



UGANDA ROAD FUND

VACANCY ANNOUNCEMENT

Date: 20th December 2021

- Vision:** To provide adequate financing for maintenance of public roads
- Mission:** To provide effective and sustainable financing of maintenance for public roads, build partnerships with stakeholders and serve with integrity
- Core Values:** Prudence, Transparency, Integrity and Value

Uganda Road Fund (URF) is a body corporate established by the Uganda Road Fund Act 2008, to finance routine and periodic maintenance of all public roads in Uganda. The Road Fund Board seeks to urgently fill vacant positions at its Headquarters in Kampala, and accordingly invites applications from suitably qualified Ugandans to fill the following critical posts which are essential for the continued financing of road maintenance and protection of Uganda's valuable road assets:

JOB TITLE 1: PROGRAM OFFICER – DUCAR (1 POSITION)

- Salary Scale: RF 3
Department: Planning & Programming
Reports to: Manager, Planning & Programming

Main Purpose:

To act as the contact point for District Urban Community Access Roads (DUCAR) agencies at the URF Secretariat managing the flow of communications, guidelines, work plans and physical and financial accountability reports.

Key Responsibilities:

1. Receive and provide initial review of work plans and physical accountability from DUCAR agencies to ensure clarity.
2. Coordination of establishment of District Roads Committees, sensitization thereof and monitoring of their functional operations.
3. Implementation of targeted training and outreach strategy for DUCAR agencies.
4. Assist the manager, planning and programs in the design and/ or evaluation of research and road safety programs prepared by agencies /institutions for URF funding.
5. Promotion of labor-based approach for implementation of road maintenance works.
6. Assist in representation at sector working group meetings and interfaced with other key players in the sector as and when requested.
7. Coordinate of national and regional road maintenance workshops and Annual Performance Reviews.
8. Coordination of regular interface with key agencies like KCCA, UNRA and follow up on action points.
9. Assist the manager, planning and programs in the development of concept papers on policy, strategy and initiatives necessary for road safety and road maintenance.

10. Manage and implement the research strategy of the fund including coordinating coordination of the research process.
11. Provide operational support to other departments of URF as and when required.
12. Any other duties as assigned from time to time.

Person Specifications and Experience:

- a. Applicant must possess a Bachelor's degree in civil engineering, statistics, economics or a numerate degree from a recognized university. A Master's degree in highway engineering, transport planning or transport economics will be an added advantage.
- b. Applicant should have up to date professional membership of the Uganda Institution of Professional Engineers (UIPE) and registration with the Engineers Registration Board (ERB), with a current practicing certificate and should have gained a minimum of five (5) years' experience which should have embraced strategic planning within the transport or roads sub-sectors in Uganda or in a similar environment. In addition the position holder should be able to demonstrate:
 - i. A thorough understanding of principles of road maintenance planning, engagement with the public sector and work experience within the transport or road sub-sectors in Uganda;
 - ii. Experience in the application of the above principles, including application of industry standard computerized highway management and decision support systems;
 - iii. Computer literacy, with detailed knowledge of industry standard business applications;
 - iv. Experience in research processes and/or methods.

JOB TITLE 2: MONITORING & EVALUATION OFFICER (1 POSITION)

Salary Scale: RF 3
Department: Monitoring & Evaluation
Reports to: Manager, Monitoring & Evaluation

Main Purpose:

To contribute to the development of a work programme for the monitoring and evaluation team and manage workloads and work streams to ensure the programme is delivered according to plan.

Key Responsibilities:

1. Support implementation of an ongoing monitoring and evaluation programme addressing the collection of revenues and performance of programmed activities by the Fund.
2. Monitor performance of designated agencies against KPIs including undertaking impromptu monitoring and evaluation field visits.
3. Identify strengths & weaknesses among funded road maintenance programmes and propose corrective actions.
4. Monitor network metrics and trends and assess value for money invested in road maintenance.

5. Contribute to the design and implementation of studies, surveys, midterm and annual reviews and propose necessary improvements.
6. Prepare quarterly and periodic M&E reports any other required reports, presentations and papers for feedback to agencies including presentation to the Fund Management Committee and the Board.
7. Support Manager M&E in contract management and supervision of outsourced M&E services;
8. Support the Fund in compilation of data for the One-Year, Three-Year and Five-Year Road Maintenance Plans.
9. Undertake such other functions and duties that are delegated to the position.

Person Specifications and Experience:

- a. A bachelor's degree in civil engineering from a recognized university. A Master's degree in Highways or Pavement Engineering, construction Management, Transport Planning, or Transport Economics is an added advantage. Should have up to date professional membership of the Uganda Institution of Professional Engineers (UIPE) and registration with the Engineers Registration Board (ERB) with a current practicing certificate.
- b. Five years working experience which should have been gained in the road works construction/supervision and M&E experience within the transport or road sector in Uganda.
- c. A thorough understanding of the principles of road maintenance, planning, asset management and investment appraisal preferably with experience gained from transport or road sector.
- d. Thorough understanding of the road sub sector in Uganda.
- e. Strong data analytical skills.
- f. Thorough understanding of the principles of Monitoring and evaluation.
- g. Conversant with work flow management system to guide decision making.
- h. Fully computer literate with detailed knowledge of industry standard business applications.
- i. Self-driven and self-motivated.

JOB TITLE 3: **CORPORATE COMMUNICATIONS OFFICER (1 POSITION)**

Salary Scale: RF 3
 Department: Corporate Services
 Reports to: Manager, Corporate Services

Main Purpose:

To implement URF communications strategy in line with the Fund's corporate Business Plan. Prepare press briefs and conferences, newsletter, brochures, media advertisements, interviews on TV and Radio and other public communications for the Fund including management of the social media platforms.

Key Responsibilities:

1. Manage the Internal communication

- a. Develop and manage URF Public Relations Program to ensure that stakeholders and the general public are informed of the purpose, activities, limitations and achievements of the fund.
- b. Prepare regular (monthly and quarterly) and adhoc performance reports for Executive Director.
- c. Prepare speeches for the Executive Director, the board and other speakers for presentation at URF and related occasions.

2. Manage External communication

- a. Prepare press briefs and conferences, newsletter, brochures, media advertisements, interviews on TV and Radio and other public communications for the fund.
- b. Manage URF'S participation in external events (i.e. trade shows and exhibition).
- c. Ensure access to information by authorized persons /agencies related to the activities of the fund in including performance against published benchmarks.
- d. Provide updated and accurate general and technical information to the Fund's website.
- e. Publicize activities and achievements of road Fund.
- f. Handle inquiries and complaints from the public including initiating responses to such complaints in Consultation with the Executive Director.
- g. Develop program and activities aimed at strengthening URF'S image and corporate brand.

3. Undertake other functions and duties that may be delegated to the position from time to time.

Person Specifications and Experience:

- a. A degree in Mass communications, Public relations or relevant field and have at least 5 years' experience in developing and managing corporate program communications in a reputable organization, preferably in the transport/roads sub-sector or donor funded projects.
- b. A post graduate qualification in Mass communication, Public relations or related field is desirable. Membership to a professional body is an added advantage.
- c. Understanding of principles of corporate communications and media relations.
- d. Ability to conduct research and prepare reports.
- e. Ability to communicate clearly and concisely and demonstrate capacity to develop and manage corporate and programme communications.
- f. Strong interpersonal and organizational skills.
- g. Ability to manage several tasks simultaneously and work effectively under pressure.
- h. Ability to effectively organize and manage events.
- i. Extensive experience with computer applications Microsoft office and experience with social media including Facebook, You Tube, Twitter, and Flickr.

JOB TITLE 4: SYSTEMS ADMINISTRATOR (1 POSITION)

Salary Scale: RF 3
Department: Corporate Services
Reports To: Manager Corporate Services

Main Purpose:

Responsible for maintaining and ensuring proper use of the Fund's Information Technology resources, implementation and maintenance of appropriate, effective and efficient information systems, in accordance with URF's Corporate Strategic Objectives and core business requirements.

Key Responsibilities:**1. Management**

- a. Develop and implement a URF ICT framework including infrastructure, policy, systems and plans in line with national and international practice and URF strategic objectives and business process requirements.
- b. Identify, plan, prioritize and implement development and integration of systems of the Fund and monitor performance and resource utilization thereof.
- c. Development and implement server back-up and disaster recovery procedures including security and control of access such as by assigning user-IDs and passwords to authorized users.
- d. Supervise comprehensive testing and evaluation of all modifications to software and hardware before implementation to minimize possible disruption of processes.
- e. Pursue and mainstream innovative modern practices such as cloud data management and novel IT products and services and recommend enhancements to improve system efficiency.
- f. Supervise, appraise, and develop any subordinate staff.
- g. Support procurement and supervision of I.C.T. products and services providers and any outsourced professional/technical support including license agreements and after sales support.
- h. Prepare and submit periodic reports.
- i. Assessing IT training needs for URF Staff.
- j. Preparing the budget for computer support services of the Fund.
- k. Ensure all IT equipment is Insured.

2. Network Administration

- a. Design operate and maintain an integrated information processing system for the Fund including LAN and website.
- b. Routinely operate, control and maintain the installed computer systems including control of data processing, peripheral equipment and communications network.
- c. Perform overall records management function including appraisal, file classification, archiving and backup of files in keeping with approved professional standards and methods.

3. Database Administration

- a. Design and implement a robust data management system including structure server function, storage capacity planning and allocation, monitoring performance and backup/recovery systems and maintenance of archives.
 - b. Controlling and monitoring user access to the database and maintaining security.
 - c. Maintain and Audit Fund's MIS to ensure integrity of system, and upgrading of information therein.
4. Any other duties that may be assigned by the Executive Director from time to time.

Person Specifications and Experience:

- a. An honors degree in Computer Science, Information Technology or equivalent;
- b. A Master's degree in Computer Science, Information Technology, Business Administration or related discipline, certification in Microsoft, CISCO will be an added advantage;
- c. At least 5 years' experience gained in reputable organization(s);
- d. The right candidate should possess technical competences in business process mapping, database theory & design, operating systems & applications, budgeting and ICT procurement, ICT security;
- e. High integrity, confidentiality, strong interpersonal skills, good communication skills and be self-driven.

JOB TITLE 5: RISK COMPLIANCE OFFICER (1 POSITION)

Salary Scale: RF 3
Department: Policy and Strategy
Reports To: Manager, Policy and Strategy

Main Purpose:

To support the co-ordination, development and implementation of the Fund's policies, strategies, plans and reports to ensure achievement of URF's goals and objectives.

Key Responsibilities:

1. Prepare the Risk management system and framework for the Fund.
2. Prepare and develop the URF risk strategy and regularly identify, analyze and classify risks and formulate the desired responses.
3. Carry out regular long-term risk management system monitoring and control for the Fund's activities and her Designated Agencies and prepare attendant reports.
4. Prepare the scope of risks identified for designated agencies and propose mitigation / responses.
5. Carry out planned and ad-hoc risk reviews on selected projects in designated agencies and make recommendations for corrective actions.
6. Prepare draft reports for submission to Management and the Board.
7. Perform any other duties assigned by Management from time to time.

Person Specifications and Experience:

- a. A bachelor's degree in civil engineering.
- b. Must be registered with the Engineers Registration Board, with a current practicing certificate.
- c. Minimum of 5 year experience in the road sub-sector and experience in Road Works Supervision.
- d. Excellent communication skills, written and verbal.
- e. Computer literacy.
- f. Ability to work under tight deadlines without compromising quality.
- g. Demonstrable team leadership and good organization skills.

All the above positions will be offered to the right candidates, under a **contract initially of one (1) year and three (3) months (up to June 2023)**; in line with Ministry of Public Service guidance.

Conditions for Application:

Applications must be accompanied by (i) a capability statement detailing the applicant's general qualifications, adequacy for the position and illustrated personal experience; (ii) copies of testimonials; (iii) detailed curriculum vitae showing positions held; (iv) current salary; (v) 3 referees; and (vi) postal address, day time telephone contacts and email address of applicants should be submitted in hard copy to:

The Executive Director / Secretary to Board, Uganda Road Fund Headquarters, PPDA-URF Towers, Plot 39, Nakasero Road, P.O. Box 7501, Kampala, not later than Thursday 20th January 2022, 4:00pm.

Only candidates who **unequivocally** meet the requirements of the positions will be considered for further evaluation and interview. Any form of canvassing will result in automatic disqualification. The URF is an equal opportunity merit-based employer.