



## UGANDA NATIONAL EXAMINATIONS BOARD

### VACANCY ANNOUNCEMENT

The Uganda National Examinations Board is a body corporate established under Cap.137 Laws of Uganda. Its Vision is “A Recognized Centre of Globally Competitive Educational Assessment and Certification” and its mission is “Conduct Valid, Reliable, Equitable and Quality Assessment of Learners’ Achievement in a Professional and Innovative Manner and Award Internationally Recognized Certificates”. The Board invites suitably qualified Ugandans to fill the following positions:

#### **A. Directorate of Technology and Reprographics**

1. Manager Reprographics (1)
2. Senior Network Security Officer (1)
3. Hardware Technician (re-advertised) (1)

#### **B. Directorate of Research and Development**

1. Research Officer Instrument Development (Numeracy)- NAPE (1)
2. Research Officer Reporting and Feedback - NAPE (1)
3. Research Officer Data Management – NAPE (1)

#### **C. Department of Internal Audit**

1. Principal Internal Auditor (1)

#### **D. Directorate of Examinations**

1. Examination Officer –Test Development (French), Knowledge of Lugbarati is an added advantage. (1)

#### **E. Directorate of Human Resource and Administration**

1. Technician Civil Works (Competence in Carpentry works is an added advantage) (1)

### **How to apply**

All eligible candidates should submit their applications with detailed CVs, copies of academic transcripts and certificates, telephone contacts, and addresses of at least **three** referees in hard copies, delivered to the address below **OR** submit in soft form at [careers@uneb.ac.ug](mailto:careers@uneb.ac.ug) **NOT LATER THAN 5:00 pm of Friday 4<sup>th</sup> November 2022.**

The Executive Director  
Uganda National Examinations Board  
Plot 35 Martyrs way - Ntinda  
P O Box 7066 – KAMPALA

***NB***

- 1. Detailed job profiles can be obtained from our website: [uneb.ac.ug](http://uneb.ac.ug)***
- 2. Only shortlisted applicants shall be contacted***

## **A. DIRECTORATE OF TECHNOLOGY AND REPROGRAPHICS**

### **1. JOB TITLE: MANAGER REPROGRAPHICS**

Responsible to: Director Technology and Reprographics

Responsible for: Deputy Manager

### **2. Salary Scale EB 3U**

### **3. Purpose of the Job:**

To head the department of Reprographics and as such and manage all the printing activities at the Printery.

### **4. Main Duties and Responsibilities:**

- Directing and controlling the staff of the department to ensure that they carry out their responsibilities effectively in line with set targets.
- Ensuring that all the examinations and examinations materials for the Board are securely produced and as scheduled.
- Raising income for the Board by undertaking quality printing works for external customers, particularly other examination bodies.
- Ensuring proper maintenance of production facilities to sustain steady production
- Reviewing, monitoring, and making periodic recommendations for updating the production facilities following departmental business plans and management decisions.
- Reviewing and monitoring production systems security, integrity, and disaster preparedness and making recommendations for smooth production continuity.
- Studying and monitoring printing industry trends/emerging technologies and advising management on the best solutions to adopt to optimize output.
- Guiding and advising on the development of marketing commercial printing activities for income generation.
- Supervising, mentoring, motivating, and managing the performance and development of staff in line with the Board's goals, objectives, policies, and regulations.

### **5. Key Performance Indicators:**

- Examinations materials properly printed
- Production facilities properly managed
- New production technologies introduced
- Efficient, monitored, appraised, and harmonious staff.

### **6. Key Decision Making**

- Guides printing activities
- Assignment of specific tasks to staff.
- Identifies new production technologies
- Sources and guides new production of commercial work.

### **7. Person Specification:**

**(i) Academic/Professional Qualifications**

- Bachelor's degree in Mechanical/Electrical Engineering
- Postgraduate Diploma in Print Production
- Master's degree in Production Management or a related field.

**(ii) Work Experience**

- Minimum of 12 years' experience, 3 of which should have been in the printing industry at the **level** of Principal Officer/Management level with experience in marketing of printing services.

**(iii) Skills/Competencies/Attributes**

- Ability to work as part of a team and to develop subordinates.
- Excellent interpersonal management skills
- Oral and written communication skills.
- Strategic and conceptual ability.
- Proven ability of multitasking and meet timelines.
- High degree of integrity and confidentiality

**8. Terms of Service:**

Contract of five years renewable upon satisfactory performance.

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**1. JOB TITLE: SENIOR NETWORK SECURITY OFFICER**

*Responsible to:* Principal Applications & Network Infrastructure

*Responsible for:*

**2. Salary Scale: EB 4**

**3. Purpose of the Job:**

To plan, and coordinate the risk assessment, install controls, and manage the security of the enterprise system networks, software, databases, and hardware that support UNEB's business following the ICT Policy.

**4. Main Duties and Responsibilities:**

- planning Information System Security Policy and sub-policies and overseeing their adherence following the national ICT Policy Standards.
- Coordinating/Auditing risk assessment for Enterprise Systems.
- Designing, configuring, and maintaining the UNEB network security infrastructure concerning Anti-virus monitoring, enterprise patch management, user authentication, and network perimeter surveillance).
- Configuring, monitoring, auditing, and troubleshooting server, and desktop environment security following set UNEB desktop policy and industry best practices.

- Managing Router and programmable Switch configurations and administration (Router and switch health, resource utilization (CPU, memory) monitoring and reporting per set ICT policy.
- Installing, and maintaining Enterprise Network software and administering software license tracking in line with UNEB ICT policies.
- Proactively planning and advising management on systems operations, security threats, and prevention.
- Documenting Network aspects and generating intelligence on infrastructure, and server systems (Mail, Proxy, Active directory, Systems Management Server, DNS, DHCP, etc), including scheme and host naming convention and maintenance.
- Monitoring Network, Database, Business application, and Hardware security
- Installing/implementing controls for security loopholes
- Monitoring performance of/advising about the Enterprise antivirus software.

#### **5. Key Performance Indicators:**

- Information System Security Policy in place.
- UNEB network security infrastructure designed.
- All required security configurations /installations done.
- Enterprise Network software installed and well maintained.
- Software license tracking in line with UNEB ICT policies done.
- Management proactively advised on security threats and prevention.
- Controls for security loopholes in place.

#### **6. Key Decision-Making:**

- Information security plan /strategy.
- Type or nature of configurations/installations.

#### **7. Person specification:**

##### **(i) Academic/Professional Qualifications**

- Honors Bachelor's Degree in any of the following areas: Information Technology Computer Science, Computer Engineering, Statistics, Physics/Mathematics, or equivalent.
- Any of these professional certifications in CISSP, CISA, CCAI, MCSA, ITIL, or equivalent.
- A postgraduate qualification in computer science, computer engineering, or equivalent. (will be an added advantage.)

##### **(ii) Work Experience**

- At least 6 years of industry experience in managing Security Functions including performing ICT Security Risk Management and Assessment for a large corporate.
- Experience in working with a growing team of developers in a dynamic workplace that encourages creativity and innovation.
- Strong working knowledge and programming skills in C++ or C#, with a strong focus on MVC/P patterned applications.
- Proven database skills or knowledge of Oracle server RDBMS, SQL Server, and SQLSQL-related series; Advanced understanding of web and

other technologies such as XML, Web Services, Remoting, SOAP, UDDI, etc.

- Extensive experience with several of the following: Oracle 10g, Linux, PL/SQL, TOAD, SQL Server, T-SQL, .Net, and Win 2008 server.

**(iii) Skills/Competencies**

- Critical and logical thinking.
- Problem-solving skills.
- Problem-solving and decision-making.
- Strong research and development capabilities.
- Strong interpersonal, leadership, supervisory, and communication skills.
- High degree of integrity and confidentiality.

**8. Terms of Service:** Permanent

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**1. JOB TITLE:** **HARDWARE TECHNICIAN**

*Responsible to:* Sen. Systems Admin & Business Continuity

*Responsible for:* None

**2. Salary Scale:** EB 5

**3. Purpose of the Job:**

To maintain the UNEB IT and Network Hardware Infrastructure per best industry practice and following the UNEB ICT Strategy.

**4. Main Duties and Responsibilities:**

- Carrying out actual timely repairs of, out of warranty faulty IT Hardware – High-End products and Server O/S faults and attending to emergency IT Equipment repair calls in the field Stations.
- Supervising and/or carrying out Installation and/or Upgrade of IT Hardware, installation, upgrade, and/or extension of various UNEB LANs as per user requirements and IEEE standards.
- Maintaining a database of problems and solutions to various IT Hardware problems as per sections requirements
- Verifying and installing new Computer Equipment upon acquisition and supervising the identification of obsolete and irreparable IT Hardware machines for boarding off.
- Providing Network User Support through troubleshooting and rectification of failed Network Hardware and Infrastructure.
- Installing IT Hardware and installation, and/or extension of LAN's throughout UNEB offices per ICT set standards and industry best practices.
- Testing and verifying, in liaison with outsourced Preventive Maintenance (PM) teams, that PM of IT Equipment at UNEB stations is performed in line with agreed service standards.

- Responding to emergency service calls and carrying out minor repairs of PC O/S faults and applications in the field stations.
- Keeping a record of IT Equipment serviced both in the field and workshop and generating periodic management reports per agreed section service regulations.

## **5. Key Performance Indicators:**

- Timely repairs of, out of warranty faulty IT Hardware made and emergency IT Equipment repair calls in the field Stations attended to.
- A database of problems and solutions to various IT Hardware problems developed and maintained
- All new Computer Equipment verified and Installed upon acquisition, identification of obsolete and irreparable IT Hardware machines for boarding off supervised
- IT Hardware installed and/or extension of LAN's throughout UNEB offices per ICT set standards and industry best practices.
- Outsourced Preventive Maintenance (PM) teams, tested and verified performed in line with agreed service standards.
- IT Equipment serviced and recorded both in the field and workshop and generate periodic management reports per agreed section service regulations.

## **6. Key Decision Making**

- Equipment servicing schedule
- Equipment to replace or upgrade.

## **7. Person specification**

### **(i) Academic/Professional Qualifications**

- A bachelor's degree in computer science, computer engineering **OR**
- A higher diploma in Information Technology or Computer science with six years or more of experience in the maintenance of IT Hardware and Network infrastructure in a large corporate environment
- A relevant Professional certification such as CISCO, MCSE, or equivalent.
- A postgraduate qualification in computer science, computer engineering, or equivalent will be an added advantage.

### **(ii) Work Experience**

At least 3 years' experience in the maintenance of IT hardware and network infrastructure in a large corporate environment

### **(iii) Skills/Competencies/Attributes**

- Customer focused and sensitive to high-quality services.
- Ability to work in a high-stress environment
- Fast problem-solving skills.
- Working knowledge of Operating systems such as Windows 2000 Server, Windows XP, Novell Netware, and working with the TCP/IP protocol.
- High degree of integrity and confidentiality.

**Terms of Service:** Permanent

## **B. DIRECTORATE OF RESEARCH AND DEVELOPMENT**

**1. JOB TITLE: RESEARCH OFFICER-INSTRUMENT DEVELOPMENT, NUMERACY (NAPE)**

*Responsible to* Senior Research Officer- Instrument Development, NAPE  
*Responsible for* Ad-hoc support staff (ID)

**2. Salary Scale EB 5**

**3. Purpose of the Job**

To develop numeracy items and test instruments for assessment of learners' achievement in selected classes at the Primary Education level under the National Assessment of Progress in Education.

**4. Main Duties and Responsibilities**

- Conducting analyses of Uganda Primary Schools' numeracy curriculum and defining constructs and competencies for numeracy assessment.
- Developing content frameworks, test frameworks, and item specifications to guide the construction of items for numeracy.
- Identifying and suggesting suitable teachers for training in the development of numeracy assessment items.
- Leading the construction and paneling of items for numeracy and preparing them for pretesting.
- Coordinating and leading the scoring of numeracy items and instruments following prescribed procedures.
- Leading the review of numeracy pretest items against analysis results to determine their usability in an instrument for numeracy
- Using analyzed and performing pretest items to compile a final instrument for numeracy.
- Contributing to the writing of reports on learners' achievement in numeracy.

**5. Key Performance Indicators**

- Defined constructs and competencies for numeracy
- Content frameworks, test frameworks, and item specifications for numeracy
- Constructed items for numeracy.
- Scorers' report on numeracy pretested items.
- Final assessment instruments for numeracy.
- Report on review of numeracy items against analysis results
- Banked items for numeracy.
- Scorers' report on final assessment instruments for numeracy.

**6. Key Decision Making**

- Defining sub-tasks
- Arrangements for workshops
- Form and content of reports.
- Items for banking

**7. Person Specifications**

**(i) Academic/Professional Qualifications**



- Hons Bachelor’s degree with a professional teaching qualification of a Post Graduate Diploma in Education (PGDE) majoring in Maths /Physics or Maths/Biology **OR** Hons Bachelor’s degree in Education majoring in Maths /Physics or Maths/Biology.

**(ii) Work Experience**

At least 3 years’ experience in educational assessment work, related to test development/item development in the relevant areas.

**(iii) Skills/Competencies/Attributes**

- Examiner/Moderator skills.
- Curricula interpretation abilities
- Good interpersonal relations and collaborative skills
- Numerical Analytical skills.
- Word processing, spreadsheets, and database computer applications
- Technical report writing abilities
- High degree of integrity and confidentiality.

**Terms of Service:** Permanent

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**1. JOB TITLE: RESEARCH OFFICER-REPORTING & FEEDBACK (NAPE)**

*Responsible to* Senior Research Officer- Reporting & Feedback (NAPE)  
*Responsible for* Ad-hoc data support staff

**2. Salary Scale EB 5**

**3. Purpose of the Job**

Carry out reporting and feedback dissemination activities.

**4. Main Duties and Responsibilities**

- Extracting statistics from the analysis reports and entering them in respective pre-prepared dummy tables in readiness for interpretation and drafting of the report.
- Drafting reports of findings of assessment based on the correct interpretations of the statistics.
- Supervising the typesetting of reports, liaising with illustrators, and proofreading the typed versions until an error-free version of the report is achieved.
- Organizing stakeholders’ consultative fora for discussing and enriching the reports.
- Preparing feedback dissemination materials relevant to the selected key stakeholder groups.
- Packing and routing feedback dissemination materials using a packing list and designated routes.

- Issuing out feedback dissemination materials and receiving returns from feedback dissemination field activities using a pre-prepared checklist of items issued and the expected returns.
- Studying reports from the field on feedback dissemination and appraisal of facilitators and, compiling one comprehensive report out of them with appropriate recommendations.
- Keeping a record of materials received from the store for use during reporting activities such as scripts, computers, tablets, cameras, projectors, and bags, and ensuring that all are in safe custody.

## **5. Key Performance Indicators**

- Draft reports of findings compiled
- Fora for stakeholder's discussion of reports organized
- Dissemination materials developed
- Record of dissemination materials packed, bagged, and routed.
- Feedback dissemination infographics
- Comprehensive reports on field feedback dissemination
- Summary appraisal report on feedback dissemination facilitators made
- Record of materials issued for feedback dissemination activities
- Record of returns from the field dissemination activities

## **6. Key Decision Making**

- Reporting/dissemination schedules and mode
- Reports format
- Appraisal recommendations of facilitators
- Records for keeping.

## **7. Person Specifications**

### ***(i) Academic/Professional Qualifications***

Hons Bachelor's degree in Education majoring in Mathematics or Mathematics Education plus any other teaching subject

**OR**

An Honours Bachelor's degree in Mathematics with a PGDE.

**OR**

An Honours Bachelor degree in Statistics

### ***(ii) Work Experience***

At least 3 years of classroom teaching experience coupled with experience in educational assessment work related to conducting field administration of instruments at a large-scale survey level, with a reputable educational institution/organization.

### ***(iii) Skills/Competencies/Attributes***

- Excellent data interpretation skills
- Good interpersonal relations and collaborative skills
- Word processing, spreadsheets, and database computer application

- Excellent organizational and communication skills
- Technical report writing skills.
- High degree of integrity and confidentiality.

**8. Terms of Service:** Permanent



**1. JOB TITLE: RESEARCH OFFICER DATA MANAGEMENT (NAPE)**

*Responsible to* Senior Research Officer NAPE (DM)  
*Responsible for* Ad-hoc data support staff

**2. Salary Scale** EB 5

**3. Purpose of the Job**

Conducting data collection and management activities

**4. Main Duties and Responsibilities**

- Liaising with the Ministry of Education and Sports and Uganda Bureau of Statistics to secure up-to-date records on schools in the sample frame and demographic information on target respondents.
- Validating the list of sampled schools by gathering information on the actual location of the schools and distances from their district headquarters and updating the record where it is found necessary.
- Identifying personnel to participate in data entry work based on the qualifications as outlined in the procedural guide.
- Conducting data entry, cleaning, and validation to achieve correct and accurate records of data and managing scripts in an orderly and secure manner during data entry.
- Coding contextual instruments and answering queries on data that may arise at any stage of data management.
- Keeping a record of materials received from stores for data management activities such as scripts, computers, tablets, cameras, projectors, and bags, and ensuring that they are safe during the activity; and are returned into safe custody after use.
- Communicating to schools and relevant field links on matters of data management that may call for clarification from them.
- Contributing to the drafting of reports on learners' achievement and reading skills.
- Preparing, compiling and keeping statistical records in a manner that makes it easy for retrieval and reference purposes.

**5. Key Performance Indicators**

- Up-to-date record of scripts received and allocated to data entrants
- Cleaned and validated data
- Record of materials used for data management activities
- Up-to-date record of schools

- Up-to-date record of demographic information of respondents
- Required personnel for data management sourced
- Coded instruments
- Well-compiled stored statistical records

## 6. Key Decision Making

Improvements in data collection.

Data storage

Updating data

## 7. Person Specifications

### (i) *Academic/Professional Qualifications*

Hons Bachelor's degree in Educational Measurement/Statistics

**OR**

Hons Bachelor's degree in Arts /Sciences (Maths/Statistics) with a Postgraduate Diploma in Education.

### (ii) *Work Experience*

At least 3 years experience in educational assessment data management involving sampling and data analysis work with a reputable educational assessment body, handling big volumes of data.

### (iii) *Skills/Competencies/Attributes*

- Numerical/statistical analytical abilities
- Sampling techniques
- Good interpersonal relations and collaborative skills
- Word processing, spreadsheets, and database computer applications
- Modern IRT psychometric and or analytical techniques
- High degree of integrity and confidentiality.

8. **Terms of Service:** Permanent

## **C. DEPARTMENT OF INTERNAL AUDIT**

### **1. JOB TITLE: PRINCIPAL INTERNAL AUDITOR**

*Responsible to:* Manager Internal Audit

*Responsible for:* Senior Internal Auditor

Senior Internal Auditor (Risk Management)

### **2. Salary Scale: EB 3L**

### **3. Purpose of the Job:**

To assist the Manager - Internal Audit in preparing and implementing a Risk Based Audit plan to assess, report on and make suggestions for improving the Board's key operational and financial activities and internal controls.

### **4. Key Result Area (KRAs)**

- In collaboration with Senior Management and Audit Committee, develop a comprehensive and flexible audit plan using an appropriate risk-based methodology
- Developing and implementing a comprehensive audit program for evaluating the adequacy and effectiveness of the Board's system of internal control and the quality of performance in carrying out assigned responsibilities
- Examining and evaluating the adequacy and effectiveness of the Board's system of internal control and the quality of performance in carrying out assigned responsibilities.
- Implementing the audit plan, including as appropriate any special tasks or projects requested by management or the audit committee.
- Preparing periodic reports to management and as appropriate, to the audit committee providing information on the status and results of the audit plan and the sufficiency of audit department resources.
- Promoting high levels of ethical awareness, and conduct within the Board, and administering independent investigations of potential ethical problems or conflicts of interest.
- Preparing periodic reports for management and, as appropriate, for the audit committee on significant issues related to internal control processes to ensure that these processes are appropriate for the current and evolving business environment.
- Coordinating audit activities with those of the external auditors to ensure proper audit coverage, elimination of duplication of effort, and improvement in the efficiency and effectiveness of audit activities.
- Proactively interacting with executive, business unit, and operating management to ensure that their audit and business-risk management needs are met cost-effectively
- Where appropriate, provide an independent assessment of business management's view on risk, and associated control effectiveness, and evaluate

- the adequacy and effectiveness of business-risk management processes and programs.
- Promoting business unit and operating Board ownership of internal controls and support objective business risk management within the organization.

## **5. Key Performance Indicators:**

- Board risks and priorities reviewed validated and provided to the audit committees for review and concurrence;
- Audit programs developed and implemented
- All internal controls and quality of performance are periodically examined and evaluated.
- Audit reports are periodically prepared.
- Investigations of malpractices and misuse of resources carried out and Notify management and the audit committees of the findings, as appropriate.
- Audit activities coordinated with those of the external auditors to ensure proper audit coverage, elimination of duplication of effort, and improvement in the efficiency and effectiveness of audit activities.

## **6. Key Decision Making**

- Determines a risk-based audit plan
- Determines training needs of internal audit staff
- Decides on due diligence processes
- Determines the content of periodic reports
- Refrain from assessing specific operations for which was previously responsible

## **7. Person specification**

### **(i) Academic/Professional Qualifications**

- An Honors Bachelor's degree in either Commerce or Business Administration with a bias in Accounting, or Finance Plus a Full Professional Accountancy qualification such as ACCA/CPA/CIA
- A Master's degree in Financial Management /Accountancy / Business Administration/Audit management or related management discipline obtained from a recognized accredited awarding institution.
- A registered member of the Institute of Internal Auditors.

### **(ii) Work Experience**

Minimum of 9 years relevant experience gained from large reputable organizations or Government Ministries, Departments or Agency (MDA) or a reputable organization at least three of which, at a level equivalent to a Senior Officer.

### **(iii) Skills/Competencies/Attributes**

- Comprehensive knowledge of the IPPF and Internal Audit Standards
- Advanced computer skills in MS Office, accounting software, and databases.
- Experience leading cultural and organizational change within an audit function
- Strong leadership skills and high objectivity
- Good computer skills.
- Good interpersonal and communication skills.

- Self-driven
- Strong analytical/quantitative skills
- Unquestionable honesty, ethics, integrity, and confidentiality.

8. **Terms of Service:**          Permanent

## D. DIRECTORATE OF EXAMINATIONS

**JOB TITLE:** EO – ITEM DEVELOPMENT –FRENCH  
(SECONDARY)

*Responsible to:* SEO - Item Development (Secondary)  
*Responsible for:* EO - None

**1. Salary Scale:** EB 5

**2. Purpose of the Job:**

To carry out field implementation and support coordination of activities relating to Instrument Development of UCE examinations following the laid down regulations.

**3. Main Duties and Responsibilities:**

- Identifying and training UCE item writers in close collaboration with the Senior Examinations Officer.
- Ensuring reliability and validity of the items set.
- Conducting moderation meetings
- Compiling the moderated test items into draft question papers.
- Supervising the typesetting of the UCE draft question papers.
- Proofreading the typed UCE question papers.
- Analyzing, compiling, and typesetting reports on the work of candidates at UCE.

**4. Key Performance Indicators**

- Lists of UCE item writers
- Number of sets of raw test items generated.
- Number of sets of moderated test papers.
- Number of sets of compiled draft test papers.
- Number of sets of valid and reliable, and error-free test papers produced.

**5. Key Decision Making**

- The moderated items to be compiled into the test papers for UCE.
- Schedules of moderation and item writers' meetings.

**6. Person specification**

**(i) Academic/Professional Qualifications**

Hons Bachelor's degree in education in the **desired area** or Arts /Sciences in the **desired area** with a post graduate diploma in education or the equivalent.

**(ii) Work Experience**

- Registered teacher with at least 3 years of teaching experience.
- Minimum of 3 years' experience in examination management or related work in a reputable educational institution.

**(iii) Skills/Competencies/Attributes.**

- Good coordination skills.
- Knowledge and experience in examination management.
- Good communication and interpersonal relations.
- Computer literate especially in word processing, and spreadsheets.
- High degree of confidentiality and integrity



**Terms of Service:** Permanent

## **E. DIRECTORATE OF HUMAN RESOURCE AND ADMINISTRATION**

### **1. JOB TITLE: MAINTENANCE TECHNICIAN – CIVIL WORKS**

*Responsible to:* Estates and Works Officer

### **2. Salary Scale: EB 7**

### **3. Purpose of the Job:**

To assist the Estates and Works Officer in performing routine maintenance to civil works to create a pleasant and secure work environment.

### **4. Main Duties and Responsibilities:**

- Carrying out minor repairs to buildings, furniture, wood fixtures, and general fitting as necessary.
- Assisting in preparing lists of furniture and other fixtures for procurement purposes.
- Assisting in the movement and setting up of furniture and equipment.
- Maintaining an awareness of all health and safety rules applying to all general maintenance works and tools used to ensure that safe working practices are observed.
- Maintaining all required records of work carried out under estates and works and reporting any defects in buildings, furniture, and or other wooden fixtures.
- Developing drawings and Bills of quantities for civil works.
- Assisting in preparing monthly and quarterly reports regarding estates and works.

### **5. Key Performance Indicators**

- Repairs and maintenance attended to immediately.
- Maintenance records available
- Estates and works report available.
- Furniture needs for staff attended to immediately.

### **6. Major decision making**

- Maintenance schedule.
- Requisitions for maintenance
- Need for outsourcing specific service

### **7. Person specification**

#### **(i) Academic/Professional Qualifications**

- Minimum of a Diploma in Civil and Building Engineering.
- Craft Certificate in Carpentry and Joinery will be an added advantage.

#### **(ii) Work Experience**

Proven work experience in civil and building maintenance works for at least **three** years.

#### **(iii) Skills/Competencies/Personal Attributes**

- All round practical skills in civil works.
- Excellent knowledge of MS office applications.
- Competence in CAD programs such as Auto CAD.
- High degree of honesty.
- Ability to work under minimum supervision.
- Swift and attention to detail

- High degree of integrity and confidentiality.

**Terms of Service:** Permanent