



External Advert

The National Building Review Board is a government agency under the Ministry of Works and Transport, established by the Building Control Act, 2013. The Act seeks to consolidate, harmonize and amend the law relating to the erection of buildings including providing for building standards.

The Board therefore invites applications from suitably qualified Ugandans to fill the following positions:-

1. Senior Finance Officer. (01)
2. Senior Procurement Officer (01)
3. Senior Building Officer – Civil/Structural (01)
4. Building Officer – Civil/Structural (01)

All applications should be addressed to the **Executive Secretary, National Building Review Board P.O.Box 7349, KAMPALA-UGANDA** and submitted online on email recruitment@nbrb.go.ug or in person at the National Building Review Board reception **BUT NOT BOTH** not later than April 05, 2021. The detailed advert can be obtained on the Board website www.nbrb.go.ug

Note:

- i. Applications should be accompanied by, Copies of academic Certificates, copy of a National ID, previous employment records and any other relevant document.
- ii. Only shortlisted applicants will be contacted.
- iii. Late submissions **SHALL NOT** be accepted.



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Job Title	:	Senior Finance Officer
Salary Scale	:	NBRB 3
Employment type	:	Contract
Contract duration	:	5 years renewable
Age	:	30 to 50 years

Job Purpose

To implement financial systems and procedures for accountability and control of the Board expenditures in line with the Accounting Standards, Guidelines and the Uganda Public Finance Management Act, 2015

Key Duties and Responsibilities

- i. Assisting in Budget preparations and executing other budget related activities with other departmental heads
- ii. Reconciling the expenditure accruals and prepayments accounts.
- iii. Keeping accurate records for all daily transactions
- iv. Recording accounts payable and accounts receivable
- v. Updating internal systems with financial data
- vi. Preparing monthly, quarterly and annual financial reports
- vii. Reconciling bank statements
- viii. Participating in financial audits

- ix. Tracking bank deposits and payments
- x. Reviewing and implementing financial policies
- xi. Preparing and following up on staff insurance entitlements and maintaining records of insurance policies

Person Specifications

(a) Academic Qualification

- i. A Bachelor's degree (Hons) in Accounting, Commerce, Business Administration (Accounting option) or a related field with a bias in Accounting from a recognized University or Institution.
- ii. Post Graduate qualification in procurement, logistics and supply chain management, Business Administration (Accounting), Business Computing (Accounting)
- iii. Must be a member of the Institute of Certified Public Accountants of Uganda

(b) Working Experience

At least seven (7) years' relevant working experience, four (4) of which should have been in Government or reputable institution

(c) Competences

Technical

- Strategic Thinking
- Financial Management
- Information Communications Technology
- Human Resource Management
- Planning, Organizing and Coordinating

Behavioral

- Accountability
- Leadership and Team work
- Public Relations and Customer care
- Concern for standards
- Knowledge management
- Results Oriented
- Networking

Job Title	:	Senior Procurement Officer
Salary Scale	:	NBRB 3
Employment type	:	Contract
Contract duration	:	5 years renewable
Age	:	30 to 50 years

Job Purpose

To provide guidance and technical advice regarding Procurement and Disposal of Assets function of the Board.

Key Duties and Responsibilities

- i. Facilitating and providing technical support on Procurement planning process, budgeting, control of public resources
- ii. Preparing, compiling and submitting appropriate reports to Contracts committee, Accounting Officer and user departments
- iii. Developing appropriate internal control systems to ensure compliance and conformity with legal and regulatory framework governing Public Procurement and Disposal of Assets function
- iv. Consolidating and reviewing the procurement plan
- v. Coordinating effective management of evaluation process
- vi. Monitoring and appraising the contract management process
- vii. Overseeing the Inventory Management function of the Board

Person Specifications

(a) Academic Qualification:

- i. A Bachelor's degree (Hons) in either procurement, logistics and supply chain management, Business Administration (Procurement), Business Computing (Procurement), Engineering, Quantity Surveying or Architecture from recognizable university or institution
- ii. Post Graduate qualification in procurement, logistics and supply chain management, Business Administration (Procurement), Business Computing (Procurement)
- iii. Professional Qualifications in Procurement (CIPS)

(b) Working Experience

At least seven (7) years' relevant working experience, four (4) of which should have been in Government or reputable institution

(c) Competences

Technical

- Strategic Thinking
- Financial Management
- Information Communications Technology
- Planning, Organizing and Coordinating
- Procurement, Disposal and Contract Management
- Negotiation and Mediation
- Project management

Behavioral

- Leadership and Team work
- Accountability
- Public Relations and Customer care
- Concern for standards
- Knowledge management
- Results Oriented
- Networking

Job Title	:	Senior Building Officer – Civil/Structural
Salary Scale	:	NBRB 3
Employment type	:	Contract
Contract duration	:	5 years renewable
Age	:	30 to 50 years

Job Purpose

To supervise and render technical advice to the Board in the field of Civil/Structural Engineering to guarantee safe and efficient Civil/Structural Engineering installations in buildings that comply with regulatory and ethical standards

Key Duties and Responsibilities

- i. Working with the Manager Compliance to develop a robust monitoring and investigation system for all Civil/Structural Engineering installation matters
- ii. Developing and publishing inspection checklists to be used by the central and local governments Building Control Officers for on-going construction sites
- iii. Inspecting and assessing the works of the building Committees to ensure compliance with the Building Control Act, Building Regulations and the Code
- iv. Ensuring that accidents related to Civil/Structural Engineering installations are well investigated and with reports prepared
- v. Carry out competence and capacity building of Building Control officers
- vi. Assist the Manager Compliance in monitoring in generating the periodic investigation and compliance reports

Person Specifications

(a) Academic Qualification

- i. Bachelor's Degree (Hons) in Civil/structural Engineering from a recognized university or institution
- ii. Postgraduate Qualification in Civil/Structural Engineering or any other related field
- iii. Must be registered with a professional body (ERB) and in possession of a valid practicing license

(b) Working Experience

At least seven (7) years' relevant working experience, four (4) of which should have been in Government or a reputable organization

(c) Competences

Technical

- Strategic Thinking
- Extensive Knowledge of Building Regulations and government Policies on the building sector
- Financial Management
- Information Communications Technology
- Planning, Organizing and Coordinating

- Knowledge of court proceedings

Behavioral

- Concern for standards
- Team work
- Accountability
- Public Relations and Customer care
- Knowledge management
- Results Oriented
- Networking

Job Title : Building Officer – Civil/Structural

Salary Scale : NBRB 4

Employment type : Contract

Contract duration : 5 years renewable

Age : 28 to 50 years

Job Purpose

To guarantee safe and efficient Civil/Structural Engineering installations in buildings that comply with regulatory and ethical standards

Key Duties and Responsibilities

- Working with the Senior Building Officer- Civil/Structural to develop a robust monitoring and investigation system for all buildings
- Assisting the Senior Building Officer- Civil/Structural in developing inspection checklists that would be used by Building Control Officers for on-going construction sites
- Inspecting and assessing the works of the building Committees to ensure compliance with the Building Control Act, Building Regulations and the Code
- Coordinating investigations of accidents related to Civil/Structural nature with reports prepared
- Carrying out competence and capacity building of Building Control officers
- Generating the periodic investigation and compliance reports

Person Specifications

(a) Academic Qualification:

- i. Bachelor's Degree (Hons) in Civil/Structural Engineering from a recognized university or institution
- ii. Must be registered with a professional body (ERB) and in Possession of a valid practicing license

(b) Working Experience

At least five (05) years' relevant working experience three (3) of which should have been in Government or a reputable organization

Competences

Technical

- Analytical skills
- Extensive Knowledge of Building Regulations and government Policies on the building sector
- Information Communications Technology
- Planning, Organizing and Coordinating
- Knowledge of court proceedings

Behavioral

- Concern for standards
- Team work
- Accountability
- Public Relations and Customer care
- Results Oriented

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