

Job Framework

Job Title	Maintenance Supervisor	Probationary Period	6months
Location	Kampala, Uganda	No. of Direct Reports	2
Reporting to	Logistics Manager	Budget (Y/N)	N
		Responsibilities	

About Us

Marie Stopes Uganda (MSUG) is one of 37 country programmes within MSI Reproductive Choices, a global organisation dedicated to ensuring individuals can access quality reproductive healthcare and make informed choices about their reproductive lives. Across Uganda, our team delivers high-quality sexual and reproductive health services through a wide range of service delivery channels. We strengthen public health systems in more than 915 public health facilities, operate 25 mobile outreach teams, 12 health centres, and a maternity hospital, and distribute socially marketed products including Flame and Lifeguard condoms, Back Up emergency contraception, and Well Plan daily contraceptive pills. Through these services, we empower women and families to choose whether and when to have children, enabling them to pursue their aspirations and build healthier, more prosperous futures.

The Role

Reporting to the Logistics Manager the purpose of this role is to *provide technical leadership and oversight for the maintenance and repair of the MSUG fleet and associated equipment, ensuring adherence to best practices, budgets, and safety standards.*

Key Responsibilities

This role has key areas of responsibility as detailed:

- 1. Fleet Maintenance Strategy & Governance**
- 2. Preventive maintenance Planning.**
- 3. Corrective maintenance operations**
- 4. Budget management & cost control**
- 5. Accountability & controls**
- 6. Inventory Management**

Key Area of Responsibility	Key Actions	Measures (KPIs/Outputs)
1. Fleet Maintenance Strategy & Governance	Develop, coordinate, and implement fleet and equipment maintenance strategies, policies, and procedures	Approved policies in place; compliance rate; audit results
2. Preventive Maintenance Planning	Plan and manage preventive maintenance schedules	% adherence to maintenance schedule; reduction in breakdowns
3. Corrective Maintenance Operations	Oversee and coordinate vehicle and equipment maintenance and repairs	Vehicle uptime; turnaround time for repairs; downtime reduction
4. Budget Management & Cost Control	Prepare and manage maintenance budget; control expenditure	Budget variance; cost per vehicle; cost savings achieved
5. Accountability & Controls	Establish accountability for maintenance activities and spend	Clear approval workflows; variance tracking; audit compliance
6. Inventory Management	Manage tools, equipment, and spare parts inventory if any	Stock accuracy; stock-out frequency; inventory turnover

Perform other duties as need arises.

Annex: Task Matrix

Frequency	Tasks
Daily	- Review vehicle availability and maintenance status. - Review and seek approval for repair requests within SLA. - Monitor workshop productivity and work orders. - Review breakdown incidents and initiate action. - Verify FMIS maintenance records and ensure their accuracy.
Weekly	- Monitor and review preventive maintenance compliance. - Track fleet downtime and availability based on mechanical condition. - Review open maintenance jobs and resolution timelines. - Conduct safety inspections and team meetings. - Review repair and maintenance costs, flagging variances to supervisor.
Monthly	- Review fleet uptime and performance trends, reporting & data analytics highlighting insights & recommendations to facilitate management decisioning. - Monitor maintenance budget vs actuals. - Analyze repeat repairs and root causes. - Analyze repair and maintenance trends and costs. - Conduct inventory checks and vendor reviews. - Generate and submit fleet repair and maintenance performance report & spend analyses to supervisor.

Qualifications, Experience, skills and attitudes:

1. Bachelor's Degree (Honours) in Mechanical Engineering or an equivalent from a recognized Institution.
2. At least 3 years of working experience in fleet maintenance or related field.
3. Membership to a recognized professional engineering body.
4. Strong leadership, communication, and problem-solving skills.
5. Excellent written and oral English communication skills.
6. A team player with good interpersonal and communication skills.

Team Member Behaviours- MSI Behaviours

Successful performance at MSU is not simply defined in terms of 'what' people achieve, but equally is about 'how' people go about their jobs and the impact that they have on others. We encourage and expect all team members to demonstrate the following behaviors:

- **Model the Way**

I strive for excellence and act with clarity, integrity, accountability, and honesty in everything I do

I lead by example with transparency, honesty, and accountability, striving for excellence and encouraging open communication at all levels.

- **Inspire a Shared Vision**

I inspire a shared vision, stay strategically focused, communicate a clear plan, and prioritize the voices of our clients in decision-making.

I rally others around MSI's vision by appealing to shared aspirations; I translate strategy into clear goals, and believe that people - our clients, team members, and partners - are key to our success.

- **Challenge the Process**

I question, promote improvement, embrace new ideas, learn from experiences, and believe in developing myself and others.

I challenge convention, promote continuous learning and welcome feedback, I anticipate and manage change to better achieve MSI's mission.

- **Enable others to Act**

I create the conditions at MSI for others to contribute, work at their best, and develop to their fullest potential; I value differences and make sure that all voices are heard.

I focus on building trust, collaboration and shared ownership, while developing future leaders and treating others with dignity and respect.

- **Encourage the Heart**

I take the time to recognize others' contributions, celebrate successes together, nurture the MSI community, and show that I care.

I inspire high standards and challenging goals, appreciate individual excellence, celebrate our values and victories, and value our humanity.

Leadership (For Leaders only)

- You inspire individuals and teams, through situational leadership, providing clear direction.
- You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.
- You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.

You articulate a vision of the future which inspires and excites others.

MSI Values

- **Mission driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance.
- **Client centered:** We are passionate about our clients and dedicate our efforts to delivering agreed objectives to the highest possible quality.
- **Accountable:** We are accountable for our actions and take responsibility for everything we do to ensure long-term sustainability and increased impact.
- **Courageous:** We recruit and nurture talented, passionate and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.
- **Resilient:** In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.
- **Inclusive:** We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

If you meet the specified minimum job requirements, we encourage you to apply following the procedures below.

Application Process:

- Submit your cover letter, CV, and academic documents as a single PDF file.
 - Clearly indicate the job title in the subject line of your email.
 - Send your application to jobs@mariestopes.or.ug.
 - Applications will be reviewed on a rolling basis; early submissions are encouraged.
 - **Deadline: 30th August 2026**
1. **MSI UG IS AN EQUAL OPPORTUNITIES EMPLOYER, COMMITTED TO SAFEGUARDING HUMANITY AND EXPECTS ALL POSITION HOLDERS TO SHARE THIS COMMITMENT.**
 2. **MSI UG VALUES DIVERSITY, EQUALITY AND INCLUSIVITY AMONGST HER WORKFORCE.**
 3. **MSI UG HAS A WELL-GUIDED AND TRANSPARENT RECRUITMENT PROCESS THAT REQUIRES NO PAYMENT OR SEXUAL FAVOURS FROM ANY CANDIDATE/JOB APPLICANTS/POTENTIAL JOB SEEKERS AS A PRE-EMPLOYMENT REQUIREMENT.**
 4. **QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.**