



UGANDA HEART INSTITUTE

EXTERNAL JOB ADVERT – NO. 01/2023/24

Uganda Heart Institute (UHI) is established by The Uganda Heart Institute Act 2016 as an Autonomous Government Entity to undertake and coordinate the prevention and treatment of cardiovascular disease in Uganda. UHI received funds from Government of Uganda for operationalisation of a 12 bed capacity Cardiac Intensive Care (ICU) ward. Among other key interventions, UHI intends to recruit people on contract, to enhance its human resource capacity for performance of duties in the ICU ward. Applications are invited from suitably qualified Ugandans to fill the under listed posts. Eligible persons should address their applications including a cover letter, copies of their academic/professional certificates and transcripts, certificates of registration and practicing licenses where application, curriculum vitae (CV) and evidence of work experience where required, to the Executive Director, Uganda Heart Institute, P.O. Box 37392, Kampala. Applications can also be hand delivered to Uganda Heart Institute Headquarters, Mulago –Kampala. Online applications should be sent on the UHI official e-mail info@uhi.go.ug. All applications must be received not later than **2nd November 2023**. This job advertisement can also be downloaded from the Institute's website: www.uhi.go.ug

1. Post : Medical Officer Special Grade (Cardiac Critical Care)
Salary Scale : U2
No. of vacancies : Four (4)
Reports to : Consultant - Cardiac Critical Care

Duties & Responsibilities:

- (i) To provide critical care service to patients in the the Heart Hospital
- (ii) To conduct, manage and supervise preoperative /postoperative cardiac critical care rounds
- (iii) To Supervise and train medical Officers and other Health Professionals under cardiac critical care
- (iv) Plan and coordinate training programmes of all health professionals under him/her.
- (v) Assist in planning and coordinating Continuing Professional Development in his/her area of specialty for Health professionals at the Institute and the catchment area.
- (vi) Provide technical and professional advice in his/her area of specialty
- (vii) Teach postgraduate and undergraduate medical students as well as other health professional students;
- (viii) Supervise and train intern doctors;
- (ix) Promote adherence to discipline and the ethical code of conduct among staff
- (x) Plan coordinate and conduct operational research in his/her specialty;
- (xi) Advise on the procurement of equipment, drugs and other logistics required for his/her specialty;

Person Specifications:

- (i) MB.CHB from a recognized University/Institution
- (ii) A Master of Medicine from a recognized university/institution in any of the following; Anaesthesiology, Internal Medicine, Pediatrics, General Surgery, Emergency Medicine.
- (iii) Should be registered with the Uganda Medical and Dental Practitioners Council.
- (iv) Interest in research will be an added advantage.
- (v) specialized training in any field of clinical cardiac medicine (cardiology/surgery) will be added advantage

2. Post : Medical Officer
Salary Scale : U4
Number of vacancies : Three (3)
Reports to : Medical Officer Special Grade

Duties & Responsibilities:

- To assist the Medical Officer Special Grade and participate in efficient management of services in his/her specialty .
- i. To conduct ward rounds in the Heart Hospital .
 - ii. Participate in management of in-patients and out-patients in the area of specialty.
 - iii. Participate in training programmes for all health Professionals under him/her.

- iv. Assist in coordinating Continuing Professional Development in his/her area of specialty
- v. participate in the management of referral systems for patients at National level.
- vi. Adhere to discipline and the ethical code of conduct for medical professionals .

Person Specifications:

- (i) MB.Ch.B degree or its equivalent from a recognized University or Institution.
- (ii) Applicants must be registered with the Uganda Medical and Dental Practitioners Council
- (iii) Demonstrable interest in cardiology and cardiac critical care , Interest in research and demonstration of basic knowledge and skills in computer use will be added advantage

3. Post : Nursing Officer
Salary Scale : U4
Number of vacancies : 79 (Seventy Nine)
Reports to : Senior Nursing Officer

Job Purpose : To provide quality nursing services in the Heart Institute

Job duties and responsibilities

- i. To plan, monitor, and evaluate nursing activities
- ii. Allocate duties to nursing staff and students for smooth running of wards .
- iii. Coach and mentor student nurses
- iv. Participate in research activities for evidence based practice
- v. Implement nursing protocols
- vi. Make arrangements for provision of wards with adequate supplies and drugs.
- vii. Account for supplies and drugs provided for performance of nursing duties
- viii. Conduct primary health care and health education.
- ix. Enforce strict adherence to code of conduct and ethics.
- x. Manage performance of staff under his/her supervision
- xi. Prepare and submit reports

Person Specifications

- i. A Bachelor of Science degree in Nursing from a recognized University /institution
- ii. Must be registered with the Uganda Nurses and Midwifery Council and hold a valid practising licence.
- iii. At least 6 months of work experience /practice in a Cardiac Hospital or in a Cardiac Unit or in a Critical Care Unit of a reputable hospital/Health facility

4. Post : Pharmacist
Salary Scale : U4
Number of vacancies : One (1)
Reports to : Head/ Pharmacy Division

Duties and responsibilities

- i. To participate in planning and budgeting for the pharmacy division and account for the medicines and infusions.
- ii. Participate in quality preparation of compounded medicine and infusions and ensure proper storage.
- iii. Support continuous quality improvement of pharmaceutical services and actively participate in patient's wards.
- iv. Support the development of management and accountability mechanisms for pharmaceuticals in Uganda Heart Institute.
- v. Participate in developing and reviewing a UHI formulary.
- vi. Requisition and ensure that supplies are available.
- vii. Advise and update clinicians on prescriptions.
- viii. Liaise with ward management in proper recording and storage of drugs .
- ix. Participate in drugs and clinical related research.
- x. Ensure equipment is functional and well maintained.
- xi. Liaise with the National Drug Authority in ensuring that all medicines conform to prescribed standards.
- xii. Advise patients and communicate on the proper use and storage of drugs.
- xiii. Imparts knowledge and skills to health students and staff.

Persons Specifications:

- i. A bachelor's Degree in Pharmacy or its equivalent from a recognized university
- ii. Must be registered with the Pharmacy Board.
- iii. Specialized training in clinical pharmacy will be added

- advantage
- iv. Must have an annual practicing license.

5. Post : Information Technology Officer
Salary Scale : U4
No. Of vacancies : Three (3)
Reports to : Head/IT

Job purpose: To design, test, implement and support the Operating Systems

Job Duties And Responsibilities

- i. Maintain the operation health and stability of the infrastructure
- ii. Maintain and support Active Directory, Exchange and any other servers.
- iii. Monitor and mitigate risk and proactively provide solutions, including the risk and benefit analysis.
- iv. Provide backup and restore all or parts of the system and monitor system performance.
- v. Configure Network User Resources and establish and maintain network connectivity.
- vi. Carry out startup and shutdown procedures
- vii. Demonstrate and share domain expertise to the institution
- viii. Identify gaps in current processes, update and maintain the process documentation.
- ix. Administer user accounts, permissions, access rights
- x. provide on call support to end-users;

Person specifications

An Honors Bachelor's Degree in Information Technology or Information Science/System, or Library or Information Science or Bachelor of Science in statistics, Mathematics/Physics/ Electrical/Electronic, computer science, computer engineering, software engineering , from recognized University/Institution

6. Post : Human Resource Officer
Salary Scale : U4
Number of posts : One (1)
Reports to : Principal Human Resource Officer

Job Purpose

To participates in the planning and implementation of HR Policies, strategies , regulations , interventions and provide the required support in the implementation of human resource management activities.

Duties and Responsibilities

- i. To participate in planning and budgeting for the human resource management functions
- ii. Implement the planned Human resource management activities
- iii. Conduct Training Needs Assessment for staff;
- iv. Implement the planned staff welfare programs;
- v. Initiate monthly salary and pension changes in the payroll system
- vi. Compile payroll management data;
- vii. Maintain and update HR management information;
- viii. Prepare submissions for pensions and gratuity;
- ix. Implement performance management plans and activities;
- x. Appraise performance of junior staff under his/her supervision

Person /Job Specifications

- (i) An Honors Bachelors Degree in Human Resource Management ; OR
 - (ii) Social Sciences or Arts or commerce or Business Administration with a recognized bias in human resource management field such as HRD or HRM or Organizational Development studies.
- A post graduate diploma in Human Resource Management may be added advantage

7. Post : Monitoring and Evaluation Officer
Number of vacancies : One (1)
Reports to : Head/Planning

Job purpose : To carry out Monitoring , Evaluation and performance inspection of functions in Uganda Heart Institute

Duties:

- i. To provide technical support to the Management of the Institute , in designing and maintaining a monitoring and evaluation system
- ii. Prepare policy briefs arising from key emerging issues
- iii. Collect, compile , analyse and disseminate data, in a timely manner , regarding performance against set objective
- iv. Documenting performance of the projects implemented by the institute
- v. Develop M &E data collection tools
- vi. Determine data analysis procedures and use the quantitative or qualitative analysis tools
- vii. Clean , sort, categorize , organise and summarize performance information
- viii. Develop monthly , quarterly and annual reports depending on project requirements
- ix. Participate in the designing and maintenance a monitoring and evaluation system that incorporates effective monitoring and evaluation
- x. Review the programs and MDAs key performance indicators in line with set standard indicators and internationally recognized practices
- xi. Support establishment of a framework for involving key stakeholders in M&E processes
- xii. Tendering Administrative support to the Institute on various engagements on M&E

Person Specification:

- a) An honours Bachelors degree in either Economics , Development Economics , quantitative economics , Statistics, monitoring and Evaluation studies . population studies , business statistics or actuarial science from a recognized University/Institution
- b) A post graduate diploma in Monitoring and Evaluation (M&E) will be added advantage

8. Post : Social Worker
Salary Scale : U4
Number of vacancies : Two (2)
Reports to : Senior Hospital Administrator

Job Purpose :

To support the hospital management in providing Social and Welfare services to patients and staff of the hospital.

Duties and responsibilities

- i. To participate in planning, budgeting, coordinating, monitoring and evaluating social work activities in the Hospital.
- ii. Counsel patients and relatives with social needs.
- iii. Offer psycho-social support, social care and emotional therapy to patients.
- iv. Liaise with Hospital management in the provision of social services to patients.
- v. Impart coping skills to patients and relative
- vi. Participate in research activities.
- vii. Manage and account for allocated resources.
- viii. Compile and submit reports to the hospital management
- vii. Carry out home and follow-up visit to patients

Person Specifications

Bachelor of Social Work and Social Administration(SWSA)

9. Post : Biomedical Technician
Salary Scale : U5
Number of posts : Two (2)
Reports to : Head of Biomedical Engineering

Purpose: To maintain and repair Medical Equipment

Duties and Responsibilities

- i. To carry out inventory of Medical Equipment
- ii. Carry out preventive maintenance
- iii. Repair of medical equipment.
- iv. Takes stock of all Biomedical equipment
- v. Plan and Budget for repairs
- vi. Carry out user training
- vii. Supervise external contracted firms

Person Specifications;

- i. Must have a Diploma in Biomedical Technology from a recognized University /Institution

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10 . Post : Medical Laboratory Technician

Salary Scale : U5

Number of posts : Two (2)

Reports to : Senior Laboratory Technician

Job purpose : To conduct basic laboratory analyses

Duties and responsibilities

- i. To carry out laboratory investigations and submitting reports.
- ii. Prepare specimens and reagents in accordance with the established standards and procedures.
- iii. Support primary health care activities.
- iv. Servicing and maintaining laboratory equipment to ensure functionality.
- v. Maintaining an inventory of the laboratory equipment.
- vi. Applying quality assurance for laboratory tests.

Qualifications

A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University/Institution Must be registered with UAHPCC and holds a valid practicing license

11. Post : Assistant Accountant

Salary Scale : U5

Number of vacancies: Two (2)

Reports to : Senior Accountant

Job Purpose: To perform routine and basic accounting work involving carrying out initial data entry, sorting documents, filing and keeping custody of accounting and financial transaction records.

Duties and Responsibilities

- (a) To prepare vouchers according to payment requested.
- (b) To assign invoice numbers to transactions for further processing.
- (c) To record and capture data on the system.
- (d) To provide information on Electronic Funds Transfer and, execute payments to beneficiaries.
- (e) To prepare payment advice forms, receive-non tax revenue collections, imprest, compile returns and prepare monthly accountability.
- (f) To post vote books and subsidiary ledgers.

- (g) To receive, sort, file accountability returns and keep custody of accounting documents.

Person specifications

A Diploma in Accounting.

OR

Business Studies/Administration with Accounting obtained from a recognized University/Institution

OR

Uganda Advanced Certificate of Education plus a certificate in professional Accounting qualification like: Accounts Technician Certificate (ATC) or, Certificate in Accounting Technician (CAT) awarded from recognized professional body accredited by Institute of Public Accountants of Uganda (ICPAU).

12. Post : Assistant Medical Records Officer

Salary Scale : U5

Number of vacancies: Two (2)

Reports to : Medical Records Officer

Job purpose : To manage health records and information for patients, including their safety and confidentiality

Key duties and Responsibilities

- i. Maintaining patient records and information
- ii. Crosschecking OPD numbers and ensures that both inpatients and outpatients are
- iii. registered
- iv. Preparing patients master index cards
- v. Compiling and submitting reports to the immediate supervisor
- vi. Tracking Patients' files to clinics / wards
- vii. Updating the bureau with records / health information
- viii. Keeping records and information on patients
- ix. Retrieving records and files on patients
- x. Adhering to the code of conduct and ethics

Person specifications

- i. A Diploma in either Medical Records and Health Informatics or equivalent qualifications from a reorganized Institution/ University .

13. Post : Oxygen Attendant

Salary Scale : U8

No. Of Vacancies : One (1)

Reports to : Pharmacist

Duties and Responsibilities

- i. To support continuous quality improvement of medical oxygen management.
- ii. Implement the current best practice, standards and procedures for procurement, storage, distribution and management of medical oxygen at UHI.
- iii. Compliance with universally endorsed guidelines, protocols and standards for medical oxygen management.
- iv. Comply with national and WHO drug guidelines, protocols and standards in response to implementation gaps identified in the management of medical oxygen.
- v. Support the development of management and accountability mechanisms for medical oxygen in line with established standards.
- vi. Support and respond to requests and inquiries concerning medical oxygen.
- vii. Participate in medical oxygen and clinically related research and surveys.
- viii. Develop work plans and produce reports.

Person Specifications

- UCE Certificate
- Certificate in Medical Oxygen Management or its equivalent
- At least 1 year of experience in the management of medical oxygen gained from a reputable organization .

14. Post : Critical Care Orderly

Salary Scale : U8

No. Of vacancies: Four (4)

Reports to : Nursing Officer

Duties and responsibilities:

- i. Perform cleaning duties
- ii. To keep wards/units in order
- iii. Transport patients for investigations
- iv. Send orders to stores/picking orders

- v. Take samples to the laboratories
- vi. Maintain Sterility in the unit
- vii. Clean and maintain instruments
- viii. Take and pick linen and instruments to and from the sterilization unit
- ix. Pack linen and swabs

Person Specifications

- i) O-Level (UCE) qualification with credits in mathematics and any of the science subjects
- ii) Training in any health related course is added advantage

15. Post: Customer Care Assistant

Salary Scale : U2

No. Of vacancies : Two(2)

Reports to: Public Relations Officer

Duties and Responsibilities:

- i. Oversee the management of the front desk office and reception area in accordance with established standards.
- ii. Collaborate with the Clinical team to provide guidance to patients and direct them to appropriate service points.
- iii. Efficiently handle incoming and outgoing phone calls, maintaining comprehensive call records as per Hospital guidelines
- iv. Welcome, register, and assist patients and visitors, ensuring they are directed to relevant offices
- v. Address inquiries and offer general information regarding the department's activities and services
- vi. Disseminate information about the Hospital's services, complying with established Hospital policies and procedures.
- vii. Foster effective coordination between internal and external customers and various Departments.

Person Specifications

A diploma in Mass Communication, Customer Care, Hospitality, or related field from a recognized university/Institution .

Dr. John O.O Omagino

EXECUTIVE DIRECTOR