



**NATIONAL
BUILDING
REVIEW
BOARD**

Safe Building, Better Living

2nd floor South Wing, Rume,
Plot 19 Lumumba Avenue,
Tel: +256312421600

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JOB OPPORTUNITIES

National Building Review Board (NBRB) was established under the National Building Control Act, 2013 to promote and ensure planned, decent and safe building structures that are developed in harmony with the environment. NBRB is now inviting applications from suitably qualified Ugandan nationals to fill the vacancies listed below:

*Ref. NBRB23/02. **Technical Assistant** - Scale: NBRB 3 (One Vacancy)*

*Ref. NBRB23/03. **Manager Finance and Accounts** Scale: NBRB 3 - (One Vacancy)*

*Ref. NBRB23/04. **Manager Research and Standards** – Scale: NBRB 3. (One Vacancy)*

*Ref. NBRB23/05. **Administrative Officer** – Scale: NBRB 5 (One Vacancy)*

*Ref. NBRB23/06. **Investigations Officer – Civil/Structural** Scale: NBRB 5 (One Vacancy).*

*Ref. NBRB23/07. **Research Officer** – Scale: NBRB 5. (One Vacancy)*

*Ref. NBRN24/08. **Legal Officer** – Scale: NBRB5 (One Vacancy)*

*Ref. NBRB25/09. **Assistant Accountant** – Scale: NBRB 6 (One Vacancy)*

*Ref. NBRB25/10. **Resident Engineer – National Building Research Centre***

Interested persons may access the detailed job advert at **www.nbrb.go.ug** and shall submit one pdf document containing: an application letter; a Curriculum Vitae; copies of academic, professional as well as any legally required practicing documents; and, a copy of the National Identity Card to *The Executive Secretary, National Building Review Board* using the email address: **newjobs@nbrb.go.ug** before 5:00pm (East African Time) of Friday 10th November 2023.

NBRB – Safe Building, Better Living

Job Title: Technical Assistant

Job title: Technical Assistant

Reports to: Executive Secretary

Job Purpose:

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.

- i. Assists Directors, Managers and their staff with various projects and activities coordinated out of the Office of the ES.
- ii. Prepares notices, correspondences and various reports.
- iii. Prioritizes workload, complies with deadlines and works on multiple tasks with rapidly changing deadlines.
- iv. Maintains professional working relationships with Organization staff and individuals served by the Organization.
- v. The Technical Assistant works under minimal supervision, with considerable latitude for the use of initiative and independent judgment

Key Duties and Responsibilities

- i. Accepting and making phone calls and emails on behalf of the Executive Secretary.
- ii. Scheduling meetings and booking meeting rooms.
- iii. Setting the Executive's daily schedule.
- iv. Reviewing incoming reports and handling all correspondence directed to the Executive.
- v. Acting as the point of contact between the executive and colleagues and stakeholders.
- vi. Researching a variety of topics.
- vii. Managing events.
- viii. Coordinating travel arrangements.

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- ix. Managing office documentation, filing and databases.
- x. Producing reports and presentations.
- xi. Managing assistants and delegating tasks.

Person Specifications:

(a) Academic Qualifications

- i. Bachelor of Science degree in Architecture, Civil/structural Engineering, Electrical Engineering or any other related discipline from an accredited university.
- ii. A post graduate qualification is considered an added advantage, but related work experience may substitute for the post graduate qualification.
- iii. Master's degree in any of the above fields or Management.
- iv. Must be registered with a professional body and in possession of valid practicing license

(b). Working Experience

- i. Experience with complex, executive level coordination and written communications.
- ii. Experience of coordinating work between organizational units.

(c). Competences

The Technical 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:

- i. Organizational Skills
- ii. Multitasking ability
- iii. Effective Time Management
- iv. Effective Communication Skills
- v. Data Entry ability
- vi. People Skills

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- 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

Job Title: Manager Finance and Accounts

Reports to: Director Finance and Administration

Responsible for: Senior Finance Officer, Accountant and Assistant Accountant.

Job Purpose: To provide strategic leadership on implementation of financial systems and procedures for accountability and control of the Board expenditures in line with the Accounting Standards as well as the national financial management legal and policy framework.

Key Duties and Responsibilities

The job holder shall be responsible for:

- i. Leading the financial resources mobilisation strategies and activities
- ii. Reconciling the expenditure accruals and prepayments accounts.
- iii. Keeping accurate financial records
- iv. Updating internal systems with financial data

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- v. Preparing monthly, quarterly and annual financial reports
- vi. Leading the organisation to participate in financial audits
- vii. Tracking and reporting on bank transactions
- viii. Reviewing and implementing financial policies
- ix. Preparing and following up on staff insurance entitlements and maintaining records of insurance policies
- x. Any other duty as may be assigned by mandated authority

Person Specifications:

(a) Academic Qualification:

- i. A Bachelor's degree (Hons) in Accounting, Commerce (Accounting option), Business Administration (Accounting option) or a related field with a bias in Accounting from a recognized University or Institution.
- ii. A Master's degree in Accounting
- iii. Must be a member of the Institute of Certified Public Accountants of Uganda (Accounting)

(b) Working Experience

At least eight (8) years' relevant working experience, four (4) of which should have been at senior level in Government or reputable institution.

(c) Competences

Technical

- i. Strategic Thinking
- ii. Financial Management
- iii. Information Communications Technology
- iv. Human Resource Management
- v. Planning, Organizing and Coordinating

Behavioural:

- i. Accountability
- ii. Leadership and Team work
- iii. Public Relations
- iv. Customer care

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- v. Concern for standards
- vi. Knowledge management
- vii. Results Oriented
- viii. Networking

Job Title: Manager Research and Standards

Reports to: Director Technical Services

Responsible for: Senior Research Officer and Senior Standards Officer

Job Purpose: To provide strategic leadership on the research function of the Board with a view to discover newer technologies that enhance the highest levels of quality, innovations and performance within the building industry

Key Duties and Responsibilities

The job holder shall be responsible for:

- i. Leading the formulation of policies, guidelines, procedures and standards for Research and Development
- ii. Promoting and undertaking Research and Development for building Developments
- iii. Coordinating 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. Coordinating the fostering of partnerships among knowledge Generators (Researchers) Knowledge Transformers within the Built Environment and material manufactures
- vi. Coordinating the transfer -forecasting (transfer, negotiation and adaptation) of appropriate Construction Technologies
- vii. Any other duty as may be assigned by mandated authority

Person Specifications:

(a) Academic Qualification:

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- i. Bachelor's Degree (Hons) in Architecture, Quantity Surveying or Engineering from a recognized University or institution
- ii. A Masters' Degree in Architecture, Quantity Surveying or Engineering or related field from a recognized University or institution
- iii. Must be registered with a professional body and in possession of valid practicing license.

(b) Working Experience

- i. At least eight (8) years' relevant working experience, four (4) of which should have been at senior level in Government or a reputable organization.
- ii. Must have experience in research with evidence of at least two publications in reputable publications done in the last eight (8) years.

(c) Competences

Technical

- i. Strategic Thinking
- ii. Extensive Knowledge of the building and built environment legal and policy framework.
- iii. Financial Management
- iv. Information Communications Technology
- v. Planning, Organizing and Coordinating
- vi. Knowledge of court proceedings

Behavioural:

- i. Leadership
- ii. Concern for standards
- iii. Team work
- iv. Accountability
- v. Public Relations
- vi. Customer care
- vii. Knowledge management
- viii. Results Oriented
- ix. Networking

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Job Title: Administrative Officer

Reports to: Senior Human Resource Officer

Responsible for: Stenographer Secretary, Drivers and Office Attendants

Job Purpose: To provide overall administrative support for the effective and efficient performance of the Board Secretariat.

Key Duties and Responsibilities

The job holder shall be responsible for:

- i. Maintaining and updating the Directorate/Department activity log and following up with the relevant responsible office for implementation in line with the departmental guidelines;
- ii. Assisting in the scheduling and planning of meetings on advice of the supervisor
- iii. Taking the minutes meetings of the directorate and department
- iv. Setting up and maintaining the Department's filing system in line with the applicable guidelines
- v. Ensuring timeliness, cleanliness and tidiness of the office, safe custody, security and confidentiality of official information and documents in the directorate and department
- vi. Preparing departmental expense reports and office budgets.
- vii. Managing the fleet and supporting the staff transport management function
- viii. Any other duty as may be assigned by mandated authority

Qualifications**(i). Academic qualifications**

An Honors Bachelor's Degree in Social Sciences, Development Studies, Social Work and Social Administration or Business Administration/Business Studies (Management option) or Bachelor of Management Sciences, or any Management field from a recognized University or Institution of higher learning.

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(ii) Experience: At least two (2) years of experience in administrative duties gained at officer level in a public or reputable organization.

(c) Competences:

- i. Policy Management
- ii. Running Effective Meetings;
- iii. Public relations
- iv. Customer care;
- v. Communication;
- vi. Ethics and integrity; and
- vii. Concern for quality and standards.

Job Title: Investigations Officer – Civil/Structural

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.

Key Duties and Responsibilities

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

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- 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

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v. Knowledge of court proceedings

Behavioral

i. Concern for standards

ii. Team work

iii. Accountability

iv. Public Relations and Customer care

v. Results Oriented

vi. Knowledge management

vii. Results Oriented

viii. Networking

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

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- 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
- vii. 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

Behavioral

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

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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.

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

Job Title: Assistant Accountant

Reports to: Finance Officer

Job Purpose: To perform general accounting duties involving tracking accountability, vouching for completeness, updating and maintaining books of accounts and, producing routine financial statements and reports

Key duties and responsibilities

The job holder shall be responsible for:

- i. Examining correctness of payment requests, completeness of documentation and certify requisition or, transactions for further processing
- ii. Verifying receipts, match and undertake on-line reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments
- iii. Compiling accountability returns, verify and retire advance ledgers

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- iv. Maintaining primary financial records and up-to-date books of account
- v. Preparing periodic reconciliations of financial statements and carry out monthly cash book reconciliations to bank statements
- vi. Verifying payroll change requests and reports to ensure correctness of computations, payments and deductions; certify and follow-up approval and payment to beneficiaries
- vii. Preparing vouchers

Person Specifications

(a) Academic Qualification:

A Diploma in Accounting or, Financial Management or, Business Studies/ Administration with Accounting and/or Financial Management from an internationally recognized University OR Full a Pre-professional Qualification in Accounting Qualification (ATC or CAT) awarded from recognized Institution.

(b) Working Experience

At least three (3) years' working experience in Government or reputable institution

(c) Competences

Technical

- i. Records and Information management
- ii. Computer Skills
- iii. Book Keeping Skills
- iv. Planning, organizing and Management Skills;
- v. Good judgment and decision making

Behavioral

- i. Accountability
- ii. Concern for standards
- iii. Knowledge management
- iv. Results Oriented

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Job Title: Resident Engineer (Short Term Contract)

Reports to: Inhouse Project Manager

The Resident Engineer at National Building research Center shall be responsible for:

- i. Review and/or ensure the review of contract and design documents.
- ii. Ensure the contractor complies with established quality, time and cost requirements. compliance with set time schedules.
- iii. Monitor and control the activities, resources, and expenditures required to build the project deliverables.
- iv. Review, recommend, and follow up on payments
- v. Establish and undertake a frequent review of quality assurance and quality control systems.
- vi. Participate in the maintenance of an updated project risk Register and ensure effective management of the risks.
- vii. Participate in the maintenance of an updated record of issues that may affect the project implementation.
- viii. Undertake and or coordinate the review of documents and manage the acceptance process for project deliverables.
- ix. Ensure proper project closure and handover of project documents/ resources.
- x. Collecting information, producing and disseminating reports and documents as required.
- xi. Communicating successes and new developments to NBRB.

Qualifications

a). Education:

- i. A bachelor's Degree in Civil Engineering.

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- ii. Possession of a Masters Degree in Civil engineering will be an added advantage
- iii. Must be a Registered Engineer with the Engineers Registration Board

b). Experience:

- i. At least ten (10) years of demonstrable experience working on project development and implementation, including financial/budget management, procurement, and reporting.
- ii. Knowledge and management experience with project management methodologies including results-based management.
- iii. Proven record of managing resources in the private and/or public sectors.
- iv. Proficient computer skills and use of relevant software and other applications.
- v. Knowledge of Ugandan government systems and protocols a plus.

Functional Competencies:

- i. *Knowledge Management and Learning*
- ii. *Development and Operational Effectiveness*
- iii. *Management and Leadership*

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