



Uganda Cancer Institute

**JOB DESCRIPTIONS AND PERSONS SPECIFICATIONS FOR ADVERTISED
POSITIONS UNDER UGANDA CANCER INSTITUTE EXTERNAL ADVERT.
NO. 1/2022**

Interested individuals should address their applications to the Executive Director Uganda Cancer Institute, P.O.Box 3935 Kampala and Email to: **recruitment@uci.or.ug**. All applicants should attach their Academic/Professional/Certificates, Transcripts/Result slips and Registration Certificates with detailed Curriculum Vitae where applicable, Closing date is **Monday 28th March 2022**.

NB: Applicants should not respond to more than two job positions.

1.	Job Title:	Medical Officer Special Grade
	Department:	Gynecology
	Salary scale:	U2
	Type of appointment:	Contract
	Number of openings:	01
	Reports to:	Consultant
	Qualification	<ul style="list-style-type: none"> ▪ MBChB Degree or its equivalent from a recognized University or Institution; ▪ A Master of Medicine Degree in Obstetrics & Gynaecology or its equivalent from a recognized University or Institution; ▪ Registration with the Uganda Medical and Dental Practitioners Council ▪ Must have a valid practicing License ▪ Must be computer Literate
	Key competencies required for the post	<ul style="list-style-type: none"> ▪ Planning, organizing and coordinating; ▪ Financial Management ▪ Human Resource Management ▪ Coaching and mentoring ▪ Knowledge management ▪ Ethics and Integrity ▪ Leadership ▪ Teamwork and Time management.
	Key Outputs:	<ul style="list-style-type: none"> ▪ Efficient management of services in his/her specialization provided. ▪ Medical Officers, Interns and other health professionals supervised and mentored.

		<ul style="list-style-type: none"> ▪ Training and professional growth needs in the area of specialization identified. ▪ Knowledge and skills imparted to students. ▪ Continuous Professional Development (CPD) in the area of specialty developed and coordinated. ▪ Medical conditions diagnosed, treated and managed. ▪ Complicated procedures in the area of specialty performed. ▪ Research activities initiated and implemented. ▪ Technical and professional advice in the area of specialty to Government and the Hospital provided. ▪ Allocated resources managed and accounted for. ▪ The professional Codes of Conduct and Ethics enforced. ▪ Staff supervised and appraised. ▪ Periodic reports prepared and submitted to relevant authorities.
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) Responsible for ensuring efficient management of service in his/her specialization at the Institute. b) Supervise and mentor Senior House Officers, Medical Officers, Interns and other Health Professionals under him/her. c) Plan and coordinate the training programmes of Health Professionals under him/her. d) Plan and coordinate Continuous Professional Development (CPD) in his/her specialty, for Health professionals at the Institute. e) Provide technical and professional advice in his/her area of specialization to Government and the Institution. f) Perform any other duties as may be assigned from time to time.
2.	Job Title:	Medical Officer Special Grade (Internal Medicine)
	Department:	Medical Oncology and Hematology
	Salary scale:	U2
	Type of appointment:	Contract
	Number of openings:	02
	Reports to:	Consultant (Internal Medicine)
	Qualification:	<ul style="list-style-type: none"> ▪ MBChB Degree or its equivalent from a recognized University or Institution. ▪ A Master of Medicine Degree in Internal Medicine or its equivalent from a recognized University or Institution. ▪ Registration with the Uganda Medical and Dental Practitioners Council. ▪ Must have a valid practicing License
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Planning, organizing and coordinating; ▪ Financial Management ▪ Human Resource Management ▪ Coaching and mentoring ▪ Knowledge management

		<ul style="list-style-type: none"> ▪ Ethics and Integrity ▪ Leadership ▪ Teamwork and Time management.
	Key Outputs:	<ul style="list-style-type: none"> ▪ Efficient management of services in his/her specialization provided. ▪ Medical Officers, Interns and other health professionals supervised and mentored. ▪ Training and professional growth needs in the area of specialization identified. ▪ Knowledge and skills imparted to students. ▪ Continuous Professional Development (CPD) in the area of specialty developed and coordinated. ▪ Medical conditions diagnosed, treated and managed. ▪ Complicated procedures in the area of specialty performed. ▪ Research activities initiated and implemented. ▪ Technical and professional advice in the area of specialty to Government and the Hospital provided. ▪ Allocated resources managed and accounted for. ▪ The professional Codes of Conduct and Ethics enforced. ▪ Staff supervised and appraised. ▪ Periodic reports prepared and submitted to relevant authorities.
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) Responsible for ensuring efficient management of services in his/her specialization at the Uganda Cancer Institute. b) Supervise and mentor Medical Officers, Interns and other Health Professionals under him/her. c) Plan and coordinate the training programmes of Health Professionals under him/her. d) Plan and coordinate Continuous Professional Development (CPD) in his/her specialty, for Health professionals at the Uganda Cancer Institute. e) Provide technical and professional advice in his/her area of specialization to Government and the Institution. f) Perform any other duties as may be assigned from time to time.
3.	Job Title:	Medical Officer Special Grade
	Department:	Anesthesia and Critical Care
	Salary scale:	U2
	Type of appointment:	Contract
	Number of openings:	02
	Reports to:	Consultant

	Qualification	<ul style="list-style-type: none"> ▪ Must have an MBChB Degree or its equivalent from a recognized University or Institution. ▪ Must have a Master of Medicine Degree in Anesthesia or its equivalent from a recognized University or Institution. ▪ Registration with the Uganda Medical and Dental Practitioners Council. ▪ Must have a valid practicing License. ▪ Must be computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Planning, organizing and coordinating ▪ Financial Management ▪ Human Resource Management ▪ Coaching and mentoring ▪ Knowledge management ▪ Ethics and Integrity ▪ Leadership ▪ Teamwork and Time management.
	Key Outputs:	<ul style="list-style-type: none"> ▪ Efficient management of services in his/her specialization provided. ▪ Medical Officers, Interns and other health professionals supervised and mentored. ▪ Training and professional growth needs in the area of specialization identified. ▪ Knowledge and skills imparted to students. ▪ Continuous Professional Development (CPD) in the area of specialty developed and coordinated. ▪ Medical conditions diagnosed, treated and managed. ▪ Complicated procedures in the area of specialty performed. ▪ Research activities initiated and implemented. ▪ Technical and professional advice in the area of specialty to Government and the Hospital provided. ▪ Allocated resources managed and accounted for. ▪ The professional Codes of Conduct and Ethics enforced. ▪ Staff supervised and appraised. ▪ Periodic reports prepared and submitted to relevant authorities.
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) Responsible for ensuring efficient management of service in his/her specialization at the Institute. b) Supervise and mentor, Medical Officers, Interns and other Health Professionals under him/her. c) Plan and coordinate the training programmes of Health Professionals under him/her. d) Plan and coordinate Continuous Professional Development (CPD) in his/her specialty, for Health professionals at the Institute.

		<p>e) Provide technical and professional advice in his/her area of specialization to Government and the Institution.</p> <p>f) Perform any other duties as may be assigned from time to time.</p>
4.	Job Title:	Principal Nursing Officer/Nursing
	Department:	Nursing Department
	Salary scale:	U2
	Type of appointment:	Contract
	Number of openings:	01
	Reports to:	Head Nursing Services
	Qualification	<ul style="list-style-type: none"> ▪ A Bachelor of Science degree in Nursing or its equivalent from a recognized University or Institution. ▪ Post-Graduate Qualification (Diploma or Masters) in Administration, Management, Hospital Management or the equivalent from a recognized Institution/University. ▪ Must be registered with the Uganda Nurses and Midwives council and hold a valid license. ▪ Must be Computer Literate
	Experience:	<ul style="list-style-type: none"> ▪ Minimum of six (6) years' relevant working experience, three (3) of which should be at Senior Nursing Officer level or its equivalent from a reputable institution
	Key competencies required for the post:	<p>Behavioral Competencies</p> <ul style="list-style-type: none"> ▪ Results orientation ▪ Leadership ▪ Concern for quality ▪ Public relations and customer care ▪ Judgment, decision making and problem solving <p>Technical Competencies</p> <ul style="list-style-type: none"> ▪ Planning, organizing and coordinating ▪ Financial management ▪ Human resource management ▪ Managing employee performance ▪ Coaching and mentoring
	Key result areas	<ul style="list-style-type: none"> ▪ Provision of professional guidance and support supervision ▪ Supervision of quality nursing services. ▪ Promotion of professional code of conduct and ethics. ▪ Mentorship training and coaching ▪ Promotion of research and innovation f) Management of staff performance.
	Duties & Responsibilities:	<p>a) Plan, organize and coordinate nursing services</p> <p>b) Supervise the provision of quality nursing services.</p>

		<ul style="list-style-type: none"> c) Provide professional guidance and support supervision d) Plan and implement quality assurance programmes e) Enforce ethical professional conduct in the provision of nursing services f) Manage performance of nursing staff g) Conduct and utilize evidence-based research to improve nursing practice h) Mentor train and coach nursing staff and interns
5.	Job Title:	Senior Biomedical Engineer
	Department:	Clinical Engineering
	Salary scale:	U3
	Type of appointment:	Permanent
	Number of openings:	01
	Reports to:	Principal Biomedical Engineer
	Qualification	<ul style="list-style-type: none"> ▪ An Honors Bachelor's Degree in Biomedical Engineering from a recognized University. ▪ A Master's Degree is desirable ▪ Must be Computer Literate
	Experience:	Knowledge of Health Infrastructure management with at least three (3) years of relevant working experience
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Concern for quality and standards ▪ Problem solving and decision making ▪ Team work; Public relations and customer care ▪ Ethics and integrity ▪ Planning, organizing and coordinating ▪ Coaching and mentoring and managing employee performance. ▪ Good management, communication and interpersonal skills
	Duties & Responsibilities:	<ul style="list-style-type: none"> a) Participate in the development of medical equipment policies. b) Participate in the development of medical equipment maintenance standards and guidelines related to health infrastructure. c) Provide routine maintenance, repair and calibration of hospital and medical equipment. d) Participate in conducting user-training courses. e) Update and maintain the medical equipment inventory. f) Participate in training technicians and artisans in medical equipment repair and maintenance. g) Support routine maintenance and repairs of vehicles and heavy plant machinery. h) Identify and document faults on motor vehicles, cycles and other machines. i) Certify repair works for heavy plant machinery. j) Supervise repair works.

		<p>k) Requisition for funds for the purchase of spares.</p> <p>l) Perform any other duties as may be assigned from time to time</p>
6.	Job Title:	Senior Engineer, Civil
	Department:	Estates Management and Engineering Department
	Salary scale:	U3
	Type of appointment:	Contract
	Number of openings:	01
	Reports to:	Principal Engineer
	Qualification	<ul style="list-style-type: none"> ▪ Civil/Structural Engineering honors degree, or related field from a recognized University. ▪ Master’s degree will be an added advantage ▪ Registration with the Uganda Engineers Registration Board (UERB) is a must. ▪ Must be computer Literate
	Experience:	<ul style="list-style-type: none"> ▪ Minimum working experience of 3 (three) years as structural Engineer in Government or in a reputable firm/organization.
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Competences in engineering and structural development policies ▪ Government Accounting procedures ▪ Planning, organizing and supervision ▪ Research, analytical, reporting skills ▪ Effective leadership ▪ Integrity and concern for standards ▪ Innovation; mentor, coach and develop subordinates ▪ Time management and results oriented.
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) To produce structural engineering designs for Government buildings construction projects that are not being handled by consultants; b) To check and verify civil/structural engineering designs and technical reports on Government building construction projects prepared by consultants; c) To supervise and monitor construction works on Government building construction projects undertaken by contractors; d) To check and certify consultants’ fee notes, contractors’ payment certificates and project final accounts on Government building construction projects; e) To render technical advice on structural/civil engineering matters to other Government departments, parastatals, non-governmental organizations and the general public; f) To carry out structural integrity assessment public structures, investigate building construction related accidents and preparing technical assessment reports to ensure safety.

7.	Job Title:	Senior Communication Officer
	Department:	Business Development Management Unit
	Salary scale:	U3
	Type of appointment:	Contract
	Number of openings:	01
	Reports to:	Business Development Manager
	Qualification	<ul style="list-style-type: none"> ▪ A Bachelor’s degree in Mass Communication, journalism and informationscience from a reputable University ▪ Must be Computer Literate
	Experience:	Three years’ experience as a communications officer in a reputable organization
	Other Requirements:	<ul style="list-style-type: none"> ▪ Concern for quality and standards ▪ Ethics and integrity; Teamwork; Computer literacy ▪ Written and oral communication skills ▪ Time management and Records and information management
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) Reviewing of media and picking out areas of concern to the Institution b) Implementing public relations programmes for the Institution; c) Drafting and submitting responses to public enquiries. d) Disseminating materials (newsletters and brochures) for raising awareness about the Institution. e) Providing support in internal communication and customer care. f) Maintains a depository of records on press releases and other relevant communication materials relating to the Institution.
8.	Job Title:	Mechanical Engineer
	Department:	Estates Management and Engineering Department
	Salary scale:	U4
	Type of appointment:	Contract
	Number of openings:	01
	Reports to:	Senior Engineer
	Qualification:	<ul style="list-style-type: none"> ▪ An Honors’ Bachelors of Science Degree in Mechanical Engineering or its equivalent from a reputable University/ Institution. ▪ Must be computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Computer/ICT skills ; ▪ Skills and experience in Procurement Management; ▪ Highly computer literate and be proficient in Microsoft Office; ▪ Excellent communication (both oral and written) skills; ▪ Good organizational skills; ▪ Excellent interpersonal and team work skills; ▪ Good project management skills

		<ul style="list-style-type: none"> ▪ Accountability; ▪ Concern for quality and standards; ▪ Good time management skills ▪ Ethics and integrity; ▪ Be proactive with the ability to work with minimum supervision.
	Duties & Responsibilities:	<ul style="list-style-type: none"> a) Provide technical guidance on mechanical services b) Identifying faults on motor vehicles/cycles and other machines; c) Supervising repair works in the department; d) Certifying repair works by contractors; e) Requisitioning for funds for the purchases of spares; f) Preparing payment certificates for completed works. g) Tests mechanical devices and fix how a mechanical device is helpful in performing a given task h) Create blueprints to develop new machines and tools i) Responsible to develop and test the prototype of a device and analysis of test results j) Perform any other related duties as assigned by the Supervisor.
9.	Job Title:	Nursing Officer/Nursing (Graduate)
	Department:	Nursing Department
	Salary scale:	U4
	Type of appointment:	Contract
	Number of openings:	01
	Reports to	Senior Nursing Officer
	Qualification:	<ul style="list-style-type: none"> ▪ A Bachelor of Science degree in either Nursing or equivalent from a recognized University /institution ▪ b) Registered with the Uganda Nurses and Midwifery Council and hold a valid practicing license. ▪ Must be Computer Literate
	Key competencies required for the post:	<p>Behavioural competencies</p> <ul style="list-style-type: none"> ▪ Concern for quality and standards ▪ Ethics and integrity ▪ Public relations and customer care ▪ Accountability ▪ Results orientation <p>Technical Competencies</p> <ul style="list-style-type: none"> ▪ Records and Information Management ▪ Management of organizational environment ▪ Time management ▪ Information communication technology (ICT)
	Key result areas	<ul style="list-style-type: none"> ▪ Provision of quality nursing services

		<ul style="list-style-type: none"> ▪ Institution of mechanisms for provision of 24 hour nursing coverage ▪ Coaching and mentoring ▪ Implementation of nursing protocols ▪ Management of performance.
	Duties & Responsibilities:	<ul style="list-style-type: none"> a) Plan, monitor, and evaluate nursing activities b) Prepare and submit reports c) Allocate duties to nursing staff and students for smooth running of wards of health units. d) Coach and mentor students and staff e) Participate in research activities for evidence based practice f) Implement nursing protocols g) Manage performance of staff. g) Make arrangements for provision of wards with adequate supplies and drugs. h) Account for supplies and drugs. i) Conduct primary health care and health education. j) Enforce strict adherence to code of conduct and ethics.
10.	Job Title	Medical Officer
	Department:	Medical Oncology
	Salary Scale:	U4
	Type of Appointment:	Contract
	Number of Openings:	05
	Reports to:	Medical Officer Special Grade
	Qualifications:	<ul style="list-style-type: none"> ▪ An MBChB Degree or its equivalent from a recognized University or Institution. ▪ Registration with the Uganda Medical and Dental Practitioners Council ▪ Must have a valid practicing License ▪ Must be computer Literate
	Key competencies required for the post	<ul style="list-style-type: none"> ▪ Planning, organizing and coordinating ▪ Information Communication Technology ▪ Report writing, Ethics and Integrity ▪ Concern for quality standard ▪ Public Relations and Customer care and Teamwork.
	Key Outputs:	<ul style="list-style-type: none"> ▪ Patients diagnosed, treated and managed. ▪ Patients evaluated and referred for specialized health care. ▪ Professional Code of Conduct and Ethics adhered to. ▪ Outreach and Community Health Programmes supported. ▪ Compilation of periodic reports supported. ▪ Continuing Professional Development Programmes Supported.

	Duties and Responsibilities:	<ul style="list-style-type: none"> a) Participate in diagnosis, treatment and management of patients. b) Evaluate patients and refer them for specialized health care. c) Participate in the delivery of quality health care to patients. d) Participate in Outreach and Community Health Programmes. e) Participate in compiling periodic reports. f) Participate in continuing Professional Development Programmes. g) Adhere to the Professional Code of Conduct and Ethics. h) Perform any other duties as may be assigned from time to time.
11.	Job Title:	Laboratory Technologist
	Department:	Clinical Laboratory
	Salary scale:	U4
	Type of appointment:	Contract
	Number of openings:	05
	Reports to:	Senior Laboratory Technologist
	Qualification	<ul style="list-style-type: none"> ▪ A Bachelor's Degree in Medical Science/Technology or its equivalent from a recognized University/Institution; ▪ Must be registered with UAHPC and holds a valid practicing license. ▪ Must be computer Literate.
	Key competencies required for the post:	<p>Technical Competencies</p> <ul style="list-style-type: none"> ▪ Planning, Organizing and Coordinating ▪ Coaching and Mentoring ▪ Time management ▪ Managing Employee Performance <p>Behavioral Competencies</p> <ul style="list-style-type: none"> ▪ Concern for Quality and Standards and accountability. ▪ Results orientation ▪ Ethics and Integrity
	Duties & Responsibilities:	<ul style="list-style-type: none"> a) Collecting and analysing specimens. b) Implementing bio-safety and bio security guidelines. c) Executing work plans and budgets. d) Interpreting and reporting results. e) Supervising and on bench training of students. f) Developing and implementing standard operating procedures g) Analysing disease surveillance specimens. h) Data generated from the laboratory managed and utilized.
12.	Job Title:	Electrical Engineer
	Department:	Estates Management and Engineering Department
	Salary scale:	U4
	Type of appointment:	Contract

	Number of openings:	01
	Reports to:	Senior Engineer
	Qualification:	<ul style="list-style-type: none"> ▪ Honours Bachelor's Degree in Electrical Engineering from a recognized University/Institution. ▪ Must be computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Ethics and integrity; ▪ Interpersonal, communication and computer skills; ▪ Ability to adapt to multi-cultural settings; ▪ Effective organizational and planning skills; ▪ Time management skills; technical skills; ▪ Report writing skills; negotiation skills; ▪ Capacity for teamwork; ▪ Innovation and concern for results, quality and standards.
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) Drafting preliminary and detailed electrical engineering and installation designs and operational procedures for handling projects and building works; b) Researching on and reporting on implementation of housing policies, laws and standards and regulations that relate to electrical engineering and installation; c) Participating in the drafting Terms of Reference for housing projects and programs; d) Attending site and other technical meetings and producing minutes; drafting work plans and budgets for the electrical engineering and installation function in the departments and regional Centre's; e) Preparing draft Terms of Reference for engagement of Consultants by Government; f) Participating in organizing and implementing training programmes and activities for the Institute and other stakeholders on matters regarding or incidental to electrical engineering and installation; g) Supervising and reporting on electrical engineering and installation works in the Institutes housing projects; h) Any other duties as may be assigned from time to time.
13.	Job Title:	Accountant
	Department:	Finance and Planning
	Salary scale:	U4
	Type of appointment:	Permanent
	Number of openings:	01
	Reports to:	Senior Accountant
	Qualification:	<ul style="list-style-type: none"> ▪ An Honours Bachelor's degree in Finance and Accounting; OR ▪ An Honours Bachelor's degree with a bias in accounting option obtained from a recognized awarding Institution, OR ▪ Full professional qualification in Accountancy obtained from a

		<p>recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU).</p> <ul style="list-style-type: none"> ▪ Must be computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Planning and Budgeting ▪ Expenditure Management and Budget Control ▪ Financial Reporting; Risk management and Assurance ▪ Information Communication Technology.
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) To examine correctness of payment requests, completeness of documentation and certify requisition or, transactions for further processing. b) To verify receipts, match and undertake on-line reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments. c) To compile accountability returns, verify and retire advance ledgers. d) To maintain primary financial records and up-to-date books of account e) To prepare periodic reconciliations of financial statements and carry out monthly cash book reconciliations to bank statements; and f) To verify payroll change requests and reports to ensure correctness of computations, payments and deductions; certify and follow-up approval and payment to beneficiaries.
14.	Job Title:	Hospital Administrator
	Department:	Administration
	Salary scale:	U4
	Type of appointment:	Permanent
	Number of openings:	01
	Reports to:	Senior Hospital Administrator
	Qualification	<ul style="list-style-type: none"> ▪ A Bachelor’s Degree (Hons) in Social Sciences, Arts, SWASA, Public Administration, Business Administration (Management Option) from a recognized Institution. ▪ Must be computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Accountability ▪ Assertiveness and Self confidence ▪ Communicating effectively ▪ Concern for quality and standards ▪ Ethics and Integrity ▪ Flexibility ▪ Innovativeness ▪ Problem Solving Decision Making ▪ Public Relations and customer care

		<ul style="list-style-type: none"> ▪ Teamwork ▪ Time management ▪ Coaching and mentoring
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) Participate in planning, budgeting, directing, coordinating, monitoring and evaluating of Hospital administrative activities. b) Participate in ensuring availability of the necessary equipment and other supplies to the Hospital. c) Manage Hospital transport. d) Ensure security of Hospital assets. e) Manage and account for allocated resources. f) Impart knowledge and skills to staff and students. g) Compile and submit periodic reports. h) Perform any other duties as may be assigned from time to time.
15.	Job Title:	Inventory Management Officer
	Department:	Administration Department
	Salary scale:	U4
	Type of appointment:	Contract
	Number of openings:	01
	Reports to:	Senior Inventory Management Officer
	Qualification:	<ul style="list-style-type: none"> ▪ An Honors Bachelor's degree in Business Administration or commerce majoring in Procurement/Supplies/Logistics Management from a recognized awarding institution, OR ▪ An Honors Bachelor's degree in Procurement, or Professional qualification from recognized awarding institutions such as Institute of Supplies Management (ISM), Certified Institute of Procurement and Supplies (CIPS), and Chartered Institute of Logistics and Transport [CILT] (UK). ▪ Must be computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Records and information Management ▪ Information and Communications Technology (ICT) ▪ Accountability; Concern for quality and standards ▪ Ethics and Integrity; Customer Care and Public Relations and Communication Skills.
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) To coordinate receipts and issuance of stores; b) To advise user departments on stock levels; c) To ensure inventory are identified by use of unique coding system for easy location of item and accuracy of records; d) To manage the security of the stores; e) To supervise the management of high value and sensitive stores; f) To authorize the issuance of low value stores; and

		g) To prepare reports on the performance of the Inventory Unit and make recommendation for disposal of obsolete or unserviceable stores.
16.	Job Title:	Biostatistician
	Department:	Cancer Training Department
	Salary scale:	U4
	Type of appointment:	Contract
	Number of openings:	01
	Reports to:	Senior Biostatistician
	Qualification	<ul style="list-style-type: none"> ▪ An Honors Degree in Biostatistics or its equivalent from a recognized Institution. ▪ Must be computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Planning, organizing and coordinating ▪ Information Communication Technology ▪ Report writing; Effective Communication ▪ Ethics and Integrity; Concern for quality standard ▪ Public relations and customer care ▪ Team work ▪ Results oriented and Time Management.
	Duties & Responsibilities:	<p>a) Plan, budget and coordinate health data collection and management.</p> <p>b) Update and maintain the Health Management Information System.</p> <p>c) Collect and analyze data on health.</p> <p>d) Implement measures for maintaining data security. e) Participate in support supervision.</p> <p>e) Support health research activities and programs.</p> <p>f) Impart knowledge and skills to staff on information and data management.</p> <p>g) Compile and submit reports on health information Management.</p> <p>h) Manage and account for allocated resources.</p> <p>i) Perform any other duties as may be assigned from time to time</p>
17.	Job Title:	Legal Officer
	Department:	Corporate Affairs Department – Legal Unit
	Salary scale:	U4
	Type of appointment:	Contract
	Number of openings:	01
	Reports to:	Senior Legal Officer
	Qualification	<ul style="list-style-type: none"> ▪ An Honors bachelor’s in law Degree from a recognized University/Institution ▪ A post graduate diploma in legal practice is a must ▪ Registration with the Uganda Law Society. ▪ The incumbent should have a valid practicing license

		<ul style="list-style-type: none"> ▪ Must be computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Planning, organizing and coordinating ▪ Information Communication Technology ▪ Report writing; Effective Communication ▪ Ethics and Integrity; Concern for quality standard ▪ Public relations and customer care ▪ Team work ▪ Results oriented and Time Management.
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) To participate in meetings/ negotiations on behalf of the ministry. b) To assist in provision of legal opinion on domestic and foreign resource mobilization. c) To assist in preparation of in-depth analysis of development Public interventions. d) To assist in provision of legal advice, guidance and support to the department. e) To assist in provision of legal opinion on domestic and foreign resource mobilization. f) To assist in production of periodic reports.
18.	Job Title:	Marketing Officer
	Department:	Business Development Management Unit
	Salary scale:	U4
	Type of appointment:	Contract
	Number of openings:	01
	Reports to:	Business Development Manager
	Qualification	<ul style="list-style-type: none"> ▪ Bachelor's Degree in Marketing or its equivalent from a recognized University/Institution ▪ Must be Computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Planning, organizing and coordinating ▪ Information Communication Technology ▪ Report writing; Effective Communication ▪ Ethics and Integrity; Concern for quality standard ▪ Public relations and customer care ▪ Team work ▪ Results oriented and Time Management.
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) Develop and implement marketing plans for each service, identifying key audiences, and utilizing all channels to promote the UCI private services. b) Identify and coordinate market research (including data-mining) to

		<p>develop the marketing functions and mailing lists in line with current and future services.</p> <p>c) Identify new methods and channels for promoting UCI private services, including advertising, always seeking cost effective options.</p> <p>d) Work with the UCI IT team to ensure that UCI website and e-newsletters are up-to-date, engaging and effective.</p> <p>e) Work with the PRO and external Graphic Designers to create fresh, tailored and engaging collateral to effectively market UCI private services, including press coverage.</p> <p>f) Provide regular reports summarizing the outcomes of marketing activities</p> <p>g) Undertake any other duty as may be assigned</p>
19.	Job Title:	Medical Social Worker
	Department:	Psychosocial Support
	Salary scale:	U4
	Type of appointment:	Contract
	Number of openings:	02
	Reports to:	Senior Medical Social Worker
	Qualification	<ul style="list-style-type: none"> ▪ An Honors' Degree in Social Work and Social Administration (SWASA), from a recognized Institution. ▪ Must be Computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Planning, organizing and coordinating ▪ Information Communication Technology ▪ Report writing; Effective Communication ▪ Ethics and Integrity; Concern for quality standard ▪ Public relations and customer care ▪ Team work ▪ Results oriented and Time Management.
	Duties & Responsibilities:	<p>a) Implementing social work activities in the Institute.</p> <p>b) Interviewing patients and relatives with social needs through organized and documented psychosocial assessments.</p> <p>c) Offering psycho-social support, social care and emotional therapy to patients.</p> <p>d) Carrying out home and follow-up visits to patients.</p> <p>e) Participate in data collection on psychosocial interventions at the Institute.</p> <p>f) Participate in training and education activities on psychosocial support.</p> <p>g) Participate in research activities.</p> <p>h) Reports compiled and submitted.</p> <p>i) Perform any other duties as may be assigned from time to time.</p>

20.	Job Title:	Counsellor
	Department:	Psychosocial Support
	Salary scale:	U4
	Type of appointment:	Contract
	Number of openings:	02
	Reports to:	Senior Counsellor
	Qualification:	<ul style="list-style-type: none"> ▪ Must hold an Honors Bachelor's Degree in Social Work and Social Administration (SWASA) and Psychology from a recognized Institution/University. ▪ Must be Computer Literate
	Other Requirements:	<ul style="list-style-type: none"> ▪ Excellent Counselling skills, Interpersonal Skills, Communication Skills and Computer Skills. ▪ Integrity, Empathy, Patience, Confidentiality & Accommodative.
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) Implementing counselling activities in the hospital. b) Interviewing patients and relatives with social needs. c) Offering psycho-social support, social care and emotional therapy to patients. d) Carrying out home and follow-up visits to patients. e) Reports compiled and submitted. f) Perform any other duties as may be assigned from time to time.
21.	Job Title:	Pharmacist
	Department:	Department of Pharmacy
	Salary scale:	U4
	Type of appointment:	Contract
	Number of openings:	01
	Reports to:	Senior Pharmacist
	Qualification:	<ul style="list-style-type: none"> ▪ Must have a bachelors in pharmacy from a recognized Institution or University. ▪ Must be registered with the Pharmaceutical Society of Uganda and Pharmacy Council ▪ Must have a valid Practicing License. ▪ Must be Computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ 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:	<ol style="list-style-type: none"> a) Planning and budgeting for pharmacy activities. b) Providing professional advice and support on all issues of pharmaceutical management in the Hospital

		<ul style="list-style-type: none"> c) Requisitioning for hospital pharmaceutical needs. d) Preparing quality compounded medicines and infusions. e) Dispensing prescribed drugs and medicines. f) Providing advice to Clinicians and other Health Professionals on prescriptions. g) Accounting for allocated resources. h) Monitoring and maintaining adequate medicines supplies levels. i) Supervising, coaching, mentoring and appraising staff. j) Adhering to the Code of Conduct and Ethics. k) Compiling and submitting reports.
22.	Job Title:	Assistant Nursing Officer/Nursing
	Department:	Nursing Department
	Salary scale:	U5
	Type of appointment:	Contract
	Number of openings:	30
	Reports to:	Nursing Officer
	Qualification	<ul style="list-style-type: none"> ▪ A diploma in Midwifery/ Nursing/ Psychiatric Nursing or Comprehensive Nursing from a recognized Institution ▪ Must be registered with the UNMC and hold a valid practicing license ▪ Must be Computer Literate
	Key competencies required for the post:	<p>Behavioural competencies</p> <ul style="list-style-type: none"> ▪ Concern for quality and standards ▪ Ethics and integrity ▪ Public relations and customer care ▪ Accountability ▪ Results orientation <p>Technical Competencies</p> <ul style="list-style-type: none"> ▪ Records and Information Management ▪ Management of organizational environment ▪ Time management ▪ Information communication technology (ICT)
	Key result areas	<ul style="list-style-type: none"> a) Delivery of quality nursing and midwifery services. b) Implementation of nursing and midwifery protocols. c) Performance management of Enrolled Nurses. d) Coaching and mentoring e) Management and accountability of available equipment, supplies and drugs
	Duties & Responsibilities:	<ul style="list-style-type: none"> a) Provide quality nursing and midwifery services b) Prepare and submit reports c) Allocate and supervise duties of Enrolled Nurses

		<ul style="list-style-type: none"> d) Coach and mentor Enrolled Nurses. e) Participate in research activities for evidence based practice f) Implement nursing protocols g) Manage performance of Enrolled Nurses. h) Account for supplies and drugs. i) Conduct PHC and health education. j) Strictly adhere to code of conduct and ethics
23.	Job Title:	Assistant Nursing Officer (Nutrition)
	Department:	Nursing
	Salary scale:	U5
	Type of appointment:	Contract
	Number of openings:	01
	Reports to:	Nursing Officer/Nursing
	Qualification:	<ul style="list-style-type: none"> ▪ A diploma in Nursing/ Nutrition or Comprehensive Nursing from a recognized Institution. ▪ Must be registered with the UNMC and hold a valid practicing license ▪ Must be Computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Experience in health and nutrition programs. ▪ Planning and organizing ▪ Concern for quality and standards ▪ Communication ▪ Ethics and integrity ▪ Self-control and stress management ▪ Time management
	Duties & Responsibilities:	<ul style="list-style-type: none"> a) Provide nursing care to patients with severe acute malnutrition at the Institute. b) Actively participate in the provision of therapeutic feeds to the admitted patients in the Institute. c) Dispense drugs and other medical items to clients where necessary. d) Provide information to clients to reduce their vulnerability to diseases and infections through health education e) Participate in client referral and transfer process as need arises. f) Train other health workers and caretakers in providing of basic health services, health promotion and client follow-up and referrals. g) Participate in the drawing and implementation of work plans/ duty rosters for the nutrition department h) Ensure health, safety, and security in your area of operation. i) Participate in research activities for evidence-based practice j) Undertake any other duties that may be reasonably expected from your supervisors

24.	Job Title:	Assistant Nursing Officer (Palliative Care)
	Department:	Nursing
	Salary scale:	U5
	Type of appointment:	Contract
	Number of openings:	02
	Reports to:	Senior Assistant Nursing Officer/Nursing
	Qualification	<ul style="list-style-type: none"> ▪ Must have a Diploma in Nursing/Palliative care or Comprehensive Nursing from a recognized Institution ▪ Must be registered with the UNMC and hold a valid practicing license.
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Good communication, counseling, team building and interpersonal skills. ▪ Concern for quality and standards ▪ Ethics and Integrity ▪ Problem Solving and decision Making ▪ Results orientation ▪ Self-control and stress management ▪ Teamwork ▪ Time management ▪ Managing Employee Performance ▪ Team building and Leadership. ▪ Should have patient focused approach and pleasant personality
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) Liaise with Wards/Units and Departments to provide quality health care in the area of specialty. b) Allocate duties to Nursing staff and students. c) Ensure smooth running of wards/units. d) Requisition for supplies and drugs required by the ward/units and ensure their proper usage. e) Ensure that equipment is secure, functional and well maintained. f) Train Nursing students. g) Conduct performance appraisal of the Nursing staff. h) Participate in Primary Health Care activities. I Participate in research activities. Perform any other duties as may be assigned from time to time.
25.	Job Title:	Radiographer
	Department:	Department of Radiation Oncology
	Salary scale:	U5
	Type of appointment:	Permanent
	Number of openings:	01
	Reports to:	Senior Radiographer

	Qualification	<ul style="list-style-type: none"> ▪ Must have a Diploma in Medical Radiography from a recognized Institution. ▪ Must be registered with the Allied Health Professionals Council. ▪ Must have a valid practicing License. ▪ Must be computer Literate
	Key competencies required for the post	<ul style="list-style-type: none"> ▪ Results orientation ▪ Concern for quality and standards ▪ Team work; Public relations and customer care and ▪ Ethics and integrity.
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) Support the preparation of patients for radiographic and imaging investigation and treatment. b) Help to carry out radiographic and imaging procedures. c) Providing protection to patients against radiation and radioactive materials during investigations. d) Participate in maintenance radiographic and imaging equipment. e) Accounting for allocated resources; and Prepare and submit reports. f) Adhering to the Code of Conduct and Ethics. g) Any other duties assigned from time to time.
26.	Job Title:	Assistant Inventory Management Officer
	Department:	Administration Department
	Salary scale:	U5
	Type of appointment:	Contract
	Number of openings:	01
	Reports to:	Inventory Management Officer
	Qualification	<ul style="list-style-type: none"> ▪ A Diploma in Stores/Supplies Chain Management or Procurement or equivalent qualification from a recognized Institution. ▪ Must be computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Records and information Management ▪ Information and Communications Technology (ICT) ▪ Accountability; Concern for quality and standards ▪ Ethics and Integrity; Customer Care and Public Relations and Communication Skills.
	Duties & Responsibilities:	<p>To assist in receiving, keeping, retrieve and issue stores in accordance with the established procedures.</p> <ol style="list-style-type: none"> a) To assist in receiving and compiling of requisition orders. b) To assist in verifying invoices against goods received notes. c) To assist in posting and maintaining stores records.

		d) To undertake stock-taking and stock-inspection.
27.	Job Title:	Data Entry Clerk
	Department:	Health Informatics
	Salary scale:	U6
	Type of appointment:	Contract
	Number of openings:	01
	Reports to:	Biostatistician
	Qualification:	<ul style="list-style-type: none"> ▪ Must have a minimum of a Diploma in Computer Science or its equivalent from a recognized Institution. ▪ Must be Computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Information Communication Technology ▪ Planning, Organizing and coordinating ▪ Ethics and integrity ▪ Concern for quality and standards; Accountability ▪ Networking and Inter-personal relations ▪ Effective communication and Innovative and Proactive. ▪ Excellent typing abilities.
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) Gathering, collating, and preparing documents, materials, and information for data entry. b) Conducting research to obtain information for incomplete documents and materials. c) Creating digital documents from paper or dictation. d) Reviewing all documents and information for accuracy and informing the supervisor of any errors or inconsistencies. e) Capturing data into digital databases and performing regular backups. f) Updating and maintaining databases, archives, and filing systems. g) Monitoring and reviewing databases and correcting errors or inconsistencies. h) Generating and exporting data reports, spreadsheets, and documents as needed. i) Performing clerical duties such as filing, monitoring office supplies, scanning, and printing as needed.
	Duties & Responsibilities:	<ol style="list-style-type: none"> k) Provide quality nursing and midwifery services l) Prepare and submit reports

		<p>m) Allocate and supervise duties of Enrolled Nurses</p> <p>n) Coach and mentor Enrolled Nurses.</p> <p>o) Participate in research activities for evidence based practice</p> <p>p) Implement nursing protocols</p> <p>q) Manage performance of Enrolled Nurses.</p> <p>r) Account for supplies and drugs.</p> <p>s) Conduct PHC and health education.</p> <p>t) Strictly adhere to code of conduct and ethics</p>
28.	Job Title:	Records Assistant
	Department:	Human Resource Management and Development
	Salary scale:	U7
	Type of appointment:	Permanent
	Number of openings:	01
	Reports to:	Senior Assistant Records Officer
	Qualification	<ul style="list-style-type: none"> ▪ Uganda Certificate in Education ('O' Level) with a Certificate in Records and Information Management (CRIM) from a recognized institution. ▪ Must be computer Literate
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Information Communication Technology ▪ Records and information management ▪ Communication; Concern for quality and standards and Time Management.
	Duties & Responsibilities:	<p>a) Receiving, registering and classifying correspondences;</p> <p>b) Filing classified information;</p> <p>c) Routing correspondences to responsible officers for action;</p> <p>d) Auditing records and registers to ensure proper data bank; and</p> <p>e) Scheduling disposal of unwanted records and information.</p>
29.	Job Title:	Medical Records Assistant
	Department:	Health Informatics Department
	Salary scale:	U7
	Type of appointment:	Contract
	Number of openings:	02
	Reports to:	Assistant Medical Records Officer

	Qualification	<ul style="list-style-type: none"> ▪ ‘O’ Level Certificate with at least four (4) credit passes including English language; or ‘A’-Level Certificate with at least one principal pass. ▪ Certificate in Medical Records or its equivalent. ▪ Must be computer Literate.
	Key competencies required for the post:	<ul style="list-style-type: none"> ▪ Information Communication Technology (ICT) ▪ Teamwork ▪ Communicating effectively ▪ Concern for quality and standards and Results-oriented.
	Duties & Responsibilities:	<ol style="list-style-type: none"> a) Register in and out-patients. b) Keep records ad information on patients. c) Prepare and submit patients' information to Clinics/Wards. d) Retrieve files for Clinicians and Researchers. e) Participate in research activities. f) Impart knowledge and skills to staff and students. g) Adhere to the Code of Conduct and Ethics. h) Compile and submit periodic reports. i) Perform any other duties as may be assigned from time to time