



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)

INTERNAL 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 14th 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 certified relevant documents ('O' Level, and 'A' Level Certificates, Degree and Masters Transcripts and Certificates).
- c) Each attachment must not exceed a limit of 1MB and only Portable Document Format (PDF) is allowed;
- d) Experience with World Bank-funded projects and results-based financing mechanisms is a **MUST**.

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.

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- 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 original academic documents ("O" and "A" level Certificates, Degree and Masters 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



POST: OPERATION MANAGER

SCALE: OTHER

TERMS OF EMPLOYMENT: CONTRACT

VACANCIES: 1

MINIMUM AGE: 35

Minimum Qualification

1. Bachelor's Degree (Honours) in Engineering, Urban Planning, Spatial Planning, Urban Development, Architecture, Economics, Construction Management, or related field.
2. Master's degree in engineering, Urban Planning, Spatial Planning, Public Administration, Economics, Business Administration, Project Management, or related field.
3. Professional Project Management Certification (PMP, PRINCE2, or equivalent) is mandatory.

Working Experience

1. Minimum of 12 years of relevant professional experience.
2. At least 5 years in a senior management or program coordination role.
3. Demonstrated experience managing large infrastructure, urban development, or donor-funded programs.
4. Experience with World Bank-funded projects and results-based financing mechanisms is highly desirable.

Duties

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

1. Coordinate day-to-day project operations and technical teams to guarantee timely, effective, and compliant execution of all Operation activities.
2. Ensure all field implementation activities strictly align with approved annual work plans, procurement plans, and budget allocations.
3. Lead the collaborative preparation, consolidation, and scheduling of annual work plans and implementation timelines across all participating technical teams in both with in participating Local Governments, Ministries, Departments and agencies.
4. Supervise and coordinate OST technical specialists and consultants to ensure deliverables are met on time and meet project standards and quality.
5. Review all technical outputs, engineering designs, and strategies to ensure compliance with the quality standards set out in the project documentation.



6. Monitor implementation progress proactively, identifying bottlenecks and implementing swift corrective actions to mitigate project delays.
7. Ensure seamless coordination and engagement between MLHUD departments, Local Governments, development partners, consultants, and relevant Government MDAs.
8. Guide and facilitate formal program review engagements, mid-term reviews, and World Bank implementation support missions.
9. Design and implement interventions aimed at strengthening the long-term institutional, reporting, and technical capacities of participating entities.
10. Ensure all operational components comply with the statutory requirements of both the Government of Uganda and the World Bank.
11. Provide hands-on technical guidance in procurement, environmental and social safeguards, and financial management to ensure full alignment with legal and policy frameworks.
12. Oversee the data collection (collaborating closely with the M&E Specialist), aggregation, and timely submission of high-quality progress reports, briefs, and management updates, while maintaining comprehensive project records.



POST: MONITORING AND EVALUATION SPECIALIST

SCALE: OTHER

TERMS OF EMPLOYMENT: CONTRACT

VACANCIES: 1

MINIMUM AGE: 35

Minimum Qualification

1. Bachelor's Degree in Statistics, Quantitative Economics, Economics, Development Studies, Social Sciences, Monitoring and Evaluation, or related field.
2. Master's Degree in Statistics, Quantitative Economics, Economics, Development Studies, Social Sciences, Monitoring and Evaluation, or related field.
3. A postgraduate qualification in Monitoring and Evaluation.

Working Experience

1. Minimum 8 years relevant experience.
2. At least 3 years in a supervisory role.
3. At least 5 years in donor-funded programs.

Duties

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

1. Design, establish, and manage the project's comprehensive monitoring and evaluation framework, including both manual and computerized Monitoring Information Systems (MIS).
2. Formulate and refine clear performance indicators strictly aligned with the Program Development Objectives (PDO) and Disbursement Linked Indicators (DLIs).
3. Harmonize and integrate the project's M&E, data, and statistical streams into the wider institutional M&E and data architecture of the MLHUD.
4. Partner actively with the MLHUD Department of Statistics, Research, Monitoring, and Evaluation to streamline core evaluation functions.
5. Establish rigorous data collection and verification systems to track progress against targets, assess project outcomes, and ensure data-driven decision-making.



6. Monitor and evaluate the utilization of program resources at both the central ministry and sub-national entity (SNE) levels, producing quarterly reports to inform Operation Technical Committee (OTC) decisions.
7. Provide hands-on technical guidance and field backup to staff to ensure accurate data compilation for the project's results framework.
8. Coordinate the annual performance assessments of participating Local Governments, MoLG, and MoLHUD conducted by the Independent Verification Agent (IVA).
9. Lead and manage all major operational reviews, including quarterly progress reviews, the formal Mid-Term Review (MTR), end-of-program evaluations, and rigorous impact assessments.
10. Monitor sub-national entities against established assessment tools and DLIs, utilizing findings to propose strategic updates to the Operation Implementation Manual (OIM).
11. Prepare and submit accurate periodic (monthly, quarterly, annual) M&E reports tailored to the compliance needs of MLHUD and the World Bank.
12. Facilitate the integration of evaluation findings and trends directly into management decision-making processes.
13. Document key milestones, institutional best practices, and lessons learned throughout implementation, disseminating them to line ministries, NGOs, development partners, and key stakeholders.
14. Design and execute relevant M&E capacity-building plans, training modules, and mentoring programs for Ministry staff and participating sub-national entities.
15. Provide cross-cutting M&E technical assistance to the Operation Support Team and broader Ministry projects as operational demands dictate.



POST: COMMUNICATION & STAKEHOLDER ENGAGEMENT

SCALE: OTHER

TERMS OF EMPLOYMENT: CONTRACT

VACANCIES: 1

MINIMUM AGE: 35

Minimum Qualification

1. Bachelor's degree in mass communication, Journalism, Public Relations, Literature, Communication Studies, or a related field.
2. Master's degree in communication, Public Relations, Journalism, Marketing, or related field.
3. Professional qualification in CIPR, CIM or equivalent is mandatory.

Working Experience

1. Minimum 8 years relevant experience.
2. At least 5 years in a management or senior communications role.
3. Experience working on donor-funded programmes and public sector communication.

Duties

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

1. Develop, implement, and update a comprehensive communication strategy, creating tailored materials, reports, briefings, and multimedia content for the UCMID Operation.
2. Enhance the program's public profile and visibility across all institutional tiers using digital communication, knowledge management platforms, public events, workshops, and targeted awareness campaigns.
3. Maintain and regularly populate the Ministry's website and digital portals with project factsheets, advisory notes, talking points, and periodic operational updates.
4. Oversee all project publication activities—including content management, publishing standards, graphic design, translation, and dissemination—to ensure the highest quality for all communication materials.
5. Formulate and execute a robust Stakeholder Engagement Plan explicitly tailored for the UCMID Operation.



6. Support the Ministry, the UCMID Programme, and sub-national entities in conducting effective citizen and community outreach activities to transparently share information and project results.
7. In consultation with Operation Support Team (OST) and Ministry management, establish internal and external communication protocols to maximize coordination among line Ministries, Departments, Agencies (MDAs), sub-national entities, and the World Bank.
8. Manage and coordinate all proactive and reactive media relations, press briefings, and public information dissemination pipelines.
9. Monitor daily media reports concerning project activities and stakeholders, brief the OST on emerging trends, and prepare rapid, constructive media responses as assigned.
10. Document and package project achievements, institutional lessons learned, and success stories to maintain a consistent corporate message across all stakeholder groups.
11. Manage official project meeting records, shared digital drives, and communication archives while facilitating information requests and packaging responses between the PST and partners.
12. Promote active knowledge-sharing and identify collaborative synergies among the OST, Ministry staff, sub-national entities, and external stakeholder agencies.
13. Provide timely, constructive guidance on embedding communication components into all facets of the project, cooperating closely with other OST specialists to ensure an integrated approach to reporting.
14. Design, implement, and evaluate targeted communication capacity-building plans for Ministry and sub-national entity staff.
15. Provide ad-hoc professional communication support to the Project Implementation Unit (PIU) and broader Ministry projects, executing assignments directed by management to safeguard the institutional image.

