



## Uganda Cancer Institute

Uganda Cancer Institute – UCI, is an autonomous Institution under the Ministry of Health established by the Uganda Cancer Institute Act, 2016. The Act mandates UCI to undertake and coordinate the management of Cancer and Cancer related diseases in Uganda.

The main focus of the Institute is Cancer treatment, prevention, research and training in Oncology, Pediatrics, Gynecology, radiotherapy, surgery, imaging and radiology, Nuclear Medicine, and Research among others.

### *Job Descriptions and Persons Specifications for Advertised Positions under Uganda Cancer Institute, Department of Research Support Services*

<b>1.</b>	<b>Job Title:</b>	<b>Procurement Officer</b>
	<b>Department:</b>	PDU
	<b>Salary scale:</b>	U4
	<b>Type of appointment:</b>	Contract
	<b>Number of vacancies:</b>	1
	<b>Reports to</b>	Senior Procurement Officer
	<b>Qualification:</b>	<ul style="list-style-type: none"> <li>▪ Applicants should be Ugandans holding an Honours Bachelor’s Degree in Procurement and Supply Chain Management, or BBA (Procurement), or any other related course from a recognized University or Institution of higher learning plus a minimum of CIPS Level 1 or its equivalent. OR Full professional qualification/membership of Procurement/Purchasing and Supply Chain Management (e.g. CIPS, ISM, and CILT) from a recognized Awarding Institution</li> </ul>
	<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Applicants should have a minimum of two (2) years working experience in procurement and Supply Chain Management at Officer Level in Government or equivalent level of experience from a reputable organization.</li> </ul>
	<b>Key competencies required for the post:</b>	<ul style="list-style-type: none"> <li>▪ Experience in working with Government Procurement processes</li> <li>▪ Experience in preparing tender and contract documents for national and international competitive bidding</li> <li>▪ A comprehensive knowledge of Public Procurement regulations including the PPDA regulations, as well as procurement guidelines for IFAD and the World Bank.</li> <li>▪ Computer literate</li> <li>▪ Strong oral and written communication skills in both English and national languages</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Excellent interpersonal and communication skills</li> <li>▪ Strong organizational skills and knowledge of strategic planning</li> </ul>
	<b>Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>a) Identifying and evaluating potential supply sources in accordance with approved procurement guidelines;</li> <li>b) Monitoring running contracts and submitting timely reports as per reporting guidelines;</li> <li>c) Maintaining the procurement records as per the records management procedures;</li> <li>d) Assisting in designing calls for bids in line with needs and procedures;</li> <li>e) Receiving and compiling bids in line with procurement procedures;</li> <li>f) Implementing guidelines and frameworks for bid evaluation and selection process in line with the technical evaluation and Contracts Committee recommendations;</li> <li>g) Ensuring that items and services procured are delivered on time in line with the signed documents;</li> <li>h) Any other duties as may be assigned from time to time.</li> </ol>
	<b>Job Title:</b>	<b>Research Regulatory Officer</b>
	<b>Department:</b>	Research Support Services
	<b>Salary scale:</b>	U4
	<b>Type of appointment:</b>	Contract
	<b>Number of vacancies:</b>	1
	<b>Reports to</b>	Senior Research Regulatory Officer
	<b>Qualification:</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s Degree in Public Health Management, Development studies, statistics, Economics, or related field;</li> <li>▪ Master’s Degree in a related field is an added advantage.</li> <li>▪ At least one-year post-graduation experience in a similar or related post;</li> <li>▪ Experience dealing with in scientific and applied Research in busy public organization is an added advantage.</li> </ul>
	<b>Key competencies required for the post:</b>	<ul style="list-style-type: none"> <li>▪ Creativity and innovative thinking</li> <li>▪ Good decision making and judgment</li> <li>▪ Ethical and confidentiality skills</li> <li>▪ Teamwork and Interpersonal relationship</li> <li>▪ Planning, Monitoring and Evaluation, Research, Training, Communication and analytical, Computer, Statistical analysis, and Writing and presentation</li> </ul>

		<ul style="list-style-type: none"><li>a) Liaising with government Research regulatory agencies to ensure that research in UCI utilises appropriate tools with the aim of providing information and analysis on UCI cancer treatment and control related issues;</li><li>b) Assist the senior Reserch regulatory officer to perform the following:</li><li>c) Undertaking stakeholder analysis and conducting surveys, analyzing complaints from clients, and communicating with partners to find solutions to the same;</li><li>d) Development and implementation of systemic and policy monitoring plans that capture quantitative and qualitative data on UCI strategic research performance;</li><li>e) Monitoring and evaluating the implementation of all Research work plans, budgets, Management and Board of Directors decisions on the same;</li><li>f) Preparing and disseminating the organization Research performance periodic reports;</li><li>g) Providing information on what research is already available in oncology worldwide.</li><li>h) Participating in UCI training activities;</li><li>i) Performing any other duties as may be assigned in relation to the position.</li></ul>
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