



UGANDA NATIONAL INSTITUTE FOR TEACHER EDUCATION

INTERNAL 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 employees serving in the UNITE Campuses to fill the vacant positions in the UNITE Service, as detailed below:

Internal Advertisement (Exclusive to staff in UNITE Campuses)

S/N	POST	SCALE	NO. OF VACANCIES
1.	Procurement Officer	PU6.2	1
2.	Library Assistant	PU7	5
		Grand Total	06

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. **Tenure of Appointment:** The appointment is on permanent terms upon successful completion of a probationary period of six months.
3. **Details of the Job Description and Person Specification:** These can be accessed on the Institute’s website www.unite.ac.ug
4. 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 : **Procurement Officer**

Salary Scale : **PU 6.2**

Reports to : **Principal Procurement Officer (Functionally)**

Responsible for : **None**

Job Reference : **PO-UNITE 011**

Job Purpose

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

Duties and Responsibilities

1. Provides secretarial services to the Sub-Contracts Committees.
2. Liaises with end-users and compiles all procurement requirements for the Institute Units.
3. Guides the providers on procurement procedures
4. Verifies documentation relating to procurement and organizes the documentation for easy use by all interested parties.
5. Liaises with Accounts to ensure availability of procurement funds and timely payments to providers .
6. Prepares and submits periodic reports for the Contracts Committee and Public Procurement and Disposal of Public Assets Authority.

Key Result Areas

1. Secretariat service provided to the Sub-Contracts Committees.
2. Liaison with end-users maintained and all procurement requirements for the Institute Units compiled.
3. Providers guided on the procurement procedures
4. Procurement documentation verified and organized.
5. Availability of procurement funds and timely payments to providers ensured
6. Periodic reports to Contracts Committee and Public Procurement and Disposal of Public Assets Authority prepared

Person Specifications

Qualifications

An Honours Bachelor's degree in either Procurement, Purchasing or Logistics and Supply Chain Management from a recognized institution; **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).

Working Experience

Three (3) years relevant working experience in procurement from a public organisation.

Competencies

Technical

- Accountability
- Negotiation
- Strategic leadership
- Procurement and disposal Planning
- contract Management
- Risk Management
- Information Communications Technology
- 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 : **Library Assistant**
Salary Scale : **PU7**
Reports to : **Assistant Librarian**
Responsible for : **Library Attendant**
Job Reference : **LA-UNITE 011**

Job Purpose

To maintain reading materials in the Library in an accessible form to the library users.

Duties and Responsibilities

1. Assists library users in locating required library materials and handles general inquiries about Library services.
2. Processes loaned and borrowed library materials.
3. Sorts, dusts and shelves books and other reading materials.
4. Maintains library records and performs security checks.
5. Monitors the security of books, furniture and other assets of the library.
6. Assists with Library stock maintenance and presentation including shelf arrangement and mounting displays.
7. Operates reproduction equipment in the Library including photocopiers and scanners.

Key Result Areas

1. Library users directed and basic inquiries answered.
2. Loaning and borrowing of Library materials processed.
3. Books and other reading materials sorted, dusted and shelved.
4. Library records maintained and security checks performed.
5. Library opened and closed as scheduled.
6. Security of Library resources and other assets monitored.
7. Library stock maintenance and presentation supported.
8. Reproduction equipment operated.

Person Specifications

Qualifications

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

Working experience

Not applicable

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