



**EXTERNAL ADVERT FOR VARIOUS POSITIONS AT NATIONAL BUILDING REVIEW BOARD (NBRB) 2022**

**VACANCY ANNOUNCEMENT**

The National Building Review Board is a government agency under the Ministry of Works and Transport established by the Building Control Act, 2013. The Board is mandated to monitor building developments; ensure that the design and construction of buildings and utilities to which the public is to have access cater for persons with disabilities; oversee, inspect and monitor the operations of Building Committees; hear and determine appeals from persons dissatisfied with the decisions of a Building Committee; and to determine the fees to be charged by urban and district building committees for approval of plans, issue of building permits and occupation permits.

The Board invites application from qualified and competent individuals through the Open National market Approach to fill the following vacant positions.

Position	No. of Vacancies	Code
Technical Assistant	1	NBRB 001
Manager ICT	1	NBRB 002
Manager Investigations	1	NBRB 003
Senior Internal Auditor	1	NBRB 004
Senior Policy and Planning Officer	1	NBRB 005
Senior Human Resource Officer	1	NBRB 006
Senior Investigations Officer – Civil/Structural	1	NBRB 007
Investigations Officer – Civil/Structural	1	NBRB 008
Investigations Officer-Electrical	1	NBRB 009
Building Officer-Architectural	1	NBRB 010
Building Officer-Civil/Structural	1	NBRB 011
Standards Officer	1	NBRB 012
Legal Officer	1	NBRB 013
Internal Auditor	1	NBRB 014
Research Officer	1	NBRB 015
ICT Support Officer	1	NBRB 016
Assistant Inventory Management officer	1	NBRB 017
Stenographer Secretary	1	NBRB 018
Drivers	3	NBRB 019

Please visit [www.nbrb.go.ug/careers/](http://www.nbrb.go.ug/careers/) for detailed advert with Job specifications.

All applications should be addressed to the **Executive Secretary, National Building Review Board P.O. Box 7349, KAMPALA UGANDA** and submitted online in a single PDF document to [recruitment@nbrb.go.ug](mailto:recruitment@nbrb.go.ug) not later than **Friday 23<sup>rd</sup> September 2022**.

**Note:**

- Applications should be accompanied by latest detailed CV, Copies of certified academic Certificates and transcripts, copy of the National ID, copy of a valid practicing License (where necessary), Valid driving license for drivers, and any other relevant document.
- Only shortlisted applicants will be contacted.
- Late submissions SHALL NOT be accepted.

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Sept 02, 2022



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REVIEW BOARD (NBRB) 2022**

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Manager ICT	1	NBRB 002
Manager Investigations	1	NBRB 003
Senior Internal Auditor	1	NBRB 004
Senior Policy and Planning Officer	1	NBRB 005
Senior Human Resource Officer	1	NBRB 006
Senior Investigations Officer – Civil/Structural	1	NBRB 007
Investigations Officer – Civil/Structural	1	NBRB 008
Investigations Officer-Electrical	1	NBRB 009
Building Officer-Architectural	1	NBRB 010
Building Officer-Civil/Structural	1	NBRB 011
Standards Officer	1	NBRB 012
Legal Officer	1	NBRB 013
Internal Auditor	1	NBRB 014
Research Officer	1	NBRB 015
ICT Support Officer	1	NBRB 016
Assistant Inventory Management officer	1	NBRB 017
Stenographer Secretary	1	NBRB 018
Drivers	3	NBRB 019

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## VACANCY DETAILS

CODE	Position
<b>NBRB 001</b>	<p><b>Job title:</b>                   <b>Technical Assistant</b>  <b>Salary Scale:</b>           <b>NBRB 3</b>  <b>Reports to:</b>               <b>Executive Secretary</b>  <b>Job Purpose</b></p> <ul style="list-style-type: none"> <li>i. Under the direction of the Executive Secretary (ES), the Technical Assistant serves as point of contact for the ES coordinating activities and projects with other agencies and directorates of the Organization.</li> <li>ii. Assists Directors, Managers and their staff with various projects and activities coordinated out of the Office of the ES.</li> <li>iii. Prepares notices, correspondences and various reports.</li> <li>iv. Prioritizes workload, complies with deadlines and works on multiple tasks with rapidly changing deadlines.</li> <li>v. Maintains professional working relationships with Organization staff and individuals served by the Organization.</li> <li>vi. The Technical Assistant works under minimal supervision, with considerable latitude for the use of initiative and independent judgment</li> </ul> <p><b>Essential Job Functions:</b></p> <ul style="list-style-type: none"> <li>i. Accepting and making phone calls and emails on behalf of the Executive.</li> <li>ii. Scheduling meetings and booking meeting rooms.</li> <li>iii. Setting the Executive's daily schedule.</li> <li>iv. Reviewing incoming reports and handling all correspondence directed to the Executive.</li> <li>v. Acting as the point of contact between the executive and colleagues and stakeholders.</li> <li>vi. Researching a variety of topics.</li> <li>vii. Managing events.</li> <li>viii. Coordinating travel arrangements.</li> <li>ix. Managing office documentation, filing and databases.</li> <li>x. Producing reports and presentations.</li> <li>xi. Managing assistants and delegating tasks.</li> </ul> <p><b>Knowledge Skills &amp; Abilities</b></p> <p>The Assistant to the ES shall possess sound knowledge of generally accepted office procedures and the mandate and functions of NBRB. The Technical assistant shall possess the following skills and abilities;</p> <ul style="list-style-type: none"> <li>i. Organizational Skills</li> </ul>

  
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- ii. Multitasking ability
- iii. Effective Time Management
- iv. Effective Communication Skills
- v. Data Entry ability
- vi. People Skills
- vii. Persuasion skills
- viii. Problem-Solving skills
- ix. Sufficient Self- Composure
- x. Decision-Making ability
- xi. Technical savvy/ perception
- xii. Tenacity
- xiii. Sound Discretion
- xiv. Event Coordination ability
- xv. Leadership skills
- xvi. Pay attention to Detail
- xvii. Adaptability
- xviii. Anticipation ability
- xix. Humility – ability to play a back-end role

**PERSON SPECIFICATIONS**

**Minimum Qualifications**

- i. Bachelor of Science degree in Architecture, Civil /structural Engineering, Electrical Engineering or any other related discipline from an accredited university
- ii. Master’s degree in any of the above fields or Management.
- iii. A post graduate qualification in Administration or Management is considered an added advantage, but related work experience may substitute for the post graduate qualification
- iv. Experience of eight (8) years with complex, executive level coordination and written communications.
- v. Experience coordinating work between organizational units.

**Job title:**                   **Manager ICT**  
**Salary Scale:**           **NBRB 3**  
**Reports to:**               **Director Finance and Administration**

**PURPOSE**

Provision of strategic leadership on policies, planning, development, and implementation of organizationally aligned ICT strategies and capability to improve operational efficiency.

**DUTIES AND RESPONSIBILITIES**

- i. Develop policies, structures and systems to effectively and efficiently manage the ICT resources.
- ii. Develop, implement and review the IT strategy and provide periodic progress updates.
- iii. Coordinate installation, setup and maintenance of new and existing systems, application and hardware.
- iv. Review and approve, software business requirements, including scoping, scheduling, and implementation.
- v. Manage and monitor implementation of ICT projects.
- vi. Advise management on required ICT systems and hardware’s based on

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- current and future business needs, current technological advancements and innovations.
- vii. Review user requests for new, modified or updated software application programmes to determine feasibility and compatibility with the current system.
  - viii. Conduct risk assessment and management of ICT systems and infrastructure and exploitation of opportunities.
  - ix. Supervise and review of business continuity plans, disaster recovery plans and emergency response.
  - x. Supervise staff in the ICT department
  - xi. Develop and implement the annual ICT Budget and work plan
  - xii. Design and implement information security procedures covering information system applications and infrastructure.

### **PERSON SPECIFICATIONS**

#### **Minimum Qualifications**

- i. Honors Bachelor's degree in Computer Science, Information Systems, Information Technology or Telecommunications Engineering, Software engineering from a recognized University.
- ii. A Master's degree in any of the above fields from a recognized University.

#### **Desirable qualifications**

- iii. Professional recognized certifications in the above fields.
- iv. Membership to a recognized professional body.
- v. Previous exposure and experience in HTML5, CSS, AJAX, PHP, C#, ASP.NET and JavaScript, object-oriented design skills plus familiarity with IIS, WAMP and LAMP environments.
- vi. Previous exposure and experience in Mobile Applications Development.
- vii. Experience with Scrum/Agile development methodologies.

#### **Experience**

- A minimum of Eight (8) years relevant work experience, 4(four) of which must have been served at senior ICT officer level or equivalent in a reputable organization.

#### **Competencies**

##### **Technical**

- i. Strategic Planning skills
- ii. Project Planning skills
- iii. Change Management skills
- iv. Advanced computer skills (hardware and software)
- v. Knowledge of multiple operating systems (e.g. windows, Linux, etc.)
- vi. Analytical skills
- vii. Quality Control & orientation skills
- viii. Financial management
- ix. Accountability

##### **Behavioral**

- i. Communication skills
- ii. Coaching and mentoring
- iii. Creative and System thinking Skills
- iv. Interpersonal skills
- v. Leadership skills

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vi. Time management

**Job Title:** Manager Investigations  
**Salary Scale:** NBRB 3  
**Reports To:** Director Technical Services  
**Duties:**

- i. Responsible for developing a robust investigation system that will help the Board deliver on its mandate.
- ii. Responsible for coordination of investigations and reporting in order to facilitate the resolution of issues and initiate prompt enforcement outcomes in accordance with the relevant building control legislation, regulations and standards. The incumbent will oversee the day-to-day operation of all the investigations in the department.
- iii. Coordinate and work with other staff to manage a robust investigation system, investigate complaints from the all stakeholders and the nationwide building and building-related accidents in order to document the result and propose measures to alleviate such occurrences in future for consideration by the NBRB management and Board.
- iv. Lead in on-going review and implementation of the investigation activities to ensure responsiveness of the public to regulations and laws governing the Building Industry.
- v. Provide support to the Board teams at various levels to conduct frequent and routine appeal reports verification and merit assessment exercise and offer technical guidance in interpretations and advice for resolutions.
- vi. On a regular basis, prepare and ensure timely submission to the Board claims for appeals of decisions by the Building committees and any other related submissions, including developing tracking mechanisms to ensure timely responses are achieved.
- vii. Manage investigations, interviewing correspondences and summarizing findings.
- viii. Interface with law enforcement agencies such as the Uganda Police Force and Local governments and others.
- ix. Perform background checks and due diligence on reported matters to the board, regulation violations and related matters.
- x. Provide leadership for knowledge management and documentation for the board with emphasis on dissemination and lessons learned.
- xi. Any other duties that may be assigned from time to time.

**Person Specifications:**

- i. Master's degree in Architecture, Civil/Structural Engineering, Electrical Engineering or any other related discipline from a recognized University.
- ii. Hons Bachelor's degree in Architecture, Civil/Structural Engineering,

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Electrical Engineering or Mechanical Engineering from a recognized University.

- iii. REGISTRATION with a professional body and possession of a VALID practising license is a MUST.
- iv. At least Eight (8) years' relevant working experience, SEVEN of which should have been in a reputable, busy and organized institution.
- v. Demonstrated experience in working in a leadership role in an organization/business unit/project with diverse professionals.

**Added Advantage**

- i. Internationally recognized professional qualifications or membership of nationally and internationally recognized professional bodies.
- ii. Other qualifications in corporate governance or arbitration.

**Character and Competencies**

- i. Excellent track record of high integrity.
- ii. Foresightedness and strategic decision-making skills.
- iii. Evidence of ability to interact, work with and support the activities of the Board and employees.
- iv. Analytical Skills
- v. Excellent communication and advocacy skills
- vi. Possess the ability to work under tight deadlines
- vii. Good knowledge and understanding of Building regulation problems in Uganda and the current government's policies and strategies to address them
- viii. Ability to provide strategic leadership to a complex organization in a dynamic regulatory environment
- ix. Ability to work with regional and international regulatory agencies on regulatory initiatives.
- x. Demonstration of a clear view of how building regulation can contribute to an improved construction industry.
- xi. Computer literacy skills.
- xii. Very good knowledge of the applicable national and international construction Laws.

**Job Title:** Senior Internal Auditor  
**Salary Scale:** NBRB 4  
**Reports to:** Executive Secretary/Board  
**Job Purpose**

To provide independent assurance to the Board that the Board's risk management, governance and internal control processes are operating effectively.

**Key Duties and Responsibilities**

- i. Develop and implement audit plans based on risk profile of the Board.
- ii. Ensures that planned assignments are conducted in compliance with existing procedures, rules and regulations.
- iii. Conduct on spot and special Internal Audit assignments

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- iv. Develop and implement the internal Audit Manual.
- v. Review and submit periodic internal audit reports.
- vi. Develop the risk management framework of the Board, and subsequently report to the Board.
- vii. Assess implementation of audit recommendations both internal and external
- viii. Support the external audit process.
- ix. Review and update the corporate risk register.
- x. Supervise staff in the department

**Person/Job Specification**

**Minimum qualifications**

- i. An honors bachelor's degree in Finance and Accounting, Business Administration/ Commerce with a bias in Accounting from a recognized institution or Full professional qualification in ACCA, CPA or CMA with a Post Graduate Diploma in Management.
- ii. Full professional qualifications in either ACCA, CPA, CIA or CMA. Must be a member of ICPA-U

**Desirable**

- i. A Master's degree in any of the above fields from a recognized Institution.
- ii. Membership to the Institute of Internal Auditors Uganda (IIA).

**Experience**

- i. Five (5) years of working experience three (3) of which must have been served at Internal Auditor level or equivalent level in Government or its equivalent in a reputable organization

**Competencies**

**Technical**

- i. Audit Strategy and Planning
- ii. Risk, Control, and Governance
- iii. Audit Reporting
- iv. Analytical skills
- v. ICT

**Behavioural**

- i. Ethics and Integrity
- ii. Confidentiality
- iii. Innovativeness
- iv. Decision Making and Problem Solving
- v. Communication skills (Oral and written)
- vi. Interpersonal skills
- vii. Leadership Skills

**Job title:** Senior Policy and Planning Officer

**Salary Scale:** NBRB 4

**Reports To :** Executive Secretary

**PURPOSE**

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To lead the planning function of the Board, including the development and implementation of the Board Strategy.

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## **DUTIES AND RESPONSIBILITIES**

- i. Facilitate the formulation of the Board's Strategic Plan and ensure alignment with best practices and international standards, sector and Government policies, strategies and priorities
- ii. Plan and coordinate the preparation, organisation and implementation of annual board workplans and ensure alignment with the Board Strategic Plan
- iii. Liaise with the Directorate of Finance & Administration to support the preparation of the annual corporate workplan and budget
- iv. Prepare the Board's quarterly reports and the Annual Performance Report on the implementation of the workplan
- v. Undertake policy reviews and analysis
- vi. Participate in resource mobilization drives of the Board
- vii. Conduct periodical review of the Board Strategic Plan.
- viii. Provide cross department/directorate advice and support in the development of monitoring plans;
- ix. Contribute to directorate(s) meetings to support determination of how they can achieve the strategic planning outcomes;
- x. Ensure monitoring guidelines and standards are met;
- xi. Keep track of the challenges and issues raised through monitoring reports;

## **PERSON SPECIFICATIONS**

### **Minimum Qualifications**

- i. An Honors Bachelor's degree in either Economics, Statistics, Business Administration, Finance, Economics or Mathematics from a recognized institution.
- ii. A Postgraduate diploma in M&E from a recognized institution.

### **Desirable Qualifications**

- iii. Master's Degree or equivalent qualification in any of the above fields, from a recognized institution, is an added advantage.
- iv. PMP Certification

### **Experience**

- i. At least Five (5) years relevant experience, 2 of which must be in development programmes, results-based management, logical framework approach, strategic planning processes, and tools, at an officer level in a government institution or in a reputable institution.
- ii. Knowledge of Public Service and labour sector policies and strategies.

### **Competencies:**

#### **Technical**

- i. Analytical skills
- ii. Report writing skills
- iii. Critical thinking skills
- iv. Research and planning skills
- v. Proficiency in use of Microsoft office packages

#### **Behavioural**

- vi. Ability to make objective decisions
- vii. Communication skills
- viii. Interpersonal skills

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- ix. Planning & organizing skills
- x. Time management skills
- xi. Leadership skills

**Job title: Senior Human Resource Officer**  
**Salary Scale: NBRB 4**  
**Reports to: Manager Human Resource & Administration**  
**Purpose of the Job:**

To implement, interpret and give technical guidance in regard to Human Resource Policies and procedures in NBRB

**DUTIES AND RESPONSIBILITIES**

- i. Review and update existing Human Resource policies and procedures in line with the statutory requirements and good practice.
- ii. Provide professional advisory services to departments on human Resource management and HR policy implementation as necessary.
- iii. Ensure efficient and effective management of employee records/ data
- iv. Participate in the formulation, implementation and monitoring of annual human resource budgets and work plans.
- v. Coordinate the training and development function of the Board.
- vi. Provide guidance to employees on the interpretation of policies, terms and conditions of service and any other issues as spelt out in the Human Resource Policy and Procedures Manual
- vii. Participate in the development of departmental annual performance targets and provide technical support to line managers in maintaining effective performance management in their respective departments.
- viii. Implementation of the Board's safety, health and security programmes.
- ix. Administer provision of employee medical and other insurance packages and other employee welfare programmes
- x. Supervise and appraise staff in Human Resource Section

**Person/Job Specifications**

**Required**

- i. An Honors Bachelor's degree in Human Resource Management, Business Administration, Industrial/ Organizational Psychology, Social Sciences, Social Work, and Social Administration from a recognized University.
- ii. Post graduate diploma in Human Resource Management or Public Administration and Management
- iii. Registered member of HRMAU or any other relevant Human Resource Professional body.

**Desired**

Master's in human resource management or Business Administration

**Experience**

At least five (05) years' relevant working experience of which two (2) should have been served at Human Resource Officer level or its equivalent in a reputable organisation

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## **Competencies**

### **Technical**

- i. Coaching and mentoring skills.
- ii. Human Resource Management
- iii. ICT

### **Behavioural**

- i. Supervisory skills
- ii. Communication skills
- iii. Interpersonal skills
- iv. Leadership skills
- v. Decision-making skills
- vi. Time management

**Job Title:** Senior Investigations Officer –Civil/Structural

**Salary Scale:** NBRB 4

**Reports To:** Manager Investigations

### **Duties:**

- i. Working with the Manager Investigations to develop a robust investigation system for all buildings.
- ii. Plan, organize and execute investigation activities and reporting in order to facilitate the resolution of issues and initiate prompt enforcement outcomes in accordance with the relevant building control legislation, regulations and standards. Prepare concise and timely reports on activities related to investigations as required.
- iii. Monitor the application of investigation policies, processes and procedures relating to building control to determine their relevance and effectiveness when applied in investigative activities and recommend revision where necessary.
- iv. Identify and assess compliance of building practices with reference to the Building Control Act, 2013, National Building Code and other relevant laws and regulations and technically determine suitable penalties to be imposed as a result of breaches of building control laws, regulations and standards.
- v. Provide clients with clear, consistent technical advice and direction that demonstrates utmost professionalism, transparency, impartiality, integrity and sound judgment.
- vi. Investigate and respond to complaints from members of the community about non-compliant building activities, ensure that appropriate follow-up action is taken making sure that all recommendations and decisions are based on sound risk assessment and that a proportionate compliance strategy is applied that considers public interest factors.
- vii. Apply technical expertise and interpersonal communication skills to convey information and manage community expectations about responsible building practices.
- viii. Create positive and meaningful engagement or synergies with key internal and external stakeholders, such as District Local Governments, Urban Authorities, Ministries, other government agencies, law enforcement agencies, professional bodies and industry organizations etc to promote and strengthen building control initiatives and to ensure the effective and efficient functioning of the investigative process.
- ix. Liaise with relevant stakeholders to obtain information about allegations of unlawful building practices.
- x. Supervise, coordinate and evaluate team members' work and performance.

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- xi. Manage the security and storage of information, evidence and documents related to investigations.
- xii. Attend court and other legal proceedings to provide evidence on matters relating to cases that have been investigated as may be required.
- xiii. Perform any other related duties assigned by the Supervisor.

**Person Specifications:**

- i. Bachelor’s Degree (Hons) in Civil/Structural Engineering from a recognized institution.
- ii. REGISTRATION with a professional body (ERB) and Possession of a VALID practising license is a MUST
- iii. At least Six (06) years working experience in Government or a reputable organization as an Engineer or its equivalent;
- iv. A Postgraduate qualification in Civil/Structural Engineering or any other related field.

**Character and Competencies**

- i. Innovative and with a proven high level of integrity
- ii. Ability to work independently and in a team
- iii. Proven track record of outstanding performance
- iv. Excellent interpersonal and communication skills
- v. Exceptional interview and interrogation skills
- vi. Track record of training mentoring others
- vii. Knowledge of the building and construction industry.
- viii. Advanced mathematical skills, highly developed conceptual, analytical and problem-solving skills in a specialist technical environment.
- ix. Knowledge of court proceedings, methods of evidence-handling including testifying in court.
- x. Ability to read/review, easily understand, interpret and explain complex blueprints and construction designs coupled with the ability to write simple but thorough technical reports.
- xi. A good eye for detail to ensure accuracy and completeness of all investigative material.
- xii. Ability to make difficult decisions based purely on evidence.

**Additional Information**

Position may require flexibility in work hours, including extended and overtime hours in sometimes difficult and stressful conditions. It also entails significant travel inland.

**Job Title** : **Investigations Officer – Civil/Structure**  
**Salary Scale** : **NBRB 5**  
**Reports to** : **Senior Investigations Officer Architectural**  
**Job Purpose**

To undertake thorough and comprehensive investigations into civil/structural building-related accidents and building related environmental complaints or hazards using physical evidence and scientifically sound methods.

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**Key Duties and Responsibilities**

- i. Supporting the Senior Investigations Officer – civil/structural to develop a

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robust investigation system for civil/structural engineering matters on buildings

- ii. Monitoring the application of investigation policy processes and procedures relating to building control to determine their relevance and effectiveness when applied in investigative activities and recommend revision where necessary
- iii. Identifying and assessing compliance of building practices with reference to the Building Control Act, 2013, National Building Code and other relevant laws and regulations and technically determine suitable penalties to be imposed as a result of breaches of building control laws, regulations and standards
- iv. Providing clients with technical advice that demonstrates utmost professionalism, transparency, impartiality, integrity and sound judgment
- v. Providing clients with clear and consistent technical advice to strengthen building control initiatives
- vi. Working hand in hand with the Senior Investigations Officer – civil/structural to investigate and respond to complaints
- vii. Making appropriate follow-up and recommending sound compliance strategies
- viii. Providing technical expertise and interpersonal communication skills to convey information and manage community expectations about responsible building practices
- ix. Liaising with relevant stakeholders to obtain information about allegations of unlawful building practices
- x. Attending court and other legal proceedings to provide evidence on matters relating to cases that have been investigated as may be required

#### **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 Four (04) years working experience in Government or a reputable organization as an Engineer or its equivalent

#### **Competences**

##### **Technical**

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

##### **Behavioral**

- i. Concern for standards
- ii. Team work
- iii. Accountability
- iv. Public Relations and Customer care
- v. Results Oriented

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- vi. Knowledge management
- vii. Results Oriented
- viii. Networking

**Job Title : Investigations Officer – Electrical**  
**Salary Scale : NBRB 5**  
**Reports to : Senior Investigations Officer Electrical**  
**Job Purpose**

To undertake thorough and comprehensive investigations into electrical building-related accidents and building related environmental complaints or hazards using physical evidence and scientifically sound methods

**Key Duties and Responsibilities**

- i. Supporting Senior Investigations Officer - Electrical to develop a robust investigation system for mechanical engineering matters on buildings
- ii. Monitoring the application of investigation policy processes and procedures relating to building control to determine their relevance and effectiveness when applied in investigative activities and recommend revision where necessary
- iii. Identifying and assessing compliance of building practices with reference to the Building Control Act, 2013, National Building Code and other relevant laws and regulations and technically determine suitable penalties to be imposed as a result of breaches of building control laws, regulations and standards
- iv. Providing clients with technical advice that demonstrates utmost professionalism, transparency, impartiality, integrity and sound judgment.
- v. Providing clients with clear and consistent technical advice to strengthen building control initiatives
- vi. Working hand in hand with the Senior Investigations Officer – Electrical to investigate and respond to complaints
- vii. Making appropriate follow-up and recommending sound compliance strategies
- viii. Liaising with relevant stakeholders to obtain information about allegations of unlawful building practices
- ix. Attending court and other legal proceedings to provide evidence on matters relating to cases that have been investigated as may be required

**Person Specifications**

**Academic Qualification**

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

**Working Experience**

At least Four (04) years working experience as an Electrical Engineer in Government or a reputable organization as an Engineer or its equivalent;

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**Competences**

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**Technical**

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

**Behavioural**

- i. Concern for standards
- ii. Team work
- iii. Accountability
- iv. Public Relations and Customer care
- v. Results Oriented

Job Title : **Building Officer – Architecture**

Salary Scale : **NBRB 5**

Reports to : **Senior Building Officer -Architecture**

**Job Purpose**

To guarantee safe and efficient Architectural Engineering installations in buildings that comply with regulatory and ethical standards

**Key Duties and Responsibilities**

- i. Working with the Senior Building Officer- Architecture to develop a robust monitoring and investigation system for all buildings.
- ii. Assisting the Senior Building Officer- Architecture in developing inspection checklists that would be used by 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. Coordinating investigations of accidents related architectural nature with reports prepared
- v. Carrying out competence and capacity building of Building Control officers
- vi. Generating the periodic investigation and compliance reports

**Person Specifications****(a) Academic Qualification**

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

**(b) Working Experience**

At least Four (04) years working experience as an Architectural Engineer in Government or a reputable organization as an Engineer or its equivalent

**Competences****Technical**

**NBRB  
010**

- i. Analytical skills
- ii. Extensive Knowledge of Building Regulations and government Policies on the building sector

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- iii. Information Communications Technology
- iv. Planning, Organizing and Coordinating
- v. Knowledge of court proceedings

**Behavioral**

- i. Concern for standards
- ii. Team work
- iii. Accountability
- iv. Public Relations and Customer care
- v. Results Oriented

Job Title : **Building Officer – Civil/Structural**  
 Salary Scale : **NBRB 5**  
 Reports to : **Senior Building Officer – Civil/Structural**  
 Job Purpose

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 Senior Building Officer- Civil/Structural to develop a robust monitoring and investigation system for all buildings
- ii. Assisting the Senior Building Officer- Civil/Structural in developing inspection checklists that would be used by 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. Coordinating investigations of accidents related to Civil/Structural nature with reports prepared
- v. Carrying out competence and capacity building of Building Control officers
- vi. 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 Four (04) years working experience as a Civil/structural Engineer in Government or a reputable organization as an Engineer or its equivalent

**Competences**

**Technical**

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

**Behavioral**

**NBRB  
011**

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- i. Concern for standards
- ii. Team work
- iii. Accountability
- iv. Public Relations and Customer care
- v. Results oriented

**Job Title** : **Standards Officer**  
**Salary Scale** : **NBRB 4**  
**Reports to** : **Senior Standards Officer**  
**Job Purpose**

To assist in maintaining, interpreting and developing the Building regulations and certification standards

**Key Duties and Responsibilities**

- i. Partnering with research unit to align and prioritize current and future new construction technology development initiatives in support of the Board's initiatives of improving the building industry objectives
- ii. Managing cross functional engineering output developments including Architectural, Electrical, Structural, and Mechanical
- iii. Advising on the Board on the types of construction materials to be recommended or be prohibited as building materials in the industry
- iv. Developing a practical and working knowledge of construction processes and interact with key stakeholders to recommend solutions that best meet the technical needs of the construction industry
- v. Evaluating state of construction industry procedures so as to identify areas to improve standards, simplify, and enhance functionality and/or transition to effective solutions to improve quality and reliability of buildings
- vi. Developing and applying consistent, standardized development processes that are regularly updated through lessons learned from previous projects

**Person Specifications**

**(a) Academic Qualification:**

- i. Bachelor's Degree (Hons) in Architecture, Quantity Surveying or Engineering from a recognized university or institution
- ii. Must be registered with a professional body and in Possession of a valid practicing license

**(b) Working Experience**

At least four (04) years' relevant working experience as an Engineer or QS in Government or a reputable organization.

**Competences**

**Technical**

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

**Behavioral**

- i. Concern for standards

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- ii. Team work
- iii. Accountability
- iv. Public Relations and Customer care
- v. Results Oriented

**Job title:** Legal Officer  
**Salary scale:** NBRB 5  
**Reports to:** Senior Legal Officer

**Job purpose**

To identify legal issues within the organization and provide legal analysis and possible legal solutions.

**Key duties and responsibilities**

- i. Participate in assessing legal implications in the Board’s dealings with licensed other operators who carry on other business that falls within the purview of the Building Control Act 2013 and other pertinent laws and regulations
- ii. Interpret the Building Control Act and other pertinent laws and regulations, to assist in the enforcement together with its related regulations as the need may arise.
- iii. Assist in managing the Complaints Desk
- iv. Assist in monitoring enactments of laws and regulations and assess their impact on the operations of the Board
- v. Conduct legal research to support internal and external counsel
- vi. Participate in reviewing drafting regulations & Guidelines
- vii. Prepare a summarized report on complaints, on a monthly basis or at other intervals as the need may arise.
- viii. Provide legal advice to Board.

**Person specifications**

**Minimum qualifications**

- i. An honor’s Bachelor’s degree of Laws from a recognized University.
- ii. Post graduate Diploma in Legal Practice.
- iii. Advocate of the High Court of Uganda

**Working Experience**

Minimum of 2 (Two) years’ post enrolment, relevant working experience in a reputable organization.

**Competencies**

**Technical**

- i. Knowledge of legal and regulatory provision
- ii. Strategic Planning and Implementation
- iii. Negotiation skills
- iv. Analytical skills

**Behavioural**

- i. Communication skills
- ii. Leadership skills

**NBRB  
013**

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- iii. Decision making
- iv. Interpersonal skills
- v. Confidentiality
- vi. Coaching and mentoring

**Job Title:** Internal Auditor  
**Salary Scale:** NBRB 5  
**Reports to:** Senior Internal Auditor  
**Job Purpose**

To provide independent assurance to the Board that the Board's risk management, governance and internal control processes are operating effectively.

**Key Duties and Responsibilities**

- i. Evaluate internal controls to ascertain audit risks and the appropriateness of risk management policies and procedures.
- ii. Prepare the annual audit plan.
- iii. Monitor execution of audit programs including routine financial audit; performance audit, IT audit and other special audits.
- iv. Collect information and prepare audit working papers
- v. Follow-up implementation of audit recommendations both internal and external
- vi. Verify payments and accountabilities to ascertain authenticity and completeness
- vii. Compile audit findings and prepare report.

**Person/Job Specification**

**Minimum qualifications**

An honors bachelor's degree in either Finance and Accounting, Business Administration/ Commerce with bias in Accounting or Statistics from a recognized institution or Full Professional Qualification in CPA, ACCA or CMA with a Postgraduate qualification in Management.

**Desirable**

- i. A Master's degree in any of the above fields from a recognized Institution
- ii. Membership of Institute of Internal Auditors Association (IIA)
- iii. Full professional qualifications in either ACCA, CPA, or CRM

**Working Experience**

Minimum of 2 (Two) years relevant working experience in a reputable organization in Audit or Finance department

**Competencies**

**Technical**

- i. Audit Strategy and Planning
- ii. Audit Reporting
- iii. ICT
- iv. Analytical skills

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014**

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**Behavioural Competencies**

- i. Ethics and Integrity
- ii. Confidentiality
- iii. Innovative and Proactive
- iv. Decision Making and Problem Solving
- v. Effective Communication
- vi. Interpersonal skills
- vii. Leadership

**Job Title** : **Research Officer**  
**Salary Scale** : **NBRB 5**  
**Reports to** : **Senior Research Officer**  
**Job Purpose**

To assist the Senior Research Officer in coordinating the procedures and details of the research function of the Board

**Key Duties and Responsibilities**

- i. Assisting in formulation of Policies, guidelines, procedures and standards for Research and Development
- ii. Promoting and undertaking Research and Development for building developments
- iii. Participating in the development of artisans and other Scientific Knowledge Interlocutors for adoption at community level
- iv. Promoting product development and commercialization programs for indigenous, emerging and Local Scientific Innovations within the building industry
- v. Participating in the fostering of partnerships among knowledge Generators (Researchers) Knowledge Transformers within the Built Environment and material manufactures
- vi. Supporting transfer -forecasting (transfer, negotiation and adaptation) of appropriate Construction Technologies

**Person Specifications****(a) Academic Qualification:**

- i. Bachelor's Degree (Hons) in Architecture, Quantity Surveying or Engineering from a recognized university or institution
- ii. Must be registered with a professional body and in Possession of a valid practicing license

**(b) Working Experience**

At least four (04) years' relevant working experience in carrying out research studies in Government or a reputable organization

**Competences****Technical**

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

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**015**

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**Behavioral**

- i. Concern for standards
- ii. Team work
- iii. Accountability
- iv. Public Relations and Customer care
- v. Results Oriented

**Job Title: ICT Support Officer****Salary Scale: NBRB 6-1****Reports to: ICT Officer****Duties and Responsibilities**

- i. Providing first level resolutions of user concerns and queries
- ii. Installing and configuring computer hardware, software, systems, networks, printers, and scanners.
- iii. Maintain and troubleshoot all network and computer related issues
- iv. Monitoring and maintaining the system performance and utilization.
- v. Responding in a timely manner to service issues and requests.
- vi. Providing technical support across the company (this may be in person or over the phone).
- vii. managing stocks of equipment, consumables and other supplies.
- viii. Setting up accounts for new users
- ix. Repairing and replacing equipment as necessary.
- x. Testing new technology and system changes.
- xi. Training staff and system users.

**PERSON SPECIFICATIONS****Qualifications**

- i. Honors Bachelor's degree in Computer Science, Information Systems, Information Technology or Telecommunications Engineering, Software engineering from a recognized University.
- ii. Professional recognized certifications in the above fields is an added advantage
- iii. Ability to prioritize and manage multiple tasks simultaneously

**Desired****Experience**

At least Two (2) years' experience in providing information communications technology (ICT) and Administrative support in a reputable organization

**Competencies****Technical**

- i. Advanced computer skills (hardware and software)
- ii. Knowledge of Windows operating systems and Microsoft Office
- iii. Software Development Skills
- iv. System and Creative thinking
- v. Analytical skills
- vi. Troubleshooting

**NBRB  
016****Behavioural**

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Sept 02, 2022



- i. Communication skills
- ii. Effective time management skills
- iii. Team player
- iv. Listening skills
- v. Customer care skills
- vi. Interpersonal skills

**Job Title: Assistant Inventory Management Officer**

**Salary scale: NBRB 6**

**Reports to: Finance Officer**

**PURPOSE**

To manage the inventory function in compliance with the PFMA laws, regulations and guidelines.

**ROLES**

- i. Receive and take charge of certified inventory of stock in the store.
- ii. Prepare Goods Received Noted (GRN) for new deliveries to Board's stores.
- iii. Managing of the distribution of inventories to departments/users by ensuring proper requisitioning, receipt and dispatch.
- iv. Update stores records on a timely basis
- v. Initiate orders for replenishment of inventories/stationery.
- vi. Inspect all procured supplies
- vii. Maintain the fixed assets register.
- viii. Undertake Annual Inventory Planning
- ix. Participate in annual board of survey exercises

**PERSON SPECIFICATIONS**

**Minimum Qualifications**

- A Diploma in either Stores and Inventory Management, Procurement, Logistics Management, Business Administration, International Business, or Accounting from a recognized institution,
- A Bachelor's (Honors) degree in Procurement, Economics, Logistics, Business Administration, International Business, Supply Chain Management or similar field will be an added advantage.

**Experience**

One-year experience in stores, warehouse or inventory management related job in a reputable organization will be an added advantage.

**Competencies**

**Technical**

- i. Records management skills
- ii. Inventory management

**Behavioural**

- i. Communication skills
- ii. Planning & Organizing
- iii. Negotiation skills

**NBRB  
017**

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	iv. Analytical skills v. Interpersonal skills
<b>NBRB 018</b>	<p><b>Job Title: Stenographer Secretary</b></p> <p><b>Salary Scale: NBRB 6-2</b></p> <p><b>Reports To: Administrative Officer</b></p> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>i. Type and present work for signature</li> <li>ii. Take dictations and then transcribe.</li> <li>iii. Receive and files correspondence, minutes and other documents</li> <li>iv. Receive visitors and attend to their queries.</li> <li>v. Organizing meetings and circulating decisions to the relevant action offices</li> <li>vi. Book and schedule appointments for the Head of Department.</li> <li>vii. Receive and dispatch mail.</li> <li>viii. Draft letters and prepare responses to simple routine letters.</li> <li>ix. Maintaining office cleanliness and orderliness</li> </ul> <p><b>Person Specifications</b></p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>i. Should have a Diploma in Secretarial Studies or business administration majoring in Secretarial Studies.</li> <li>ii. Should have 'O' Level Certificate with at least two credit including English language and three passes OR a business qualification in secretarial studies with a credit in English.</li> </ul> <p><b>Experience</b></p> <p>At least 4 years' experience in a similar position in a reputable organization</p> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>i. Time management skills</li> <li>ii. Dependability</li> <li>iii. Public relations and Customer care skills</li> <li>iv. Communication skills</li> <li>v. Initiative</li> <li>vi. ICT</li> <li>vii. Confidentiality</li> </ul> <p>Interpersonal skills</p>
<b>NBRB 019</b>	<p><b>Job title: Driver (3 Positions)</b></p> <p><b>Salary Scale: NBRB 7</b></p> <p><b>Reports to: Administrative Officer</b></p> <p><b>PURPOSE</b></p> <p>To provide transport services to the Board</p> <p><b>DUTIES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>i. Transport staff/visitors.</li> <li>ii. Collect and deliver documents and parcels to various destinations.</li> <li>iii. Carry out pre-driving checks.</li> <li>iv. Maintain a clean vehicle</li> <li>v. Maintain proper records of fuel consumption and timely service of vehicles</li> <li>vi. Verify working condition of the vehicle at all times</li> </ul>

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- vii. Abide by the Transport and Traffic Laws
- viii. Check that the assigned vehicle has a valid road license, motor third-party/comprehensive insurance and car-tracking devices (if installed).

**PERSON SPECIFICATIONS**

**Qualifications**

- i. Ordinary Level certificate of education with a credit in both English and Mathematics
- ii. Valid driving license/permit
- iii. A certificate in defensive driving

**Desired**

Certificate in Mechanics

**Experience**

At least 4 years' experience in driving in a reputable organization

**Competencies**

**Technical**

- i. Troubleshooting vehicle faults.
- ii. Knowledge of traffic laws.

**Behavioural**

- i. Communication skills
- ii. Effective time management skills
- iii. Team player
- iv. Listening skills
- v. Customer care skills
- vi. Interpersonal skills

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