JOB ADVERT

Uganda Industrial Research Institute (UIRI) is a government parastatal organization, established by an Act of Parliament (UIRI Act, 2003) as a competence and capability centre to champion innovations & translate applied research results into practical applications. UIRI invites suitably qualified Ugandans to fill the available vacancies listed below:

1. PLANNING OFFICER

Job Summary

The Planning Officer is responsible for institutional planning, budgeting, monitoring, evaluation and reporting, and ensuring that these processes conform to relevant Government of Uganda frameworks.

Key Responsibilities

The Planning Officer will:

i. Coordinate the preparation, review and implementation of UIRI's Strategic Plan, work plans, budgets and reports, ensuring alignment with the Institute's mandate, national development priorities, and relevant Government of Uganda frameworks.

ii. Develop and maintain institutional performance monitoring and reporting frameworks, including performance indicators, targets, tracking tools and results frameworks.

iii. Collect, analyse and interpret institutional planning and performance data and provide evidence-based information to support management decision-making, resource allocation and program prioritisation.

iv. Provide technical support in the planning, appraisal, feasibility assessment and performance review of all UIRI projects.

v. Attend planning, budgeting, and performance review meetings with the relevant Government entities and committees.

vi. Perform any other related duties as may be assigned by the supervisor.

Requirements

- Bachelor's degree in Economics, Statistics, Quantitative Economics, Development Studies, Economics and statistics.
- At least three (3) years of working experience in planning, budgeting, monitoring and evaluation, or performance reporting in a reputable organisation.

- Demonstrable experience with Government of Uganda planning and budgeting processes.

Duty station
UIRI Nakawa Campus, Kampala

2. CIVIL WORKS SUPERVISOR

Job Summary
To provide effective, efficient and quality technical support to the operations of UIRI civil works projects.

Key Responsibilities

i. Monitor and control all civil works, ensuring adherence to standards, regulations and specifications in contract documents.
ii. Design, interpret and explain plans, drawings and design documents to stakeholders.
iii. Prepare Bills of Quantities (BOQs) for construction or rehabilitation of structures
iv. Ensure compliance with safety regulations, and conduct regular safety inspections
v. Prepare and maintain status reports for projects under implementation and completed ones.
vi. Coordinate and manage stakeholders, including contractors, consultants, and staff to ensure smooth project execution
vii. Participate in the evaluation of bids and make recommendations based on technical specifications as per invitation to bid requirements.

Requirements

- BSc in Civil Engineering, or its equivalent, from a recognised university
- Minimum of five (05) years of professional experience in the Civil Engineering field, with at least two (02) in a supervisory role
- Professional Registration with Uganda Institute of Professional Engineers or similar Professional Body
- Project Management Certification (e.g. PMP)
- Experience with Construction Software (e.g. Procore, Autodesk) is an added advantage

Duty station
UIRI Nakawa Campus, Kampala

3. LEGAL OFFICER

Job Summary

To provide sound legal advice, ensure institutional compliance with relevant laws and regulations, draft and review contracts and other legal instruments, manage litigation and disputes, support board and corporate governance functions, and protect UIRI's interests in intellectual property, commercial transactions, procurement, employment, and other operational matters.

Key Duties and Responsibilities

i. Provide timely legal advice and opinions to Management, the Board, and departments on operational, commercial, regulatory, employment, procurement, and governance matters.
ii. Draft, review, negotiate, and manage contracts, agreements, Memoranda of Understanding (MoUs), partnership instruments, technology transfer agreements, and other legal documents.
iii. Ensure compliance with the UIRI Act, Public Procurement and Disposal of Public Assets (PPDA) Act, labour laws, intellectual property laws, environmental regulations, and other applicable national and regional legal frameworks.
iv. Represent or coordinate representation of UIRI in courts of law, tribunals, and alternative dispute resolution processes.
v. Assist with Board secretarial functions, including preparation of board papers, minutes, and ensuring good corporate governance practices.
vi. Conduct legal research, maintain registers of contracts and legal documents, and prepare legal reports and compliance updates.
vii. Advise on land, property, and infrastructure-related legal issues arising from UIRI's facilities and pilot plants.
viii. Support risk management by identifying legal risks and recommending mitigation measures.
ix. Perform any other related duties as assigned by the supervisor or Management.

Requirements

- Bachelor of Laws (LLB) (Honours) from a recognized university.
- Postgraduate Diploma in Legal Practice from the Law Development Centre (LDC).
- Advocate of the High Court of Uganda with a valid practising certificate.
- Membership of the Uganda Law Society.
- At least three (03) years of relevant post-qualification legal experience in a reputable organization, law firm, or government/parastatal institution.

Duty station

UIRI Nakawa Campus, Kampala

4. SECURITY OFFICER

Job Summary

To protect UIRI's personnel, visitors, assets, facilities, equipment, and materials by enforcing security procedures, conducting patrols, monitoring access and surveillance systems, responding to incidents, and supporting a safe working environment across the Institute's campuses and operations.

Key Duties and Responsibilities

i. Guard and secure UIRI premises, including offices, laboratories, workshops, pilot plants, warehouses, and other facilities through regular patrols and access control.
ii. Control entry and exit of staff, visitors, vehicles, and materials; verify identification and maintain visitor/vehicle logs.
iii. Monitor CCTV cameras, alarm systems, access control, and other electronic security equipment, and report irregularities promptly.
iv. Detect, prevent, and respond to security threats, theft, vandalism, unauthorized access, or other incidents and take appropriate first-response actions.
v. Conduct security risk assessments and vulnerability checks of facilities and report findings to the supervisor.
vi. Support emergency response and evacuation procedures.
vii. Perform any other related duties assigned by the supervisor or Management.

Requirements

- Uganda Certificate of Education (UCE) / O-Level Certificate.
- Valid Certificate of Good Conduct from Uganda Police / Interpol clearance.
- At least two (02) years of relevant experience in security operations in a reputable organisation.

Duty station

UIRI Nakawa Campus, Kampala or UIRI Namanve Campus, Namanve or other duty station as may be assigned.

HOW TO APPLY:
Interested candidates are required to submit their cover letters, CVs and academic documents to the address below before 17:00 hrs **EAT** on **27th November, 2026**:

Uganda Industrial Research Institute (UIRI)
Plot 42A Mukabya Road,
Nakawa Industrial Area,
KAMPALA.

Ensure to sign the register of received applications.

For more information, visit https://uiri.go.ug/opportunities/careers