



ADVERTISEMENT OF VACANT POSITION IN BANK OF UGANDA

Applications are invited from qualified Ugandans to fill the following positions in Bank of Uganda;

1. **DEPARTMENT** : Administrative Services
2. **JOB REF** : ADS4.11
3. **JOB TITLE** : Buildings Maintenance Services (Quantity Surveyor-1 Position)
4. **RANK** : SBOII
5. **REPORTS TO** : Team Leader, Real Estate Services
6. **SUPERVISES** : Clerk, Building Maintenance, Water & Plumbing, and Carpenter

7. JOB PURPOSE:

To prepare and review bills of quantities for construction related works (that is, all costs relating to buildings maintenance, repair and minor works projects) from initial estimates through to final account, ensuring value for money, budget control, and contractual compliance while maintaining safety, quality, and operational continuity of the respective facilities.

8. DUTIES AND RESPONSIBILITIES

- **Cost Planning & Estimation:**
 - o Assess the status of Bank buildings (offices and residences) and recommend the estimated costs for any repairs required to the buildings and paved compounds.
 - o Prepare detailed BOQ (Bills of Quantities), cost estimates, cost benefit analysis, and budgets for planned preventive maintenance, reactive repairs, minor refurbishment works, including proposed new construction projects, building repairs and maintenance works. Benchmark costs against historical data and market rates to ensure competitiveness.
- **Tender & Contract management:**
 - o Review bills of quantities for construction and/or renovation related works for initiation of procurements.
 - o Participate in the evaluation of bids for procurement of construction and/or renovation works, negotiate rates, and make recommendations for contractor appointments.
 - o Administer maintenance contracts.
- **Financial Control & Reporting**
 - o Verify contractors' requests for payment and accountabilities submitted by staff towards building loans utilization, and maintain records for audits - invoices, measurements, warranties, and as-built information, and support year-end audits.
 - o Track spend against annual maintenance budgets and flag variances early.
 - o Prepare interim valuations, payment certificates, and final accounts for contractors.
- **Site measurement & Valuation:**
 - o Conduct valuation of houses for staff building loans applications as per the staff administration manual.
 - o Carry out site visits to audit works/materials on site, verify quality vs. specification before payment, measure works completed and validate contractor claims against SLAs.
- **Compliance & Risk Management:**
 - o Ensure that all works comply with building code, fire safety, Ministry of Health infrastructure standards, and OSH requirements. Identify cost risks in aging buildings and advise on lifecycle costing.
 - o Conduct routine supervision of contractor maintenance and/or construction activities to ensure adherence to the BOQ and value for money.
- Perform any other duties as maybe assigned by the supervisor.

9. EXPECTED OUTPUTS

- BOQs and cost estimates provided within two weeks of site verification/inspection.
- Reports on the technical support provided to staff building loan schemes for timely decision making.
- Monthly maintenance cost reports with variance analysis on buildings maintenance and construction activities.
- Approved contractor payments within SLAs, with zero overpayment.
- Final accounts closed within 30 days of project completion and/or payment certification.
- Implementation within approved costs.

10. PERSON SPECIFICATIONS

A. QUALIFICATIONS

- First class or second class (Upper) Degree in Quantity Surveying, Construction

- Economics, or Building Economics.
- Master's degree in a related field is an added advantage.
- Must be professionally registered with the Institution of Surveyors of Uganda (ISU). Membership of the Royal Institution of Chartered Surveyors (RICS) will be an added advantage.
- Must be registered with the Surveyors Registration Board (SRB) of Uganda.
- For applicants whose **Bachelor's degree** was obtained from a foreign university, you are required to provide a **Letter of Equivalence from the National Council for Higher Education (NCHC) that states both the equivalent qualification and class of degree.** NOTE: Failure to do so will lead to automatic disqualification

B. EXPERIENCE

Minimum of 5 years relevant working experience in quantity surveying works.

C. AGE

Applicants must be (35 – 40.0) years old as at the close of advert.

D. COMPETENCIES

- (i) **Technical Competencies**
 - Cost estimation and lifecycle costing.
 - AutoCAD/MasterCAD for takeoffs.
 - Contract administration and claims management.
 - Tender documentation and evaluation.
 - Financial reporting and budget management.
 - Knowledge of building works, materials science, and work methods.
- (ii) **Behavioral Competencies**
 - **Integrity:** Transparent with figures. Proportional representation, Complete context, and full disclosure.
 - **Detail oriented:** Spot errors in measurements and invoices before they cost money.
 - **Negotiation:** Firm but fair with contractors to protect the Bank budget.
 - **Communication:** Explain cost issues to non-technical -Bank/admin staff clearly.
 - **Planning:** Balance emergency repairs with planned works to avoid budget shocks.
 - **Problem solving:** Find cost effective solutions when original scope is not feasible.

11. **PHYSICAL DEMANDS OF THE JOB:** Job requires physical strength and good health to withstand long working hours.

12. WORKING CONDITIONS:

- Working outside normal working hours, and at times, over the weekends and public holidays.
- Responding to emergencies.
- Involves a lot of physical movement.
- Frequent travel upcountry.

Salary and Benefits for the position are generous and attractive.

Please ensure that all required documents are duly attached and must be scanned as a clearly named single document.

Application Submission

Applications should be submitted through the online application link: (<https://forms.office.com/r/T6udViD5zG>) which is accessible through the careers section of the BOU Website (https://www.bou.or.ug/career_opportunities).

Applicants are advised to follow the instructions on the link carefully.

Note:

- 1) Applicants **MUST** use the standard BoU Curriculum Vitae form as their Curriculum Vitae format. Applicants that submit a CV in a format other than the prescribed Bank of Uganda CV form shall be disqualified.

The BoU Curriculum Vitae form is available on the BoU website under the Career Opportunities page.

- 2) Applicants **MUST** attach scanned certified copies of academic credentials and professional training certificates to their applications to support their candidature.
- 3) Management reserves the right to disqualify any applicant found to have concealed or falsified information or academic credentials. Only shortlisted candidates will be contacted.

Applications should be submitted NOT later than Friday 26th June 2026.

MANAGEMENT
15th June 2026