

21<sup>st</sup> July, 2026

Comprehensive Rehabilitation Services for People with Disabilities in Uganda (CoRSU) was established in 2006 as a private non-profit, non-governmental organization. CoRSU provides Orthopaedic Surgery, Plastic Surgery, and Rehabilitation, mainly for children as well as adults with disability.

Established in 2006, CoRSU delivers specialized care to children with disabilities, particularly from underserved communities through the CBID program. The hospital conducts an average of 3,000 surgeries annually and has supported over 70,000 Surgeries, reaching more than 100,000 people with rehabilitation services. CoRSU works in partnership with government, donors, and communities to strengthen referral systems, promote inclusion and restore mobility, dignity, and hope across Uganda

### CoRSU Hospital seeks to fill the following vacancy:

|                             |                                               |
|-----------------------------|-----------------------------------------------|
| <b>Job Title:</b>           | Estates Officer                               |
| <b>Number of vacancies:</b> | 01                                            |
| <b>Payment Grade:</b>       | <b>Full-time</b>                              |
| <b>Reporting to:</b>        | <b>Head Human Resource and Administration</b> |
| <b>Department:</b>          | Human Resource                                |

#### Overall job objective:

The role is responsible for supporting the efficient management and maintenance of our facilities, ensuring they meet the highest standards of safety, functionality, and compliance

#### Functional Outputs/Activities per key performance area:

##### Maintenance Planning

- Assist in developing and implementing estate management plans, policies, and procedures in line with CoRSU's objectives and regulatory requirements.
- Planning of maintenance activities in buildings, energy (sources and distribution), HVAC/CVC, water and sanitation, safety equipment and systems.
- Supporting the management of medical waste, cold chain, and direction signage planning.
- Ensuring compliance with quality standards regarding the hospital's technical activities.
- Ensuring that fire prevention and occupant safety measures are in place.
- Conduct regular inspections of facilities to identify maintenance needs, safety hazards, and areas for improvement.
- Coordinate with external contractors, suppliers, and service providers for repairs, maintenance, and renovations.
- Manage contact with external contractors.

**Financial Compliance**

- Requisitioning for goods and services for approval by the Sr. Administration Officer.
- Update the Sr. Administration Officer on all purchases and changes in volumes and delivery dates to ensure financial compliance with forecasting
- Ensure compliance with procurement best practice in line with Hospital policies. Responsible for reconciling and correcting charging instructions within policy.
- Support the Sr. Administration Officer in preparation for the Medium-Term Financial Planning exercise using prior year actual spends to profile future requirements.
- Ensure timely reconciliations and payment of goods and services through preparation of requisitions, confirmation of completion of works.

**Estates Management and Compliance**

- Oversee the management of the equipment maintenance contracts, laundry services and building services contract.
- Deputize in the contract management of the Fumigation, Waste collection.
- Provide support during contract evaluation and moderation exercises as deemed necessary.
- Maintain property files with up-to-date lease agreements and inventory records. Collaborate with the Furnishings Supervisor to ensure inventory records are updated and readily available.
- Update any changes in inventory records, property compliance records, and utility usage.
- Lead on the issuance and maintenance of key processes, ensuring that all arrival and departure key processes are followed.
- Maintain accurate records of maintenance activities, inspections, and relevant documentation.
- Respond promptly to estate-related emergencies and issues, ensuring timely resolution and minimal disruption to operations.
- Ensure the utility bills are submitted on a monthly basis for payment processing
- Day-to-day responsibility of managing, coordinating, and undertaking minor projects, ensuring that we are providing an efficient, reliable, and patient-focused service to the Hospital.

**Financial Management**

- Develop the budget for the department as per the set guidelines.
- Continuously identify areas for improved efficiency and reduce maintenance costs

**Risk Management**

- Continuously assess risk inherent in the administration process.

**Compliance**

- Adherence to patient guidelines on confidentiality and safeguarding
- Ensures CoRSU Administration Process Compliance by all stakeholders in the execution of activities.
- Adherence to all CoRSU Policies and Procedures

**Required Qualifications, Experience, skills and competencies**

Bachelor's Degree in Engineering or equivalent, or degree in Facility Management

3 years of relevant professional experience in healthcare or hospital Facility Management and in Managing Teams

Experience in building construction, asset care and maintenance of physical infrastructure.

**The following skills and competencies are required**

- Proficiency in budgeting, policy development, and staff management.
- Strong technical background and good management capacity
- Solid knowledge of Asset Care and Preventive Maintenance Practices
- Knowledge of the Occupational Health and Safety Act
- Excellent Knowledge of Contract Management Processes
- Basic Knowledge of Risk Management
- Organizational Skills and Record Management
- Flexibility to work extra hours and on-call on weekends.
- Quality-focus

Qualified persons should submit their applications (detailed CV with a cover letter, plus copies of Academic Qualifications) to: The Head of Human Resources, CoRSU Hospital, P.O. 46 Kisubi, or email them to: [recruitment@corsuhospital.org](mailto:recruitment@corsuhospital.org) before midnight on **Monday, 31<sup>st</sup> August, 2026**. **The title** of the Job you are applying for and the name of the Applicant should be the subject of the email.

***Applications will be reviewed on a rolling basis***

**NB:** CoRSU is an Equal Opportunity Employer; so capable People with Disabilities (PWDs) are encouraged to apply. However, only shortlisted candidates will be called for interviews.