

# MINISTRY OF WORKS AND TRANSPORT

## STANDARD GAUGE RAILWAY PROJECT

### VACANCY ANNOUNCEMENT

The Government of Uganda is implementing the Standard Gauge Railway Project (SGRP), under the Ministry of Works and Transport (MoWT). The objective of the Project is to develop an integrated and efficient railway transport system. A Project Management Unit (PMU) was set-up to spearhead the management of the Project. The Project invites applications from suitably qualified Ugandan Nationals to fill the vacant position as detailed below:-

#### 1.0 JOB TITLE: DRIVER

Salary grade	:	SGR 8
Number of Vacancies	:	Six (6)
Terms	:	Two year contract
Reports to	:	Officer Assigned

**Job Purpose:** To drive and maintain SGR Project vehicle, keep log book and records of all journeys and services on daily basis and file monthly return to the Administrator in accordance with the transport policy; and as directed by the supervising officer.

**Main Duties and Responsibilities:-**

The incumbent will perform the following duties:-

1. To drive the Project vehicles according to manufacturer's manual and set regulations.
2. To keep and relay vital information (defects) to the Supervisors for easy maintenance and repair programming of the vehicle.
3. Accountable for the safety of the vehicle, tools in vehicle (jack, wheel spanner, spare tyre etc.) by ensuring the vehicle is parked at a safe place at all times.
4. Perform basic mandatory checks on the vehicle before any new assignment to avoid a minor maintenance turning to a major repair maintenance e.g. check oil level, water level, tyre pressure, loose belts etc.

5. Ensure cleanliness of the vehicle at all times.
6. Ensure proper entry of data in the vehicle log book as is required.
7. Keep relevant records of journey, fuel and maintenance for the vehicle.
8. Perform any other duties as may be assigned by the supervisor from time to time.

**Person Specifications:-**

Applicants must be Ugandans possessing the following:

- a) Uganda Certificate of Education (UCE) with a pass in English Language.
- b) Valid Driving Permit of Class B or CM
- c) A Certificate in Defensive driving will be an added advantage
- d) Driving experience from a reputable organisation for at least two years.
- e) Competencies: Basic Knowledge of mechanical and vehicle maintenance; clean driving record; Public Relations and Customer Care; Time Management; Ethics and Integrity.

Eligible candidates should attach copies of their previous appointment letter/s, academic certificates & pass slips; Curriculum Vitae; and 2 recent passport size colour photographs. Contacts of three Referees (Name, tel. Contact who are not relatives.)

#### 2.0 JOB TITLE: OFFICE ASSISTANT

Salary Grade	:	SGR 8
Number of vacancies	:	Two (2)
Terms	:	Two year contract
Reports to	:	Officer Assigned

**Person Specification:-**

The Applicants should have a minimum education of a Uganda Certificate of Education (UCE)/ 'O' Level certificate with a pass in English Language.

**Main Duties and Responsibilities:-**

1. Cleaning of the office and office equipment
  2. Preparing and serving office refreshments.
  3. Delivering and collecting mails from offices.
  4. Operating office machines i.e. photocopier, scanner etc.
  5. Other relevant duties as may be assigned by the Supervisor
- (ii) Competencies:-
- a) Ethics and Integrity
  - b) Records and Information Management
  - c) Communicating Effectively;
  - d) Public Relations and Customer Care; and
  - e) Time Management

Eligible candidates should attach copies of their previous appointment letter/s, academic certificates & pass slips; Curriculum Vitae; and 2 recent passport size colour photographs. Contacts of three Referees (Name, tel. Contact who are not relatives.) Please submit in triplicate.

Interested Candidates should apply to;

The Project Coordinator, Standard Gauge Railway Project, Plot 3-5 New Port Bell Road, Nakawa Business Park. P. O. Box 27756, Kampala.

Applications should be delivered to the SGR / PMU Offices at Nakawa, UAP Building, Block D, Fourth Floor by 5:00 p.m. Friday 7th October 2022.

Please Note that only shortlisted candidates will be contacted and Canvassing or lobbying by applicants will lead to disqualification.

Project Coordinator  
Standard Gauge Railway Project