



UGANDA RAILWAYS CORPORATION



JOB DESCRIPTION

JOB TITLE:	CORPORATION SECRETARY
GRADE:	RG2
REPORTS TO:	MANAGING DIRECTOR
NUMBER OF VACANCIES:	ONE (01)

Responsible to Board of Directors through the Managing Director

Job Purpose: To provide professional legal, governance, and secretarial support to the Board of Directors and Management of Uganda Railways Corporation, ensuring effective corporate governance, compliance with applicable laws and regulations, proper coordination of Board affairs, and implementation of good governance practices that support the Corporation's strategic objectives.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Board Administration and Governance

- Provide professional advice to the Board of Directors and Management on corporate governance matters.
- Coordinate and facilitate Board meetings, Board Committee meetings, and Annual General Meetings where applicable.
- Prepare and circulate Board agendas, meeting papers, minutes, and action trackers.
- Maintain accurate and secure records of Board deliberations, resolutions, and decisions.
- Monitor implementation of Board resolutions and provide periodic reports on progress.
- Ensure compliance with corporate governance principles and public sector governance requirements.

2. Legal and Regulatory Compliance

- Advise the Corporation on legal and regulatory obligations affecting its operations.
- Ensure compliance with the Uganda Railways Corporation Act, Government policies, statutory requirements, and relevant laws.
- Maintain a corporate compliance framework and advise Management on emerging legal risks.
- Coordinate legal audits and follow up on compliance gaps.
- Liaise with external legal counsel and regulatory authorities on legal matters.

3. Corporate Records Management

- Maintain statutory registers, corporate documents, and official records of the Corporation.
- Ensure proper custody of Board documents, contracts, policies, and governance instruments.
- Oversee effective records management systems in line with Government requirements.

4. Policy and Strategic Advisory Support

- Provide guidance on governance aspects of strategic plans, policies, and institutional reforms.
- Support the Board and Management in reviewing corporate policies and governance frameworks.
- Advise on corporate restructuring, partnerships, investments, and major transactions from a governance perspective.

5. Stakeholder Relations

- Serve as a link between the Board, Management, Government Ministries, shareholders, regulators, and other stakeholders.
- Coordinate communication of Board decisions to relevant stakeholders.
- Support effective relationships with oversight institutions.

6. Risk Management and Ethics

- Promote ethical conduct and integrity in corporate governance.
- Support implementation of risk management and internal control frameworks.
- Advise the Board on governance risks and mitigation measures.
- Promote transparency, accountability, and good corporate citizenship.

7. Secretariat Management

- Provide leadership to the Corporation Secretariat function.
- Supervise and mentor secretariat staff.
- Develop systems to improve efficiency in Board and corporate administration.
- Prepare budgets and work plans for the Secretariat function.

PERSON SPECIFICATIONS

A. Academic Qualifications

The ideal candidate should possess:

- Honours Degree in Law and a Post Graduate Diploma in Legal Practice from Law Development Centre Uganda
- A Master's Degree in Law from a recognized institution.
- A professional qualification in one or more of the following is an added advantage:
- Membership to the Institute of Chartered Secretaries and Administrators.
- Postgraduate qualification in Corporate Governance.

B. Professional Experience

- At least 10 years of relevant working experience in corporate governance, legal services, board secretariat, public administration, or related areas.
- Experience working in a Government institution, State Corporation, transport sector, infrastructure organization, or regulated entity is desirable.
- Demonstrated experience providing advisory services to Boards of Directors and senior management.

NOTE: Previous applicants for this position can reapply,

JOB TITLE:	PRINCIPAL OPERATIONS OFFICER
GRADE:	RG3
REPORTS TO:	Chief Operations Officer
NUMBER OF VACANCIES:	One (1)

Supervises: Operations Officers, Train Control Staff, Station Operations Staff and other assigned operational personnel.

Job Purpose: To plan, coordinate, monitor and improve railway operational activities to ensure safe, reliable, efficient and customer-focused movement of passengers and freight in accordance with URC policies, operational standards, safety regulations and national transport objectives.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Operations Planning and Coordination

- Develop and implement operational plans, schedules and procedures for railway services.
- Coordinate train movements, station activities, freight operations and passenger services.
- Monitor implementation of daily, weekly and monthly operational programmes.
- Provide technical advice on improving operational efficiency and service reliability.
- Participate in preparation of departmental strategic plans and budgets.

2. Train Operations Management

- Monitor compliance with train operating rules, regulations and procedures.
- Coordinate with train control, mechanical, civil engineering and safety departments to ensure smooth operations.
- Monitor train punctuality, availability and utilization of operational resources.
- Analyse causes of delays, cancellations and operational disruptions and recommend corrective actions.

3. Freight and Passenger Operations

- Coordinate freight and passenger train operations to meet customer requirements.
- Monitor loading, unloading and turnaround times.
- Support development of strategies to increase freight volumes and revenue.
- Ensure efficient customer service delivery.

4. Safety and Regulatory Compliance

- Ensure compliance with railway safety standards, operating procedures and environmental requirements.
- Participate in investigations of operational incidents and accidents.
- Implement corrective and preventive measures arising from investigations.
- Promote a safety culture among operational staff.

5. Operational Performance Monitoring and Reporting

- Develop and monitor key operational performance indicators (KPIs).
- Prepare periodic operational performance reports.
- Analyse operational data and recommend improvements.
- Maintain operational records and documentation.

7. Emergency Preparedness and Incident Management

- Coordinate operational responses during accidents, breakdowns and emergencies.
- Participate in emergency preparedness drills.
- Liaise with relevant departments during service disruptions.
- Ensure timely restoration of operations.

PERSON SPECIFICATIONS

A. Academic Qualifications

Applicants should possess:

- Bachelor's Degree in Railway Transport, Transport Management, Logistics, Engineering, Operations Management, Business Administration or a related discipline from a recognised institution.
- Masters' Degree in Railway Transport, Transport Management, Logistics, Engineering, Operations Management, Business Administration or a related discipline from a recognised institution.
- Training in railway operations, safety management, logistics, transport planning or asset management is an added advantage.

B. Experience

- Minimum of 7 years relevant working experience in railway operations, transport operations, logistics or a related field.
- Experience in supervising operational teams.
- Experience in train scheduling, freight operations, passenger services or transport logistics management.
- Demonstrated experience in safety management and operational performance improvement.

JOB TITLE:	PRINCIPAL MARINE ENGINEER
GRADE:	RG3
REPORTS TO:	Chief Mechanical Engineer
NUMBER OF VACANCIES:	One (1)

Job Purpose: The Principal Marine Engineer is responsible for ensuring the availability, performance, and lifecycle management of vessels, marine machinery, propulsion systems, and related infrastructure while maintaining compliance with national and international maritime safety standards.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Marine Engineering Operations Management

- Provide leadership in the management of marine engineering operations.
- Ensure safe and efficient operation of vessel machinery, propulsion systems, auxiliary equipment, and marine facilities.
- Monitor vessel technical performance and recommend improvements.
- Provide technical guidance on marine operations, repairs, and engineering solutions.

2. Vessel Maintenance and Asset Management

- Develop and implement preventive and corrective maintenance programmes for vessels and marine equipment.
- Oversee planned maintenance systems, dry docking schedules, inspections, and major repairs.
- Ensure availability of critical spare parts, tools, and technical resources.
- Maintain accurate engineering records, maintenance histories, and equipment documentation.

3. Marine Safety and Regulatory Compliance

- Ensure compliance with maritime safety regulations, statutory requirements, and certification obligations.
- Promote implementation of safety management systems and emergency preparedness plans.
- Ensure vessel certificates, surveys, inspections, and technical approvals are up to date.
- Coordinate responses to marine incidents, breakdowns, and emergencies.

4. Engineering Planning and Budget Management

- Prepare marine engineering budgets, work plans, and procurement requirements.
- Advise management on vessel rehabilitation, modernization, and replacement programmes.
- Participate in feasibility studies for acquisition of marine assets and technology upgrades.
- Manage technical contracts and service providers.

5. Reporting and Advisory Role

- Prepare technical reports for senior management.
- Provide expert advice on marine engineering matters.
- Represent URC in technical meetings with regulatory bodies, consultants, and partners.
- Perform any other duties assigned by management.

PERSON SPECIFICATIONS

A. Academic Qualifications

Essential:

- Bachelor's Degree (Honours) in:
- Marine Engineering;
- Mechanical Engineering;
- Naval Architecture; or a related engineering discipline from a recognized institution.
- Master's Degree in Marine Engineering, Transport Engineering, Asset Management, or related field.

B. Professional Qualifications

- Valid marine engineering certification recognized by relevant maritime authorities.
- Certificate of Competency (CoC) as appropriate for marine engineering operations is an added advantage.
- Membership with a recognized professional body such as:
- Uganda Institute of Professional Engineers (UIPE);
- Relevant international marine engineering professional bodies.

C. Experience

- At least 5 years' Post Graduate experience in marine engineering operations, vessel maintenance, or related engineering fields.
- Experience managing marine vessels, propulsion systems, and ship machinery.
- Demonstrated experience in supervising technical teams.
- Experience in public sector, transport, shipping, or large engineering organizations is desirable.
- Experience in vessel rehabilitation, dry docking, and marine asset management is an added advantage.

JOB TITLE:	SENIOR MARINE ENGINEER
GRADE:	RG4
REPORTS TO:	Principal Marine Engineer
NUMBER OF VACANCIES:	One (1)

Job Purpose: To provide technical leadership and support in the operation, maintenance, repair, and improvement of marine vessels, propulsion systems, machinery, and associated marine engineering assets of Uganda Railways Corporation to ensure safe, reliable, efficient, and environmentally responsible marine services.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Marine Machinery Operations and Maintenance

- Supervise the operation and maintenance of vessel propulsion systems, engines, generators, pumps, electrical systems, hydraulic systems, and auxiliary machinery.
- Develop and implement preventive and corrective maintenance programmes for marine equipment.
- Conduct inspections of machinery spaces, engine rooms, and technical installations to ensure operational reliability.
- Diagnose equipment faults and recommend appropriate repair solutions.
- Ensure availability of critical spare parts, tools, and technical resources.

2. Vessel Safety and Regulatory Compliance

- Ensure marine engineering activities comply with applicable maritime regulations, safety standards, and International Maritime Organization (IMO) requirements.
- Support compliance with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) requirements.
- Maintain validity of machinery certificates, inspection records, and technical documentation.
- Participate in safety drills, risk assessments, incident investigations, and emergency preparedness activities.

3. Marine Asset Management

- Support management of URC marine assets including vessels, machinery, workshops, and related infrastructure.
- Prepare technical reports on vessel condition, performance, maintenance needs, and rehabilitation requirements.
- Participate in vessel docking, overhaul, refurbishment, and modernization projects.
- Monitor equipment performance and recommend improvements for efficiency and reliability.

4. Engineering Supervision and Staff Development

- Provide technical guidance and supervision to marine engineers, technicians, and engine room personnel.
- Allocate engineering duties and monitor performance of assigned staff.
- Mentor junior engineers and promote knowledge transfer.
- Identify training needs and support continuous professional development of marine staff.

5. Planning, Budgeting and Procurement Support

- Prepare maintenance schedules, work plans, and cost estimates for marine engineering activities.

- Support preparation of budgets for repairs, spare parts, tools, and equipment.
- Provide technical specifications for procurement of marine engineering materials and services.
- Verify quality of supplied equipment and completed maintenance works.

6. Health, Safety and Environmental Management

- Promote safe working practices within marine operations.
- Ensure compliance with occupational health, safety, and environmental requirements.
- Support implementation of pollution prevention measures and marine environmental protection initiatives.
- Report and investigate machinery-related accidents and near misses.

7. Technical Documentation and Reporting

- Maintain accurate engineering records including:
- Machinery maintenance logs
- Engine room records
- Equipment history files
- Inspection reports
- Repair documentation
- Prepare periodic technical reports for management decision-making.

PERSON SPECIFICATIONS

A. Academic Qualifications

- Bachelor's Degree in Marine Engineering, Mechanical Engineering, Naval Architecture, or related engineering discipline from a recognized institution.

B. Professional Qualifications

The candidate should possess relevant maritime certifications recognized under IMO/STCW requirements, such as:

- Certificate of Competency (CoC) as a Marine Engineer Officer
- Engine Room Resource Management (ERRM).
- Ship Security Awareness / Ship Security Officer training.
- Other relevant marine engineering certifications.

B. Experience Requirements

- At least 3 years' Post Graduate experience in marine engineering operations, vessel maintenance, or ship machinery management.
- Experience working with: Marine diesel engines, Propulsion systems, Electrical and mechanical ship systems, Vessel maintenance planning, Marine safety management systems
- Experience supervising engineering teams is an added advantage.

JOB TITLE:	SENIOR COMMERCIAL OFFICER
GRADE:	RG4
REPORTS TO:	Principal Commercial Officer
NUMBER OF VACANCIES:	Two (2)

Supervises: Commercial Officers and assigned support staff

Job Purpose: To support the development and implementation of commercial strategies that enhance URC's revenue growth, customer satisfaction, business sustainability and competitiveness through effective marketing, business development, customer relationship management, contract management and commercial performance monitoring.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Commercial Strategy Implementation

- Participate in the development and implementation of URC commercial strategies, plans and initiatives.
- Support the translation of corporate objectives into commercial targets and activities.
- Monitor implementation of commercial plans and recommend improvement measures.
- Provide inputs into departmental budgets, work plans and performance reports.

2. Business Development and Revenue Growth

- Identify new business opportunities for railway, marine, property and logistics services.
- Conduct market research to identify customer needs, industry trends and competitor activities.
- Support preparation of business proposals, feasibility studies and investment cases.
- Develop strategies for increasing freight volumes, passenger numbers and other commercial revenues.

3. Customer Relationship Management

- Develop and maintain relationships with key customers, freight clients, government agencies and private sector partners.
- Coordinate customer engagement activities and collect customer feedback.
- Address customer complaints and recommend service improvements.
- Support customer satisfaction surveys and service quality monitoring.

4. Marketing and Promotion

- Support implementation of marketing campaigns to promote URC services.
- Prepare promotional materials and communication briefs.
- Participate in exhibitions, stakeholder forums and business networking events.
- Enhance awareness of railway transport advantages among existing and potential customers.

5. Contract and Revenue Management

- Support preparation, review and monitoring of commercial agreements and contracts.
- Monitor compliance with contractual obligations by customers and service providers.
- Track revenue performance against targets and identify gaps.
- Support debt monitoring and revenue collection initiatives.

6. Commercial Data Analysis and Reporting

- Collect, analyse and interpret commercial performance data.
- Prepare periodic commercial reports, dashboards and presentations.
- Provide business intelligence to support management decision-making.
- Maintain commercial databases and records.

7. Stakeholder Engagement

- Liaise with internal departments including Operations, Finance, Engineering, Legal and Planning.
- Participate in negotiations with customers and strategic partners.
- Support coordination with government institutions and industry stakeholders.

8. Compliance and Risk Management

- Ensure commercial activities comply with URC policies, procedures and relevant legislation.
- Identify commercial risks and recommend mitigation measures.
- Maintain proper documentation of commercial transactions.

9. Capacity Building and Knowledge Sharing

- Mentor junior commercial staff.
- Share market intelligence and best practices within the department.
- Participate in professional development activities.

PERSON SPECIFICATIONS

1. Academic Qualifications

Applicants should possess:

- An Honours Bachelor's Degree in Commerce, or Business Administration, or Marketing, or Economics, or Transport and Logistics Management, or Procurement and Supply Chain Management, or Finance and Accounting, or Entrepreneurship, or Any other relevant business-related discipline from a recognised institution.

Added advantage

- Postgraduate qualification in Business Administration, Marketing, Transport Management, Strategic Management, Economics or a related field.

2. Work Experience

- At least 5 years' relevant working experience in commercial services, marketing, business development, transport, logistics or a related field.
- Experience in a large organisation, government agency, transport company or infrastructure institution is desirable.
- Experience in railway, marine, logistics or public enterprise operations is an added advantage.

JOB TITLE:	ELECTRICAL ENGINEER
GRADE:	RG5
REPORTS TO:	Chief Mechanical Engineer
NUMBER OF VACANCIES:	One (1)

Duty Station: Kampala Headquarters with travel to railway stations, workshops and operational sites across Uganda

Job Purpose: To plan, design, supervise, maintain and improve electrical systems, installations and equipment used in railway operations, workshops, stations, signalling support systems, buildings and marine transport, ensuring safe, reliable and efficient railway services.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Plan and supervise installation, operation and maintenance of electrical systems within the Corporation.
2. Develop preventive and corrective maintenance programmes for electrical equipment and installations.
3. Inspect electrical installations in workshops, railway stations, marine facilities and office buildings.
4. Design and review electrical engineering drawings and specifications for rehabilitation and new railway projects.
5. Supervise contractors undertaking electrical works and certify completed works.
6. Ensure compliance with the Electricity Act, Occupational Safety and Health regulations and engineering standards.
7. Prepare technical specifications for procurement of electrical equipment, materials and services.
8. Conduct condition assessments of electrical infrastructure and recommend rehabilitation or replacement.
9. Monitor performance of power supply systems, generators, transformers, switchgear, lighting and electrical protection systems.
10. Participate in project planning, budgeting and implementation of railway infrastructure development projects.
11. Coordinate testing and commissioning of new electrical installations.
12. Investigate electrical failures and recommend corrective measures.
13. Prepare engineering reports, maintenance reports and project progress reports.
14. Maintain accurate records of maintenance activities, inspections and equipment history.
15. Supervise technicians, artisans and contractors.
16. Ensure efficient utilization of maintenance resources and spare parts.
17. Promote energy efficiency and adoption of modern electrical technologies.
18. Support implementation of quality management, environmental management and safety programmes.
19. Participate in emergency response and restoration of electrical services following breakdowns.
20. Perform any other duties assigned by Management.

PERSON SPECIFICATIONS

A. Academic Qualifications

The applicant should possess:

- An Honours Bachelor's Degree in Electrical Engineering from a recognised university.
- Membership of the Uganda Institution of Professional Engineers (UIPE)
- A Postgraduate qualification in Power Systems, Railway Engineering, Project Management or Maintenance Management is an added advantage.

B. Experience

- At least two years of practical experience in electrical engineering, preferably in transport, railway, manufacturing, power utilities or heavy industry.
- Experience using engineering software such as AutoCAD and electrical design software is an added advantage.

JOB TITLE:	PASSENGER TRAIN SUPERVISOR
GRADE:	RG5
REPORTS TO:	Principal Operations Officer
NUMBER OF VACANCIES:	One (1)

Job Purpose: To supervise and coordinate passenger train operations to ensure safe, punctual, efficient and customer-focused train services in accordance with Uganda Railways Corporation operating procedures, safety standards, railway regulations and service delivery requirements.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Ensure trains depart and arrive according to approved schedules; monitor smooth running of passenger services.
2. Conduct safety briefings, enforce railway safety procedures, manage emergencies and report incidents promptly.
3. Confirm train readiness, cleanliness, availability of required equipment, passenger facilities and operational documentation.
4. Ensure passengers receive quality service, proper information, assistance and timely communication on delays or changes.
5. Liaise with Train Controllers, Station Masters, Drivers, Mechanical, Security and Customer Service teams to ensure efficient operations.
6. Receive, resolve and document passenger concerns and recommend improvements.
7. Prepare train reports, passenger statistics, delay reports, incident reports and other operational records.
8. Work with ticketing and commercial teams to reduce fare evasion and ensure proper passenger documentation.
9. Ensure compliance with URC Safety, Health and Environment policies during train operations.
10. Coordinate evacuation, first aid response and communication during accidents, breakdowns or service disruptions.

PERSON SPECIFICATIONS

A. Academic Qualifications

Essential:

- Honours Degree in Railway Operations, Transport Management, Logistics, Business Administration, Customer Service, or a related field from a recognized institution.

B. Experience

- Minimum of 2 years' experience in railway operations, passenger transport, station operations, customer service or a related operational environment.
- Experience supervising passenger train services.
- Experience working with railway operating rules and procedures.
- Experience handling passengers during service disruptions or emergencies.

JOB TITLE:	CHIEF ENGINEER – MARINE
GRADE:	RG5
REPORTS TO:	Principal Marine Engineer
NUMBER OF VACANCIES:	Three (3)

Job Purpose: To provide technical leadership and ensure safe, efficient and reliable operation, maintenance and management of marine vessels, machinery, plants and equipment of Uganda Railways Corporation, while ensuring compliance with maritime safety standards, protection of crew, passengers, cargo and the marine environment.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Marine Engineering Operations

- Provide overall technical leadership for all engineering matters on board marine vessels.
- Ensure safe and efficient operation of vessel machinery, propulsion systems, auxiliary equipment, hull systems and engine-room operations.
- Supervise and coordinate engineering crew and technical support staff.
- Ensure effective engine-room watch keeping arrangements.
- Monitor vessel performance and recommend improvements.

2. Maintenance Management

- Develop and implement planned preventive maintenance programmes for marine assets.
- Ensure maintenance records, repair histories and technical documentation are properly maintained.
- Prepare vessel repair schedules, dry docking plans and major overhaul programmes.
- Ensure availability and proper management of spare parts, tools, fuel, lubricants and technical stores.
- Inspect machinery and equipment and certify daily operational readiness.

3. Safety, Compliance and Environmental Protection

- Ensure compliance with International Maritime Organization (IMO) requirements and applicable maritime regulations.
- Ensure validity of statutory certificates, surveys and vessel documentation.
- Ensure emergency equipment is tested and maintained in accordance with safety requirements.
- Supervise safe handling and transfer of fuel to prevent marine pollution.
- Maintain oil records and environmental protection documentation.
- Implement occupational health, safety and environmental protection measures.

4. Staff Supervision and Development

- Appraise and evaluate performance of engine-room personnel.
- Identify training needs and recommend capacity-building programmes.
- Mentor and develop marine engineering staff.
- Promote discipline, teamwork and professional standards among engineering personnel.

5. Asset and Resource Management

- Manage marine engineering resources and ensure optimal utilization of vessels and equipment.
- Participate in budgeting, procurement planning and inventory management.
- Monitor the condition and utilization of marine assets.

- Provide technical advice on vessel rehabilitation, modernization and acquisition.

6. Reporting and Documentation

- Maintain accurate engine-room logs, voyage records and technical reports.
- Submit reports on vessel condition, breakdowns, repairs and operational performance.
- Ensure proper custody of marine engineering publications and technical manuals.

7. Any Other Duties

- Perform any other related duties assigned by management in support of URC objectives.

PERSON SPECIFICATIONS

A. Academic Qualifications

- A minimum of Honours Degree in Mechanical Engineering or equivalent qualification from a recognized institution.
- A Bachelor's Degree in Marine Engineering, Naval Architecture or related discipline is an added advantage.

B. Professional Qualifications

The candidate should possess relevant maritime certifications recognized by the International Maritime Organization (IMO), including:

- Class II Chief Engineer Certificate of Competency (or equivalent) for vessels with propulsion machinery between 750 KW and 3000 KW.
- Proficiency in Survival Craft and Rescue Boats.
- Advanced Fire Fighting Certificate.
- Basic Fire Fighting Certificate.
- Ship Security Officer Certificate.
- Engine Room Resource Management.
- Medical Fitness Certificate.

C. Work Experience

- Significant experience in marine engineering operations and vessel maintenance.
- Experience in managing ship machinery, engine rooms and marine technical teams.
- Experience in maintenance planning, dry docking, repairs and marine safety management.
- Experience in a supervisory or managerial engineering role is desirable.

JOB TITLE:	COMMERCIAL OFFICER
GRADE:	RG5
REPORTS TO:	Senior Commercial Officer
NUMBER OF VACANCIES:	Six (6)

Job Purpose: To support the development and implementation of commercial strategies aimed at increasing revenue, improving customer satisfaction, expanding market share, and promoting efficient utilisation of Uganda Railways Corporation's railway, marine and related transport services.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Business Development and Revenue Growth

- Support implementation of commercial strategies, business plans and revenue enhancement initiatives.
- Identify potential customers and market opportunities for freight, passenger and logistics services.
- Conduct market research to understand customer needs, competitor activities and industry trends.
- Support preparation of commercial proposals, bids, quotations and service agreements.
- Develop and maintain relationships with key customers, cargo owners, logistics companies and other stakeholders.

2. Customer Relationship Management

- Maintain effective communication with existing and potential customers.
- Receive, analyse and respond to customer inquiries, complaints and feedback.
- Monitor customer satisfaction and recommend improvements in service delivery.
- Support customer engagement forums and commercial outreach activities.

3. Sales and Marketing Support

- Promote URC services through marketing campaigns, exhibitions, stakeholder engagements and business meetings.
- Prepare marketing materials, presentations and reports on commercial activities.
- Support implementation of customer acquisition and retention programmes.
- Monitor achievement of commercial targets.

4. Contract and Commercial Administration

- Assist in preparation, review and monitoring of commercial contracts and agreements.
- Maintain commercial records including customer databases, sales reports and revenue performance reports.
- Support compliance with commercial policies, procedures and contractual obligations.
- Monitor performance of commercial agreements and recommend corrective actions.

5. Data Analysis and Reporting

- Collect and analyse commercial data relating to freight volumes, passenger numbers, revenue and customer trends.
- Prepare periodic commercial performance reports.
- Provide information to support management decision-making.
- Track key performance indicators (KPIs) for commercial operations.

6. Stakeholder Coordination

- Liaise with internal departments including Operations, Finance, Engineering and Customer Service.
- Participate in meetings with government agencies, private sector partners and transport stakeholders.
- Support partnerships that enhance railway competitiveness and service delivery.

7. Compliance and Risk Management

- Ensure commercial activities comply with URC policies, procedures and relevant transport regulations.
- Identify commercial risks and recommend mitigation measures.
- Promote ethical business practices and accountability.

PERSON SPECIFICATIONS

A. Academic Qualifications:

- A honour Bachelor's Degree in any of the following: Commerce ,Business Administration, Marketing, Economics, Transport and Logistics Management, Supply Chain Management, Finance and Accounting, Statistics or related discipline from a recognised institution.
- A postgraduate qualification in Business Administration, Marketing, Transport Management, Logistics or related field is an added advantage.

B. Experience:

- At least two (2) years of relevant experience in commercial operations, sales, marketing, business development, transport, logistics or customer relationship management.
- Experience in the transport, railway, freight, logistics or public enterprise environment is an added advantage.

JOB TITLE:	FUEL AND DATA ANALYST
GRADE:	RG6
REPORTS TO:	Chief Operations Officer
NUMBER OF VACANCIES:	Two (2)

Job Purpose: To monitor, analyse, and optimise fuel consumption and related operational data to improve efficiency, accountability, cost management, and decision-making within Uganda Railways Corporation. The position will develop fuel performance reports, identify consumption trends, detect inefficiencies, and support evidence-based operational improvements.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Collects, validates, and analyses fuel consumption data for locomotives, rolling stock, vehicles, marine assets, and other equipment.
2. Develops fuel consumption benchmarks, monitors performance against targets, and recommends fuel-saving measures.
3. Maintains accurate fuel databases covering fuel issues, receipts, usage, mileage, operating hours, and stock balances.
4. Investigates abnormal fuel consumption patterns, wastage, losses, and possible fuel misuse or fraud.
5. Analyses railway operational data including locomotive utilisation, train movements, tonnage hauled, kilometres travelled, and asset performance.
6. Prepares periodic dashboards, management reports, fuel efficiency reports, and operational analytics for decision-making.

7. Ensures accuracy, completeness, consistency, and integrity of operational and fuel-related data.
8. Supports implementation and use of digital systems for fuel tracking, reporting, and asset management.
9. Provides analytical information to support budgeting, forecasting, and reduction of operational costs.
10. Maintains records required for internal audits, fuel accountability checks, and regulatory compliance.

PERSON SPECIFICATIONS

A. Academic Qualifications

Essential:

- Diploma in: Statistics, Data Science, Mathematics, Information Technology, Mechanical Engineering, Transport and Logistics Management, Business Analytics, or a related discipline.

Added advantage:

- Postgraduate qualification in Data Analytics, Statistics, Transport Management, Engineering Management, or related field.
- Professional certification in data analytics tools.

B. Experience

- At least 2 years' experience in data analysis, fuel management, operations analysis, logistics, transport, or asset performance monitoring.
- Experience working in railway, transport, energy, manufacturing, or heavy equipment environments is an added advantage.
- Demonstrated experience in analysing large operational datasets and preparing management reports.
- Ability to prepare analytical reports and presentations for senior management.

JOB TITLE:	FOREMAN HEAVY REPAIR
GRADE:	RG6
REPORTS TO:	Workshop Superintendent
NUMBER OF VACANCIES:	One (1)

Job Purpose: To supervise, coordinate and control maintenance, repair, inspection and production activities within the assigned railway workshop or operational section, ensuring safe, timely, efficient and quality service delivery in accordance with Uganda Railways Corporation standards.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Plan, organize and supervise daily maintenance and repair activities.
2. Allocate work to technicians and artisans according to priorities and competence.
3. Ensure locomotives, wagons, coaches, track infrastructure or equipment are repaired according to prescribed standards.
4. Inspect completed work and certify quality before equipment is released for operation.
5. Ensure compliance with railway operating procedures and engineering specifications.
6. Monitor staff attendance, discipline and productivity.
7. Prepare daily, weekly and monthly work schedules.
8. Identify and requisition spare parts, materials and tools.
9. Ensure proper utilization and accountability of workshop equipment and materials.

10. Enforce occupational health, safety and environmental standards.
11. Conduct toolbox meetings and safety briefings.
12. Investigate equipment failures and recommend corrective actions.
13. Maintain maintenance records, inspection reports and job cards.
14. Train, coach and mentor technicians, artisans and apprentices.
15. Participate in emergency response during derailments or equipment breakdowns.
16. Ensure compliance with Quality Management Systems and railway safety regulations.
17. Prepare performance reports for submission to management.
18. Perform any other duties assigned by the supervisor.

PERSON SPECIFICATIONS

A. Academic Qualifications

- Ordinary Diploma in: Mechanical Engineering or Electrical Engineering , or Civil Engineering , or Railway Engineering , or Automotive Engineering , or Marine Engineering, or another relevant engineering discipline from a recognized institution.

B. Experience

- At least 3 years of practical engineering or railway maintenance experience.
- Minimum 1 years in a supervisory role is desirable.
- Experience in railway workshops, rolling stock maintenance, track maintenance or plant operations is an added advantage.

JOB TITLE:	DOCKMASTER
GRADE:	RG6
REPORTS TO:	Senior Marine Engineer
NUMBER OF VACANCIES:	One (1)

Job Purpose: To manage and coordinate dock, pier, and harbour activities to ensure safe, efficient, and timely handling of vessels, cargo, passengers, and marine support operations in compliance with URC policies, maritime safety standards, and environmental requirements.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Dock and Port Operations Management

- Coordinate daily docking, undocking, berthing, and departure activities of marine vessels.
- Ensure proper allocation of berths, docking facilities, and marine resources.
- Supervise loading, unloading, and movement of cargo and equipment at the dock.
- Ensure smooth coordination between vessel crews, pier staff, cargo handlers, and other stakeholders.
- Maintain accurate records of vessel arrivals, departures, cargo movements, and dock activities.

2. Marine Safety and Compliance

- Ensure compliance with maritime safety procedures, URC regulations, and relevant national and international maritime requirements.
- Conduct routine inspections of docking facilities, safety equipment, and operational areas.
- Ensure implementation of emergency response procedures including fire, pollution, and accident preparedness.

- Report unsafe conditions and recommend corrective actions.
- Promote occupational health, safety, and environmental protection practices.

3. Supervision and Staff Management

- Supervise dock workers, pier clerks, assistant pier clerks, crane operators, tag men, and other support staff.
- Allocate duties and monitor staff performance.
- Ensure staff adherence to operational procedures and safety requirements.
- Participate in staff training, coaching, and performance assessment.

4. Vessel and Asset Coordination

- Coordinate vessel docking schedules and availability.
- Monitor condition and use of dock infrastructure, equipment, and marine assets.
- Report defects requiring maintenance or repair.
- Support preventive maintenance programmes for dock facilities.

5. Documentation and Reporting

- Maintain dock operation records, vessel movement logs, and incident reports.
- Prepare periodic operational reports for management.
- Ensure proper custody of operational documents and permits.
- Support audits, inspections, and regulatory reviews.

6. Stakeholder Coordination

- Liaise with vessel masters, marine engineers, security agencies, customs, immigration, and other port stakeholders.
- Support efficient coordination of regional and domestic marine transport operations.
- Promote good customer service and operational reliability.

7. Environmental Management

- Ensure compliance with pollution prevention requirements.
- Monitor waste disposal, fuel handling, and environmental protection measures.
- Report incidents involving oil spills or hazardous materials.

PERSON SPECIFICATIONS

A. Academic Qualifications

- Diploma in Marine Operations, Maritime Studies, Mechanical Engineering, Nautical Science, Port Management, Transport Management, or a related discipline from a recognised institution.
- A Bachelor's degree in a relevant field will be an added advantage.

B. Professional Qualifications

Possession of relevant maritime certifications such as:

- Basic Safety Training in accordance with International Maritime Organization (IMO) requirements.
- Basic Fire Fighting.
- Elementary First Aid.
- Health, Safety and Environment (HSE) certification is an added advantage.

C. Experience

- At least 3 years' experience in marine operations, port operations, dock management, shipping, or related transport services.
- Experience supervising marine support teams and coordinating vessel operations.
- Practical experience in cargo handling, vessel berthing, and port safety procedures.
- Experience working with government transport agencies or maritime organisations is an added advantage.

JOB TITLE:	FREIGHT AGENT
GRADE:	RG6
REPORTS TO:	Freight Operations Officer
NUMBER OF VACANCIES:	Three (3)

Job Purpose: To provide efficient freight booking, customer support, cargo coordination and documentation services to ensure safe, timely and cost-effective movement of goods through URC rail and marine freight services.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Freight Customer Management

- Receive and respond to customer inquiries regarding freight services, tariffs, schedules and cargo requirements.
- Assist customers in booking freight services and provide guidance on available transport solutions.
- Maintain good customer relations and address complaints promptly.
- Promote URC freight services to existing and potential customers.

2. Freight Booking and Documentation

- Prepare and process freight booking documents, consignment notes, waybills and related records.
- Verify cargo details including weight, type, destination and handling requirements.
- Ensure accuracy and completeness of freight documentation.
- Maintain proper records of freight transactions.

3. Cargo Coordination

- Coordinate with operations teams, stations, terminals, wagon controllers and other stakeholders to facilitate cargo movement.
- Monitor loading, dispatch and delivery of consignments.
- Follow up on cargo status and provide updates to customers.
- Support handling of containerised, bulk and specialised cargo.

4. Revenue and Billing Support

- Assist in preparation of freight invoices and revenue records.
- Verify applicable freight charges based on approved tariffs.
- Follow up on customer payments and outstanding accounts.
- Provide information for revenue reporting.

5. Compliance and Safety

- Ensure compliance with URC operational procedures, safety standards and customer service requirements.
- Verify that cargo is properly declared, packaged and handled according to requirements.
- Report incidents, damages, delays or operational challenges.

6. Reporting and Records Management

- Prepare daily, weekly and monthly freight performance reports.
- Maintain customer databases and freight records.
- Provide operational information to support decision-making.
- Participate in audits and performance reviews.

7. Teamwork and Continuous Improvement

- Work closely with freight operations, commercial, engineering and terminal teams.
- Identify opportunities for improving freight service delivery.
- Participate in training and capacity-building programmes.

PERSON SPECIFICATIONS

A. Academic Qualifications

Essential:

- A Diploma in Transport and Logistics Management, Supply Chain Management, Business Administration, Commerce, Clearing and Forwarding, or a related field from a recognised institution.

B. Experience

- At least two (2) years' experience in freight, logistics, transport operations, customer service or related work.
- Experience in railway, marine, warehousing or terminal operations will be an added advantage.
- Experience working with cargo documentation and customers.

JOB TITLE:	ELECTRICAL TECHNICIAN
GRADE:	RG6
REPORTS TO:	Electrical Engineer
NUMBER OF VACANCIES:	Seven (7)

Job Purpose: To support the Electrical Engineer by carrying out electrical and electronic maintenance activities efficiently to ensure timely production outputs, high-quality workmanship, and compliance with safety and operational standards.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Initiate requisitions for materials, tools, and equipment required for maintenance work.
2. Carry out electrical and electronic repairs and maintenance in accordance with approved specifications and standards.
3. Inspect, diagnose, troubleshoot, and repair locomotive electrical and electronic systems.
4. Perform preventive and corrective maintenance on workshop machinery and equipment.
5. Ensure quality workmanship on all assigned jobs.

6. Complete maintenance documentation accurately and on time.
7. Ensure timely completion of assigned work.
8. Schedule and prioritize repair and maintenance activities within the assigned section.
9. Allocate work assignments to staff where required.
10. Monitor quality of completed work.
11. Authorize daily material requisitions and monitor material usage.
12. Maintain and safeguard tools and measuring instruments.
13. Monitor adherence to maintenance schedules and timelines.
14. Ensure compliance with occupational safety and health requirements.
15. Maintain a safe and conducive working environment.
16. Perform any other duties assigned by the Foreman.

PERSON SPECIFICATIONS

A. Academic Qualifications

- Higher Diploma in Electrical Engineering or its equivalent.

B. Experience

- At least two (2) years of practical experience in:
- Electrical and electronic maintenance
- Troubleshooting and repair
- Maintenance of workshop machinery and plant equipment.

JOB TITLE:	REACH STACKER OPERATOR
GRADE:	RG7
REPORTS TO:	Mechanical Engineer
NUMBER OF VACANCIES:	One (1)

Job Purpose: To safely and efficiently operate a reach stacker for loading, unloading, stacking, transferring, and positioning containers and other heavy cargo within Uganda Railways Corporation terminals, ensuring maximum operational efficiency while complying with safety, environmental, and operational standards.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Operate the reach stacker to load, unload, lift, transport and stack containers between rail wagons, trucks and storage yards.
2. Position containers accurately according to yard plans and operational instructions.
3. Conduct daily pre-start inspections and report mechanical defects immediately.
4. Complete equipment checklists before and after every shift.
5. Ensure containers are handled without damage to cargo, equipment or infrastructure.
6. Observe safe lifting limits, operating procedures and traffic regulations within the terminal.
7. Maintain communication with signalers, supervisors, crane operators and truck drivers during operations.
8. Record all container movements accurately using terminal documentation or electronic systems.
9. Monitor fuel, hydraulic oil and other operating fluids and report shortages.
10. Perform routine cleaning and basic preventive maintenance of the machine.
11. Immediately report accidents, near misses and unsafe conditions.
12. Participate in emergency response activities when required.

13. Ensure compliance with Occupational Health and Safety (OHS), environmental regulations and URC operational procedures.
14. Assist in other terminal operations as assigned by management.
15. Support continuous improvement initiatives aimed at increasing productivity and reducing turnaround time.

PERSON SPECIFICATIONS

A. Academic Qualifications

- Uganda Certificate of Education (UCE).
- Uganda Advanced Certificate of Education (UACE) is an added advantage.
- Certificate in Heavy Equipment Operation or related field from a recognized institution.

B. Professional Qualifications

- Valid Reach Stacker Operator Certificate.
- Valid Ugandan Driving Permit (appropriate class for heavy equipment).
- Occupational Safety and Health (OSH) training is an added advantage.

C. Experience

- At least 2 years' experience operating a Reach Stacker or similar container handling equipment.
- Experience in container terminals, railway operations, inland container depots, ports or logistics facilities.

JOB TITLE:	DIESEL TECHNICIAN
GRADE:	RG7
REPORTS TO:	Mechanical Engineer
NUMBER OF VACANCIES:	Three (3)

Job Purpose: To inspect, diagnose, repair, overhaul and maintain diesel locomotives, diesel engines, and associated mechanical systems in order to ensure safe, reliable and efficient railway operations.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Preventive Maintenance

- Carry out scheduled maintenance on diesel locomotives in accordance with maintenance manuals.
- Inspect engines, cooling systems, lubrication systems and fuel systems.
- Replace worn-out components before failure occurs.
- Lubricate moving parts and maintain service records.

2. Corrective Maintenance

- Diagnose mechanical faults using appropriate diagnostic equipment.
- Repair or replace defective engine components.
- Conduct engine overhauls and rebuilds.
- Restore locomotives to operational condition within specified turnaround times.

3. Engine Diagnostics

- Troubleshoot:
- Diesel engines
- Fuel injection systems
- Turbochargers
- Cooling systems
- Air compressors
- Lubrication systems
- Transmission systems
- Interpret fault codes and maintenance reports.

4. Testing and Commissioning

- Conduct operational testing after repairs.
- Verify engine performance.
- Perform performance checks before locomotives return to service.
- Prepare inspection and commissioning reports.

5. Workshop Operations

- Maintain workshop tools and equipment.
- Ensure proper storage of spare parts.
- Maintain cleanliness of the workshop.
- Support inventory control of mechanical components.

6. Health, Safety and Environment

- Observe railway safety rules.
- Wear appropriate Personal Protective Equipment (PPE).
- Report hazards and unsafe conditions.
- Handle fuels, oils and lubricants safely.
- Participate in emergency response activities.

7. Documentation

- Complete maintenance records.
- Update repair logs.
- Record spare parts used.
- Prepare technical reports.
- Submit work completion reports.

8. Continuous Improvement

- Participate in technical training.
- Mentor apprentices and junior technicians.
- Recommend improvements in maintenance practices.
- Support implementation of quality management systems.

PERSON SPECIFICATIONS

A. Academic Qualifications

- Ordinary Certificate in Mechanical Engineering, Automotive Engineering, Diesel Engineering, or equivalent from a recognized institution.

B. Professional Qualifications

- Certification in diesel engine maintenance.
- Certification in heavy equipment or locomotive maintenance is an added advantage.
- Computer literacy (MS Word, Excel and maintenance management systems).

C. Experience

- At least 2 years of practical experience in diesel engine maintenance.
- Experience working on railway locomotives, heavy trucks, marine engines or heavy plant equipment is an added advantage.
- Experience in engine overhaul and fault diagnosis.

JOB TITLE:	MECHANICAL TECHNICIAN
GRADE:	RG7
REPORTS TO:	Mechanical Engineer
NUMBER OF VACANCIES:	Ten (10)

Duty Station: Uganda Railways Corporation Workshops, Depots or Field Stations

Job Purpose: To undertake preventive and corrective maintenance, repair, overhaul and servicing of locomotives, wagons, coaches, railway plant, workshop machinery and mechanical equipment in order to ensure safe, reliable and efficient railway operations.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Carry out preventive maintenance on locomotives, wagons, coaches and other rolling stock.
2. Diagnose mechanical faults and undertake corrective repairs.
3. Dismantle, inspect, repair and assemble mechanical components.
4. Service diesel engines, braking systems, transmission systems and auxiliary equipment.
5. Maintain workshop machinery, tools and lifting equipment.
6. Replace defective components using approved maintenance procedures.
7. Conduct routine inspections and prepare maintenance reports.
8. Ensure proper use, storage and maintenance of tools and measuring instruments.
9. Maintain accurate maintenance records and job cards.
10. Observe occupational health, safety and environmental requirements during maintenance activities.
11. Assist in accident recovery and emergency maintenance works.
12. Supervise the proper utilization of materials and spare parts.
13. Maintain cleanliness and orderliness of workshops.
14. Participate in testing and commissioning repaired locomotives and rolling stock.
15. Mentor apprentices and junior technicians where assigned.
16. Perform any other duties assigned by the supervisor.

PERSON SPECIFICATIONS

A. Academic Qualifications

The applicant should possess:

- A Technical Certificate in Mechanical Engineering or an equivalent qualification from a recognized institution.
- Additional qualifications in railway engineering or heavy equipment maintenance are an added advantage.

B. Experience

- Demonstrated experience in:
- Preventive and corrective maintenance.
- Workshop machinery maintenance.
- Troubleshooting diesel engines and mechanical systems.
- Experience in railway operations or heavy industrial equipment.

JOB TITLE:	CARRIAGE & WAGON EXAMINER
GRADE:	RG7
REPORTS TO:	Carriage & Wagon Inspector
NUMBER OF VACANCIES:	Fourteen (14)

Job Purpose: To inspect, maintain, repair, test, and certify railway coaches and wagons to ensure they are safe, reliable, and fit for operation in accordance with Uganda Railways Corporation maintenance and safety standards.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Inspection of Rolling Stock

- Inspect wagons and passenger coaches at repair centres and marshalling yards.
- Identify defects affecting safety and performance.
- Prepare statistics and reports on wagon and coach performance.
- Investigate carriage and wagon failures and recommend improvements.
- Investigate damage caused during loading and unloading.
- Ensure braking systems are fully functional.
- Certify that trains are safe for operation.

2. Maintenance and Repairs

- Carry out scheduled preventive maintenance.
- Perform corrective and emergency repairs.
- Test repaired coaches and wagons against approved standards.
- Requisition spare parts and maintenance materials.
- Account for materials used.
- Submit maintenance reports to the Carriage & Wagon Inspector.

3. Train Preparation

- Prepare rolling stock for service.
- Ensure compliance with operational and maintenance quality standards.
- Verify readiness before train departure.

4. Accident Investigation

- Participate in investigations of rolling stock accidents and failures.
- Prepare technical reports with recommendations.

5. Documentation

- Maintain accurate maintenance records.
- Prepare inspection reports.
- Record repairs, defects, and material usage.

6. Health, Safety and Environment

- Maintain a safe working environment.
- Ensure safe use of machinery and tools.
- Observe occupational health and safety procedures.
- Promote cleanliness and good housekeeping within workshops.

7. Other Duties

- Perform any other duties assigned by the Carriage & Wagon Inspector or management.

PERSON SPECIFICATIONS

A. Academic Qualifications

- Uganda Advanced Certificate of Education (UACE) or its equivalent.
- Certificate in Mechanical Engineering or an equivalent qualification from a recognized institution.
- Diploma in Mechanical Engineering or related discipline is an added advantage.

B. Experience

- Practical experience in mechanical maintenance of railway rolling stock, heavy equipment, or industrial machinery is desirable.
- Experience in railway operations is an added advantage.

