



THE REPUBLIC OF UGANDA

## Background:

The National High Altitude Training Centre (NHATC) is a sports training facility constructed to provide a conducive environment for the hypoxie (2555m) training of elite athletes.

The National High Altitude Training Centre (NHATC) is together with educational units of Teryet Primary School, Teryet Secondary School and Teryet Vocational Training (to be done) providing the multi skilling environment for Dual Career.

Accordingly, the Ministry of Education and Sports invites suitably qualified and experienced individuals to apply for the following positions under the National High Altitude Training Centre (NHATC) on temporary terms.

All applicants should attach photocopies of all Academic and Professional Certificates and Transcripts, where applicable, Curricula Vitae, Referee Letters, plus a recent passport size photograph.

Eligible female candidates are encouraged to apply. Only short-listed applicants shall be contacted for the interview and final selection process.

Deadline for submission is **Friday 22<sup>nd</sup> December, 2023, 5:00pm East African Standard Time.**

Applications, quoting the job reference, should be addressed to:  
The Permanent Secretary, Ministry of Education and Sports,  
Floor 4 Room 4.10, Embassy House, King George VI Way,  
P.O Box 7063, Kampala, UGANDA

Hard copies of applications should be delivered to the Ministry of Education and Sports Headquarters at Embassy House on 4<sup>th</sup> Floor Room 1 before 5:00pm on Friday 22<sup>nd</sup> December, 2023.

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MINISTRY OF EDUCATION & SPORTS

<b>Job Title</b>	:	<b>Accountant</b>
No. of Posts	:	One (01)
Reports to	:	Officer in Charge of NHATC, Teryet
Contract Duration	:	6 months
Duty Station	:	Kapchorwa
Job Reference	:	NHATC-001
Salary Scale	:	U4

### **Job Purpose:**

To perform general accounting duties involving tracking accountability, vouching for completeness, up-dating and maintaining books of accounts and, producing routine financial statements and reports.

### **Duties:**

- Examining correctness of payment requests, completeness of documentation and certify requisition or, transactions for further processing;
- Verifying receipts, match and undertake on-line reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments;
- Compiling accountability returns, verify and retire advance ledgers;
- Maintaining primary financial records and up-to-date books of account;
- Preparing periodic reconciliations of financial statements and carry out monthly cash book reconciliations to bank statements; and
- Verifying payroll change requests and reports to ensure correctness of computations, payments and deductions; certify and follow-up approval and payment to beneficiaries.

### **Person Specification**

#### **Qualifications**

An Honours Bachelors Degree in Finance and Accounting Or An Honours Bachelors Degree with a bias in Accounting option obtained from a recognized awarding Institution Or Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU).

#### **Competencies**

Expenditure management and budgetary controls; Financial Record Keeping; Information and Communications; Risk Management and Assurance; Planning and Budgeting; Decision making and problem solving; and Innovative and Proactive



<b>Job Title</b>	:	<b>Physiotherapist</b>
No. of Posts	:	Two (2) (Male and Female)
Reports to	:	Officer in Charge of NHATC, Teryet
Contract Duration	:	6 months
Duty Station	:	Kapchorwa
Job Reference	:	NHATC-002
Salary Scale	:	U5

### **Job Purpose**

To carry out rehabilitative activities to restore impaired body parts.

### **Duties:**

- Carrying out physiotherapy and rehabilitative activities to patients;
- Recommending provision of moving aides to affected patients;
- Tendering advice on specifications for physiotherapy appliances;
- Training patients in the use of physiotherapy methods and appliances;
- Requesting for equipment and other supplies for use in the Unit;
- Maintaining the equipment
- Preparing and submitting performance reports to relevant authorities

### **Person Specifications**

#### **Qualifications**

- Must have a Diploma in Physiotherapy from a recognized Institution; and
- Must be registered and licensed with the Allied Health Professionals Council.

#### **Competencies**

Planning, organizing and coordinating; Guidance and counseling; Concern for quality and standards; Ethics and integrity; Time management

<b>Job Title</b>	:	<b>Electrician</b>
No. of Posts	:	One (01)
Reports to	:	Officer in Charge of NHATC, Teryet
Contract Duration	:	6 months
Duty Station	:	Kapchorwa
Job Reference	:	NHATC-003
Salary Scale	:	U5

### **Job Purpose**

To put in place safety measures of all electrical installations

### **Key Functions**



- a) Carrying out electrical installations, repairs and rectifying faults;
- b) Preparing work plans and budgets;
- c) Inspecting and testing equipment; and
- d) Guiding electrical wiring.

### **Person Specifications**

#### **Qualifications**

- a) Should hold a Higher Diploma in Electrical Engineering from a recognized Institution
- b) A Trade Test Grade 1 from a recognized institution

#### **Competencies**

Understanding routine electrical systems; Time management; and Concern for quality and standards.

<b>Job Title</b>	:	<b>Plumber</b>
No. of Posts	:	One (01)
Reports to	:	Officer in Charge of NHATC, Teryet
Contract Duration	:	6 months
Duty Station	:	Kapchorwa
Job Reference	:	NHATC-004
Salary Scale	:	U5

#### **Job Purpose:**

To provide plumbing and drainage maintenance works.

#### **Duties:**

- a) Conduct basic plumbing, drainage maintenance and repair works;
- b) Making sure that the Centre has water supply network and water drainage systems;
- c) Recommending on all the materials to be used in the plumbing systems;
- d) Repairing and maintaining water treatment equipment;
- e) Installing other plumbing equipment such as sinks, tabs, toilets, water heaters, air conditioners among others;
- f) Monitor water metre readings and verify water bills for accuracy before submitting for payment.

### **Person Specifications**

#### **Qualifications**

Diploma in Water and Sanitation Engineering or Plumbing from a recognized Institution



### Competencies

Understanding routine plumbing systems; Time management; and Concern for quality and standards.

<b>Job Title</b>	:	<b>Enrolled Nurse</b>
No. of Posts	:	One (01)
Reports to	:	Officer in Charge of NHATC, Teryet
Contract Duration	:	6 months
Duty Station	:	Kapchorwa
Job Reference	:	NHATC-005
Salary Scale	:	U7

### Job Purpose

To carry out day today activities of patient/client care

### Duties:

- Administering treatment as prescribed;
- Carrying out nursing procedures;
- Carrying out observations, keep proper records and ensure their safe custody;
- Receiving and registering patients/clients;
- Prepare patients for meals and participate in serving them;
- Adhering to aseptic procedures;
- Adhering to ethical professional conduct;
- Carrying out health education; and
- Participating in primary health care activities.

### Qualifications

- Must have Enrolled Nursing Certificate from a recognized Institution.
- Must be Enrolled with the UNMC and hold a valid practicing license

### Competencies

Records and information management; Management of organizational environment; and Time management

<b>Job Title</b>	:	<b>Driver</b>
No. of Posts	:	Two (02)
Reports to	:	Officer in Charge of NHATC, Teryet
Contract Duration	:	6 months
Duty Station	:	Kapchorwa
Job Reference	:	NHATC-006

Salary Scale : U8

### **Job Purpose**

To drive and maintain Local Government vehicle in accordance with the transport policy; and as directed by the supervising officer.

### **Key Functions**

- a) Driving vehicles for official duty and assignments;
- b) Carrying out basic maintenance and cleanliness of the vehicle;
- c) Reporting major technical mechanical faults to the supervising officer;
- d) Maintaining basic records regarding the vehicles as instructed; and
- e) Ensuring the safety of the vehicle while on duty.

### **Person Specifications**

#### **Qualifications**

- a) Uganda Certificate of Education (UCE) with a pass in English Language.
- b) Valid Driving Permit of Class C or D.

#### **Competencies**

Accountability; Ethics and integrity; and Time Management

<b>Job Title</b>	<b>:</b>	<b>Office Attendant</b>
No. of Posts	:	One (01)
Reports to	:	Officer in Charge of NHATC, Teryet
Contract Duration	:	6 months
Duty Station	:	Kapchorwa
Job Reference	:	NHATC-007
Salary Scale	:	U8

### **Job Purpose**

To facilitate effective operation of offices.

#### **Duties:**

- a) Cleaning office premises and ensuring that the offices are properly locked;
- b) Collecting and delivering office items, documents, mail and parcels as instructed;
- c) Preparing and serving tea to officers; and
- d) Undertaking any official errands outside the office as instructed by the supervisor.

### **Person Specification**

#### **Qualifications**





A Uganda Certificate of Education (UCE) with a pass in English Language.

### **Competencies**

Records Information Management; Communicating Effectively; Public Relations and Customer Care

<b>Job Title</b>	<b>:</b>	<b>Grounds Men</b>
No. of Posts	:	Four (4)
Reports to	:	Officer in Charge of NHATC, Teryet
Contract Duration	:	6 months
Duty Station	:	Kapchorwa
Job Reference	:	NHATC-008
Salary Scale	:	U8

### **Job Purpose**

To provide a clean environment within the organization.

### **Duties:**

- a) Maintaining condition and appearance of lawns, grounds and fields;
- b) Laying out and marking playing fields;
- c) Mowing, watering and fertilizing flowers; and
- d) Planting, trimming, mulching and fertilizing flowers.

### **Person Specifications**

#### **Qualifications**

O' Level Certificate

### **Competencies**

Accountability; Ethics and integrity; and Time Management

<b>Job Title</b>	<b>:</b>	<b>Cleaner</b>
No. of Posts	:	Two (2)
Reports to	:	Officer in Charge of NHATC, Teryet
Contract Duration	:	6 months
Duty Station	:	Kapchorwa
Job Reference	:	NHATC-009
Salary Scale	:	U8

### **Job Purpose**

To provide a clean environment within the organization.



**Duties**

- a) Cleaning the office environment;
- b) Cleaning the compound.

**Person Specifications****Qualifications**

O' Level Certificate

**Competencies**

Accountability; Ethics and Integrity; and Time Management

<b>Job Title</b>	:	<b>Askari</b>
No. of Posts	:	Six (6)
Reports to	:	Officer in Charge of NHATC, Teryet
Contract Duration	:	6 months
Duty Station	:	Kapchorwa
Job Reference	:	NHATC-010
Salary Scale	:	U8

**Job Purpose**

To provide security services to the organization.

**Duties:**

- a) Checking and properly locking premises at the close of the day;
- b) Apprehending and questioning suspects for proper identification;
- c) Directing visitors to the reception for more information;
- d) Reporting theft cases and preparing reports to the authorities;
- e) Patrolling premises to ensure maximum security;
- f) Maintaining security of government vehicles; and
- g) Keeping security at important entry points.

**Person Specifications:****Qualifications**

O' Level Certificate with a training in Security.

**Competences**

Security Planning and organizing; self-confidence; Communication; Public relations and customer care; Time Management; and Ability to speak Swahili.

<b>Job Title</b>	:	<b>Kitchen Attendant</b>
No. of Posts	:	Two (2)



Reports to : Officer in Charge of NHATC, Teryet  
Contract Duration : 6 months  
Duty Station : Kapchorwa  
Job Reference : NHATC-011  
Salary Scale : U8

**Job Purpose**

To keep the kitchen clean and organized.

**Duties**

- a) Clean the kitchen;
- b) Collect and clean utensil;
- c) Organize the kitchen;
- d) Prepare tea and drinks for meetings; and
- e) Bring food from store to the kitchen.

**Person Specifications**

**Qualifications**

- a) O' Level Certificate; and
- b) Training in Catering or Hotel Management will be an added advantage.

**Competencies**

Communication; Time management

  
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