



NATIONAL HOUSING

NATIONAL HOUSING AND CONSTRUCTION COMPANY LIMITED

“Happy Homes, Built to Last”

VACANCIES - EXTERNAL ADVERT NO. 01 OF 2026

National Housing and Construction Company Limited is Uganda’s Leading Real Estate Developer with over sixty (60) years of experience in developing, building and managing housing Estates for sell or let at Economic rates. The Company, has strategically placed itself as the lead National Construction Company with establishments at Regional level to reflect the National character and focus on realization of the National Strategic development goals and strategies of the country.

The Company, now seeks to recruit competent persons with high levels of Integrity, dedication and commitment, geared towards driving the Company generated business, both in the short and long term. The staff will work as part of an exciting team with a vision of becoming better professionals and execute the Company’s mandate.

Applications are therefore invited from suitably qualified persons to fill the following Positions:

- 1. Post:** **Head- Projects**
No. of Vacancies: Two (2)
Department: Engineering
Reports to: Chief Engineer
Job Purpose: Responsible for providing support to the Chief Engineer in overseeing a cluster of projects through the various stages of project development and implementation. Such support may include though not limited to: contribution to project design, documentation and development phases. Also coordinating procurement, construction and overall implementation and delivery of projects at sites as well as ensuring effective performance of Strategic Business Units in furtherance of the Company's Mandate and Strategic Objectives & goals within a risk and compliance perspective.

Key Duties & Responsibilities:

- a) **Strategization:** Participates in the development and or review of the departmental Strategies, work plans and budgets and ensure their approval and successful implementation throughout the year. **Project Supervision:** Regularly conducts site visits and monitor ongoing Company projects in order to offer quality assurance, facilitation and coordination of the implementation of the corresponding projects, with an objective of optimizing costs, ensure safety of both workers and contractors and guarantee profitability of each project.
- b) **Readies Project Sites:** Ensures project sites are free from encumbrances, boundaries are opened, site surveys are conducted, and project orientation and land optimization is undertaken.
- c) **Project Design & documentation reviews:** Conducts design and documentation reviews prior to implementation including Site infrastructure designs, Architectural Drawings, Structural Drawings, Electrical drawings, Bills of Quantities e.tc. And advise the Chief Engineer accordingly.
- d) **SBU Development:** Oversee development of Strategic Business Units (SBU) within the Engineering department and monitors their effective operations and profitability/impact to the company's bottom line.
- e) **Project reports:** Prepares and consolidate periodic project reports for all ongoing projects for consideration by the Chief Engineer and management in support of any business decisions arising thereof.
- f) **Project Property accountability:** Ensures efficient maintenance of the Company's properties, including plant and monitors the operation and maintenance of the Company's mechanical plant and equipment to ensure that the needs of the Company are met in the most economical and effective and efficient manner in the furtherance of project & company goals.
- g) **Budgeting & budget coordination:** Effectively participates in the Engineering departmental budgeting process, coordinates and ensures effective budgetary and operational provisions for all project site teams.
- h) **Contractual reviews:** Develops and reviews all project contractual and procurement/tendering processes and documents including contract administration as well as management to mitigate risks in project implementation.
- i) **Team Leadership:** Takes full responsibility for performance management of all direct reports, focusing on all aspects of sound people management e.g. Recruitment, Development, Performance Management, Remuneration and Rewards, Career path planning, On-the-job training, coaching & mentoring and Employee engagement etc.

Minimum Qualifications and Experience:

- a) Minimum of Bachelor's degree in Civil Engineering or Construction Management from a recognized University.
- b) Specialized training, with appropriate qualifications in Project Planning and Management from a recognized University/Institution is a Must.
- c) Must be a registered Engineer with Uganda Engineers Registration Board (ERB) or internationally recognized professional engineers institute, or body such as MUIPE as a Must.

- d) Master's degree in any of the above fields is an added advantage.
- e) Minimum of Ten (10) years working experience in a civil engineering job, 4 of which should have been at the level of Principal Engineer (Civil) or Head of Engineering Section in technical or operational role or as part of senior management team in either Government or equivalent level of experience from a reputable organization.
- f) Work experience in a housing or Real estate development company shall be an added advantage

Behavioral & Technical Competencies

- a) Proven knowledge and competence in the following design software's like AutoCAD, Revit and Arch CAD etc.).
- b) Proven knowledge and skills in application of the following Engineering-related Software and MS Office Packages is a MUST (MS Project, Word, Excel and power point).
- c) Knowledge of Project management as well as NHCC product & service offering is essential.

2. Post: Head Marketing and Communications

No. of Vacancies: One (1)

Department: Office of the Chief Executive Officer

Reports to: Deputy Chief Executive Officer-Finance and Administration

Job Purpose: Responsible for the development, implementation of NHCC Marketing and Communications strategies aimed at building brand, drive demand of company products as well as enhance Stakeholder relationships.

Key Duties & Responsibilities:

- a) **Marketing & Sales Growth:** responsible for the development of Marketing Strategy, for all products profiles (residential, commercial & industrial) and ensure its approval and efficient implementation throughout the year to raise Company targeted revenues.
- b) **Brand Materials:** Initiate, develop and implement relevant brand materials to support marketing activities for the Company such as Annual reports, Corporate Calendars, run brand, digital and content product marketing and lead general campaigns across channels to enhance NHCCL profile visibility.
- c) **Growth Strategies:** in consultation with the Deputy Chief Executive Officer (DCEO), effectively develop, operationalize and continuously monitor appropriate strategies for revenue growth as well as the efficient coordination and management of market analysis, marketing, sales and customer service activities for NHCCL.
- d) **Communications and Public Relations:** Manage media relations, press releases, reputation and lead crisis communications as and when need arises.

- e) **Stakeholder Engagement:** Build Strong partnerships with Government, contractors, clients and manage public relations for partners, investors and regulators
- f) **Product & service awareness:** Lead the drive product & service awareness to enhance product knowledge across the Company by conducting product awareness sessions and quizzes to all staff so as to drive a cross marketing and selling culture driven by sizzling service excellence practices within NHCCL.
- g) **Reporting:** Prepares and submits timely and accurate sales & marketing reports including commission, service and feedback to respective stakeholders within the approved internal and external standards.
- h) **Cost Containment:** Contain Marketing, sales and customer service spend within approved budget and as guided by the strategy & subsequent planned annual sales and marketing activities.
- i) **Team Leadership and Management:** Takes full responsibility for performance management of all direct reports, focusing on all aspects of sound people management e.g. Recruitment, Development, Performance Management, Remuneration and Rewards, Career path planning, On-the-job training, coaching & mentoring and Employee engagement

Minimum Qualifications and Experience:

- a) Minimum of a Bachelor Degree in Communications, Journalism, Marketing or Public Relations or any other business related
- b) Full and valid membership of a nationally, or internationally recognized professional Marketers 'body, is a Must.
- c) Professional qualification in Project Planning and Management is as an added advantage.
- d) Minimum of Seven (7) years' experience in Communications Strategy Development and or customer relations as well as experience and skills in both performance marketing and public/media relations

Behavioral & Technical Competencies:

- a) Socially adept
- b) Can balance creative brand work with commercial outcomes
- c) Solution-focused, flexible thinker with a strong "can do" attitude
- d) Excellent written and verbal communication skills
- e) Excellent critical thinking skills and the ability to exercise good judgement and solve problems quickly, effectively and efficiently
- f) Ability to work within a rapidly moving and changing work environment
- g) High levels of integrity and professionalism
- h) Knowledge of digital marketing tactics such as SEO and Email Marketing
- i) In-depth knowledge of building industry and related products
- j) Proficiency with software applications including MS Office, familiarity with html, web-editing, web design, WordPress;

k) Graphic design skills (Photoshop, Publisher and/or InDesign) for in house graphic production are desirable

- 3. Post:** **Head-Internal Audit**
No. of Vacancies: One (1)
Department: Internal Audit
Reports to: Chief Internal Auditor
Job Purpose: Responsible for supporting the Chief Internal Auditor in the Management of all Audit activities/plans that lead to independent, objective assurance and consulting activities aimed at enhancing value and operational improvements. The role is also charged with ensuring a systematic, disciplined approach to evaluate the effectiveness of Risk Management, Control and Governance Processes in order to achieve and maintain a sound internal control and governance environment for National Housing & Construction Company Ltd and in line with the Internal Audit plan, Internal Audit Charter and International Internal Auditing Standards

Key Duties & Responsibilities:

- a) Draft Audit plan for NHCCL Internal Audit department: Support the Chief Internal Auditor in Identifying, coordinating and aligning annual Audit activities to be executed by the team so as to guarantee qualitative reporting and assurance to stakeholders in line with the NHCCL Internal Audit plan, Internal Audit Charter and International Internal Auditing Standards.
- b) Audit Reporting: Receive and manage Audit programs, working papers and reports from internal Auditors on compliance, Risk, systems & processes against recommendations of the Board and annual Audit plan
- c) Development of Internal Audit Board Report: In liaison with Chief Internal Auditor and against Annual Audit plan, develop internal audit issues for reporting to Board of Directors on Quarterly basis.
- d) Manage Consulting Services/Audits: As commissioned by either Board Audit Committee or Management and through the Chief Internal Auditor, perform investigations against cases within company (fraud) necessitating Disciplinary Action.
- e) Risk Assessment: Manage the Risk assessment process across departments and provide major inputs in the development of the annual Internal Audit Plan
- f) Report audit findings and recommendations; to appropriate management based on the results of regularly scheduled audits, non-scheduled audits, and at any time when issues need to be addressed by management.
- g) Follow up on implementation of internal and external audit recommendations and report on status on a quarterly basis.
- h) Team Management and Leadership: Take full responsibility for performance management of all direct reports, focusing on status on a quarterly basis all aspects of sound people management e.g. Recruitment, Development, Performance

- Management, Remuneration and Rewards, Career path planning, On-the-job training, coaching & mentoring and Employee engagement.
- i) Other Duties: Perform Deputy Functions of Chief Internal Auditor and other duties as required, consistent with the goals, objectives, and responsibilities of the Internal Audit department and with the approval of the Audit Committee.

Minimum Qualifications and Experience:

- a) Minimum of a Bachelor's Degree in Accounting, Business Administration, Commerce or Finance and Certified Public Accountant
- b) Qualification with Professional Certification in either ACCA, CPA, CISA or Certified Internal Auditor (CIA) is a MUST
- c) Minimum of Six (7) years of experience in related auditing position of which 3 years should have been at the level of Audit Manager or similar position.

Behavioral & Technical Competences:

- a) Deep understanding of the concept of process and risk management; and auditing
- b) Strong aptitude for easy and quick learning of audit, analytical, or/and facilitation skills
- c) Strong working knowledge and ability to use Audit-related software and MS Office and other standard software application tools is essential
- d) Knowledge of Navision software system is added advantage
- e) Broad knowledge of Project management/Operations, Compliance legislation, policies and procedures
- f) Solution-focused, flexible thinker with a strong “can do” attitude
- g) Strong networking and stakeholder engagement skills
- h) Sound judgement and decision-making skills
- i) Ethical and professional conduct
- j) A good understanding of the building industry.
- k) Well-developed business management skills

4. Post:	Senior Design Engineer
No. of Vacancies:	Two (2)
Department:	Operations
Reports to:	Head Technical Operations, Design and Innovations
Job Purpose:	Responsible for contributing to the attainment of NHCCL strategic objectives and goals by formulating proposals for new projects sites and other building projects as well as undertaking the design and preparation of Structural drawings for the furtherance of the same.

Key Duties & Responsibilities:

- a) New site proposals: Actively participates in the initiation and formulation of proposals for new projects/sites and other related building works in line with Company business plans and budgets
- b) Design Project Guidelines: Prepares design guidelines and concept papers including aesthetic concepts and coordinate other design team members and draft persons for the preparation of detailed structural drawings
- c) Documentation: Consults and prepares documents for applications for approval by relevant local authorities
- d) Projects drawings: Lodges project drawings to the Local Authorities and follow them up regularly to ensure speedy approvals
- e) Risk Management: Manages all risk associated with project planning, design and documentation as well as offering construction supervision and management.
- f) Compliance: Supervises ongoing works at construction sites in order to ascertain strict adherence to architectural designs and building standards
- g) Technical Support to Management: Provide the Company's Management whenever necessary with relevant specialist technical advice (on the basis of appropriate and comprehensive analysis and evaluation) with regard to the Company's investment opportunities, and projects especially those involving partnerships, external contractors and other service providers as well as providing the necessary supervision, quality assurance, facilitation and coordination of the implementation of the corresponding projects with a view to ensuring their profitable success.
- h) Reporting: Provides timely and accurate technical operations reports related to the designing and conceptualization as well as attending departmental, site and any other meetings, prepare reports and represent the Company wherever assigned.
- i) Team Leadership and Management: Takes full responsibility from performance management of all direct reports, focusing on all aspects of sound people management e.g. recruitment, development, performance management, remuneration and Rewards, Career path planning, on the job training, coaching and mentoring and employee engagement etc.

Minimum Qualifications and Experience:

- a) Minimum of Bachelors in Civil/Structural Engineering from a recognized University.
- b) Additional qualifications in Business Management and or Master's degree in any the above field would be desirable.
- c) Full and valid membership of any professional recognized Engineering body, with a valid practicing certificate is a MUST
- d) Specialized training, with appropriate qualifications in Project Planning and Management is a Must.
- e) Minimum of eight (8) years' of working experience as a Structural Design Engineer, or in a similar position, in a large and reputable Construction, or Civil Works Company, or reputable Consultancy firm, or on any other large civil works project.

- f) Proven working experience in design of high-rise buildings, with at least three projects with 4 Storeys and above.
- g) Experience in working with public, or private sector organizations involved in housing-related projects, or programs, shall be an added advantage.

Behavioral & Technical Competencies:

- a) A good understanding of the building industry.
- b) Good computer literacy with excellent application of Architectural design-related Software such as AutoCAD, ArchCAD, Revit, 3D & Animation.
- c) Proven knowledge and skills in application of MS Office Package (especially Word, Excel and PowerPoint), are essential.
- d) Knowledge of Project management as well as NHCC product & service offering is essential.
- e) Good communication skills, both oral and written
- f) At ease with people from all strata of society, both the general public and within the Company.
- g) Able to coordinate multiple tasks at any given time.
- h) Must be able to work under minimum supervision.
- i) Self-confidence.
- j) Creative, innovative and adventurous.
- k) Ability to give attention to details.

5. Post:	Information Communication and Technology (ICT) Officer
No. of Vacancies:	One (1)
Department:	Office of the Chief Executive Officer
Reports to:	Head-ICT
Job Purpose:	Responsible for supporting with the implementation of the National Housing & Construction Company's ICT Strategy by maintaining and managing the ICT solutions, projects and operations, as well as providing support to ICT users in the Company so as to enable an effective and efficient business operations in the furtherance of the strategic objectives & goals

Key Duties & Responsibilities:

- a) **Support to Head-ICT in the development & execution of an ICT strategy:** Provides support in the drafting of the thematic focus areas of ICT in line with aspirations of the Company. Such may include, areas of ICT support in the design, development and Maintenance of ICT infrastructure. Also in areas of needs assessments and benchmarks, preparing technical specifications and evaluation.
- b) **Enterprise Management System:** Provides support the design, development and Maintenance of Enterprise Management Systems in the organization including

- computer devices, Servers and Network infrastructure (**appropriate & effective hardware and systems**) to enable the provision of stable systems for the company.
- c) **ICT reporting:** Prepares and submits ICT related reports (generated from reliable MI) that will support/enable business decision making in meeting NHCCL's strategic & operational goals. I.e. cost-benefit analysis reports, system/data integrity reports, uptime reports etc.
 - d) **Ensure Compliance:** Ensures that all ICT operations requirements i.e. Governance, Risk, Audit and Compliance by strict adherence, implementation of all recommendations and closing out queries.
 - e) **Troubleshooting:** Liaises directly with end users to clarify, analyze and resolve reported issues, delivering high standards of customer service. Also providing 1st level and 2nd level support to enhance availability of IT services both software and hardware failures including telephony, Local Area Networks and Wide Area Networks and other computer-related problems.
 - f) **ICT infrastructure:** Liaises with external vendors, who provide maintenance and repair services and keep an up-to-date inventory of the work they do for the Company as per internal procedures and applicable service level agreements in place with such external service providers.
 - g) **ICT upgrades/Business continuity plans:** Manages computer hardware and software maintenance in the company to facilitate sound business operations (business continuity) such as installations, upgrades, IT Asset tracking, repairs and preventive maintenance within the risk and compliance requirements.
 - h) **Disaster recovery plans:** implements and enforces disaster recovery plans and IT security in the company based on industry best practices, managing the security and disaster recovery aspects of a database through planning for backup & recovery of all database information within the approved Business Continuity plan of NHCCL.
 - i) **ICT shared Services:** Assists in the management of social media platforms, websites and online services including the effective monitoring, control and update of cloud services in the organization and as may be guided by the NHCCL's Service Level Agreements (SLA).
 - j) **Team Supervision:** Taking full responsibility for performance management of all direct reports, focusing on all aspects of sound people management e.g. Recruitment, Development, Performance Management, Remuneration and Rewards, Career path planning, On-the-job training, coaching & mentoring and Employee engagement

Minimum Qualifications and Experience:

- a) Minimum of Bachelor's degree in Information Technology, Computer Science or a closely related and relevant field.
- b) Possession of Certified ICT training such as CCNA, MCSA, CISSP, ITIL from a recognized Institution shall be an added advantage.
- c) At least 3 years' working experience as an ICT Support and team leader, or in a similar position, in a large sector organization.

- d) Experience in developing, administering websites, information security program, Digital Marketing, IT Project Management, Emerging Technologies and disaster recovery operation is desirable
- e) Knowledge of related statutory IT compliance regulations is MUST.

Behavioral and Technical Competences:

- a) Extensive and in-depth knowledge of IT Operations
- b) Building industry knowledge, services & products;
- c) Working knowledge of some or all of the following: Windows 11, Windows Server R2, Microsoft Exchange 2021, SharePoint, VMware ESXi 6, Web hosting technologies, Microsoft Office Products, Unix and/or Oracle
- d) Results-oriented with high level of flexibility
- e) Ability to detect and attend to ICT problems in a timely manner.
- f) Ability to train others to acquire basic Computer skills.
- g) Proven presentation and reporting abilities.
- h) Good systems development methodologies
- i) Proven analytical and trouble-shooting skills.
- j) High Level of Integrity

6. Post:	Records Officer
No. of Vacancies:	One (1)
Department:	Human Resource & Administration
Reports to:	Head-Human Resources and Administration
Job Purpose:	Responsible for the planning, development and Management of an efficient and effective internal corporate Information, Documentation and Resource Centre system, in both manual & soft forms for National Housing and Construction Company Limited as per company's set standards and professional best practices

Key Duties & Responsibilities:

- a) Champion the Practical adoption of a document management information system, with emphasis on streamlining, process flow and retention vital achieved documents.
- b) Develop, implement and monitor appropriate strategies, policies, systems and procedures for managing corporate information gathering, assembly, storage, retrieval and dissemination throughout the Company- with a view to ensuring easy access to important corporate information and promotion of the corporate image.
- c) Be responsible for coordinating and managing corporate information gathering, assembly, storage, retrieval, packaging, dissemination and publication (including through articles, documentaries, presentations and related methods), throughout the Company.

- d) In consultation with the Head of Section, carry out desk and related research and gather, process and disseminate information about the Company and the Housing Industry, as deemed appropriate.
- e) In consultation with the Head of Department, take charge of appropriately assembling and packaging strategic information on Company matters for dissemination, presentation and publication to the outside world through appropriate media, whenever necessary, or as directed by Management.
- f) Develop and manage a document repository and reference system for the Company.
- g) Develop, operationalize, coordinate and monitor information and documentation management standards and procedures throughout the Company.
- h) Ensure weeding out of unnecessary records and Compile/ submit the Records Disposal List on an annual basis

Minimum Qualifications and Experience:

- a) Minimum of Bachelor's degree in Library and Information Sciences, or a closely related and relevant discipline,
- b) Additional training in practice-oriented Electronic Information Management from a recognized institution is a must.
- c) Minimum of three (3) years working experience as an Information Management Officer/records Officer, or in a similar position, in a large and reputable public or private sector organization.
- d) Experience in working with development agencies, as well as other public, or private sector organizations involved in housing- related projects, or programs, shall be an added advantage

Behavioral and Technical Competences:

- a) Computer proficiency in word processing and spreadsheet software programs
- b) Team player with excellent command of spoken and written English.
- c) Excellent dissemination, publication and public relations skills.
- d) Proven ability to produce high quality reports, documents, presentations and documentaries, with minimal supervision.
- e) Proven negotiation and communication skills.
- f) Results-oriented, flexible and has customer care skills.
- g) Proven analytical and judgmental skills.
- h) Coordination and networking skills
- i) Maturity, high ethics and integrity.
- j) A confident, articulate and reliable personality.
- k) Ability to work under tight deadlines and for long hours.

7. Post:	Construction Manager
No. of Vacancies:	Four (4)
Department:	Engineering
Reports to:	Head-Projects

Job Purpose: Responsible for planning, coordination and controlling all onsite activities to deliver the project safely on time, within budget and to the required quality and contractual standards

Key Duties & Responsibilities:

- a) **Planning and Control:** Oversee the project organization, develop and manage construction program, resource plan and site logistics and monitor progress against schedule and budgets, report variances and implement corrective actions
- b) **Site Execution and Quality Management:** Coordinate Subcontractors, materials and equipment required to maintain workflow and ensure work complies with drawings, specifications, codes, quality standards, Ugandan laws and statutory guidelines on Project implementation as well as implemented within schedule.
- c) **Safety and Compliance:** Enforce Site Safety plan, PPE in line with regulatory requirements, obtain permits, maintain records and liaise with authorities for inspections
- d) **Cost and Communication:** Control site costs, approve variations and manage sub-contractors payments including leading site meetings issue instructions and maintain communications with client consultants and project teams.
- e) Identification, assessment and preparation of claims for consideration by the Employer.
- f) **Team Leadership:** Takes full responsibility for performance management of all direct reports, focusing on all aspects of sound people management e.g. Recruitment, Development, and Performance Management, Remuneration and Rewards, Career path planning, On-the-job training, coaching & mentoring and Employee engagement as well as to managing Client requirements and expectations in achieving targets and milestones etc.
- g) **Close out:** Manage snagging, handovers and O&M documentation

Minimum Qualifications and Experience:

- a) Minimum of Bachelor's degree in Civil Engineering or Construction Management from a recognized University.
- b) Possession of Master's degree in any of the above fields is added advantage.
- c) Specialized training, with appropriate qualifications in Project Planning and Management a recognized University/Institution is a Must.
- d) Minimum of Eight (8) years working experience as Civil Engineer, Construction Engineer/Manager, or in a similar position, in a large and reputable Construction, or Civil Works Company, or reputable Consultancy firm, or on any other large civil works project in public or Private Sector organization.
- e) Proven working experience in Management of Construction Projects of high-rise buildings, with at least three (3) projects with 4 Storeys and above

Behavioral and Technical Competences:

- a) IT and computer proficiency skills.
- b) Proven knowledge and skills in application of Engineering-related Software and MS Office Packages (e.g. AutoCAD, Revit, MS Project, Word, Excel and PowerPoint)
- c) Knowledge of Project management as well as NHCC product & service offering is essential.
- d) Negotiation and Communication skills.
- e) Results-oriented, business-focused and pays attention to details.
- f) Planning, coordination, and networking skills.
- g) Project supervision skills
- h) Analytical thinking
- i) Interpersonal, and human relations skills
- j) Leadership, high ethics and integrity.

8. Post:	Project Engineer
No. of Vacancies:	Three (3)
Department:	Engineering
Reports to:	Head-Projects
Job Purpose:	Responsible for planning, coordination and effective Management of the construction of Company projects, with a view of ensuring such projects are carried out within the authorized cost, schedule, and specifications and in accordance with best practices, as well as established Company policies and procedures in the furtherance of meeting the strategic goals and objectives.

Key Duties & Responsibilities:

- h) **Housing project Supervision:** Effectively and efficiently supervises all civil works, including interpreting building plans and supervising construction of the housing projects, Providing overall project coordination and communication within the Project Management Teams of ongoing construction projects.
- i) **Project work plans:** Prepare work plans, materials schedules, activity schedules and other relevant documentation in a timely manner, for proper planning and execution of projects.
- j) **Payment certification:** Reviews and certifies all applications for payment to various construction service providers in line with service level Agreements and housing project budget lines.
- k) **Site related compliances:** Ensures clean, safe and reliable working environment at project sites- with the target of zero incidences and accidents and timely report any incidents. Also provides adequate Health and safety information to all persons working on construction sites whether or not employees and adequately notify them of any hazard as well as providing adequate protective equipment to prevent risk of accidents at site or adverse effects on health.

- l) **Project reports:** Prepares relevant project reports including but not limited to monthly project progress reports, weekly project briefs, and cost capture reports among others.
- m) **Guaranteeing Quality Assurance:** in charge of monitoring site operations of Quality planning process, Quality Control procedures and thereby guaranteeing project Quality Assurance to the respective stakeholders.
- n) **Technical & Specialist Advisory:** Provide the Company's Management, whenever necessary, with relevant specialist, expert and technical advice (on the basis of appropriate and comprehensive analysis and evaluation), with regard to the Company's investment opportunities and projects-especially those involving Partnerships, External Contractors and other Service Providers-as well provide the necessary supervision, quality assurance, facilitation and coordination of the implementation of the corresponding projects – with a view to ensuring their profitable success.
- o) **Contractual reviews:** Develops and reviews all project contractual and procurement/tendering processes and documents including contract administration as well as management to mitigate risks in project implementation.
- p) **Team Leadership:** Takes full responsibility for performance management of all direct reports, focusing on all aspects of sound people management e.g. Recruitment, Development, Performance Management, Remuneration and Rewards, Career path planning, On-the-job training, coaching & mentoring and Employee engagement etc.

Minimum Qualifications and Experience:

- f) Minimum of Bachelor's degree in Civil Engineering or Construction Management from a recognized University.
- g) Possession of Master's degree in any of the above fields is added advantage.
- h) Specialized training, with appropriate qualifications in Project Planning and Management from a recognized University/Institution is a Must.
- i) Minimum of six (6) years working experience as Civil Engineer, Construction Engineer/Manager, or in a similar position, in a large and reputable Construction, or Civil Works Company, or reputable Consultancy firm, or on any other large civil works project in public or Private Sector organization.
- j) Proven working experience on construction works of high-rise buildings, with at least three projects with 4 Storeys and above.

Behavioral and Technical Competences:

- a) IT and computer proficiency skills.
- b) Proven knowledge and skills in application of Engineering-related Software and MS Office Packages (e.g. AutoCAD, Revit, MS Project, Word, Excel and PowerPoint)
- c) Knowledge of Project management as well as NHCC product & service offering is essential.
- d) Negotiation and Communication skills.

- e) Results-oriented, business-focused and pays attention to details.
- f) Planning, coordination, and networking skills.
- g) Project supervision skills
- h) Analytical thinking
- i) Interpersonal, and human relations skills
- j) Leadership, high ethics and integrity.

9. Post:	Structural Draftsperson
No. of Vacancies:	Two (2)
Department:	Operations
Reports to:	Senior Design Engineer
Job Purpose:	Responsible for contributing to the attainment of NHCCL strategic objectives and goals through preparation of working structural drawings for housing plans, as may be directed and within the overall project scope.

Key Duties & Responsibilities:

- a) **Working Drawings:** Prepares working drawings from the Structural sketches and produces detailed drawings to be used in project plans
- b) **Site Inspection:** Carry out site inspection and assist Foremen and Masons with interpretation of the Structural drawings.
- c) **Custodial roles:** Ensures all related documentation (structural Working Drawings) are effectively kept under lock and key.
- d) **Consultations:** Consults the Structural Engineer on the day-to-day basis in execution of his/her duties to ensure production of appropriate, complete and accurate building plans.
- e) **Compliance:** Performs all duty roles within the internal operating standards of National Housing and Construction Company and professional ethics of structural draft persons.
- f) **Reporting:** Provides timely and accurate reports related to the preparation of working drawings and any other as may be required by supervisor and Management.

Minimum Qualifications and Experience:

- a) A minimum of Diploma in Draftsmanship, or a closely related and relevant discipline,
- b) Possession of a Bachelor's degree from a recognized University/Institution would be an added advantage.
- c) Full and valid membership of a nationally, or internationally recognized professional body, is desirable.
- d) Specialized training, with appropriate qualifications in Project Planning and Management, shall be an added advantage.

- e) Additional qualifications in Business Management, from a recognized institution, shall be an added advantage.
- f) A minimum of two (2) years working experience as a Draftsperson, or in a similar position, in a large and reputable Construction, or Civil Works Company, or reputable Consultancy firm.
- g) Experience in working with public, or private sector organizations involved in housing-related projects, or programs, shall also be an added advantage.
- h) Proven knowledge and skills in application of Architectural / Structural design-related Software and MS Office Packages (especially Word, Excel and PowerPoint), are essential.

Behavioral and Technical Competences:

- a) A good understanding of the building industry.
- b) Proven knowledge and skills in application of Architectural/Structural design-related Software and MS Office Packages (especially Word, Excel and PowerPoint), are essential.
- c) Proven good presentation and reporting abilities
- d) Knowledge of Project management as well as NHCC product & service offering is essential.
- e) Proven negotiation and communication skills.
- f) Results-oriented, business-focused and pays attention to details.
- g) Coordination and networking skills.
- h) Cost consciousness and proven ability to pursue value for money.
- i) Analytical and judgmental skills, as well as a high degree of accuracy.
- j) Interpersonal and human relations skills, as well as a team-player.
- k) Maturity, high ethics and integrity.
- l) A confident, flexible, articulate and reliable personality.
- m) Ability to work under tight deadlines, for long hours and to deliver high quality outputs with minimal supervision.

10. Post:	Clerk of Works
No. of Vacancies:	Four (4)
Department:	Operations and Engineering
Reports to:	Project Engineer
Job Purpose:	To ensure that works are professionally done according to the specifications, and in cost effective manner for sole reason of furtherance of company's strategic goals and objectives.

Key Duties and Responsibilities

- a) **Supervision:** Effectively supervises respective projects to ensure Proper workmanship and adherence to specifications and that the output is line with the agreed standards.

- b) **Materials:** Checks building construction materials to ascertain that such materials are of sound quality and quantity to guarantee an assurance in terms of quality building or road.
- c) **Site Diary:** In charge of maintaining the site diary on labour, weather, materials, and hours of work vital in the execution of the building or road works.
- d) **Reporting** Using information on site diary or submit monthly reports to the respective senior project engineer and architect.
- e) **Payments:** Evaluate and verify contractor's claims for works done and recommend payment

Minimum Qualifications and Experience:

- a) Minimum of a Bachelor's degree in Building and Civil Engineering or closely related discipline from recognized University or institution
- b) Possession of a Post Graduate Diploma in Project Planning and Management of a closely related field shall be an added advantage
- c) Minimum of three (3) years of experience in a similar position in a busy Public or Private Construction company.
- d) Knowledge and skills in application of Engineering related software as well as proficiency in applications of Ms office package (work & excel) and related packages is essential
- e) Experience in working with Public or private sector organizations involved in housing related projects or programs shall be an added advantage

Behavioral and Technical Competences:

- a) Maturity, high level of integrity.
- b) High cost conscious and pursues value for money.
- c) Ability to Build team spirit
- d) Technically savvy in area of specialty.
- e) Knowledge of NHCC product & service offering is essential.

11. Post:	Electrical Engineer
No. of Vacancies:	One (1)
Department:	Operations
Reports to:	Senior Building Services Engineer
Job Purpose:	Responsible for contributing to the attainment of NHCCL strategic objectives and goals by ensuring that all project site-electrical works or any other related, are competently designed, well planned and carried out according to professional standards, specifications, established procedures and best practices and within the perspectives of risk, compliance and integrity of the engineering service for the furtherance of the same

Key Duties and Responsibilities

- a) **Electrical Designs:** Undertake Electrical Designs from Concept design through to completion
- b) **Design and adherence to project specifications:** Ensure proper Electrical designs, are implemented with complete adherence to specifications/designs and that correct use and safety of tools and equipment is maintained.
- c) **Supervision roles:** Supervises and inspects all Electrical works at all Company project sites and property as well as guiding Foreman to ensure that M&E works are properly maintained or set out for contractors in a timely manner at every critical stage of construction. Also carrying out measurement of contractors' work done for purposes of certification and payment.
- d) **Requisitions:** Ensures timely requisition of Electrical materials from stores and that material wastage is eliminated or kept at a minimum.
- e) Review material test reports, samples and manufacturers test certificates and report to project managers on compliance to specifications
- f) **Technical input:** Provides the Company's Management, whenever necessary, with relevant specialist, expert and technical advice regarding electrical and mechanical aspects to guide the Company's investment opportunities and projects.
- g) **Compliance:** Ensures that Health and Safety compliance by the work force among others are enforced, as well as ensuring clean and safe working environments and working conditions at project site.
- h) **Reporting:** Provides timely and accurate technical reports related to the plans and designs of Electrical site works to respective stakeholders or as may be required from time to time.
- i) **Team Leadership and Management:** Takes full responsibility for performance management of all direct reports, focusing on all aspects of sound people management e.g. Recruitment, Development, Performance Management, Remuneration and Rewards, Career path planning, On-the-job training, coaching & mentoring and Employee engagement etc.

Minimum Qualifications and Experience:

- a) Minimum of Bachelor's degree in Electrical Engineering or Building services Engineering or a closely related and relevant discipline from a recognized University
- b) Master's degree in any of the above fields would be desirable.
- c) Full and valid membership of a nationally, or internationally recognized professional Engineers Institute, or body, such as MUIPE, is an added advantage.
- d) Minimum experience of four (4) years as an Electrical Engineer, or in a similar position, in a large and reputable Construction, or Civil Works Company, or reputable Consultancy firm, or on any other large civil works project.
- e) Experience in working with public, or private sector organizations involved in housing-related projects, or programs, is desirable.

- f) Proven knowledge and Competence in the following design software is a MUST (AutoCAD, Revit, ArchCAD etc.).
- g) Specialized training, with appropriate qualifications in Project Planning and Management is desirable.

Behavioral and Technical Competences:

- a) Cost consciousness, innovation and ability to pursue value for money
- b) Planning, coordination, and networking skills.
- c) Project supervision skills
- d) Interpersonal, and human relations skills
- e) Ability to give attention to details.
- f) High levels of integrity, ethics and responsibility.
- g) A good understanding of the building industry.
- h) Proven knowledge and Competence in the following design software is a MUST (AutoCAD, Revit, ArchCAD etc.).
- i) Proven knowledge and skills in application of MS Office Package (especially Word, Excel and PowerPoint), are essential
- j) Knowledge of Project management as well as NHCC product & service offering is essential.

12. Post:

Mechanical Engineer

No. of Vacancies:

One (1)

Department:

Operations

Reports to:

Senior Building Services Engineer

Job Purpose:

Responsible for contributing to the attainment of NHCCL strategic objectives and goals by ensuring that all project site-Mechanical works or any other related, are competently designed, well planned and carried out according to professional standards, specifications, established procedures and best practices and within the perspectives of risk, compliance and integrity of the engineering service for the furtherance of the same

Key Duties and Responsibilities

- j) **Mechanical Designs:** Undertake Mechanical Designs from Concept design through to completion
- k) **Adherence to project specifications:** Ensure proper Mechanical designs, are implemented with complete adherence to specifications and that correct use and safety of tools and equipment is maintained.
- l) **Adherence to project specifications:** Ensure that proper Mechanical workmanship and adherence to specifications/designs at construction sites are done and that correct use and safety of tools and equipment is maintained.
- m) **Supervision roles:** Supervises and inspects all Mechanical works at all Company project sites and property as well as guiding staff to ensure that Mechanical works

- are properly maintained or set out for contractors in a timely manner at every critical stage of construction. Also carrying out measurement of contractors' work done for purposes of certification and payment.
- n) **Requisitions:** Ensures timely requisition of Mechanical materials from stores and that material wastage is eliminated or kept at a minimum.
 - o) Review material test reports, samples and manufacturers test certificates and report to project managers on compliance to specifications
 - p) **Technical input:** Provides the Company's Management, whenever necessary, with relevant specialist, expert and technical advice regarding mechanical aspects to guide the Company's investment opportunities and projects.
 - q) **Compliance:** Ensures that Health and Safety compliance by the work force among others are enforced, as well as ensuring clean and safe working environments and working conditions at project site.
 - r) **Reporting:** Provides timely and accurate technical reports related to the plans and designs of mechanical site works to respective stakeholders or as may be required from time to time including outsourced services (mechanical works, spare parts)
 - s) **Team Leadership and Management:** Takes full responsibility for performance management of all direct reports, focusing on all aspects of sound people management e.g. Recruitment, Development, Performance Management, Remuneration and Rewards, Career path planning, On-the-job training, coaching & mentoring and Employee engagement etc.

Minimum Qualifications and Experience:

- h) Minimum of Bachelor's degree in Mechanical Engineering or Building Services Engineering or a closely related and relevant discipline from a recognized University
- i) Master's degree in any of the above fields would be desirable.
- j) Full and valid membership of a nationally, or internationally recognized professional Engineers Institute, or body, such as MUIPE, is an added advantage.
- k) Specialized training, with appropriate qualifications in Project Planning and Management from a recognized Institution is desirable.
- l) Minimum experience of four (4) years as Mechanical Officer or in a similar position, in a large and reputable Construction, or Civil Works Company, or reputable Consultancy firm, or on any other large civil works project.
- m) Experience in working with public, or private sector organizations involved in housing-related projects, or programs, is desirable.
- n) Proven experience in housing or large-scale infrastructure projects.
- o) Proven knowledge and Competence in the following design software is a MUST (AutoCAD, Revit, ArchCAD etc.).

Behavioral and Technical Competences:

- k) Cost consciousness, innovation and ability to pursue value for money

- l) Mechanical systems design & supervision
- m) Project supervision skills
- n) Interpersonal, and human relations skills
- o) Resilience and ability to work under pressure
- p) Analytical thinking and attention to detail
- q) Adaptability to changing project conditions
- r) Strong work ethic and dependability
- s) Customer and stakeholder orientation
- t) Ability to give attention to details.
- u) High levels of integrity, ethics and responsibility.
- v) A good understanding of the building industry.
- w) Proven knowledge and skills in application of MS Office Package (especially Word, Excel and PowerPoint), are essential

Application Procedure:

Applications indicating the position being applied for and accompanied by detailed Curriculum Vitae, copies of Academic certificates, evidence of relevant working experience & contacts of three (3) Professional referees should be addressed and delivered to;

**The Chief Executive Officer,
National Housing & Construction Company Limited,
Crested Towers Building
Plot 17, Hannington Road
P.O. BOX 659,
KAMPALA, UGANDA**

Deadline for submission is **Friday, June 26, 2026 by 4:30Pm.** (East African Time)

Please note that only short listed candidates shall be contacted.