



For Engineering Excellence

# ENGINEERS REGISTRATION BOARD

## VACANCY ANNOUNCEMENT

The Engineers Registration Board (ERB) is established under the Engineers Registration Act, Cap 271, as a statutory body with a mission to regulate and control engineers and their profession in Uganda and to continuously improve on policies affecting the engineering profession and advise Government accordingly.

The ERB seeks to fill a vacant position at its Secretariat in Kampala, and accordingly invites applications from suitably qualified Ugandans to fill the following post:

**Job Title : ASSISTANT REGISTRAR  
(TECHNICAL SERVICES)**

**Salary Scale: ERB 2**

**Reports to : REGISTRAR**

**Responsible For : REGISTRATION OFFICERS**

### Job Purpose

To support the Registrar and co-ordinate the implementation of the ERB's policies, strategies, plans and reports to ensure achievement of ERB's goals and objectives towards the registration, accreditation and regulation of the engineering profession

### Key Responsibilities

The duties and responsibilities of the officer will entail: -

- i. Provide leadership to the Technical Division / Department;
- ii. Plan, budget and coordinate engineering services (registration, accreditation and regulation);
- iii. Provide technical guidance and support supervision for effective delivery of engineering services;
- iv. Monitor and evaluate engineering services;
- v. Allocate and account for resources;
- vi. Initiate and review professional registration and regulation guidelines;
- vii. Assess applications for professional registration and practice, and prepare reports to the ERB Board (Registration Committee);
- viii. Enforce adherence to professional code of conduct and ethics by all registered engineering professionals;
- ix. Provision of guidance for career development and training for engineering professionals;
- x. Plan and coordinate the implementation of quality assurance programmes for engineering services;
- xi. Promote research and innovation in engineering; and
- xii. support the Registrar in enforcement of decisions and resolutions of the ERB Board;
- xiii. In consultation with the Registrar, be responsible for the direction of the affairs of the ERB, the exercise, discharge and performance of its objectives, functions and duties;
- xiv. Ensure the maintenance of efficiency and discipline by all staff of the Division / Department;
- xv. Support the Registrar to provide general oversight of all the ERB activities, manage day-to-day operations, and smooth functioning and efficiency within the organization;
- xvi. Develop the ERB's programs and implementation of standards

- and controls, systems and procedures, regular evaluation and performance management system;
- xvii. Provide leadership in engineering learning, services designed to inform public engineering learning, services designed to inform public policy, promotion of national development and high standards of competence; policy, promotion of national development and high standards of competence;
- xviii. Develop and implement an effective performance management system;
- xix. Exercise and perform any other functions which the ERB Board may determine from time to time.

### Person Specifications

**For appointment to this grade, a candidate must have: -**

1. Bachelor's degree in any recognized Engineering field with post graduate qualifications in Engineering.
2. Advanced degree in Public Administration and Management or Business Administration.
3. Minimum of 8 years' working experience, 3 of which should be at manager level supervising a team(s) of professionals.
4. Membership of a recognized engineering professional association and registration with the Engineers Registration Board or equivalent body is a must.

### Skills and Abilities:

- i. Working knowledge of Uganda Government procedures and systems;
- ii. Computer literacy;
- iii. Excellent written and verbal communication skills;
- iv. Ability to work under tight deadlines without compromising quality;
- v. Demonstrable team leadership and good organization skills;
- vi. Public relations and customer care;
- vii. Ethics and integrity;
- viii. Planning, organizing and coordinating; coaching and mentoring.

**Age Limit Not more than 50 years**

### How to Apply:

All suitably qualified and interested candidates are encouraged to send their applications with detailed CVs, three professional referees (including phone and e-mail contacts) and copies of testimonials in both hardcopy and soft copies to:

**THE REGISTRAR,  
ENGINEERS REGISTRATION BOARD,  
Ministry of Works and Transport,  
Public Works Training Centre,  
Plot 2, Gloucester Avenue, Kyambogo  
P.O. Box 29267, KAMPALA**

Tel: 0393 194942

Email: registrar@erb.go.ug

**Deadline: 12:00noon on Monday 22<sup>nd</sup> January 2024**