



Uganda Cancer Institute

INTERNAL ADVERT

NO. 1 / 2026

In line with its mandate under the Uganda Cancer Institute Act, 2016, the Uganda Cancer Institute (UCI) hereby invites applications for internal vacancies among its professional staff.

As the national center of excellence in oncology, pediatrics, gynecology, radiotherapy, and related disciplines, UCI remains committed to strengthening its workforce. This recruitment initiative is designed to harness the skills and expertise developed through the Institute's capacity-building and career development programs, while providing committed staff with opportunities to advance into more senior and strategic roles.

Applications are therefore invited from suitably qualified officers **currently serving at Uganda Cancer Institute UCI.**

Application Requirements:

Interested candidates should submit an application package consisting of:

- A detailed Curriculum Vitae (CV)
- Certified copies of academic and professional certificates
- Registration certificate and valid practicing license (where applicable)
- National Identification Card
- Completed and signed performance appraisal (for serving UCI staff)
- Contact details of three professional referees

Submission Deadline:

All applications must be delivered to the Central Registry no later than **4th May, 2026.**

Please note that shortlisted candidates will be required to submit performance appraisals covering the last three (3) years to the Human Resource Department prior to interviews.

1.	Job Title:	Medical Officer
	Reference:	UCI/INT/ADV/04/2026/01
	Department	Department of Clinical Support Services
	Salary scale:	UCI -M10
	Type of appointment:	Contract
	Contract Duration:	Four (4) years Renewable
	Number of openings:	04
	Location of Post	UCI-Gulu Regional Cancer Centre
	Reports to:	Associate Consultant
	Job Purpose:	To participate in provision of curative and preventive health care services at the Institute.
	Qualification:	<ul style="list-style-type: none"> a) Must have an MBChB or its equivalent from a recognized Institution. b) Must be registered and licensed with Uganda Medical and Dental Practitioners Council. c) Must have a valid Annual Practicing License.
	Key competencies required for the post:	The incumbent should have competences in: Planning, organizing and coordinating; Information Communication Technology; Report writing, Ethics and Integrity; Concern for quality standard; Public Relations and Customer care and Teamwork, Research writing skills, ICT and Report writing; Basic life support skills; Experience providing medical services; Counselling skills; Customer focused with ability to decipher customer expectations.
	Duties & Responsibilities:	<p>The incumbent will be responsible to the Medical Officer Special Grade for performing the following duties: -</p> <ul style="list-style-type: none"> 1) Participating in planning and budgeting activities. 2) Diagnosing, treating and referring patients. 3) Accounting for allocated resources. 4) Participating in outreach Health programs

		<p>5) Participating in research activities.</p> <p>6) Participating in continued professional development.</p> <p>7) Adhering to professional Code of Conduct and Ethics.</p> <p>8) Compiling and submitting reports.</p>
2.	Job Title:	Assistant Secretary
	Reference	UCI/INT/ADV/04/2026/02
	Department	Finance and Administration
	Salary Scale	UCI-N5
	Type of appointment:	Contract
	Contract Duration:	Four (4) years Renewable
	Number of openings:	01
	Location of Post	UCI-Kampala
	Reports to:	Senior Assistant Secretary
	Job Purpose:	To provide administrative and logistical support to the Institute
	Qualification:	<p>a) Must have an honors Bachelor's Degree in Social Science, Arts, or Social Work and Social Administration or Public Administration or Business Administration (Management option) or Office Management or Management Science from a recognized Institution.</p> <p>b) A certificate in Administrative Law will be highly desirable.</p> <p>c) A proven work experience in the provision of administrative services in the health sector or reputable Organization</p>
	Key competencies required for the post	Strategic thinking; Financial management; Planning, organizing and coordinating; Human resource management; Leadership and teamwork; Accountability; Concern for quality and standards; Knowledge management; Results-oriented management and Networking.
	Duties & Responsibilities:	<p>The incumbent will be responsible to Senior Assistant Secretary for performing the following duties: -</p> <p>1) Implementing the Institute administrative systems, policies, and procedures.</p> <p>2) Participate in planning, scheduling, and promoting office events, including meetings, conferences and interviews.</p>

		<p>3) Participate in planning and budgeting for the Administration unit.</p> <p>4) Participate in special projects and tracking progress towards Institute goals.</p> <p>5) Supervising, mentoring and appraising staff.</p> <p>6) Compiling and submitting reports.</p> <p>7) Any other duties that may be assigned.</p>
3.	Job Title:	Pharmacist (Kampala)
	Reference:	UCI/INT/ADV/04/2026/03
	Department	Department of Clinical Support Services
	Salary scale:	UCI-M10
	Type of appointment:	Contract
	Contract Duration	Four (4) Years Renewable
	Number of openings:	01
	Reports to:	Senior Pharmacist
	Location of Post	UCI-Kampala
	Responsible for:	Dispenser
	Job Purpose	To manage the safe storage, quality preparation, and rational use of Medicines and health supplies in the Institute
	Qualification	<p>a) Must have a Bachelor's Degree in Pharmacy or its equivalent from a known Institution.</p> <p>b) Must be registered with the Pharmaceutical Society of Uganda and Pharmacy Council</p> <p>c) Must have a valid Practicing License.</p>
	Key competencies required for the post:	Results orientation; Concern for quality and standards; Problem solving and decision making; Team work; Customer care; Ethics and integrity; Coaching and mentoring and Managing performance.
	Duties & Responsibilities:	<p>The incumbent will be responsible to the Executive Director for performing the following duties: -</p> <p>1) Planning and budgeting for pharmacy activities.</p> <p>2) Providing professional advice and support on all issues of pharmaceutical management in the Hospital</p>

		<p>3) Requisitioning for hospital pharmaceutical needs.</p> <p>4) Preparing quality compounded medicines and infusions.</p> <p>5) Dispensing prescribed drugs and medicines.</p> <p>6) Providing advice to Clinicians and other Health Professionals on prescriptions.</p> <p>7) Accounting for allocated resources.</p> <p>8) Monitoring and maintaining adequate medicines supplies levels.</p> <p>9) Supervising, coaching, mentoring and appraising staff.</p> <p>10) Adhering to the Code of Conduct and Ethics.</p> <p>11) Compiling and submitting reports.</p> <p>12) Any other duties that may be assigned.</p>
4.	Job Title:	Medical Laboratory Technologist
	Reference:	UCI/INT/ADV/04/2026/04
	Department	Department of Clinical Support Services
	Salary scale:	UCI-M11
	Type of appointment:	Contract
	Contract Duration	Four (4) Years Renewable
	Number of openings:	03
	Reports to:	Senior Medical Laboratory Technologist
	Location of Post	UCI-Kampala
	Responsible for:	Medical Laboratory Technician
	Job Purpose	To conduct advanced laboratory investigations
	Qualification	<p>a) A Bachelors' degree in Medical Laboratory Science/Technology or its equivalent from a recognized University/Institution.</p> <p>b) Must be registered with UAHPC and holds a valid practicing license.</p>
	Key competencies required for the post:	The incumbent should have competences in: Results orientation; Concern for quality and standards; Team work; Public relations and customer care; Ethics and integrity; Planning, organizing and coordinating; Coaching and mentoring and Managing

		employee performance; Report writing skills; Research; ICT; Experience providing medical services; Counselling Skills; Customer focused with ability to decipher customer expectations.
	Duties & Responsibilities:	The incumbent will be responsible to Senior Medical Laboratory Technologist for performing the following duties: - <ul style="list-style-type: none"> 1) Collecting and analyzing specimens; 2) Implementing bio-safety and bio security guidelines; 3) Executing activity work plans and budgets; 4) Interpreting and reporting analysis results; 5) Supervising and on bench training of students; 6) Developing and implementing standard operating procedures; 7) Analyzing disease surveillance specimens; 8) Generating data from the laboratory for various purposes; and 9) Supervising, mentoring and appraising staff.
5.	Job Title:	Cytotechnologist (Kampala)
	Reference:	UCI/INT/ADV/04/2026/05
	Department	Department of Clinical Support Services
	Salary scale:	UCI - M12
	Type of appointment:	Contract
	Contract Duration	Four (4) Years Renewable
	Number of openings:	02
	Reports to:	Senior Medical Laboratory Technologist
	Location of Post	UCI-Kampala
	Responsible for:	Medical Laboratory Technician
	Job Purpose	To assist in the formulation and implementation of policies, technical guidelines, standards and national protocols for cytology services.
	Qualification	a) Bachelor of Science in Medical Laboratory Technology with a bias in Cytology; b) Diploma in Medical Laboratory Technology;

		<p>c) Registration with the Allied Health Professionals Council;</p> <p>d) Should have experience in clinical cytology for at least three (3) years.</p>
	Key competencies required for the post:	<p>Planning, organizing and coordinating; Information Communication Technology (ICT); Teamwork; Accountability; Communicating effectively; Concern for quality and standards and Results-oriented.</p>
	Duties & Responsibilities:	<p>The incumbent will be responsible to Senior Medical Laboratory Technologist for performing the following duties: -</p> <ol style="list-style-type: none"> 1) Developing of policies, technical guidelines, standards and national protocols for cytology services; 2) Providing of technical support to hospitals and health centers relating to cytology diagnostic services; 3) Preparing of procedures, implementing analytical procedures, evaluating laboratory information; consulting with pathologists; reporting results according to protocols mandated by the Ministry; 4) Maintaining medical laboratory supplies inventory; 5) Implementing new programs, tests, methods, instrumentation, and procedures by investigating alternatives; preparing proposals; developing and performing parallel testing; monitoring progress.
6.	Job Title:	Medical Records Assistant (Mbarara/Kampala)
	Reference:	UCI/INT/ADV/04/2026/06
	Department	Department of Clinical Support Services
	Salary scale:	UCI-N5
	Type of appointment:	Contract
	Contract Duration	Four (4) Years Renewable
	Number of openings:	02
	Reports to:	Assistant Medical Records Officer
	Location of Post	UCI-Kampala and Mbarara Regional Cancer Centre

	Job Purpose	To keep records and information on patients, retrieve them for clinicians and researchers
	Qualification	a) O' Level Certificate with at least four (4) credit passes including English language or 'A' Level Certificate with at least one principal pass. b) Certificate in Medical Records or its equivalent from a recognized Institution. c) Certificate in ICT will be an added advantage
	Key competencies required for the post:	The incumbent should have key competences in: Information Communication Technology (ICT); Teamwork; Communicating effectively; Concern for quality and standards and Results-oriented, Report writing skills
	Duties & Responsibilities:	The incumbent will be responsible to the Medical Records Officer for performing the following duties: - 1) Registering in and out-patients. 2) Keeping records and information on patients. 3) Ensure confidentiality and safety of records. 4) Taking patients files to Clinics or Wards. 5) Retrieving files for clinicians and researchers. 6) Participating in research activities. 7) Managing and accounting for financial and other resources 8) Compiling and submitting reports.
7.	Job Title:	Medical Laboratory Technician
	Reference:	UCI/INT/ADV/04/2026/7
	Department	Department of Clinical Support Services
	Salary scale:	UCI – M12
	Type of appointment:	Contract
	Contract Duration	Four (4) Years Renewable
	Number of openings:	02
	Reports to:	Medical Laboratory Technologist
	Location of Post	UCI-Mbarara Regional Cancer Centre
	Responsible for:	Phlebotomist
	Job Purpose	To help in conducting basic laboratory investigations.

	Qualification	<p>a) A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University / Institution;</p> <p>b) Must be registered with UAHPC and holds a valid practicing license</p>
	Key competencies required for the post:	The incumbent should have competences in: Records and Information Management; Management of organizational environment; Time management; Concern for quality and standards.; Ethics and Integrity; Accountability and Results orientation
	Duties & Responsibilities:	<p>The incumbent will be responsible to Medical Laboratory Technologist for performing the following duties: -</p> <ol style="list-style-type: none"> 1) Carrying out laboratory investigations and submitting reports. 2) Preparing specimens and reagents according to established procedures. 3) Supporting primary health care activities. 4) Servicing and maintaining laboratory equipment to ensure functionality. 5) Maintaining an inventory of the laboratory equipment. 6) Applying quality assurance for laboratory tests.
8.	Job Title:	Pharmacy Technician
	Reference Number:	UCI/INT/ADV/04/2026/8
	Department	Department of Clinical Support Services
	Salary scale:	U5SC
	Type of appointment:	Contract
	Contract Duration:	Four (4) years renewable
	Number of openings:	01
	Reports to:	Pharmacist
	Location of Post	UCI-Kampala
	Job Purpose:	To dispense medicines and advise patients on their proper use.
	Qualification:	a) Must have a Diploma in Pharmacy from a recognized Institution.

		<p>b) Must be registered with the Allied Health Professionals Council.</p> <p>c) Must have a valid practicing License.</p>
	Key competencies required for the post:	Results orientation; Concern for quality and standards; Problem solving and decision making; Team work; Customer care; Ethics and integrity; Coaching and mentoring and Managing performance; Report writing skills; Research; Counselling Skills; Customer focused with ability to decipher customer expectations.
	Duties & Responsibilities:	<p>The incumbent will be responsible to Pharmacist for performing the following duties: -</p> <ol style="list-style-type: none"> 1) Planning for dispensing activities in the hospital 2) Registering medicines given to patients. 3) Maintaining of standards and quality assurance. 4) Advising patients and attendants on proper use and storage of medicines. 5) Advising Clinicians and other Health Professionals on prescriptions. 6) Making requisitions for medicines and health supplies from stores. 7) Preparing quality compounded medicines and infusions. 8) Participating in continuous professional development. 9) Adhering to the Code of Conduct and Ethics. 10) Reporting expired and damaged medicines. 11) Participating in research activities; 12) Compiling and submitting reports.
9.	Job Title:	Human Resource Officer
	Reference:	UCI/INT/ADV/04/2026/9
	Department	Department of Finance and Administration
	Salary scale:	U4
	Type of appointment:	Contract
	Contract Duration:	Four (4) years Renewable
	Number of openings:	02

	Location of Post	UCI-Kampala
	Reports to:	Senior Human Resource Officer.
	Job Purpose:	Assists the supervisor in implementation of HR Policies, strategies and regulations and provide the required guidance to effectively monitor, evaluate and recommend appropriate reviews where necessary.
	Qualification:	<ul style="list-style-type: none"> a) An Honors Bachelor's Degree in HRM; or Social Sciences or Arts or Commerce or Business Administration with a recognized bias in HR field such as HRD or HRM or Organizational Development studies; plus b) No work experience in the HRM field is required but may count as an added advantage.
	Key competencies required for the post:	The incumbent should have key competences in: Results orientation; Ethics and integrity; Assertiveness and self-confidence; Policy Management; Human Resource Management and Records and Information Management.
	Duties & Responsibilities:	<p>The incumbent will be responsible to Senior Human Resource Officer for performing the following duties: -</p> <ul style="list-style-type: none"> 1) To implement UCI guidelines/regulations/policies; 2) To handle the pay roll of the entity and ensure that it is in harmony with the staff list and wage bill. 3) To conduct Training Needs Assessment for staff; 4) To compile data on manpower gaps; 5) To compile payroll management data; 6) To maintain and update HR management information; 7) To prepare submissions for pensions and gratuity; 8) To implement performance management plans and activities; and 9) To supervise and appraise junior staff within the HRM Department/Section/Unit.
10.	Job Title:	Medical Records Officer
	Reference:	UCI/MBRA/GLU/ADV/04/2026/10
	Department	Department of Finance and Administration

Salary scale:	UCI-N5
Type of appointment:	Contract
Contract Duration:	Four (4) years Renewable
Number of openings:	01
Location of the Post:	UCI-Gulu Regional Cancer Centre
Reports to:	Senior Medical Records Officer
Job Purpose:	To create patients records and information and retrieve them for clinicians and researchers according to the established procedures.
Qualification:	A Bachelors' Degree (Hons) in Records and Information Management, Library and Information Science, Records and Archives Management or Medical Records from a recognized University/Institution.
Key competencies required for the post:	The incumbent should have key competences in: Planning, organizing and coordinating; ICT; HR management; Teamwork; Communicating effectively; Concern for quality; Results-oriented and Networking; Report writing skills; Research; Customer focused with ability to decipher customer expectations.
Duties & Responsibilities:	<p>The incumbent will be responsible to Senior Medical Records Officer for performing the following duties: -</p> <ol style="list-style-type: none"> 1. Ensure that records on patients are received, documented, classified and stored. 2. Ensure confidentiality and safety of records. 3. Avail records/information on patients to authorized persons. 4. Ensure that essential equipment and other supplies are available. 5. Promote observance of the professional Codes of Conduct and Ethics by staff under him or her. 6. Manage and account for allocated resources. 7. Compile and submit periodic reports to the Senior Medical Records Officer.

		8. Perform any other duties as may be assigned from time to time.
11.	Job Title:	Phlebotomists
	Reference:	UCI/GLU/EXT/ADV/02/2026/11
	Department:	Department of Clinical Support Services
	Salary scale:	U7 Med
	Type of appointment:	Contract
	Contract Duration	Four (4) years Renewable
	Number of openings:	04
	Location of Post	UCI-Kampala and Gulu Regional Cancer Centre
	Reports to:	Medical Laboratory Technician
	Job Purpose	To draw blood samples from patients for laboratory investigations.
	Qualification:	a) A Certificate in Medical Laboratory Techniques or its equivalent from a recognized Institution; Relevant experience of two (2) years gained from working in a health facility.
	Key competencies required for the post:	The incumbent should have competences in: Records and Information Management; Time management; Concern for quality and standards; Ethics and Integrity and Results orientation; Report writing skills; Research; ICT; Customer focused with ability to decipher customer expectations.
	Duties & Responsibilities:	The incumbent will be responsible to Medical Laboratory Technician for performing the following duties: - 1) Identifying patients and their personal information by reviewing their identity documents; 2) Assessing patient needs, reviewing patient history, and determining the reason(s) for drawing blood; 3) Selecting gauge needles and preparing veins or fingers for blood drawing; 4) Extracting blood from patients through venipuncture or finger sticks; 5) Analyzing blood specimens using the correct testing equipment, when necessary;

		<ul style="list-style-type: none">6) Preparing specimens for transportation, including labeling vials accurately and matching blood specimens to patients;7) Supplying diagnostic notes to physicians, other healthcare professionals, and hospitals.8) Keeping and maintaining records of patient names, volume of blood drawn,9) Cleaning, maintaining, and calibrating laboratory equipment used in the drawing and testing of blood specimens' diagnostic findings.10) Ordering laboratory supplies, as needed.
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