



**NATIONAL
BUILDING
REVIEW
BOARD**

Safe Building, Better Living

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

JOB ADVERT No.02/2025

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. Our Vision is a regulated and sustainable built environment and we cherish: Teamwork, Integrity, Transparency and Accountability.

To help us realise our mandate, we are now inviting applications from suitably qualified Ugandan nationals to fill the vacancies listed below:

Job Code	Job Title	Vacancies
Ref. NBRB02-25/01	Senior Research Officer - Scale: NBRB 4	One
Ref. NBRB02-25/02	Research Officer – Scale: NBRB 5	One
Ref. NBRB02-25/03	Legal Officer - Scale: NBRB 5	Two
Ref. NBRB02/04	Communications Officer - Scale: NBRB 5	One
Ref. NBRB02-25/05	Driver - Scale: NBRB 7	Two
Ref. NBRB02-25/06	Graduate Trainees – Short Term Contract	<i>Eight (Civil/structural, Electrical, Mechanical, Architecture and Quantity Survey).</i>

Interested persons should access the detailed job advert at **www.nbrb.go.ug** and shall submit one pdf document containing, and in the following order: (i). An application letter; (ii). A current Curriculum Vitae; (iii). Relevant and applicable academic documentation (iv). Valid professional and legally required registration and or practicing certification; (v). A copy of National Identity Card.

Applications should be by email and addressed to:

**The Executive Secretary,
National Building Review Board
external.jobs@nbrb.go.ug**

before 5:00pm (East African Time) of Friday July 4th, 2025.

NBRB – Safe Building, Better Living

Schedule 1 - Detailed Job Descriptions and Person Specifications

Job Title: Senior Research Officer

Salary Scale : NBRB 4

Reports to : Manager Research and Standards

Job Purpose: To assist the Manager Research and Standards in coordinating the procedures and details of the research function.

Key Duties and Responsibilities

- i. Assisting in formulation of policies, guidelines, procedures and standards for Research and Development
- ii. Participate in conducting research using and applying a wide range of methods
- iii. Participate in developing methods and tools to gather, capture, analyse, manage and store data;
- iv. Compile information and prepare research reports to facilitate to facilitate decision making;
- v. Participate in studies on demographics, customer preferences, market needs and habits in the building industry to reveal future trends;
- vi. Participate in fostering partnerships and collaborations among knowledge Generators (Researchers) including Knowledge Transformers within the Built Environment;
- vii. Provide expertise to support the transfer of appropriate building construction methods and technologies;
- viii. Participating in the development of artisans and other Scientific Knowledge Interlocutors for adoption at community level
- ix. Promoting product development and commercialization programs for indigenous, emerging and Local Scientific Innovations within the building industry
- x. Perform other duties as assigned by the supervisor or other mandated authority.

Person Specifications

(a) Academic Qualification:

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

(b) Working Experience

At least five (07) years' relevant working experience four (04) of which should be in a recognized academic or research organisation or public sector organisation.

(c). Evidence of at least one research publication in a reputable publication done in the last five (5) years.

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: 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 NBRB

Key Duties and Responsibilities

- i. Assisting in formulation of policies, guidelines, procedures and standards for Research and Development
- ii. Participate in conducting research using and applying a wide range of methods
- iii. Participate in developing methods and tools to gather, capture, analyse, manage and store data;
- iv. Support the compilation of information and preparation of research reports to facilitate to facilitate decision making;
- v. Participate in studies on demographics, customer preferences, market needs and habits in the building industry to reveal future trends;
- vi. Support in fostering partnerships and collaborations among knowledge Generators (Researchers) including Knowledge Transformers within the Built Environment;
- vii. Support the transfer of appropriate building construction methods and technologies;
- viii. Participating in the development of artisans and other Scientific Knowledge Interlocutors for adoption at community level
- ix. Promoting product development and commercialization programs for indigenous, emerging and Local Scientific Innovations within the building industry
- x. Perform other duties as assigned by the supervisor or other mandated authority.

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 five (05) years' relevant working experience two (02) of which should be in a recognized academic or research organisation.

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 4

Reports to : Senior Legal Officer

Job purpose: To lead the identification and analysis of legal issues, provide legal solutions, and ensure compliance by offering legal advice, interpreting laws, supporting the enforcement of the Building Control Act, and supervising legal functions.

Key duties and responsibilities:

- i. Interpreting the Building Control Act, CAP 136, and other pertinent laws and regulations to assist in their enforcement as the need may arise.
- ii. Developing and maintaining collaborative linkages with other departments and institutions charged with legal matters to provide proper legal guidance to NBRB.
- iii. Preparing briefs of a legal nature for the NBRB.
- iv. Assisting in monitoring enactments of laws and regulations and assessing their impact on the operations of the NBRB.
- v. Conducting legal research to support internal and external counsel.
- vi. Preparing summarized reports on complaints on a monthly basis or at other intervals as needed.
- vii. Providing legal advice to the NBRB.
- viii. Performing other duties as assigned by the supervisor or other mandated authority.

Person specifications

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

Working Experience

Minimum of five (05) years' post enrolment relevant working experience in a public or other reputable organization.

Competencies**Technical**

- i. Knowledge of legal and regulatory provisions
- 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
- vii. Mentoring

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Job Title: Communication Officer

Reports to: Communications Manager

Job Purpose: To support the effective implementation of communication and public relations activities that enhance the visibility, image, and public understanding of NBRB's role, programs, policies, and services.

Key Duties and Responsibilities

The incumbent will be responsible to the Senior Communications Officer for performing the following duties:

- i. Arranging press conferences and other public appearances;
- ii. Organizing tours, visits, exhibitions and other promotional events;
- iii. Assembling and disseminating press and other media releases and publications;
- iv. Implementing public relations and information dissemination programmes and activities;
- v. Providing technical guidance in responding to information related concerns and queries from the public;
- vi. Updating a repository of records on press releases and other relevant communication materials;
- vii. Researching on specific issues on relevant media platforms;
- viii. Maintaining proper updated documentation on both print and electronic media;
- ix. Arranging and facilitating translation of key communication messages into different languages;
- x. Liaising with other Government communications entities for appropriate information dissemination;
- xi. Perform other duties as assigned by the supervisor or other mandated authority.

Minimum Qualification

An Honours Bachelor's Degree in Mass Communication; or Journalism; or Communication Studies; or Public Relations from a recognized University/Institution

Working Experience: At least five (5) years relevant working experience in communications with reputable organisation(s).

Competences:**Technical Competencies:**

- i. Content Development - Ability to draft clear, concise, and engaging content for various channels (reports, newsletters, social media, press releases).
- ii. Media Relations - Skills in managing relationships with journalists, editors, and media outlets to promote positive coverage.
- iii. Digital Communication - Proficiency in using digital platforms (website, email campaigns, social media) to reach target audiences effectively.



- iv. Graphic Design and Multimedia - Basic knowledge of design software (e.g., Canva, Photoshop) to create visually appealing materials.
- v. Event Planning and Coordination - Experience in organizing communication events (press conferences, stakeholder meetings, launches).
- vi. Monitoring and Evaluation - Ability to track communication campaigns' reach and impact, using metrics and feedback.
- vii. Crisis Communication - Skills to prepare and manage communication during emergencies or sensitive issues.
- viii. Knowledge of Policies and Regulations - Familiarity with relevant guidelines in public service communication.

Behavioral

- i. Excellent Communication Skills - Strong verbal and written communication, including active listening.
- ii. Creativity and Innovation - Ability to develop fresh and engaging ways to present information.
- iii. Teamwork and Collaboration - Willingness to work closely with colleagues and stakeholders.
- iv. Attention to Detail - Accuracy and precision in content creation and messaging.
- v. Flexibility and Adaptability - Open to changing priorities and adapting to evolving communication needs.
- vi. Professionalism and Integrity - Upholding ethical standards and organizational values in all communications.
- vii. Proactive and Results-Oriented - Taking initiative and working toward measurable outcomes.



Job Title: Driver

Reports to: Administrative Officer

Job Purpose: To provide reliable and safe transportation services, ensure proper maintenance of assigned vehicles, and support administrative and logistical functions in line with institutional policies and road safety standards.

The Driver will be responsible to the Administration Officer for performing the following duties:

- i. Driving Services - Safely operating assigned vehicles to transport staff, documents, and materials between designated locations as directed by the Administrative Officer or authorized supervisors.
- ii. Compliance and Safety - Ensuring strict adherence to traffic laws, road safety regulations, and organizational transport policies at all times.
- iii. Vehicle Care and Cleanliness - Maintaining the assigned vehicle in clean, tidy, and roadworthy condition, both internally and externally.
- iv. Minor Repairs and Maintenance - Performing minor vehicle repairs and basic mechanical checks to ensure operational readiness.
- v. Reporting Faults - Promptly reporting both major and minor mechanical faults or incidents to the Administrative Officer for appropriate action.
- vi. Loading and Offloading Supervision - Assisting with and supervising the loading and offloading of official materials and equipment to ensure safety and accountability.
- vii. Preventive Maintenance Coordination - Supporting the Administrative Officer in scheduling and ensuring timely servicing, inspection, and preventive maintenance of the assigned vehicle(s).
- viii. Record Keeping - Maintaining accurate vehicle logs and records including mileage, fuel consumption, maintenance, and any incidents during travel.
- ix. Perform other duties as assigned by the supervisor or other mandated authority.

Person specifications:

- i. Uganda Advanced Certificate of Education.
- ii. A valid Driving Permit of Class D1 (DL) held for at least the last three years.
- iii. A Certificate in defensive driving and training in road safety is an added advantage.

Competences

Technical Competencies

- i. Driving Skills – Proficiency in driving light and/or heavy-duty vehicles, with valid licensing and adherence to traffic laws.
- ii. Vehicle Maintenance – Basic mechanical knowledge to perform routine checks, minor repairs, and ensure vehicle cleanliness and roadworthiness.
- iii. Road Safety and Regulations – Understanding of and compliance with traffic rules, defensive driving, and accident prevention measures.
- iv. Route Navigation – Ability to follow directions, identify efficient routes, and use GPS or local knowledge to avoid delays.
- v. Logistics Support – Competence in supervising loading/offloading, and transporting official documents, goods, or personnel securely.
- vi. Record Keeping – Accurate logging of mileage, fuel usage, maintenance, and incidents as per organizational requirements.
- vii. Emergency Handling – Capability to respond appropriately in case of vehicle breakdowns, emergencies, or road incidents.



- viii. Communication – Clear and respectful communication with supervisors, colleagues, and external stakeholders when necessary.
- Behavioral Competencies
- i. Integrity and Reliability – Demonstrates trustworthiness, punctuality, and accountability in handling organizational property and duties.
 - ii. Attention to Detail – Careful in monitoring vehicle condition, traffic rules, and documentation accuracy.
 - iii. Customer Service Orientation – Courteous and professional when interacting with passengers or clients.
 - iv. Discipline and Self-Management – Maintains personal conduct, appearance, and focus on duty.
 - v. Teamwork – Willing to assist colleagues, follow instructions, and support office-wide operational needs.
 - vi. Safety Consciousness – Always prioritizes the safety of self, passengers, cargo, and vehicle.
 - vii. Adaptability – Ready to adjust to new routes, schedules, or work demands when called upon.
 - viii. Confidentiality – Respects privacy of conversations and materials handled in the course of transport.



Job Title: Graduate Trainee (Fixed-Term, 12 months contract)

Reports To: Assigned Head of Department or Unit

Purpose: To provide technical support to NBRB's operations while gaining practical experience and skills in building control, compliance, and related areas. The Graduate Trainee will work under supervision to assist with inspections, data analysis, stakeholder engagement, and other technical tasks.

Key Duties and Responsibilities:

- i. Assist in conducting inspections and technical assessments of building operations
- ii. Support in data collection, analysis, and reporting for technical reviews.
- iii. Participate in stakeholder meetings and site visits to gather information and provide feedback.
- iv. Support the implementation of technical policies and standards. Assist with research and documentation to inform technical decision-making.
- v. Collaborate with team members to ensure accurate records and reports.
- vi. Perform other duties as assigned by the supervisor or other mandated authority.

Qualifications and Experience:

- i. Bachelor's degree in Engineering, Architecture, Quantity Surveying
- ii. Bachelor of Science degree in Architecture, Civil/structural Engineering, Electrical Engineering or Quantity Survey from an accredited university.
- iii. Recent graduate not more than 2 years post-graduation from deadline of this advert.
- iv. Proficiency in MS Office (Word, Excel, PowerPoint, Project).
- v. Internship or project experience in building, construction, or engineering is an advantage.

Key Competencies:

- i. Good understanding of building control and compliance principles.
- ii. Basic technical skills in reading and interpreting building plans and regulations.
- iii. Strong analytical and problem-solving abilities.
- iv. Excellent written and verbal communication skills.
- v. Willingness to learn and adapt to changing priorities.
- vi. Ability to work collaboratively in a team environment.

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