



THE REPUBLIC OF UGANDA

MINISTRY OF LANDS, HOUSING AND URBAN DEVELOPMENT

UGANDA CITIES AND MUNICIPALITIES INFRASTRUCTURE DEVELOPMENT
(UCMID) OPERATION

RECRUITMENT OF THE OPERATION SUPPORT TEAM (OST)

EXTERNAL ADVERT

1.0 Applications are invited from suitably qualified Ugandans to fill available vacancies in the Ministry of Lands, Housing and Urban Development. Applications should be filled and submitted **ON-LINE** not later than **Monday 10th August 2026**. The link to the e- recruitment system can be viewed and accessed at <https://careers.mlhud.go.ug>

1.1 Mandatory requirements for Applicants: -

- a) Apply **ON-LINE**.
- b) Scan, attach and submit on-line recent passport size photograph and relevant documents ('**O' Level, and 'A' Level Certificates, Degree Transcripts and Certificates**).
- c) Each attachment must not exceed a limit of 1MB and only Portable Document Format (PDF) is allowed;

1.2 Application Process:

- a) Visit the website <https://careers.mlhud.go.ug>
- b) Click and **Register as a new User** to create your account and complete your profile (starting with your bio data moving downwards).
- c) If you already have an account, simply sign in and update your profile.
- d) Click on **Jobs**, then **Advertised Jobs** in the menu. Select the **Advert** to view the jobs therein.
- e) Click on the job from the list of advertised jobs.
- f) View the job details and click apply.
- g) Review your application and submit.

1.3 Emphasis: -

- a) Only on-line applications on the e-recruitment system will be considered.
- b) Only candidates shortlisted for written and/ or oral Interviews will be contacted.
- c) Candidates shortlisted for oral interviews shall be required to bring along with them copies of original academic documents ("O" and "A" level Certificates, Degree Transcripts and Certificates) and a Valid National Identification Card.
- d) Applicants who shall not hear from the Ministry of Lands, Housing and Urban Development on completion of the selection process should consider themselves unsuccessful.
- e) **The Ministry of Lands, Housing and Urban Development will carry out verification of all academic documents of successful candidates in order to confirm their authenticity. Any applicant established to have submitted forged document(s) shall be disqualified and charged in accordance with the laws of Uganda.**
- f) In case of any inquiry, call Tel. No. **0414672807** or send an e-mail to **careers@mlhud.go.ug**

1.4. Applicants should, among others, have the following Values:

Integrity; Accountability; Impartiality; Transparency; Respect; Responsiveness; Patriotism; Teamwork; and Serving Public Interest

**UGANDA CITIES AND MUNICIPALITIES INFRASTRUCTURE DEVELOPMENT (UCMID)
OPERATION -**

RECRUITMENT OF THE OPERATION SUPPORT TEAM (OST)

UCMID ADVERT

The Government of Uganda (GoU), represented by the Ministry of Lands, Housing and Urban Development (MLHUD), is planning to launch a new program to support special urban needs for infrastructure improvement – the Uganda Cities and Municipalities Infrastructure Development (UCMID) Operation, which will be supported by a World Bank International Development Agency (IDA) Credit to the tune of US\$540 million. The Operation will be for 6 years, (FY 2026/27-2031/32), and will encompass support to climate-smart urban infrastructure development, institutional strengthening and capacity enhancement, support to core Ministries related to these activities, as well as to program management arrangements and institutional strengthening.

The UCMID is designed using the Bank's hybrid lending instruments – Investment Project Financing (IPF) and Program for Results (PforR), whereby disbursement is linked to actual results agreed upon and realized on the ground. To mitigate any capacity risks, the Government has decided to recruit an Operation Support Team (OST), which will assist the MLHUD and the participating sub-National entities in the implementation of the operation.

The OST within MoLHUD with a composition, mandate and terms of reference and resources satisfactory to the World Bank will include , a Finance and Accounting Specialist, a Procurement Specialist, a Local Economic Development Specialist, Engineering Specialists, a Social Development Specialist, an Environment Specialist, a Health and Safety Specialist, and a GIS Specialist. Administrative Secretary (1) , Accountant Assistant (1), ICT officer (1), Monitoring and Evaluation Officer (1).

These professionals will work alongside their departmental counterparts and report to the Commissioner for Urban Development/ Operation Coordinator, provide technical backstopping to Local Governments, and support the Ministry in fulfilling its coordination and oversight functions. The OST's role will be transitional, with its functions gradually absorbed by MoLHUD staff as institutional capacity is strengthened through training, mentoring, and staffing adjustments. Members of OST who are recruited as contract staff will be placed on a two-year contract which is renewable only twice upon satisfactory performance.

The Operation Support Team (OST) for the Uganda Cities and Municipalities Infrastructure Development (UCMID) Operation utilizes a blended staffing structure that integrates recruited technical experts with existing government personnel. This institutional arrangement is designed to provide high-level technical backstopping while ensuring deep alignment with Ministry protocols and long-term sustainability.

Only Candidates with experience in externally funded specifically World bank Funded Projects will be shortlisted.



Directorate/Department	Ministry of Lands Housing and Urban Development
Post	Administrative Assistant
Scale	Other
Terms of Employment	Contract
Vacancies	1
Reference	
Minimum Age	25
Maximum Age	

Minimum Qualification

Degree in Business Administration, Secretarial Studies, Social Sciences, or related field

Working Experience

Three years of experience in administrative support, preferably in a project environment.

Duties

The incumbent will be responsible to the Operation Administrative Secretary for performing the following duties:-

1. Photocopy, print, scan, and bind high-priority project documents, reports, and manuals as requested by the project team.
2. Physically dispatch official letters and correspondence to various MLHUD departments and external partner entities.
3. Maintain an organized delivery logbook to track the receipt, signature, and distribution of all dispatched mail.
4. Assist in tracking the receipt, storage, and internal distribution of general office supplies and program assets.
5. Maintain an accurate, up-to-date physical or digital ledger of office stationery, monitoring consumption patterns.
6. Issue timely alerts to the procurement or administrative team when inventory reaches pre-defined reorder thresholds to prevent stockouts.
7. Direct incoming visitors to the appropriate staff members and handle general office inquiries with professionalism.
8. Assist the Administrative Secretary in running critical errands vital to maintaining continuous office flow and operational efficiency.
9. Support the logistical setup of boardrooms and meeting spaces, ensuring multimedia equipment, seating, and required materials are prepared prior to meetings.
10. Efficiently clear, organize, and restore meeting rooms to standard order immediately following the conclusion of events.



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Directorate/Department	Ministry of Lands Housing and Urban Development
Post	FINANCE AND ACCOUNTING SPECIALIST
Scale	Other
Terms of Employment	Contract
Vacancies	1
Reference	
Minimum Age	35
Maximum Age	

Minimum Qualification

1. Bachelor's Degree in Accounting, Finance, Commerce, or related field.
2. Master's Degree in Finance, Accounting, Business Administration, or related field.
3. Must possess CPA or ACCA qualification (Mandatory).
4. Membership of ICPAU (Mandatory).

Working Experience

1. At least 8 years of relevant public sector financial Management experience.
2. Minimum of 3 years serving in a Financial Management supervisory role.
3. Over 5 years overseeing financial management for complex donor-financed operations.

Duties

The incumbent will be responsible to the Head of Finance and Accounts at the MLHUD, and administratively to the Operations Manager. for performing the following duties:-

1. Lead the preparation and consolidation of comprehensive annual Operation budgets and long-term financial forecasts.
2. Monitor budget implementation, track expenditure trends, and ensure all operations work plans and budgets strictly align with national budgeting cycles.
3. Actively manage program cash flows to ensure optimal liquidity for day-to-day central and sub-national field operations.
4. Ensure all project expenditures comply with approved work plans, budgets, Government of Uganda legal frameworks, and World Bank financial management requirements.
5. Establish, maintain, and enforce robust internal financial controls and risk management mechanisms to safeguard project resources.
6. Provide sound financial advice and transaction guidance to the Operation Coordinator and senior management regarding payments, fund disbursements, and complex financial transactions.
7. Maintain flawless, up-to-date program financial records and statutory books of accounts.
8. Prepare and submit accurate monthly, quarterly, and annual financial reports in full compliance with reporting frameworks.
9. Formulate and package high-quality Interim Financial Reports (IFRs) for timely submission to the World Bank and development partners.
10. Facilitate and coordinate both internal and external audit exercises smoothly.
11. Drive the timely resolution of audit queries and advise the Operation Coordinator on implementing audit recommendations effectively.
12. Provide direct financial management support and technical mentorship to participating Local Governments.
13. Design and support financial management capacity-building initiatives and training for all relevant program stakeholders to strengthen overall systems.
14. Lead and manage the Value for Money (VFM) audits of infrastructure subprojects implemented by Program LGs



Directorate/Department	Ministry of Lands Housing and Urban Development
Post	PROCUREMENT SPECIALIST
Scale	Other
Terms of Employment	Contract
Vacancies	1
Reference	
Minimum Age	35
Maximum Age	

Minimum Qualification

1. Bachelor's Degree in Procurement, Logistics, Business Administration, Commerce, Supply Chain Management, or related field 2. Master's Degree in Procurement, Supply Chain Management, Business Administration, Commerce, or related field 3. Full Professional Qualification in CIPS or equivalent (Mandatory)

Working Experience

1. At least eight (8) years of experience, of which at least three should have been in a Managerial or Supervisory Role, and at least 3 years of relevant working experience in procurement or supply chain duties at a specialist level with externally funded projects, or any other development partner/multi-lateral or international organization. 2. Must have good knowledge of procurement policies and procedures of Multilateral financial institutions (e.g. World Bank) and development cooperation agencies, as well as good knowledge of the institutional, technical, and commercial aspects of procurement. 3. Sound and demonstrated knowledge of the PPDA Procurement Rules and Procedures.

Duties

The incumbent will be responsible to the Head of Procurement Unit at the Ministry, but administratively will be accountable to the Operations Manager for performing the following duties:-

1. Oversee and guarantee that all project procurements at the central and Local Government (LG) levels strictly adhere to the Government of Uganda (PPDA) and World Bank Procurement Regulations to maintain market integrity, fairness, and high quality.
2. Support the preparation, consolidation, and continuously update comprehensive project procurement plans in total alignment with approved annual work plans and budgets at both central and Local Government levels.
3. Identify potential procurement risks, develop strategic mitigation measures, and immediately report any suspected fraud, corruption, or systemic governance issues directly to the Permanent Secretary.
4. Support the development of technical specifications based on end-user requirements, conduct market investigations to prepare shortlists, and drive competitive e-bidding document/RFP preparation.
5. Lead and coordinate the end-to-end procurement processes for goods, works, and consulting services—including Request for Quotations (RFQ), Invitation to Bid (ITB), Request for Proposals (RFP), bid openings, evaluations, and contract awards.
6. Prepare and route all necessary clearance documentation and submissions to the MLHUD Contracts Committee (via the PDU) and secure formal "No Objection" approvals from the World Bank (IDA).
7. Track the implementation of active contracts, reviewing any proposed contract variations, scope changes, or amendments before approval.
8. Monitor processing pipelines, identify bottlenecks or deviations from agreed schedules, and implement timely corrective actions in consultation with management.
9. Maintain an uncompromised, up-to-date, and legally compliant procurement and contract record-keeping system for all project activities.
10. Collaborate with PPDA to Provide direct, hands-on support to the PDU staff at MLHUD and the 49 UCMID Local Governments to ensure proper file management, plan preparation, and timely execution.
11. Collaborate with the PPDA to design and deliver targeted procurement capacity-building programs, training sessions, and mentorship for MLHUD and participating LG personnel.
12. Coordinate procurement audits, facilitate World Bank Post Procurement Reviews (PPR), and aggressively track the implementation of audit recommendations alongside the Operation Coordinator and Head PDU.
13. Draft and consolidate all periodic procurement progress reports, performance tracking metrics, and financial status updates for submission to the World Bank and Project Management.
14. Coordinate Procurement Audits in accordance with Government of Uganda and the World Bank

regulations.

15. Facilitate Post Procurement Reviews (PPR) exercise and in collaboration with the Operation Coordinator and Head PDU follow up implementation of PPR recommendations
16. Monitor and track contracts being processed, identify constraints/ challenges/ issues especially deviations from agreed procurement schedules and seek to resolve them in a timely manner

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Directorate/Department	Ministry of Lands Housing and Urban Development
Post	LOCAL ECONOMIC DEVELOPMENT (LED) SPECIALIST
Scale	Other
Terms of Employment	Contract
Vacancies	1
Reference	
Minimum Age	35
Maximum Age	

Minimum Qualification

1. A Bachelor's degree in any of the following fields from a recognised institution of higher learning. Economics, Agricultural Economics, Development Studies, Regional Development, Public Administration, Local Government Administration, Urban and Regional Planning, Spatial Planning, Business Administration, Commerce or Entrepreneurship 2. Master's Degree in Economics, Business Administration, Local Economic Development, Development Economics, Public Policy, or related field.

Working Experience

1. Minimum 8 years of relevant experience. 2. At least 5 years supporting donor-funded municipal development programs. 3. Experience in local economic development planning, investment promotion, and enterprise development.

Duties

The incumbent will be responsible to the Operation Manager for performing the following duties:-

1. Support the preparation, operationalization, and implementation of robust LED strategies and action plans across participating local governments.
2. Promote the strategic integration and alignment of localized LED priorities into formal local government development plans.
3. Provide specialized technical assistance to the project in technical areas concerning local economic development, job creation frameworks, and improved revenue models in strict accordance with the contract and approved work plans.
4. Design and support targeted investment attraction initiatives to draw domestic and foreign capital to local governments.
5. Provide technical support to sub-national entities in preparing high-quality, bankable investment project proposals and profiles.
6. Support the identification, assessment, structuring, and development of viable Public-Private Partnership (PPP) opportunities.
7. Support Local Governments in deploying strategies, modern systems, and diagnostics to improve and expand their own-source revenue (OSR) collections.
8. Promote entrepreneurship, sustainable enterprise development, and the expansion of micro, small, and medium enterprises (MSMEs) within the target project footprints.
9. Cultivate specific economic growth and job creation opportunities, with an emphasis on sustainable livelihood tracking.
10. Facilitate structured engagement, regular dialogue, and collaborative frameworks between public sector actors and private sector leaders.
11. Engage proactively with the private sector, development partners, financial institutions, and Local Government networks to unlock shared value and co-financing options.
12. Systematically track, monitor, and evaluate the roll-out and progress of active LED interventions across all program sites.
13. Compile high-quality LED progress reports, economic impact assessments, and market trend briefs for project leadership and external partners.
14. Design, implement, and evaluate targeted capacity-building programs and practical training sessions for MLHUD staff and Local Government teams regarding LED planning, execution, and tracking

Directorate/Department	Ministry of Lands Housing and Urban Development
Post	INFRASTRUCTURE DEVELOPMENT SPECIALIST
Scale	Other
Terms of Employment	Contract
Vacancies	2
Reference	
Minimum Age	35
Maximum Age	

Minimum Qualification

1. Bachelor's Degree in Civil Engineering or related engineering discipline. 2. Master's Degree in Engineering, Construction Management, Infrastructure Management, or related field. 3. Registered Engineer with ERB and a valid practicing license. 4. Certification or a postgraduate degree in Project management and planning is an added advantage

Working Experience

1. Minimum 8 years relevant experience. 2. At least 3 years in a management or supervisory role. 3. At least 5 years of specific experience in handling donor-funded infrastructure projects.

Duties

The incumbent will be responsible to the Operation Manager for performing the following duties:-

1. Provide technical oversight for all infrastructure development activities executed under the UCMID Operation
2. Prepare Terms of Reference and statement of requirements for procurement of Design and Supervision consultants, and participate in the evaluation of proposals submitted by consultants.
3. Review and provide detailed written comments on engineering designs, detailed drawings, technical specifications, and tender documents prepared by both in-house teams, consultants, and contractors to ensure absolute structural and functional integrity.
4. Enforce the integration of climate-resilient design principles across all infrastructure works while ensuring total alignment with national standards and World Bank requirements.
5. Provide hands-on technical back-up and mentoring to participating Local Governments (LGs) in compiling bidding documents for prioritized civil works to ensure Value for Money (VFM).
6. Support the procurement processes within participating LGs to enable the effective and timely contract award of civil works and consulting services.
7. Supervise and/or monitor the work of consultants and contractors engaged by both the Ministry and LGs to ensure field activities are executed strictly according to contract provisions and quality guidelines.
8. Participate in formal engineering inspections, technical audits, and independent evaluations to uphold structural standards.
9. Prepare regular infrastructure implementation status reports to appraise stakeholders on the performance of the program.
10. Review monthly construction supervision reports submitted by consulting engineers to ensure they capture all critical metrics and conform to required project formats.
11. Formulate and implement comprehensive infrastructure capacity-building plans, delivering tailored training and mentoring to Ministry staff and participating LGs.
12. Provide technical engineering assistance to the wider project implementation teams and other Ministry initiatives as organizational needs emerge.



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Directorate/Department	Ministry of Lands Housing and Urban Development
Post	SOCIAL DEVELOPMENT SPECIALIST
Scale	Other
Terms of Employment	Contract
Vacancies	1
Reference	
Minimum Age	35
Maximum Age	

Minimum Qualification

1. Bachelor's Degree in Social Work and Administration, Sociology, Social Sciences, Development Studies, Gender Studies, or related field. 2. Master's Degree in any of the above fields or related discipline.

Working Experience

1. Minimum 8 years of relevant experience in social risk management in donor or private sector-funded programs. 2. Demonstrated experience in RAP preparation and implementation, social assessments, stakeholder engagement, and gender mainstreaming.

Duties

The incumbent will be responsible to the Operation Manager for performing the following duties:-

1. Review project planning and procurement procedures to ensure social safeguard requirements are accurately reflected and adequately costed within contract documents: (i) the social requirements are properly reflected and costed in contract documents, (ii) social risk management milestones are included in the contractor's certificates for payment, and (iii) conditions of approval on the NEMA certificate and coordination with MoGLSD and other statutory approvals are well considered and advise MLHUD and sub-national entities accordingly.
2. Provide recommendations to mitigate risks related to land acquisition including proper implementation of Resettlement Action Plan and related grievance management
3. Embed explicit social risk management milestones into contractor payment certificate approvals. Partner with project managers to evaluate the performance of the Supervising Engineer in enforcing social contractual compliance prior to clearing payments.
4. Evaluate social impact reports and design aspects for infrastructure sub-projects under the UCMID operation to ensure all potential social risks are identified and fully integrated into robust mitigation plans.
5. Provide strategic recommendations and oversight to mitigate risks associated with land acquisition, ensuring the proper implementation of Resettlement Action Plans (RAPs).
6. Supervise the preparation, implementation, and operationalization of a comprehensive Grievance Management Plan. This includes assisting sub-national entities in establishing functioning complaints handling mechanisms—including worker-specific GRMs—to track and resolve grievances related to involuntary resettlement, injurious affection, and environmental issues.
7. Partner closely with the Environmental Safeguards Consultant to supervise social impact assessments and oversee the preparation and execution of the Contractor's Social Management Plan (C-SMP).
8. Work closely with the Environmental Safeguards Consultant and Supervise the social impact assessments as well as preparation, and implementation of the Contractor's Social Management Plan, including the STD/ HIV/ AIDS prevention and mitigation plans. The latter will include support to the development of Terms of Reference for service providers, ensure input to ToR from the **Uganda AIDS Commission** and support to the establishment of necessary linkages to relevant Local Government units and related HIV/AIDS points of care.
9. Lead the development of ToRs for HIV/AIDS/STI prevention service providers, incorporating technical inputs from the Uganda AIDS Commission and establishing direct linkages to Local Government units and points of care.
10. Monitor the social impacts of program activities to actively promote social inclusion, gender equity, child protection, and the protection of vulnerable or minority groups.
11. Participate in regular site inspections and supervision of works to verify contractor compliance with statutory Ugandan labour laws, occupational safety and health (OSH) policies, and MLHUD guidelines.
12. Collaborate with key government actors to enforce a zero-tolerance workplace policy against sexual harassment, exploitation, and abuse. Ensure contractors comply with the Uganda Employment Act by educating workers on their rights, displaying key policy provisions, and maintaining operational prevention programs.
13. Ensure seamless alignment with NEMA certificate conditions, the Ministry of Gender, Labour and

Social Development (MoGLSD), and other statutory approval bodies.

14. Design and deliver training and awareness campaigns for ministry staff, sub-national entities, contractors, and local communities on the World Bank Environmental and Social Framework (ESF) requirements, project rights, obligations, and the prevention of negative socio-economic externalities.
15. Provide hands-on technical support to program sub-national entities to maintain compliance with the Operation Implementation Manual and fulfill the social management Minimum Access Conditions during annual performance assessments.
16. Review progress reports from safeguards service providers, compile regular monthly and quarterly social risk monitoring updates, and contribute to developing new tools or methodologies for addressing social risks in infrastructure projects. Provide ad-hoc support to the broader Project Implementation Unit (PIU) and Ministry projects as required.

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Directorate/Department	Ministry of Lands Housing and Urban Development
Post	ENVIRONMENTAL SPECIALIST
Scale	Other
Terms of Employment	
Vacancies	1
Reference	
Minimum Age	35
Maximum Age	

Minimum Qualification

1. Bachelor's Degree in Environmental Science, Natural Resources Management, Environmental Engineering, Forestry, Biological Sciences, or related field. 2. Master's Degree in Environmental Management, Environmental Science, Environmental Engineering, Forestry, Natural Resources Management, or related field

Working Experience

1. Minimum 8 years of relevant experience in environmental safeguards management. 2. Experience in World Bank-funded or donor-funded projects. 3. Experience in Environmental and Social Impact Assessments (ESIA), Environmental and Social Management Plans (ESMPs), environmental audits, and regulatory compliance.

Duties

The incumbent will be responsible to the Operation Manager for performing the following duties:-

1. Ensure that all program planning and execution fully comply with the environmental policies, laws, and regulations of the Government of Uganda (GoU) and the World Bank, including the Environmental and Social System Assessment (ESSA) and Operation Implementation Manual.
2. Support environmental reporting and documentation, including reporting of E&S Incidents to the MLHUD and World Bank in accordance with GoU and WB requirements.
3. Review, develop Terms of Reference (ToRs) for, and oversee the preparation and implementation of Environmental and Social Impact Assessments (ESIAs), Project Briefs, and Environmental and Social Management Plans (ESMPs).
4. Liaise directly with the National Environment Management Authority (NEMA) and relevant regulatory bodies to facilitate and fast-track all necessary statutory environmental approvals and conditions.
5. Collaborate with the Social Development Specialist to draft ToRs and participate in selecting competent Safeguards Firms to undertake ESIAs, ESMPs, and Resettlement Action Plans (RAP).
6. Document environmental safeguard requirements clearly in revised Standard Bidding Documents and ensure ESMP recommendations and NEMA conditions are integrated into contractors' Bills of Materials (BoMs).
7. Participate in shortlisting and evaluating bidders based on explicit environmental safeguard criteria, and verify that enforcement clauses are legally captured in final contracts
8. Review and advise on contractor proposals, environmental specifications, and plans for temporary auxiliary facilities (e.g., campsites, equipment storage, quarries, and borrow areas).
9. Conduct regular site visits to sub-national entities and local governments to track the performance and execution of identified environmental, health, and safety mitigation measures.
10. Develop, maintain, and update environmental and social (E&S) monitoring checklists, compliance trackers, and systems for use during implementation. Participate actively in formal environmental audits and inspections.
11. Guide and advise the project implementation team on the formation, operationalization, and management of Grievance Redress Committees (GRCs) for both project workers and local communities.
12. Provide leadership in undertaking E&S Root Cause Analysis of Incidents, development and implementation of Safeguards Corrective Action Plans, ensuring closure of all reported cases.
13. Develop and maintain a central UpToDate Environmental and social Incidents/ Accidents Register and associated reports and documents.
14. Review and provide advice on Contractor's TORs, proposals, and plans for temporary works and supporting facilities such as campsites, equipment storage, quarries, murrum borrow areas, temporary access roads, etc.
15. Lead the investigation and Root Cause Analysis of E&S incidents, and design, implement, and verify the closure of Safeguards Corrective Action Plans.
16. Compile and submit high-quality monthly, quarterly, and annual E&S monitoring progress reports,

ensuring immediate escalation of critical incidents to MLHUD and the World Bank.

17. Institutionalize environmental safeguards by planning and conducting targeted capacity-building, training initiatives, and hands-on support for MLHUD, sub-national entities, and Local Government staff.
18. Coordinate and participate in community engagement and feedback mechanisms to share project information and capture implementation lessons.
19. Provide technical environmental safeguards backing to the broader Project Implementation Unit (PIU) and other Ministry projects as institutional needs dictate.

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Directorate/Department	Ministry of Lands Housing and Urban Development
Post	OCCUPATIONAL SAFETY AND HEALTH (OSH) SPECIALIST
Scale	Other
Terms of Employment	Contract
Vacancies	1
Reference	
Minimum Age	35
Maximum Age	

Minimum Qualification

1. Bachelor's Degree in Occupational Safety and Health, Engineering, Environmental Science, Industrial Hygiene, or related field. 2. Master's Degree in Occupational Safety and Health, Engineering, Business Administration, or related field. 3. NEBOSH Professional Certification (Mandatory). 4. Registration with a recognized professional body is desirable.

Working Experience

1. Minimum of 8 years relevant experience in Occupational Safety and Health within construction, infrastructure, engineering, or donor-funded projects. 2. Demonstrated experience in site inspections, risk assessments, accident investigations, and safety compliance enforcement. 3. Experience working on large-scale infrastructure projects, construction contracts, or World Bank-funded projects is an added advantage. 4. Experience supervising contractors and implementing workplace safety management systems.

Duties

The incumbent will be responsible to the Operation Manager for performing the following duties:-

1. Ensure absolute compliance with the Occupational Safety and Health Act, Building Control Act, relevant Labour Laws, Environmental Regulations, and applicable World Bank Environmental and Social Standards (ESSs).
2. Conduct routine, rigorous site inspections, comprehensive safety audits, structured hazard identification exercises, and detailed risk assessments across all project footprints.
3. Enforce safe systems of work, strict permit-to-work procedures, and contractor compliance regarding their explicit safety obligations.
4. Liaise actively with the Ministry of Gender, Labour and Social Development (MGLSD), local authorities, contractors, supervising consultants, and regulatory agencies on overarching safety matters.
5. Develop, implement, periodically update, and standardize program-wide Occupational Safety and Health policies, procedures, and guidelines.
6. Review and approve Site-Specific Safety Management Plans (SSSMPs), detailed Method Statements, and Job Hazard Analyses (JHAs) before work begins.
7. Ensure the proactive integration of OSH requirements into early project planning, procurement specifications, infrastructure designs, and implementation phases.
8. Support the preparation, evaluation, and rollout of contractor-led Environmental and Social Management Plans (CESMPs).
9. Lead immediate investigations of all site accidents, incidents, near misses, dangerous occurrences, and occupational illnesses. Conduct detailed root cause analyses to specify preventive parameters.
10. Monitor the rigorous implementation and final closure of all recommended corrective and preventive action plans.
11. Develop, review, and periodically update robust project-level emergency preparedness and response plans.
12. Coordinate regular fire drills, building evacuation exercises, medical first-aid arrangements, and complex emergency simulations. Ensure adequate emergency equipment is strategically distributed and actively maintained.
10. Deliver comprehensive OSH induction programs for incoming workers, contractors, consultants, and project site visitors.
11. Organize regular field-level toolbox talks, safety awareness campaigns, and refreshers. Deliver specialized training on high-risk operations (e.g., working at heights, confined spaces, excavation safety, electrical safety, scaffolding, lifting operations, and emergency response).
12. Develop and execute multi-tiered OSH capacity-building plans for MLHUD staff, Local Governments,

contractors, and consultants to instill a proactive, behavioural safety culture.

13. Maintain central, up-to-date OSH records, incident databases, and performance trackers. Monitor key metrics, including Lost Time Injury Frequency Rate (LTIFR), Accident Frequency Rate (AFR), Severity Rate, and overall site compliance scores.
14. Prepare and submit high-quality monthly, quarterly, and annual safety performance reports for the Operation Coordinator, Operation Manager, MLHUD Management, and the World Bank.
15. Advise management on emerging safety risks, recommend targeted mitigation measures, and participate in project safeguard missions and compliance reviews.
16. Provide ad-hoc professional OSH backing to the broader Project Implementation Unit (PIU) and other Ministry projects as institutional needs dictate.

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Directorate/Department	Ministry of Lands Housing and Urban Development
Post	GIS SPECIALIST
Scale	Other
Terms of Employment	Contract
Vacancies	1
Reference	
Minimum Age	35
Maximum Age	

Minimum Qualification

1. Bachelor's Degree in Geography, Geomatics, GIS, Surveying, Urban Planning, Environmental Science, Spatial Planning, or related field. 2. Master's Degree in a relevant field. 3. Professional proficiency in ArcGIS, QGIS, and GIS data collection systems is mandatory. 4. Experience with mobile data collection and integration tools (e.g. KoboToolbox, Power BI), drone surveying, spatial analysis automation, and AI-enabled analysis is preferred.

Working Experience

1. Minimum 8 years relevant experience. 2. At least 3 years in a supervisory or senior technical role. 3. Experience supporting donor-funded programmes or urban development projects. 4. Experience working in urban contexts with limited existing spatial data infrastructure.

Duties

The incumbent will be responsible to the Operation Manager for performing the following duties:-

1. Establish and maintain GIS databases and spatial information systems.
2. Develop standardized GIS standards and data management protocols (with focus on data quality assurance and inter-institutional governance).
3. Support the development of the National Urban Data Platform
4. Ensure interoperability between program-supported platforms and other GoU-supported platforms
5. Establish, optimize, and maintain robust GIS databases and spatial information systems.
 6. Leverage advanced spatial analysis to inform and guide urban planning initiatives and strategic infrastructure investment decisions. Conduct objective site suitability modelling and investment prioritization analyses to optimize resource allocation.
 7. Cartograph and produce high-quality maps, interactive dashboards, and tailored geospatial products.
 8. Integrate geospatial frameworks and spatial visualization tools into broader program reporting timelines and monitoring and evaluation (M&E) frameworks.
 9. Map and track infrastructure investments and associated program results to support Disbursement-Linked Indicators (DLIs) verification.
 10. Conduct rigorous climate vulnerability, environmental hazard, and ecosystem mapping to support long-term climate resilience planning.
 11. Collaborate closely with the Social Development Specialist to map areas displaying high social safeguard vulnerabilities.
 12. Liaise with the Environmental Specialist to provide geospatial inputs to enhance the preparation and monitoring of Environmental and Social Impact Assessments (ESIAs), Environmental and Social Management Plans (ESMPs), and Resettlement Action Plans (RAPs).
 13. Perform socioeconomic spatial analyses, placing specific attention on equity of access to public services within Refugee Hosting Districts.
 14. Design, develop, and execute a structured, scalable GIS capacity-building program.
 15. Deliver hands-on training to MLHUD and Local Government staff to drive sustainable GIS applications and adoption across program entities.
 16. Coordinate and liaise with national and international mapping agencies, academic bodies, and data providers to acquire and share most up to date geospatial data.
 17. Prepare comprehensive spatial analysis reports, methodology documentation, and technical briefs for program leadership.
 18. Perform any other professional duties as assigned by the Programme Coordinator.

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Directorate/Department	Ministry of Lands Housing and Urban Development
Post	OPERATION ADMINISTRATIVE SECRETARY
Scale	Other
Terms of Employment	Contract
Vacancies	1
Reference	
Minimum Age	25
Maximum Age	

Minimum Qualification

Bachelor's Degree (Honours) in Public Relations management, Development Studies and Project Planning and Management, Secretarial Studies, Office Management, Business Administration, or a related field.

Working Experience

1. Minimum of 5 years of relevant professional experience. 2. At least 5 years of experience providing secretarial support within donor-funded programs (e.g., World Bank) or public sector institutions.

Duties

The incumbent will be responsible to the Operation Coordinator/ Manager for performing the following duties:-

1. Strategically manage the daily calendars, complex meeting schedules, and official appointments for the Operation Coordinator and Manager.
2. Lead logistical planning and execution for internal team meetings, large-scale program workshops, and stakeholder consultations.
3. Formulate professional agendas, assemble supporting briefing materials, and produce accurate, high-quality minutes of all official proceedings.
4. Efficiently screen, manage, and direct phone calls, incoming visitors, and high-level officials with a high standard of professional courtesy.
5. Track, log, and manage incoming and outgoing mail and official communications, ensuring rapid and accurate internal routing to relevant team members.
6. Draft, proofread, format, and finalize official administrative letters, internal memos, certificates, and general correspondence.
7. Establish, optimize, and maintain highly secure, logical physical and electronic filing systems to store and retrieve vital program documents.
8. Ensure confidential program archives and document databases are organized in compliance with institutional data management protocols.
9. Requisition, track, and monitor the usage of essential office stationery, printing materials, and kitchen supplies to prevent shortages.
10. Coordinate closely with the general support and maintenance teams to ensure the workspace remains organized, orderly, and meets high cleanliness standards.



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Directorate/Department	Ministry of Lands Housing and Urban Development
Post	ASSISTANT ACCOUNTANT
Scale	Other
Terms of Employment	Contract
Vacancies	1
Reference	
Minimum Age	25
Maximum Age	

Minimum Qualification

1. Bachelor's Degree in Finance, Accounting, Commerce, or a related field. 2. Part qualification in ACCA or CPA certification

Working Experience

1. Minimum of 3 years of relevant working experience in finance and accounting duties with externally funded projects, or any other development partner/multi-lateral or international organization, Government entity, or in a corporate environment 2. Prior experience working with the Government Integrated Financial Management System (IFMS) or donor-funded project accounts is highly preferred.

Duties

The incumbent will be responsible to the Finance and Accounting Specialist for performing the following duties:-

1. Verify supporting documentation—including invoices, Local Purchase Orders (LPOs), and delivery notes—for completeness, accuracy, and compliance before payment processing.
2. Draft official payment vouchers and ensure correct budget line allocations in line with project funding and institutional guidelines.
3. Post financial data accurately into the project accounting software or the Government Integrated Financial Management System (IFMS) platform.
4. Maintain comprehensive, up-to-date ledgers for accounts payable and accounts receivable.
5. Disburse and manage office petty cash in strict adherence to established threshold policies and internal financial controls.
6. Perform weekly physical cash counts and prepare accurate cash reconciliation statements.
7. Number, file, and systematically archive all processed payment vouchers, receipts, and bank statements to ensure compliance and prevent data loss.
8. Retrieve financial files promptly to facilitate and support internal and external audit missions.

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Directorate/Department	Ministry of Lands Housing and Urban Development
Post	ICT OFFICER
Scale	Other
Terms of Employment	Contract
Vacancies	1
Reference	
Minimum Age	25
Maximum Age	

Minimum Qualification

1. A Bachelor's degree in IT, Computer Science, or a related field. 2. Postgraduate qualification in the fields above will be of added advantage. 3. IT professional certification in Microsoft, CISCO, Oracle, CISA, ITIL, or equivalent is mandatory. 4. Proficiency in Windows Operating System, networking, and basic server management.

Working Experience

A minimum of 6 years of relevant working experience in ICT duties with externally funded projects, or any other development partner/multi-lateral or international organization, Government entity, or in a corporate environment

Duties

The incumbent will be responsible to the Operation Manager for performing the following duties:-

1. Manage Local Area Networks (LAN), internet connectivity, and access configurations to ensure stable and secure network access for all OST users.
2. Set up, secure, and maintain server environments, storage units, and institutional email systems.
3. Install, patch, update, and manage licenses for operational software, including MS Office and specialized engineering and M&E platforms.
4. Troubleshoot hardware faults, resolve connection bugs, and provide technical guidance and support to staff members.
5. Implement, test, and maintain robust, automated daily and weekly system backup routines for critical project records to guarantee business continuity.
6. Administer IT security tools, deploy endpoint anti-virus solutions, and enforce strict network password policies and access controls.
7. Catalog, track, and maintain the inventory of all IT hardware assets (such as laptops, servers, and screens) while conducting routine device performance checks.
8. Assist the Communications team by providing backend maintenance and support for institutional websites and digital platforms.



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Directorate/Department	Ministry of Lands Housing and Urban Development
Post	MONITORING AND EVALUATION OFFICER
Scale	Other
Terms of Employment	Contract
Vacancies	1
Reference	
Minimum Age	25
Maximum Age	

Minimum Qualification

1. A Bachelor's Degree in Statistics, Quantitative Economics, Social Sciences, Development Studies, or related field. 2. A Master's Degree in any of the above or related fields is of added advantage. 3. Post-graduate diploma or Certificate in M&E is mandatory.

Working Experience

Six (6) years of relevant working experience in M&E duties with externally funded projects, or any other development Partner/ multi-lateral or international organization, Government entity, or in a corporate environment.

Duties

The incumbent will be responsible to the Monitoring & Evaluation Specialist for performing the following duties:-

1. Support the M&E Specialist in implementing and managing the project's manual and computerized Monitoring Information Systems (MIS). Routinely collect, clean, and input data from central and Program LGs into M&E databases.
2. Continuously track performance against established project indicators, Program Development Objectives (PDOs), and Disbursement Linked Indicators (DLIs) to ensure timely detection of variances.
3. Conduct regular field monitoring visits and rigorous Data Quality Assessments at the Program LGs and ministry levels to verify data integrity and compliance with collection protocols.
4. Assist the M&E Specialist in compiling accurate monthly, quarterly, semi-annual, and annual project progress reports by synthesizing field data and preparing preliminary drafts.
5. Coordinate directly with participating Local Governments and MDAs to streamline data compilation processes, providing technical backup to local staff on data management tools.
6. Assist in organizing and executing annual performance assessments conducted by the Independent Verification Agent (IVA), as well as midterm and end-of-program evaluations.
7. Provide hands-on training and mentorship to Program LGs and ministry staff on data collection tools (such as Kobo Toolbox, SPSS, and Excel).
8. Assist in compiling and updating project dashboards (via Power BI) and documenting key project milestones, institutional best practices, and lessons learned for dissemination.

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