



THE REPUBLIC OF UGANDA

EXTERNAL ADVERTISEMENT

1.0: BACKGROUND:

The National Teacher Policy (2019) recommended the establishment of the Uganda National Institute for Teacher Education (UNITE) as a Public Other Degree Awarding Institution (ODAI) to address issues affecting the teaching profession and quality of education in Uganda.

The First Lady and Minister of Education and Sports appointed an Interim Management Committee to operationalize UNITE.

To this effect, the UNITE Interim Management Committee wishes to recruit skeleton staff to kick start the operationalization of UNITE and therefore invites suitably qualified and experienced individuals to apply for the following positions on contract terms.

All applications should be accompanied with the following:

- i) Certified photocopies of all Academic and Professional Certificates and Transcripts;
- ii) A curriculum Vitae;
- iii) Three (3) Reference letters (Professional, Personal and Academic)
- iv) A recent coloured passport size photograph; and
- v) A copy of the National Identity Card

Eligible female candidates are encouraged to apply. Only short-listed applicants shall be contacted for the interview and final selection process. All applications should be addressed and hand delivered to:

The Institute Secretary Designate
Uganda National Institute of Teacher Education
Kitikifumba-Shimoni, Kira Municipality
P.O. Box 7112, Kampala.

The deadline for submission **Friday 12th July, 2024, 5:00pm** East African Standard Time.

2.0: JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	:	Senior Administrative Officer (1)
Salary Scale	:	UN 6.1
Reports to	:	Director General
Responsible for	:	Administrative Officer
Contract Period	:	Six (6) Months
Duty Station	:	Kampala

Job Purpose

To manage the calendar and general administration of the Office of the Director General.

Duties and Responsibilities

1. Scheduling appointments, organizing and taking minutes of meetings called by the Director General;
2. Acting as Minute Secretary for meetings of the Office of the Director General and Management Committee;
3. Providing timely notification to the Director General of schedules on the calendar;
4. Managing records of important contacts to the Office of the Director General;
5. Draft administrative and other correspondences for the Director General as instructed;
6. Undertaking official administrative assignments as instructed by the Director General;
7. Participating in the organization of Institute ceremonies and events involving the Director General;
8. Organizing both local and international itineraries for the office including confirming travel, freight and hotel reservations;
9. Compiling relevant data and information for the Director General as instructed.
10. Drafting speeches or briefs for the Director General;
11. Overseeing the security of persons and documents of the Office;
12. Supervising and appraising the administrative support staff deployed to the Office; and
13. Providing regular briefs to the Director General on the functioning of the Office.

Person Specifications

Qualifications

- (i) An Honours Bachelor's Degree in either Social Sciences, Development Studies, Social Work and Social Administration, Management Science, Law, Commerce (Management option), Business Administration (Management option) or

Business Studies (Management option) or a related field from a recognized University or Institution.

(ii) A Master's Degree in any of the above fields from a recognized University or Institution.

Work Experience

At least three (3) years of experience at Administrative Officer level from a reputable organization.

Competencies

Technical

Management of organizational environment; Effective coordination of meetings; Planning, organizing and coordinating; Accountability; Records and Information Management

Behavioural

Communicating effectively; Networking; Public relations and customer care; Ethics and Integrity and Results oriented.

Job Title	:	IT Officer (1)
Salary Scale	:	UN 6.2
Reports to	:	Senior IT Officer
Responsible for	:	None
Contract Period	:	Six (6) Months
Duty Station	:	Kampala

Job Purpose

To implement Information and Communication Technology plans and activities in the Institute.

Duties and Responsibilities

1. Developing or reviewing the Institute website security risk management framework and strategies;
2. Identifying threats and designs, implementing and monitoring security measures for the protection of Institute IT infrastructure;
3. Providing project and team leadership for all Manage Website Infrastructure and administration;
4. Configuring IT facilities and troubleshoots the institute's website;
5. Constantly evaluating website performance by checking metrics such as loading time and memory consumption;

6. Monitoring all logging systems, maintains and administers website systems and network appliances; and
7. Developing and documenting standard operating procedures and protocols to mitigate security vulnerabilities of the website.

Person Specifications

Qualifications

Should have an Honors Bachelor's Degree in Computer Science, Information Technology and Computing, Computer Information Systems and Administration, Business Information Systems, Business Computing, System Administration or Software Engineering System Design and Analysis from a recognized University or institution.

Working Experience

Two years' working experience in IT field from a reputable organisation.

Competencies

Technical

Accountability; Information Communication Technology; Research and innovations; Planning, Organizing and coordinating.

Behavioural

Ethics and integrity; Team work; Concern for quality and standards; Problem solving and decision making; communicating effectively and Result oriented.

Job Title	:	Procurement Officer (1)
Salary Scale	:	UN6.2
Reports to	:	Principal Procurement Officer
Responsible for	:	None
Contract Period	:	Six (6) Months
Duty Station	:	Kampala

Job Purpose

Providing technical advice and guidance on procurement and disposal to Sub-Contracts Committees and the User Units in the Institute.

Duties and Responsibilities

1. Providing secretarial services to the Sub-Contracts Committees;
2. Liaising with end-users and compiling all procurement requirements for the Institute Units;
3. Guiding the suppliers on procurement procedures;
4. Verifying documentation relating to procurement and organizes the documentation for easy use by all interested parties;
5. Liaising with Accounts to ensure availability of procurement funds and timely payments to suppliers/Consultants/ contractors; and
6. Preparing periodic reports for the Contracts Committee and Public Procurement and Disposal of Public Assets Authority.

Person Specifications

Qualifications

An Honors Bachelor's Degree in either Procurement, Purchasing or Logistics and Supply Chain Management from a recognized University or Institution.

OR

Full Professional Qualification in Supply Chain Management from a recognized awarding Institution

Work Experience

Three (3) years relevant working experience in procurement from a reputable Organization.

Competencies

Technical

Procurement Planning, Disposal and contract Management; Accountability; Risk Management; Information Communications Technology (ICT); Records Management

Behavioural

Ethics and Integrity; Teamwork; Concern for quality and standards; Networking and Inter-Personal Relations; Communicating effectively; Innovative and Proactive; Decision-making and Problem-solving.

Job Title	:	Monitoring and Evaluation Officer (1)
Salary Scale	:	UN 6.2
Reports to	:	Senior Monitoring and Evaluation Officer
Responsible for	:	None
Contract Period	:	Six (6) Months
Duty Station	:	Kampala

Job Purpose

To undertake Monitoring, Evaluation and Performance Inspection of the Institute Projects, Programmes and Policies, and recommend corrective measures.

Duties and responsibilities

1. Providing technical support in setting up and maintenance of monitoring and evaluation system (including MIS) in Programmes;
2. Preparing and submitting periodic monitoring and evaluation reports for the programmes to the relevant authorities;
3. Conducting performance management and building capacity of staff in the Institute's Programmes;
4. Collecting, analyzing and presenting data on the performance of Institute projects, programme and policies;
5. Conducting evaluation of the Institute's policies, programmes and projects;
6. Providing technical support in the planning and budgeting process to ensure compliance with M&E system, National Development Plan and other planning and budgeting requirements; and
7. Providing technical support in the development of theories of change, monitoring and evaluation result frameworks and related tools.

Person Specification

Qualification

An Honors Bachelor's Degree in either Economics, Development Economics, Quantitative Economics, Statistics, Monitoring and Evaluation studies, Population Studies, Business Statistics or Actuarial Science from a recognized University/institution.

Work Experience

At least two (2) years working experience in the Monitoring and Evaluation field from a reputable Organization

Competences

Technical

Policy Management; Financial management; Information Communication Technology (ICT); Planning, organizing and coordinating; Project management and evaluation; Research and analytical skills

Behavioural

Communicating effectively; Concern for quality and standards; Decision making and problem solving; Time Management; Integrity and confidentiality; Innovation and self-initiative.

Job Title : **Communications Officer (1)**
Salary Scale : **UN 6.2**
Reports to : **Senior Communications Officer**
Responsible for : **None**
Contract Period : **Six (6) Months**
Duty Station : **Kampala**

Job Purpose:

To implement communication, information dissemination and public relations plans and programs.

Duties and Responsibilities

1. Organizing and implementing public relations programs which promote the image of the Institute;
2. Making arrangements for press conferences, articles, press releases, radio and T.V. programs;
3. Participating in publicity cover for Institute ceremonies, occasions and events including graduation, sports and games events and public lectures and debates;
4. Conducting surveys on public opinion about the programs and products of the Institute;
5. Drafting content for dissemination to the public for consideration by the Supervisor;
6. Maintaining linkages with other institutions in respect to communications and branding; and
7. Designing material or programs that promote a positive image of the Institute to the public through various platforms.

Person Specifications:

Qualification

An Honors Bachelor's Degree in Mass Communication, Journalism, Communication Studies or Public Relations from a recognized University or Institution.

Work Experience

At least two (2) years' experience in public relations and marketing duties in a reputable institution.

Competencies

Technical

Information Communication Technology; Knowledge in corporate marketing; Human resource management; Strategic thinking; Planning, organizing and coordinating; Policy management.

Behavioural

Problem solving; Team work; Results orientation; Ethics and Integrity; Communicating effectively and Leadership

Job Title	:	Librarian (1)
Salary Scale	:	UN 6.1
Reports to	:	Senior Librarian
Responsible for	:	Assistant Librarian Library Support Staff
Contract Period	:	Six (6) Months
Duty Station	:	Kampala

Job Purpose

To manage and maintain cataloguing and classification of library materials in an accessible form for end users.

Duties and Responsibilities

1. Cataloguing and classifying library materials in accordance with set standards;
2. Compiling bibliographies to enable end users access information easily;
3. Checking the filing of catalogue cards;
4. Carrying out re-cataloguing and re-classification of reading materials;
5. Processing Library materials for selection and acquisition;
6. Supporting the training of students using Library resources;

7. Implementing systems and procedures to facilitate easy use of library resources;
8. Enforcing policies, regulations and procedures governing the use of Library resources;
9. Compiling data for update of the library inventory; and
10. Supervising, mentoring, counseling and appraising lower-level Library staff.

Person Specifications

Qualifications

Should have an Honor's Bachelor's Degree in either Library and Information Science or Records and Archives Management from a recognized University or Institution and a Master's Degree in Library and Information Science and on a PhD track from a recognized University or institution.

Work Experience

At least three (3) years working experience at Assistant Librarian level from a reputable institution

Competencies

Technical

Records management; Knowledge of library management practices; Planning, organizing and coordinating; Information communication technology; and Management of Organizational Environment.

Behavioural

Team work; Accountability; Ethics and Integrity; Communicating effectively; and Networking

Job Title	:	Internal Auditor (1)
Salary Scale	:	UN 6.2
Reports to	:	Senior Internal Auditor
Responsible for	:	None
Contract Period	:	Six (6) Months
Duty Station	:	Kampala

Job Purpose

To provide technical support and undertake internal audit engagements.

Duties and Responsibilities

1. Evaluating internal controls to assess level of audit risks and the appropriateness of risk management policies and procedures;
2. Executing audit programs including routine financial audit; performance audit, IT audit and other special audits;
3. Reviewing requisitions and other documentation with financial implications;
4. Following up Council approved recommendations from previous audits;
5. Drafting audit findings and conclusions; and
6. Compiling audit findings for the attention of the Senior Internal Auditor.

Person Specifications

Qualifications

- i. Should have a Bachelor's Degree in either Finance and Accounting or Business Administration (Accounting option) or Business Studies (Accounting option) or Commerce (Accounting option) from a recognized University or Institution;
- ii. A full Professional Accounting Qualifications such as ACCA, CPA, ACIS and CPE from a recognized Institution;
- iii. Member of a recognized Accounting professional body

Work Experience

Two (2) years working experience in financial management of a reputable organization.

Competencies

Technical

Planning, organizing and coordinating; Audit Strategy and Planning; Audit Execution; Audit Reporting; Information, Communications Technology.

Behavioural

Ethics and Integrity; Innovative and Proactive; Inter-personal and intra-personal relations management; Decision Making and Problem Solving; Listening and Communicating Effectively; Leadership and Team work; and Time Management.

Job Title : **Assistant Accountant (1)**
Salary Scale : **UN 7**
Reports to : **Accountant**
Responsible for : **None**
Contract Period : **Six (6) Months**
Duty Station : **Kampala**

Job Purpose

To perform general accounting duties involving tracking accountability, up-dating and maintaining books of accounts of the institute

Duties and responsibilities

- 1) Providing custody for accounting records and documents;
- 2) Processing deferred tax payments, tax returns and keeping records thereof;
- 3) Posting financial transactions, cashbooks, subsidiary ledgers to General ledger and maintain up-to-date record of books of accounts;
- 4) Preparing and reconciling payroll transaction reports;
- 5) Entering transactions into the commitment control register;
- 6) Keeping custody of cash/imprest, effect payments, and maintain up-to-date cash book records; and
- 7) Preparing draft monthly reconciliation reports.

Person Specifications

Qualifications

An Honors Bachelor's Degree in either Finance and Accounting or Business Administration (Accounting option) or Business Studies (Accounting option) or Commerce (Accounting option) from a recognized University or Institution.

OR

Full professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from a recognized Institution and accredited by Institute of Certified Public Accountants of Uganda (ICPAU).

Working Experience

Nil

Competencies

Technical

Planning and Budgeting; Expenditure management and Budgetary control; Financial record management; Risk management and Assurance; Information and Communications Technology

Behavioural

Concern for quality and standards; Decision Making and Problem Solving; Communicating effectively; Ethics and Integrity; Time Management; Team work



Dr. Bategeka Kabagambe Levi

INSTITUTE SECRETARY DESIGNATE