



UGANDA NATIONAL INSTITUTE FOR TEACHER EDUCATION

EXTERNAL ADVERTISEMENT NO. 2/2025

JOB OPPORTUNITIES

1.0 Introduction

The Uganda National Institute for Teacher Education (UNITE) was created on 5th July, 2024 by Statutory Instrument No. 53 of 2024 *vide* the Universities and Other Tertiary Institutions Act, Cap 262 as Other Degree Awarding Institution (ODAI). UNITE is a multi-campus institution with Campuses at Kabale, Kaliro, Mubende, Muni and Unyama. UNITE has its headquarters in Kira Municipality (former Shimoni Core PTC). The Institute is accredited by Uganda National Council for Higher Education (NCHE). The mandate of UNITE is to coordinate and provide for all levels of Teacher Education in the country, ranging from initial to graduate level teacher training. In addition, it is to provide for in-service teacher training and offer Continuous Professional Development (CPD) programmes.

The Uganda National Institute for Teacher Education invites applications from suitably qualified Ugandans to fill the vacant positions in the UNITE Service, as detailed below:

External Advertisement (Open to the General Public)

S/N	POST	SCALE	NO. OF VACANCIES
1.	Principal Economist	PU5	1
2.	Principal IT Officer	PU5	1
3.	Principal Procurement Officer	PU5	1
4.	Senior Communications Officer	PU6.1	1
5.	Senior Internal Auditor	PU6.1	1
6.	Senior Quality Assurance Officer	PU6.1	1
7.	Senior Engineer	PU6.1	1
8.	Senior Assistant Academic Registrar	PU6.1	1
9.	Estates Officer	PU6.2	4
10.	Senior Human Resource Officer	PU6.1	1

11.	Principal Research Officer (CPD & Extension)	PU5	1
12.	Assistant Librarian	PU6	1
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2.0 APPLICATION PROCEDURE

1. Candidates should submit **5 hard copies** of the application in a sealed application pack containing copies of the following:
 - a) **Application letter;** the subject line must indicate the position applied for and Job reference Number.
 - b) Detailed and up-to-date signed CV including working contact details and names and contact details of three referees (Academic, Professional and Personal), one of whom must be either your present or most recent employer. The referees should be advised to send confidential references directly to the email address jobs@unite.ac.ug.
 - c) Certified copies of Academic Transcripts and Certificates
 - d) A copy of the National Identity Card
 - e) Copies of previous appointment letters
 - f) The envelope should be clearly marked “Application for the post of as indicated above.
 - g) Incorrectly addressed applications may be rejected.
2. **Age Limit:** The applicant should be aged Forty -five (45) years or below at the time of application.
3. **Tenure of Appointment:** The appointment is on permanent terms upon successful completion of a probationary period of six months.
4. **Details of the Job Description and Person Specification:** These can be accessed on the Institute’s website www.unite.ac.ug
5. Applications should be **delivered physically** to the undersigned not later than **7th January, 2026 at 5.00 pm. East African Time**

N.B: Only successful candidates will be notified

The Secretary, Appointments Board
Uganda National Institute for Teacher Education (UNITE)
Kira Municipality,
P. O Box 7112, Kampala.
Dated: Monday 8th December, 2025

3.0 JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

Job Title	:	Principal Economist
Salary Scale	:	PU5
Reports to	:	Deputy Vice Chancellor F&A
Job Reference	:	PE-UNITE 001
Responsible for	:	Senior Economist Senior Monitoring and Evaluation Officer
Job Reference	:	PE-UNITE 001

Job Purpose

To provide technical leadership and guidance in planning, budgeting, Monitoring and Evaluation in the Institute.

Duties and responsibilities;

1. Leads in the development, implementation and review of the strategic plan, policies and guidelines.
2. Develop and implement a monitoring, evaluation and learning framework and guidelines
3. Provides secretariat to the Finance management committee.
4. Leads in the development of annual workplans, budgets, procurement plans and submits reports.
5. Provides technical support to the Institute campuses and departments in planning and budgeting and consolidates the overall workplans and budgets.
6. Initiates, formulates and manages recurrent and development budgets policies for the Institute.
7. Establishes, develops, reviews and maintains an appropriate system suitable for data collection, monitoring and evaluation of the Institute's physical and academic development programmes and projects.
8. Liaises with Heads of Department in determining priority interventions necessary for the academic and physical development of the Institute.
9. Supervises, mentors and appraises staff responsible for.

Key Result Areas

1. Strategic plan, policies and guidelines developed, implemented and reviewed.
2. The Budget and Ministerial policy statement presented and defended before the appropriate organs and authorities.
3. Secretariat to the Finance management committee provided.
4. The Institute physical infrastructure development plans and projects coordinated.
5. Recurrent and development budgets policies managed.

6. Institute's physical and academic development programmes and projects data management system developed
7. Annual budgets monitored and evaluated.
8. Operational planning and development carried out.
9. Staff in the Unit supervised, mentored and appraised.

Person Specifications

Qualifications

- i. An Honour's Bachelor's degree in either economics, financial modelling or statistics from a recognized institution.
- ii. Master's degree in either Economic Policy, Planning and Management, Economics or Business Administration from a recognized institution.

Working Experience

A four (4) years relevant working experience, three (3) of which should have been at Senior Economist/Planner level in a recognized Higher Education Institution.

Competencies

Technical

- Strategic leadership
- Policy development and analysis
- Research and Analytical skills.
- Planning, budgeting and reporting
- Mathematical /statistical/financial modeling.
- Report writing and presentation.
- Risk management

Behavioral

- Networking and collaboration
- Ethics and integrity
- Effective communication.
- Professionalism;
- Innovation and self-initiative

Job Title : **Principal IT Officer**

Salary Scale : **PU5**

Reports to : **Institute Secretary**

Responsible for : **Senior IT Officer**

Job Reference : PITO-UNITE 002

Job Purpose

To provide technical leadership and guidance in the application of Information and Communication Technology in the Institute.

Duties and Responsibilities

1. Develops, reviews and implements ICT policies and strategies of the Institute.
2. Develops and implements approved ICT annual workplans, budgets, procurement plans and submits reports.
3. Evaluates user needs of the academic and administrative units and system functionality and ensures that ICT facilities meet these needs.
4. Plans and supervises the delivery of ICT projects of the Institute.
5. Leads the provision of technical support to the various units of the Institute including training of end users, systems maintenance, crisis management and disaster recovery.
6. Leads the Research on existing and emerging ICT technologies and trends that can be of benefit to the Institute and advises management accordingly.
7. Guides the Development and maintenance procedures for installation, configuration, security and update of operating systems and applications.
8. Leads implementation and application of acceptable ICT systems, standards, practices and compliance to software licensing laws.
9. Supervises, mentors, coaches, counsels and appraises staff of the Unit.

Key Result Areas

1. ICT policies and strategies developed, reviewed and implemented.
2. ICT annual workplans, budgets, procurement plans and implementation reports developed and submitted
3. ICT facilities evaluated and needs met.
4. ICT projects supervised.
5. ICT technical support provided to the various units of the Institute.
6. Research on existing and emerging ICT technologies and trends carried out.
7. Operating systems and applications developed, maintained and updated.
8. ICT systems and standards implemented.
9. Staff in the Unit supervised and appraised.

Person Specifications

Qualifications

1. An Honours Bachelor's Degree in either Computer Science, Information Technology, Computer Engineering, Information Systems, Business Information Technology, Business

Computing, System Administration, Software Engineering, Artificial intelligence, System Design and Analysis, or equivalent qualification from a recognized institution.

2. A master's Degree in either Computer Science, Information Technology, Computer Engineering, Information Systems, Business Information Technology, Business Computing, System Administration or Software Engineering, Artificial intelligence, System Design and Analysis, or equivalent qualification from a recognized institution.

Working Experience

Four (4) years of operating in an IT environment, three (3) of which should have been at a Senior IT position in a recognized organization.

Competencies

Technical

- Project management
- IT security
- Risk management
- Operating systems
- Database management
- Research and innovations
- Strategic Leadership
- Human Resource Management
- Planning, budgeting and reporting
- Organizing and coordinating

Behavioral

- Ethics and integrity
- Time management
- PR and customer care
- Networking and collaboration
- Concern for quality and standards
- Problem solving and decision making
- Effective communication
- Result oriented.

Job Title : **Principal Procurement Officer**
Salary Scale : **PU5**
Reports to : **Institute Secretary**
Responsible for : **Procurement Officer**
Job Reference : **PPO-UNITE 003**

Job Purpose

To manage the Procurement and Disposal of Assets function of the Institute.

Duties and responsibilities

1. Develops, implements and reviews the PDU work plan, budget and procurement plan and submits reports.
2. Prepares, reviews and implements the approved consolidated annual procurement and disposal plan.
3. Coordinates and manages the procurement of goods and services for the Institute.
4. Co-ordinates the procurement and disposal activities of all Departments of the Institute.
5. Prepares periodic reports for the Contracts Committee and Public Procurement and Disposal of Public Assets Authority.
6. Ensures conformity with Government procurement and disposal regulations.
7. Provides timely advice to the Accounting Officer, Contracts Committee and members of the Institute on all matters pertaining to procurement and disposal.
8. Recommends the appropriate procurement and disposal procedure or method.
9. Implements decisions of the contracts committee.
10. Supports the functioning of the Contracts Committee and acts as the secretariat to the Contracts Committee.
11. Checks and prepares the statement of requirements, prepares and issues bidding documents.
12. Maintains the providers list.
13. Prepares and issues approved contract documents
14. Maintains and archives records of the procurement and disposal process
15. Supervises and appraises staff of the Unit.

Key Result Areas

1. Develops, implements and reviews the PDU work plan, budget, procurement plan and submits reports.
2. A consolidated annual procurement and disposal plan prepared, reviewed and implemented.

3. The procurement of goods, works, consultancy and services for the Institute coordinated and managed.
4. Periodic reports for the Contracts Committee and Public Procurement and Disposal of Public Assets Authority prepared.
5. Conformity with Government procurement and disposal regulations ensured.
6. Timely advice provided to the Accounting Officer, Contracts Committee and members of the Institute on all matters pertaining to procurement and disposal.
7. Appropriate procurement and disposal procedure / methods recommended.
8. Decisions of the Institute contracts committee implemented.
9. The functionality of Contracts Committee supported.
10. Statements of requirements and bidding documents prepared, approved and issued to bidders.
11. Providers list maintained.
12. Records of the procurement and disposal process maintained and archived.
13. Staff of the Unit supervised and appraised

Person Specification

Qualifications

(i) **Either** an Honour's Bachelor's degree in Procurement and Supply Chain management, Commerce, Business Administration and Economics; **OR** Full Professional qualification in Procurement and supply chain management such as MCIPS (Member of the Chartered Institute of Procurement and Supply) or CPSM (Certified Professional in Supply Management).

(i) A Master's degree in Supply Chain Management, commerce, business administration, Economics from a recognized institution

(ii) Full membership of a Professional body in Procurement and supply chain management such as MCIPS (Member of the Chartered Institute of Procurement and Supply) or CPSM (Certified Professional in Supply Management).

Working experience

Four (4) years working experience, three (3) of which at a level of senior procurement officer from a Public Institution.

Competencies

Technical

- Accountability
- Negotiation
- Strategic leadership
- Procurement and disposal Planning
- contract Management

- Risk Management
- Information Communications Technology (ICT)
- Records Management
- Human Resource Management

Behavioural

- Ethics and integrity
- Concern for quality and standards
- Networking and collaboration
- Effective communication
- Innovative and Proactive
- Decision-making and Problem-solving
- Time Management
- Customer care

Job Title : **Senior Communications Officer**
Salary Scale : **PU 6.1**
Reports to : **Principal Communications Officer**
Responsible for : **Communications Officer and Marketing officer**

Job Purpose

To market and generate positive publicity for the Institute and its products.

Duties and Responsibilities

1. Designs material or programmes, services and products that project and promote the Institute.
2. Liaises with media houses and marketing associations to maintain positive cooperative and harmonious relations.
3. Edits the content for dissemination including press releases, newsletters, magazines, bulletins and other extension services
4. Supervises the design and conduct of surveys on public opinion about the programmes and products of the Institute.
5. Responds to adverse publicity or complaints about the Institute in accordance with the Institute’s PR and marketing strategy.
6. Establishes and maintains positive networks with media houses and marketing institutions
7. Participates and arranges media coverage and publicity events for the Institute’s ceremonies, occasions and events.
8. Supervises, mentors, coaches, counsels staff and appraises lower-level staff of the Unit.

Key Result Areas

1. Promotional materials designed.
2. Media houses and marketing associations coordinated.
3. Content for dissemination edited.
4. Surveys designed, conducted and supervised.
5. Adverse publicity or complaints managed.
6. Positive networks with media houses and marketing institutions established and maintained.
7. Media coverage and publicity events arranged.
8. Staff in the Unit supervised and appraised.

Person Specifications

Qualifications

Should **either** have a Bachelor's degree in either Journalism, Multimedia studies, Education, Social sciences, Humanities, Law, Marketing or Mass Communication from a recognized Institution; **OR** Chartered Institute of marketing (CIM), Chartered Institute of Public Relations (CIPR)

Work Experience

Three (3) years' experience in either public relations or marketing duties in a recognised institution.

Competencies

Technical Competencies

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

Behavioral Competencies

- Problem solving
- Team work
- Results orientation
- Ethics and Integrity
- Effective communication
- Leadership

Job Title	:	Senior Internal Auditor
Salary Scale	:	PU6.1
Reports to	:	Principal Internal Auditor
Responsible for	:	Internal Auditor
Job Reference	:	SIA-UNITE 005

Job Purpose

To provide support in execution of Internal audit and risk management function.

Duties and Responsibilities

1. Reviews audit plans and programmes based on the risk profile of the Institute and advises accordingly.
2. Compiles and manages the Institute's risk management register
3. Conduct audit and risk assignments in accordance with approved standards and best practice
4. Guides, directs and supervises teams executing audits.
5. Reviews and submits quarterly and annual internal audit reports.
6. Assesses and reports on implementation of audit recommendations.
7. Supervises, mentors, coaches, counsels and appraises staff of the Unit.

Key Result Areas

1. Audit plans and programmes reviewed.
2. Risk management register compiled and managed.
3. Audit and risk assignments conducted.
4. Audit teams supervised
5. Quarterly and annual internal audit reports reviewed and submitted.
6. Reports on implementation of audit recommendations submitted.
7. Staff of the unit supervised, mentored, coached, counseled and appraised

Person Specifications

Qualifications

- i. Should have **either** a Bachelor's Degree in either Auditing, Finance, Accounting or Business Administration (Accounting option) or Business Studies (Accounting option) or Commerce (Accounting option) from a recognized Institution; **OR** A full Professional

Accounting Qualifications such as ACCA, CIA, CPA, ACIS and CPE from a recognized institution.

- ii. **Full** membership of the Institute of Certified Public Accountants Uganda (ICPAU)

Work Experience

Three (3) years working experience in risk management, financial management or Internal Auditor in a recognised institution.

Competencies

Technical

- Planning, organizing and coordinating
- Audit Strategy and Planning
- Audit Execution
- Risk management
- Audit Reporting
- Information Communication Technology

Behavioral

- Ethics and Integrity
- Innovative and Proactive
- Inter-personal and intra-personal relations management
- Decision Making and Problem Solving
- Effective communication
- Leadership
- Time Management

Job Title : **Senior Quality Assurance Officer**
Salary Scale : **PU 6.1**
Reports to : **Principal Quality Assurance Officer**
Responsible for : **None**
Job Reference : **SQAO-UNITE 006**

Job Purpose

To monitor adherence to the national standards and Institute's processes and products of teaching, learning, research and community service.

Duties and Responsibilities

1. Participates in development and review of the quality assurance frameworks and strategies.
2. Monitors compliance with the established legal, policy and quality assurance frameworks.
3. Provides technical and professional support to the various academic and administrative units in the implementation of quality assurance systems.
4. Implements plans and strategies for improving quality management systems of the Institute.
5. Supervises Quality Assurance Teams.
6. Provides inputs to external quality management system audits and conformity assessments.
7. Participates in the sensitization, education and training of staff and other relevant Stakeholders in Quality Management Systems.
8. Compiles and submits periodic quality assurance audit or inspection reports.

Key Result Areas

1. Quality Assurance Frameworks and strategies developed and implemented.
2. Quality assurance frameworks monitored.
3. Technical and professional support in the implementation of quality assurance systems provided.
4. Plans and strategies for improving quality management systems implemented.
5. Quality assurance teams supervised
6. External quality management system audits and conformity assessments supported.
7. Stakeholders trained in Quality Management Systems.
8. Periodic Quality assurance audit and inspection reports compiled and submitted.

Person Specifications

Qualifications

Should have a Bachelor's degree in Education from a recognized Institute.

Work experience

Three (3) years' experience at Officer level from a recognised institution of higher learning and broad knowledge of academic and administrative systems.

Competencies

Technical

- Knowledge of National, Regional and International education standards;
- Information Communication Technology
- Research and Analytical skills
- Quality monitoring and evaluation
- Accountability

Behavioral

- Effective communication
- Ethics and Integrity
- Team work
- Networking
- Time management

Job Title	:	Senior Engineer
Salary Scale	:	PU 6.1
Reports to	:	Principal Engineer
Responsible for	:	Estates Officer
Job Reference	:	SE-UNITE 007

Job Purpose

To provide technical support in the implementation of all Civil and Architectural works of the Institute.

Duties and responsibilities

1. Supports the development, review and implementation of estates and works policies and guidelines.
2. Participates in the development and implementation of approved annual work plans, budgets and procurement plans.
3. Supervises the Architectural and Civil Engineering Projects

4. Coordinates works of various Engineering Sections
5. Attends site meetings for different Capital and Micro-Projects
6. Supervises works including approval, issuing of materials, and ensure proper procedures are followed.
7. Prepares bid documents for procurement of materials and works.
8. Supervises all maintenance and repair works
9. Estimates time, cost, materials and schedules requirements as necessary for completion of projects.
10. Trains technicians and operatives in the operations and maintenance of the specific utility plants and installations at site.
11. Supervises, mentors and appraises staff.

Key Result Areas

1. Development, review and implementation of estates and works policies and guidelines supported.
2. Annual workplans, budgets and procurement plans developed.
3. Architectural and Civil Engineering Projects Supervised
4. Store's works supervised.
5. Bid documents for procurement of materials prepared.
6. Maintenance works supervised
7. Staff supervised, mentored and appraised

Person Specifications

Qualifications

1. An Honour's Bachelor's degree in Civil Engineering from a recognized institution.
2. Must be a registered engineer with the Engineers Registration Board of Uganda
3. **Working Experience**

Three (3) years' experience at Officer Level from a recognized organisation.

Competence

Technical

- Project management;
- Financial management
- Information communication technology;
- Accountability;
- Planning, organizing and coordinating

Behavioral

- Concern for quality and standards;

- Ethics and integrity;
- Communicate effectively
- leadership
- Team work

Job Title : **Senior Assistant Academic Registrar
(Admissions, Exams and Senate)**

Salary Scale : **PU6.1**

Reports to : **Principal Assistant Academic Registrar**

Responsible for : **Assistant Academic Registrar/ Examinations**

Job Reference : **SAAR-UNITE 008**

Job Purpose

To Manage student registration, student records, entry, exit information and graduation.

Duties and Responsibilities

1. Coordinates the development and supervision of academic schedules, time tables and administers examinations.
2. Coordinates the allocation of teaching and learning space
3. Oversees and enforces compliance with the assessment regulations.
4. Organizes arrangements for travel, accommodation and welfare of External Examiners.
5. Prepares and issues Academic Transcripts.
6. Verifies and certifies academic documents for authentication by the Institute Academic Registrar.
7. Communicating decisions by Senate or its committees.
8. Prepares and issuing academic certificates.
9. Implementing and follow-up of decisions on the Institute Alumni
10. Responds to correspondences on undergraduate admissions.
11. Publicizes admissions lists.
12. Coordinates the administration of bursaries and scholarships for students.
13. Registers all students of the Institute.
14. Supervises, mentors and appraises staff.

Key Result Areas

1. Examinations time table compiled and examinations papers administered.
2. Examination cards issued.
3. Examination regulations enforced.
4. Academic certificates and transcripts prepared and issued.
5. Academic documents verified and certified.

6. Correspondences on admissions responded to and admissions lists publicized.
7. Students registered.
8. Staff supervised, mentored and appraised.

Person Specifications

Qualifications

1. An honors Bachelor's degree in Education **OR** humanities, sciences, social sciences, business, Information technology, vocational studies , with a PGDE from a recognized institution.
2. Must be a registered teacher.

Working Experience

- Three (3) years working experience at Assistant Academic Registrar level in a recognised Institution of Higher learning.

Competencies

Technical

- Policy Management
- Planning, organizing and coordinating
- Information communication technology
- Management of Organisational Environment

Behavioral

- Leadership
- Accountability
- Effective communication
- Networking
- Ethics and Integrity

Job Title : **Estates Officer**
Salary Scale : **PU6.2**
Reports to : **Principal Assistant Secretary**
Responsible for : **None**
Job Reference : **EO-USEEP 009**

Job Purpose

To participate in management and implementation of the estates function in the Institute

Duties and Responsibilities

1. Participates in the development of policies, standards, strategies, plans and Budgets for the management of the Institute's estates.
2. Manages inventory of the Universities estates including safe custody records pertaining to titling of Institute land.
3. Participates in the periodic valuation of Institute estates.
4. Participates in the acquisition of additional land and developed property by the Institute.
5. Participates in the execution of construction, rehabilitation and repair civil works on the Institute building infrastructure.
6. Participates in the development of Master and physical plans for the development of Institute land.
7. Supervises the conduct of surveys, demarcation or titling of Institute land.
8. Supports the Institute Secretary for allocation of residential units, office space or business rentals.
9. Undertakes the drafting of rental contracts and notices, monitors use and ensures that contract terms are adhered to.
10. Liaises with the Legal Services Unit and other authorities to deal with infringements on the Institute estates.
11. Conducts property market surveys and advises on the pricing and collection of revenue for rental space or building space.
12. Monitors span of leases and renew them accordingly.
13. Inspects Institute buildings and other property, gets feedback from occupants and compiles and reports the problems or challenges to the appropriate authorities for action

Key Result Areas

1. Policies, standards, plans and Budgets developed.
2. Institute inventory managed.
3. valuation of Institute estates carried out.
4. Institute infrastructure managed.
5. Master and physical plans developed.

6. Institute land surveyed demarcated and titled.
7. Residential units, office space or business rentals allocated.
8. Contracts and notices drafted.
9. Property market surveys conducted.
10. Span of leases monitored and renewed.

Person Specifications

Qualifications

An Honours Bachelor's degree in Estates Management, Civil Engineering, Surveying, Built Environment, Valuation, and Physical Planning from a recognized institution.

Work Experience

Two (2) years' experience in construction, property management, estates management or management of the built environment from a recognised organisation.

Competencies

Technical

- Knowledge of estates management
- Accountability
- Project management
- Information communication technology
- Planning, organizing and coordinating
- Records and Information Management

Behavioral

- Effective communication
- Concern for quality and standards
- Ethics and Integrity
- Results orientation
- Teamwork
- Public relations and customer care
- Time management

Job Title	:	Senior Human Resource Officer
Salary Scale	:	PU 6.1
Reports to	:	Principal Human Resource Officer
Responsible for	:	Human Resource Officer
Job Reference	:	SHRO-USEEP 010

Job Purpose

To provide technical support in the management of the Institute's Human Resources.

Duties and Responsibilities

1. Supports human resource practices and priorities across the Institute to reinforce recruitment, development and retention of a competent and efficient workforce.
2. Provides advice to senior management on establishment, structures, institutional development and change.
3. Manages and coordinates human resource planning, monitoring and reporting.
4. Coordinates the development, review and dissemination of human resource regulations, policies and procedures and monitor implementation.
5. Promotes Learning and Staff Development.
6. Liaises with other higher institutions of learning on human resource best practices in promoting development.
7. Carries out periodic human resource Audit.
8. Supervises, mentors and appraises staff.

Key Result Areas

1. Human resource practices developed
2. Advice provided to senior management on establishment, structures, institutional development and change.
3. Human resource planning, monitoring and reporting managed and coordinated.
4. The development, review and dissemination of human resource regulations, policies and procedures coordinated and implementation monitored.
5. Learning and Staff Development promoted.
6. Periodic human resource Audit carried out.
7. Staff supervised, mentored and appraised.

Person Specifications

Qualifications

1. An Honor's Bachelor's degree in Human Resource Management, Organizational Psychology, Social Sciences, Development Studies, Business Administration (Human Resource Option) from a recognized Institution.
2. A Post Graduate Diploma in Human Resource Management from a recognized Institution

Work Experience

1. The (3) years working experience in human resource management at officer level in a recognised organisation
2. Should be familiar using the Human Capital Management (HCM) System

Competencies

Technical

- Policy management
- Human Resource Information systems
- Human Resource Management
- Planning, organizing and coordinating
- Financial management
- Information and Communication Technology

Behavioral

- Team Work
- Effective communication
- Ethics and integrity
- Concern for quality and standards

Job Title : **Principal CPD and Extension officer**
Salary Scale : **PU5**
Reports to : **Chief -Research and Extension**
Responsible for : **Senior CPD and extension Officer**
Job Reference : **PCEO-USEEP 011**

Job Purpose

To supervise the administration of CPD and extension programmes and activities.

Duties and Responsibilities

1. Initiates, submits and follows-up grant proposals for CPDs
2. Supports the development and implementation of the CPD framework and programmes
3. Participates in organizing and attending CPD research engagements and reports to Supervisor.
4. Participates in organizing and attending conferences, workshops and seminars on CPDs.
5. Supports the organisation of meetings on the management of CPD research and extension programmes and activities.
6. Liaises with the Finance Unit to track and ensure the planned flow of funds to recipients and proper maintenance of disbursement records.
7. Analyses information and reports on CPD research and extension programmes and activities to supervisor.
8. Compile and analyse feedback on CPDs
9. Supervise, mentor and appraise staff in the Research Extension Unit

Key Result Areas

1. Grant proposals for CPDs initiated, submitted and followed-up.
2. Support to CPD framework and programmes development provided.
3. CPD research engagements and reports to Supervisor developed and submitted
4. Conferences, workshops and seminars on CPDs organized and/or attended
5. Meetings on the management of research extension programmes and activities organized.
6. Finance Unit liaised with to track and ensure the planned flow of funds to recipients.
7. Data analysis plans developed, data analysis performed and reports submitted
8. Monitoring, Evaluation And Learning (MEL) frameworks and systems developed and implemented.
9. Staff in the Research Extension Unit Supervised, mentored and appraised.

Person Specifications

- i. An Honors Bachelor's degree in any of the following fields; Education, Humanities, Arts, social sciences, natural sciences, Information technology, business, vocational studies from a recognized Institution.
- ii. Master's degree in Education from a recognized Institution.

Working Experience

- i. At least four (4) years' experience in research three (3) of which should have been at Senior Researcher level from a recognised organisation.
- ii. Evidence of community engagement and resource mobilization in a recognised organisation.

Competencies

Technical

- i. Qualitative and quantitative research and analytical skills
- ii. Planning and Budgeting
- i. Monitoring, Evaluation and Learning
- ii. Project management
- iii. Records and information management
- iv. Financial reporting and record keeping
- v. Risk management and assurance
- vi. Information and Communications Technology
- vii. Report writing

Behavioural

- i. Strategic leadership
- ii. Networking and collaboration
- iii. Concern for quality and standards
- iv. Innovative and Proactive
- v. Ethics and Integrity
- vi. Accountability
- vii. Effective communication
- viii. Negotiation and mediation
- ix. Team work
- x. Time management
- xi. Continuous learning
- xii. Service excellence/customer care

Job Title : **Assistant Librarian**
Salary Scale : **PU6.2**
Reports to : **Librarian**
Responsible for : **Library Assistant**
Job Reference : **AL-UNITE 012**

Job Purpose

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

Duties and Responsibilities

1. Implements Library and information services policy and strategies.
2. Participates in preparing annual work plans, budget and procurement plan for the Campus library and submits reports.
3. Supports the cataloguing and classification of library materials in accordance with set standards.
4. Supports the compilation of bibliographies to enable end users access information easily.
5. Manages the registration of Library users.
6. Handles overdue and replacement of lost/damaged library materials.
7. Checks the filing of catalogue cards.
8. Supports the orientation of students to use Library resources.
9. Handles reference transactions for teaching or research and clearance of readers as guided.
10. Implements systems and procedures to facilitate easy use of library resources.
11. Enforces policies, regulations and procedures governing the use of Library resources.
12. Compiles data for update of the Library inventory.
13. Supervises, mentors and appraises staff.

Key Result Areas

1. Library and information services policy and strategies implemented.
2. Annual work plans, budget and procurement plan for the Campus library developed, implemented and reports submitted.
3. Support for cataloguing and classifying Library materials provided.
4. Support for compilation of bibliographies provided.
5. Registration of Library users managed.
6. Overdue returns and replacement of lost/damaged library materials managed.
7. Filing of catalogue cards checked.
8. Support for training of students provided.
9. Reference transactions and clearance of readers handled.
10. Systems and procedures for use of Library implemented.

11. Library policies, regulations and procedures enforced.
12. Data for update of Library inventory compiled.
13. Staff supervised, mentored and appraised.

Person Specifications

Qualifications

- i. At least an honors Bachelor's degree (2nd Class Upper) in Library and Information Science from a recognized Institution.
- ii. A Master's degree in Library and Information Science from a recognized Institution.

Working experience

A minimum of two (2) years working experience in Library services in a recognised organization one (1) of which should have been at the level of Library Assistant.

Competencies

Technical

- Records management
- Organizing and coordinating
- Information communication technology
- Management of Organizational Environment
- Risk Management

Behavioral

- Accountability
- Ethics and Integrity
- Effective Communication
- Public Relations and Customer Care
- Time Management
- Team work

