii) Strong interpersonal skills
- iv) Demonstrable team working and stakeholder engagement skills
- v) Good writing and reporting skills
- vi) Good Analytical Skills
- vii) Exhibit high standards of integrity and ethical code of conduct.

Duties;

The incumbent will be responsible to the Financial Management Specialist/Senior Accountant for performing the following duties;

- I. Support preparation of Annual Work Plan Budgets (AWPBs) in coordination with technical teams.
- II. Ensure budgets are aligned with project objectives, financing agreements, and approved work plans.
- III. Monitor budget performance and flag variances for management action
- IV. Support management of project funds, including designated and operational accounts.
- V. Verify availability of funds before commitments and payments are processed.
- VI. Track fund releases to implementing units and ensure proper accountability
- VII. Prepare periodic financial reports (monthly, quarterly, and annual) in line with Government and donor requirements.
- VIII. Support preparation of Interim Financial Reports (IFRs) and other statutory reports.
- IX. Ensure accuracy, completeness, and timeliness of all financial reports
- X. Maintain proper books of accounts in line with applicable accounting standards (e.g., modified accrual basis).
- XI. Ensure all financial transactions are properly recorded, classified, and supported.
- XII. Perform monthly reconciliations of project accounts, including bank reconciliations.
- XIII. Review and process payment requests through IFMS in compliance with approved procedures.
- XIV. Ensure all payments are properly authorized, supported, and within approved budgets
- XV. Ensure compliance with relevant financial management laws, regulations, and guidelines.
- XVI. Support implementation and monitoring of internal control systems.
- XVII. Verify that expenditures comply with approved budgets, procurement plans, and contract terms.
- XVIII. Support preparation for internal and external audits.

- XIX. Respond to audit queries and support implementation of audit recommendations.
- XX. Maintain documentation required for audit and review purposes.
- XXI. Work closely with procurement and technical teams to ensure proper financial planning and execution.
- XXII. Provide basic financial guidance to implementing units on reporting and accountability requirements.

Post: Assistant Accountant

Reports to: Accountant.

Salary scale: Grade 4

Number of vacancies: 2

Job Purpose;

To support the Accountant in ensuring effective financial management throughout the project implementation period, as well as support the Government of Uganda in managing and monitoring financial activities of the Projects as specified in the Financing Agreements and in line with Government of Uganda Financial Regulations and the Project Implementation Manuals.

Qualifications;

- i) An Honours Bachelor's Degree in either Finance, Accounting, Bachelor of Commerce, or an equivalent qualification
- ii) Part qualification in ACCA or CPA is a **Must**-have.

Working Experience:

Three (3) years of relevant working experience in finance and accounting duties with externally funded projects, or any other development partner/multi-lateral or international organization, Government entity, or in a corporate environment

Key Skills and Competencies;

- i) Experience in Finance and Administration.
- ii) Good interpersonal skills

- iii) Team working skills
- iv) Good writing and reporting skills
- v) Good Analytical Skills
- vi) Exhibit high standards of integrity and ethical code of conduct.

Duties;

The incumbent will be responsible to the Accountant for performing the following duties;

- I. Prepare payment vouchers and support documentation for review and approval.
- II. Capture financial transactions in the accounting system (e.g., IFMS or other systems).
- III. Assist in processing payments to suppliers, staff, and other stakeholders.
- IV. Maintain organized and up-to-date financial records, both physical and electronic.
- V. Ensure all supporting documents are properly filed and easily retrievable.
- VI. Assist in tracking expenditures against approved budgets.
- VII. Compile basic expenditure reports for review by the Project Accountant
- VIII. Provide required data and documentation for preparation of financial reports.
- IX. Assist in compiling supporting schedules for audits and reviews
- X. Ensure all transactions are supported by adequate documentation and approvals.
- XI. Adhere to established financial procedures and internal controls.
- XII. Retrieve and organize documents required during audits.
- XIII. Support timely response to audit queries as directed by the Project Accountant.
- XIV. Provide general support to the finance team, including logistics for meetings and financial reviews.
- XV. Perform any other finance-related duties as assigned.

Post: Procurement Officer

Reports To: Procurement Specialist

Salary Scale: Grade 3

Number of vacancies: 2

Job Purpose:

To support the Procurement Specialist in ensuring that all procurements for the respective projects at the central, Local, community and education or training institutions levels are done in accordance with the Government of Uganda and World Bank Procurement Regulations and other relevant governing instruments, as well as ensure the integrity, fairness, and overall quality of procurement in conformance with the requirements of the World Bank and PPDA Guidelines.

Qualifications:

- i) An Honours Bachelor's Degree in Procurement or Logistics, Business Administration, Commerce, or related field
- ii) Full Professional Qualification in CIPS or its equivalent is **Mandatory**

Working Experience:

Six (6) years of relevant working experience in procurement or supply chain duties with externally funded projects, or any other development partner/multi-lateral or international organization, Government entity, or in a corporate environment

Key Skills and Competencies

- i) Specialized knowledge of procurement of goods; various types of construction contracts; selection and contracting of consulting services; preparation of bidding and contract documents for international procurement of goods, works, and services; public procurement policies; sustainable procurement; advanced contract management.

- ii) Strong Knowledge and understanding of the eGovernment Procurement (e-GP) system.
- iii) Knowledge and experience in technical, commercial, and legal aspects of procurement of the World Bank-financed projects.
- iv) Strong communication skills.
- v) Ability to work efficiently and effectively in a multidisciplinary team.
- vi) Demonstrable negotiation skills
- vii) Exhibit high standards of integrity and ethical code of conduct.

Duties;

The incumbent will be responsible to the Procurement Specialist for performing the following duties;

- I. Support preparation and periodic updating of the Annual Procurement Plan (PP) in line with approved work plans and budgets.
- II. Track implementation of the procurement plan and flag delays or deviations.
- III. Maintain up-to-date procurement tracking tools and schedules
- IV. Prepare bidding documents, requests for quotations, and expressions of interest.
- V. Coordinate procurement processes including advertisement, bid receipt, and opening.
- VI. Support organization of bid evaluation processes, including preparation of evaluation reports
- VII. Ensure procurement processes comply with applicable procurement laws, regulations, and guidelines.
- VIII. Support preparation of contract award documents and notifications.
- IX. Conduct preliminary checks to confirm that bidders are not suspended or debarred.
- X. Verify completeness and accuracy of bidder documentation
- XI. Maintain complete, accurate, and well-organized procurement records (physical and electronic).

- XII. Ensure all procurement files are audit-ready and properly documented at each stage of the process.
- XIII. Support preparation and issuance of contract documents.
- XIV. Maintain a contract register and track key contract milestones and deliverables.
- XV. Follow up on contract implementation timelines and notify the Procurement Specialist of any delays or performance issues
- XVI. Update procurement monitoring tools and prepare periodic procurement status reports.
- XVII. Track procurement performance indicators and support reporting requirements.
- XVIII. Identify and report procurement risks, delays, or irregularities to the Procurement Specialist.
- XIX. Support maintenance of the procurement risk register.
- XX. Provide required documentation and support during procurement audits.
- XXI. Assist in implementing audit recommendations under guidance of the Procurement Specialist.
- XXII. Liaise with user departments to obtain technical specifications and requirements.
- XXIII. Follow up with suppliers and contractors on submission of required documents and contract obligations
- XXIV. Support review of procurement processes to identify inefficiencies and recommend improvements.
- XXV. Participate in capacity-building activities related to procurement practices and systems.

Post: Social Safeguards Officer

Reports to: Social Development Specialist

Salary scale: Grade 3

Number of vacancies: 3

Job Purpose;

To ensure that various interventions implemented under the projects comply with social standards, policies, laws, and regulations

governing national/country and World Bank Environment and Social Standards.

Qualifications;

- I. An Honours Bachelor's Degree in Social Work and Social Administration, Social Science, Sociology, Development Studies, or related field.
- II. A Masters' Degree in any of the above fields is of added advantage.

Working Experience:

Six (6) years of relevant working experience in social safeguards duties with externally funded projects, or any other development partner/multi-lateral or international organization, Government entity, or in a corporate environment

Key Skills and Competencies;

- i) Demonstrated knowledge of and experience with the management of World Bank-funded projects/programs is required
- ii) Good communication and interpersonal skills, and able to work in a team
- iii) Excellent computer skills in Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use, including database use, is required
- iv) Stakeholder engagement skills
- v) Ability to work effectively with a wide range of stakeholders from the Government, development and humanitarian agencies, civil society, and the private sector.
- vi) Experience in working with social development projects and infrastructure with a team of experts of diverse backgrounds is desirable
- vii) Exhibit high standards of integrity and ethical code of conduct.

Duties;

The incumbent will be responsible to the Social Development Specialist for performing the following duties;

- I. Support screening of project activities for potential social risks and impacts.
- II. Assist in preparation and review of social safeguards instruments and mitigation measures.
- III. Support identification of risks related to land access, displacement, labour, and vulnerable groups
- IV. Support implementation of approved social safeguards plans and monitoring frameworks.
- V. Follow up on implementation of mitigation measures by contractors and implementing entities.
- VI. Track compliance with agreed social commitments throughout project implementation.
- VII. Support implementation of stakeholder engagement activities.
- VIII. Facilitate consultations with project beneficiaries, local communities, and key stakeholders.
- IX. Ensure inclusion of vulnerable and marginalized groups in project consultations
- X. Support establishment and operationalization of grievance redress mechanisms.
- XI. Maintain grievance logs and track resolution of complaints.
- XII. Follow up to ensure grievances are addressed within agreed timelines.
- XIII. Monitor compliance with labour management procedures and workers' welfare requirements.
- XIV. Track issues related to child labour, forced labour, discrimination, and unsafe working conditions.
- XV. Monitor community health and safety risks associated with project implementation.
- XVI. Support implementation of measures to prevent and respond to Gender-Based Violence (GBV), Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH).
- XVII. Monitor contractor compliance with Codes of Conduct.

- XVIII. Support awareness creation and referral pathways where applicable.
- XIX. Conduct field visits to assess social safeguards compliance.
- XX. Verify implementation of social mitigation measures at project sites.
- XXI. Document non-compliance issues and recommend corrective actions.
- XXII. Support training of district officials, school management committees, contractors, and implementing partners on social safeguards requirements.
- XXIII. Develop awareness materials on social risk management and community engagement
- XXIV. Liaise with local governments, implementing agencies, and relevant stakeholders on social safeguards matters.
- XXV. Provide technical support to project teams on social compliance requirements.
- XXVI. Support social safeguards inputs into project reviews, audits, and verification processes.
- XXVII. Work closely with the Environment Safeguards Officer to address cross-cutting environmental and social risks.

Post: Environmental Officer

Reports to: Environmental Specialist

Salary scale: Grade 3

Number of vacancies: 3

Job Purpose;

To assist the Environmental Specialist to ensure that various interventions implemented under the relevant project comply with the applicable environmental standards, policies, laws, and regulations governing both national/Country and IDA, and ensure implementation of environmental health and safety mitigation measures stipulated in the projects' Environmental and Social Management Frameworks (ESMF).

Qualifications;

- i) An Honours Bachelors' Degree in Environmental Science, Natural Resource Management, or related field
- ii) A Masters' degree in Environmental Science, Forestry, Environmental Management, Environmental Engineering, or related field is of added advantage

Working Experience:

Six (6) years of relevant working experience in environment-related duties with externally funded projects, or any other development partner/multi-lateral or international organization, Government entity, or in a corporate environment

Key Skills and Competencies;

- i) Experience in the development/assessment of Environmental and Social Management Systems.
- ii) Experience in Health and Safety Management in a project setting
- iii) Broad understanding of National Environmental Laws, Policies, regulations, and World Bank Environmental and Social Framework
- iv) Demonstrated knowledge of supporting a comprehensive and balanced approach to environmental risk management is required, including scoping, screening, research, risk assessment, planning, project development and implementation, monitoring, and reporting
- v) Understanding of how environmental safeguards fit into the project cycle
- vi) Strong analytical and problem-solving abilities
- vii) Excellent communication and report-writing skills
- viii) Exhibit high standards of integrity and ethical code of conduct.

Duties;

The incumbent will be responsible to the Environmental Specialist for performing the following duties;

- I. Support screening of subprojects to identify environmental risks and determine appropriate mitigation measures.
- II. Assist in preparation and review of Environmental and Social Management Plans (ESMPs).
- III. Ensure environmental considerations are integrated at planning and design stages of subprojects.
- IV. Support implementation of approved ESMPs and environmental mitigation measures.
- V. Follow up with contractors and implementing entities to ensure compliance with environmental requirements.
- VI. Monitor adherence to site-specific environmental management plans during project implementation.
- VII. Ensure compliance with national environmental regulations and standards.
- VIII. Liaise with relevant authorities on environmental approvals, permits, and reporting requirements.
- IX. Support timely submission of required environmental documentation.
- X. Conduct routine site visits to monitor environmental performance during construction and implementation.
- XI. Monitor key issues such as waste management, dust control, erosion prevention, and pollution control.
- XII. Track occupational health and safety aspects in coordination with social safeguards.
- XIII. Review contractor Environmental, Social, Health and Safety (ESHS) plans prior to implementation.
- XIV. Monitor contractor compliance with environmental obligations and contractual requirements.
- XV. Identify non-compliance issues and follow up on corrective actions.
- XVI. Prepare environmental monitoring and compliance reports.

- XVII. Document incidents, environmental risks, and mitigation actions taken.
- XVIII. Contribute environmental inputs to quarterly, annual, and results-based reports.
- XIX. Promote climate-resilient infrastructure and environmentally sustainable practices.
- XX. Encourage energy-efficient, water-efficient, and resource-efficient designs in project implementation.
- XXI. Support integration of greening initiatives within project sites and institutions.
- XXII. Maintain environmental safeguards records and monitoring data.
- XXIII. Support environmental inputs into results verification processes and reporting frameworks.
- XXIV. Support training of district officials, contractors, and beneficiary institutions on environmental safeguards requirements.
- XXV. Develop and disseminate environmental awareness materials.
- XXVI. Promote good environmental practices at project sites.
- XXVII. Work closely with the Social Safeguards Officer to address cross-cutting environmental and social risks.
- XXVIII. Support joint monitoring of community health, safety, and environmental impacts.
- XXIX. Ensure alignment between environmental and social mitigation measures.

Post: Assistant Administrative Officer

Reports to: Project Administrator.

Salary scale: Grade 4

Number of vacancies: 2

Job Purpose;

To provide administrative and clerical support to ensure smooth project operations, adequate documentation, and timely coordination of activities across stakeholders.

Qualifications;

An Honours Bachelor's Degree in Business Administration, Secretarial Studies, Social Sciences, or related field

Working Experience:

Three (3) years of working experience in administrative support, preferably in a project environment

Key Skills and Competencies;

- i) Proficiency in MS Office.
- ii) Strong organizational and multitasking skills.
- iii) Good written and verbal communication skills.
- iv) Attention to detail and accuracy
- v) Professionalism and discretion.
- vi) Ability to work independently and as part of a Team.
- vii) Time management and prioritization.
- viii) Exhibit high standards of integrity and ethical code of conduct.

Duties;

The incumbent will be responsible to the Project Administrator for performing the following duties;

- I. Maintaining all files and information of the Project Implementation Unit
- II. Handling all typing and printing of all documents
- III. Carrying out day to day office management routine duties
- IV. Handling all communications between the offices and other relevant authorities

- V. Ensuring that all office equipment and assets are well maintained
- VI. Attending to visitors and direct them to the relevant authorities
- VII. Accurately recording items in the mail in and mail out data and track the correspondences sent in and out of the project
- VIII. Promptly registering and classifying route incoming mails
- IX. Ensuring telephone and email lines are in operational order and reporting any problems to the service providers; and
- X. Making office or external appointments for senior project staff as requested

Post: Fleet Assistant/Driver

Reports to: Assistant Administrative Officer

Salary scale: Grade 4

Number of vacancies: 13

Job Purpose;

To support the efficient operation of the Project's fleet by ensuring safe transportation of personnel and goods, assisting with vehicle maintenance, and maintaining accurate records of fleet usage.

Qualifications;

- i) Diploma
- ii) Certification in Driving
- iii) Valid drivers' licence with a clean driving record

Working Experience:

At least five (5) years of working experience in a formal environment as a driver

Key Skills and Competencies

- i) Familiarity with vehicle maintenance and basic mechanical knowledge.
- ii) Good communication skills.
- iii) Good interpersonal skills.
- iv) Good understanding of traffic laws and road safety practices
- v) Ability to use GPS and route planning tools
- vi) Basic record-keeping and reporting skills
- vii) Exhibit high standards of integrity and ethical code of conduct.

Duties;

The incumbent will be responsible to the Project Administrator for performing the following duties;

- I. Driving staff and mission teams, assigned cargo, goods, equipment, passengers and being on call at all times.
- II. Delivering messages, documents and letters as required.
- III. Liaising with the Office Administrator on fuel allocation
- IV. Noting vehicle mileage to track departure and return schedules.
- V. Providing support to other project drivers on call.
- VI. Execute defensive driving techniques, passenger protection and customer care at all times.
- VII. Notifying the Project Administrator to renew vehicle licenses, insurance covers and other related operation.
- VIII. Ensuring vehicle service is on schedule
- IX. Maintaining a functional log book as instructed.
- X. Ensuring that the vehicle is clean at all times and it's in proper use.
- XI. Timely reporting of replacement of worn down vehicle parts
- XII. Checking the vehicle routinely and compiling service report
- XIII. Ensuring security of vehicle and other assets within the driver's care
- XIV. Put in place measures and means to ensure vehicle security to avoid vehicle vandalism and/or theft of parts

- XV. Ensure safe driving and vehicle security on the road.
- XVI. Performing other office and field duties as may become necessary for the smooth running of the projects and ministry as a whole.

Post: Monitoring and Evaluation Officer

Reports to: Monitoring and Evaluation Specialist

Salary scale: Grade 3

Number of vacancies: 3

Job Purpose;

To support the design, implementation, and management of the project's monitoring and evaluation framework. This includes tracking progress against targets, assessing outcomes, and ensuring data-driven decision-making throughout the project lifecycle.

Qualifications;

- i) An honours Bachelor's Degree in Statistics, Quantitative Economics, Social Sciences, Development Studies, or related field.
- ii) A Masters' Degree in any of the above or related fields is of added advantage.
- iii) Post-Graduate Diploma or Certification in Monitoring and Evaluation is **Mandatory**.

Working Experience:

Six (6) years of relevant working experience in Monitoring and Evaluation duties with externally funded projects, or any other development partner/multi-lateral or international organization, Government entity, or in a corporate environment

Key Skills and Competencies;

- i) Proficiency in Monitoring and Evaluation Software like SPSS, Kobo Toolbox, Power BI.

- ii) Proficiency in advanced Excel and other Microsoft desk items.
- iii) Strong understanding of both qualitative and quantitative research methods.
- iv) Excellent analytical and problem-solving skills.
- v) Strong communication and report writing abilities.
- vi) Ability to work independently and collaboratively.
- vii) Attention to detail and commitment to data integrity.
- viii) Exhibit high standards of integrity and ethical code of conduct.

Duties;

The incumbent will be responsible to the Monitoring and Evaluation Specialist for performing the following duties;

- I) Develop, implement, and regularly update the Program M&E Plan in line with national frameworks and partner requirements.
- II) Track and report progress against key performance indicators, including Disbursement Linked Indicators (DLIs) and intermediate results.
- III) Prepare and submit monthly, quarterly, and annual program performance reports.
- IV) Support preparation of mid-term and end-term review reports.
- V) Coordinate data collection processes at national, district, and institutional levels.
- VI) Develop and deploy data collection tools, templates, and reporting formats.
- VII) Ensure timely and accurate submission of data by implementing entities.
- VIII) Validate data generated through administrative systems and other sources.
- IX) Conduct routine data verification and validation exercises.
- X) Develop and implement Data Quality Assessment (DQA) protocols.
- XI) Support integration of program indicators into national data systems (e.g., EMIS).
- XII) Promote the use of digital and real-time data systems for performance monitoring.

- XIII) Liaise with relevant institutions to ensure availability of key datasets (e.g., assessment results).
- XIV) Undertake field monitoring visits to verify reported results and assess implementation progress.
- XV) Identify performance gaps, implementation challenges, and risks.
- XVI) Recommend corrective actions to improve program delivery.
- XVII) Analyse program data and generate insights to inform decision-making.
- XVIII) Prepare analytical briefs and dashboards for management and stakeholders.
- XIX) Promote use of data in planning, budgeting, and policy decisions
- XX) Maintain proper documentation of M&E processes, reports, and data.
- XXI) Support preparation of completion reports and documentation of lessons learned and best practices.
- XXII) Coordinate M&E-related activities across implementing units and stakeholders.
- XXIII) Organize and support program review meetings, including technical and steering committee sessions.

Post: Project Quantity Surveyor

Reports to: Project Manager

Salary scale: Grade 2

Number of vacancies: 1

Job Purpose;

To ensure achievement of the project development objective in regard to said projects' infrastructure component, and provide technical guidance to all stakeholders during planning and implementation of infrastructure subprojects.

Qualifications;

- I) An Honours Bachelor's Degree in Building Economics or Quantity Surveying from a recognized University or equivalent;

- II) A Master's Degree in Building Economics, Quantity Surveying, Construction Management or a related field;
- III) **MUST** be Registered with the Institution of Surveyors of Uganda

Working Experience;

Working experience of at least Eight (8) years as a Quantity Surveyor in a building construction environment covering documentation, procurement and management of Projects/ Contracts three (3) of which must be at a management level with externally funded projects, or any other development partner/multi-lateral, or international organization.

Key Skills and Competencies

- i) Knowledge in computer applications.
- ii) Good oral and written communication skills.
- iii) Experience with operations of Local Governments.
- iv) Competences and skills in quality control, time, and cost in project management.
- v) High level of integrity in handling public resources and financial management.
- vi) A high level of interpersonal and management skills and the ability to work with teams
- vii) Must be result-focused and be able to work under pressure and tight deadlines
- viii) Exhibit high standards of integrity and ethical code of conduct.

Duties;

The incumbent will be responsible to the Project Manager for performing the following duties;

- I. Prepare detailed cost estimates based on designs and specifications
- II. Develop and manage Bills of Quantities (BoQs)

- III. Ensure project costs align with approved budgets and funding allocations
- IV. Advise on cost-effective alternatives without compromising quality
- V. Support bid evaluation (technical and financial analysis)
- VI. Ensure fairness, transparency, and compliance in procurement processes
- VII. Assist in contract award recommendations
- VIII. Draft and manage contracts between client and contractors
- IX. Monitor contractor compliance with contract terms
- X. Manage variations, claims, and dispute resolution
- XI. Track project expenditures against budgets
- XII. Prepare interim valuations and payment certificates
- XIII. Generate financial progress reports for stakeholders and donors
- XIV. Identify financial and contractual risks early
- XV. Advise on mitigation strategies (e.g., price fluctuations, delays)
- XVI. Monitor cost implications of design or scope changes
- XVII. Analyse project components to optimize cost vs. performance
- XVIII. Recommend materials, methods, or designs that improve value
- XIX. Support sustainability and efficient resource use
- XX. Ensure adherence to donor requirements (e.g., World Bank guidelines)
- XXI. Maintain accurate records for audits and reviews
- XXII. Contribute to project progress tracking (physical vs. financial)
- XXIII. Support reporting aligned with results-based frameworks
- XXIV. Provide input for monitoring indicators tied to infrastructure delivery
- XXV. Participate in site meetings and technical reviews
- XXVI. Prepare and agree on final accounts

Post: Mechanical Engineering Specialist

Reports to: Project Manager

Salary scale: Grade 2

Number of vacancies: 1

Job Purpose:

Technically support the Ministry of Education and Sports through the established Project Coordinating Unit in infrastructure design review and development as well as supervision of construction work across the country.

Qualifications;

- I) Applicants should possess an Honours Bachelors of Science Degree in Mechanical Engineering attained from a recognized university or institution;
- II) A Master of Science degree in Mechanical Engineering, or a relevant field is of added advantage
- III) Shall be a registered member of the Engineers Registration Board and possess a valid practicing license.

Working Experience;

- i) Eight (8) years of professional experience including working knowledge of the disciplines involved for similar assignments in planning, design and construction supervision of building works

Key Skills and Competencies;

- ii) Proven technical competence in construction supervision or contract management;
- iii) The candidate shall demonstrate qualities of an excellent team player with strong communication and interpersonal skills.
- iv) Proven strong skills in project management.
- v) The candidate shall be fluent in the English language. Ability to speak at least one local language in Uganda is an added advantage.
- vi) Proven integrity and confidentiality in handling public resources and in executing duties confirmed by letters from referees.
- vii) Self-motivated individual with the ability to work with minimum supervision
- viii) High level of computer literacy with proven working knowledge of Computer Aided Design software and Microsoft office.

Duties;

The incumbent will be responsible to the Project Manager for performing the following duties;

- I. Undertake a comprehensive review of the draft designs with consideration of stakeholder proposals.
- II. Keeping electronic and hard copies of all documents pertaining to mechanical works and installations under project including drawings, bills of quantities, site meeting minutes, reports, instructions issued to contractors, issues escalated from site;
- III. Preparing terms of reference for mechanical works and installations;
- IV. Preparing designs for mechanical installations in education institutions;
- V. Checking designs, drawings, and documentation covering mechanical services installation produced by consultants to ensure standards and regulations are observed;
- VI. Train the Clerk of Works on basic mechanical installation;
- VII. Technical supervision of the Clerk of Works to ensure diligent management of time, cost, quality and electrical standards during the construction;
- VIII. Monitoring of contractor's performance in liaison with the Clerk of Works to ensure the contractors timely mobilize resources for the construction works including reviewing and clearance of procurement plans, method statements, construction methodology, construction schedules/programmes, clearance of materials delivered, review and confirmation that equipment is acceptable, ensure the contractor deploys all key staff and other staff as required by the contract, that the contractor meets Education Service requirements as well as all other contractual obligations.
- IX. Conducting regular on-site visits to the construction sites and resolve any technical challenges as may arise as reported by the Clerk of works and confirmed through the site inspection;
- X. Reviewing and providing approval of the Contractor's interim certificates.

- XI. Preparing detailed monthly and quarterly progress reports for submission to Project Coordinator (PC), Deputy Project Coordinator (DPC), Construction Management Unit (CMU) and World Bank, providing updates on physical and financial performance, any challenges met and how they were addressed;
- XII. Providing regular briefs on construction activities whenever required and in collaboration with the Ministry of Education and Sports prepare Monthly Progress reports on the physical and financial status of various construction sites.
- XIII. Ensuring that Contractors adhere mechanical standards and safety during installations.
- XIV. Engage stakeholders at different levels of Local government to ensure ownership of the ongoing works by inviting a representative at District, sub county level for the monthly site meeting;
- XV. Participate in Project Implementation Unit meeting with Stakeholders at district level to communicate roles and responsibilities, encourage community monitoring of works, and enhance ownership and co-operation in the implementation of sub projects
- XVI. Liaise with the PC to escalate persistent challenges to management of Ministry of Education and Sports attention including those that relate to the jurisdiction of other MDAs e.g. Ministry of Energy and Mineral Development, Ministry of Local Government, Ministry of Water and Environment etc.
- XVII. Communicating with end users, stakeholders and service providers including reviewing and recommending or deferring approvals of deliverables, payments, contract extensions, amendments and variations;
- XVIII. Managing contract closure and evaluation of service providers;
- XIX. Ensure contract enforcement and compliance with relevant laws and regulations;
- XX. Design Review of all Mechanical building services and supervision of mechanical installations and plumbing works;
- XXI. Carrying out tests of installations before application for fitness certificates;

XXII. Other technical duties as may be assigned by the PC or CMU

Post: Electrical Engineering Specialist

Reports to: Project Manager

Salary scale: Grade 2

Number of vacancies: 1

Job Purpose:

Technically support the Ministry of Education and Sports through the established PCU in infrastructure design review and development as well as supervision of construction work across the country.

Qualifications;

- i) Applicants should possess an Honours Bachelor of Science degree in Electrical Engineering attained from a recognized university or institution
- ii) A Master of Science degree in Electrical Engineering, or a relevant field is of added advantage
- iii) Shall be a registered member of the Engineers Registration Board and possess a valid practicing license.

Working Experience;

- i) Eight (8) years of professional experience including working knowledge of the disciplines involved for similar assignments in planning, design and construction supervision of building works

Key Skills and Competencies;

- i) Proven technical competence in construction supervision or contract management;
- ii) The candidate shall demonstrate qualities of an excellent team player with strong communication and interpersonal skills.
- iii) Proven strong skills in project management.
- iv) The candidate shall be fluent in the English language. Ability to speak at least one local language in Uganda is an added advantage.

- v) Proven integrity and confidentiality in handling public resources and in executing duties confirmed by letters from referees.
- vi) Self-motivated individual with the ability to work with minimum supervision
- vii) High level of computer literacy with proven working knowledge of Computer Aided Design software and Microsoft office.

Duties;

The incumbent will be responsible to the Project Manager for performing the following duties;

- I. Undertake a comprehensive review of the draft designs with consideration of stakeholder proposals.
- II. Keeping electronic and hard copies of all documents pertaining to electrical works and installations under project including drawings, bills of quantities, site meeting minutes, reports, instructions issued to contractors, issues escalated from site;
- III. Preparing terms of reference for electrical works and installations;
- IV. Preparing designs for electrical installations in education institutions;
- V. Checking designs, drawings, and documentation covering electrical services installation produced by consultants to ensure standards and regulations are observed;
- VI. Train the Clerk of Works on basic electrical installation;
- VII. Technical supervision of the Clerk of Works to ensure diligent management of time, cost, quality and mechanical standards during the construction;
- VIII. Monitoring of contractor's performance in liaison with the Clerk of works to ensure the Contractors timely mobilize resources for the construction works including reviewing and clearance of procurement plans, method statements, construction methodology, construction schedules/programmes, clearance of materials delivered, review and confirmation that equipment is acceptable, ensure the contractor deploys all key staff and other staff as

required by the contract, that the contractor meets Education Service requirements as well as all other contractual obligations.

- IX. Conducting regular on-site visits to the construction sites and resolve any technical challenges as may arise as reported by the Clerk of works and confirmed through the site inspection;
- X. Reviewing and providing approval of the Contractor's interim certificates.
- XI. Preparing detailed monthly and quarterly progress reports for submission to Project Coordinator (PC), Deputy Project Coordinator (DPC), Construction Management Unit (CMU) and World Bank, providing updates on physical and financial performance, any challenges met and how they were addressed;
- XII. Providing regular briefs on construction activities whenever required and in collaboration with the Ministry of Education and Sports prepare Monthly Progress reports on the physical and financial status of various construction sites.
- XIII. Ensuring that Contractors adhere to electrical, ICT and energy standards and safety during installations.
- XIV. Engage stakeholders at different levels of Local government to ensure ownership of the ongoing works by inviting a representative at District, sub county level for the monthly site meeting;
- XV. Participate in Project Implementation Unit meeting with Stakeholders at district level to communicate roles and responsibilities, encourage community monitoring of works, and enhance ownership and co-operation in the implementation of sub projects
- XVI. Liaise with the PC to escalate persistent challenges to management of MOES attention including those that relate to the jurisdiction of other MDAs e.g. Ministry of Energy and Mineral Development, Ministry of Local Government etc.
- XVII. Communicating with end users, stakeholders and service providers including reviewing and recommending or deferring approvals of deliverables, payments, contract extensions, amendments and variations

- XVIII. Managing contract closure and evaluation of service providers.
- XIX. Ensure contract enforcement and compliance with relevant laws and regulations;
- XX. Design Review of all Electrical building services and Supervision of electrical installation and IT works e.g. Lights, Electric cables, telephone lines etc.
- XXI. Carrying out tests of installations before application for fitness certificates;
- XXII. Ensure the design considerations are congruent with current trends (technological and otherwise), including ICT and energy efficiency;
- XXIII. Other technical duties as may be assigned by the PC or CMU.

Post: Civil Engineer

Reports to: Civil Engineering Specialist

Salary scale: Grade 3

Number of Vacancies: 14

Job Purpose;

To support the Project Engineering Specialist in ensuring achievement of the project development objective in regard to said projects' infrastructure component, and provide technical guidance to all stakeholders during planning and implementation of infrastructure subprojects.

Qualifications;

- i) An Honours Bachelors' degree in Civil Engineering or a related Engineering field
- ii) A Master of Science degree in Engineering, Construction Management, or a relevant field is of added advantage
- iii) **MUST** be a registered engineer with the Engineers' Registration Board of Uganda (ERB) and have a valid practicing license.

Working Experience;

Six (6) years of relevant working experience with externally funded projects, or any other development partner/multi-lateral, or international organization.

Key Skills and Competencies

- I. Good oral and written communication skills.
- II. Knowledgeable in computer engineering packages like AUTOCAD, ARCHCAD, etc.
- III. Experience in a relevant engineering field
- IV. Knowledgeable in environmental conservation, NEMA certifications, and building approvals.
- V. Experience with operations of Local Governments.
- VI. Competences and skills in quality control, time, and cost in project management.
- VII. High level of integrity in handling public resources and financial management.
- VIII. A high level of interpersonal and management skills and the ability to work with teams
- IX. Must be result-focused and be able to work under pressure and tight deadlines
- X. Exhibit high standards of integrity and ethical code of conduct

Duties;

The incumbent will be responsible to the Civil Engineering Specialist for performing the following duties;

- I. Support review and validation of architectural and engineering designs for education infrastructure.
- II. Ensure designs comply with national building codes and sector standards.
- III. Participate in site assessments and feasibility studies.
- IV. Assist in preparation and review of technical specifications and drawings.

- V. Support development and verification of Bills of Quantities (BoQs).
- VI. Ensure completeness and accuracy of engineering documentation.
- VII. Support evaluation of bids for civil works contractors and consultants.
- VIII. Review technical proposals and confirm compliance with specifications.
- IX. Conduct routine site inspections to monitor progress and quality of works.
- X. Ensure construction complies with approved designs, specifications, and standards.
- XI. Monitor contractor performance and adherence to work plans.
- XII. Verify and certify completed works in line with contract requirements.
- XIII. Identify defects and ensure corrective actions are implemented.
- XIV. Ensure use of appropriate materials and construction practices.
- XV. Track construction schedules and flag delays or technical challenges.
- XVI. Prepare site inspection reports and technical progress updates.
- XVII. Maintain site records, drawings, and infrastructure databases.
- XVIII. Monitor compliance with occupational health and safety (OHS) standards.
- XIX. Ensure integration of environmental and social safeguards in construction activities.
- XX. Coordinate with safeguards teams to address site-level risks
- XXI. Provide technical support during implementation and troubleshooting
- XXII. Support verification of infrastructure-related outputs and indicators.

How to apply

Applications should be accompanied by a detailed Curriculum Vitae, copies of certificates and testimonials, proof of experience MUST be attached and at least three competent referees, one of whom must be a current or previous employer should be received not later than **15th May, 2026, 5:00 pm, East African Time.**

All applications should be signed and 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, Room1), Embassy House

The detailed advert can be accessed and viewed on the Ministry of Education Web site via **www.education.go.ug**

Dr. Kedrace R. Turyagyenda

PERMANENT SECRETARY