



UGANDA HEART INSTITUTE

First Floor, Block C, Mulago Hospital Complex P.O. Box 37392 Kampala, Uganda
Telephone: 0417720350 E-mail: info@uhi.go.ug; website: <https://www.uhi.go.ug>

EXTERNAL JOB ADVERT – NO. 01/2025/26

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 intends to recruit competent people in various departments to enhance its human resource capacity for the performance of duties in the Institute.

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 applicable, 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 to the UHI official e-mail info@uhi.go.ug. All applications must be received not later than **27th February 2026**.

The serving Public Officers who are employed in Government entities are required to route their applications through their respective Responsible Officers for endorsement. For the online applications, signed/ endorsed cover letters should be scanned and attached for emailing.

This job advertisement can also be downloaded from the UHI website: www.uhi.go.ug

1. Post	: Pharmacist
Salary Scale	: UHI 4 MED-1
Number of posts	: One (1)
Reports to	: Senior Pharmacist
Responsible for	: Pharmacy Technicians

Job Purpose:

To provide pharmaceutical | services within the established standards.

Duties and Responsibilities:

- Participate in planning, budgeting and implementation of activities for the pharmacy division.
- Support continuous quality improvement of the pharmaceutical services.
- Attend ward rounds, dispense and provide technical support to clinicians on appropriate prescription practices.
- Conduct literature reviews to determine the best practices, standards and procedures for procurement, storage, distribution and management of medicines.
- Promote compliance with universally endorsed guidelines, protocols and standards for pharmaceutical management.
- Promote compliance with national and WHO drug guidelines, protocols and standards.
- Implement guidelines aligned with pharmaceutical procurement best practices.

- Support the accountability mechanisms for pharmaceuticals.
- Support and respond to requests and enquiries concerning pharmaceutical management.
- Attend technical coordination meetings for sharing evidence-based management and best practices.
- Participate in developing and reviewing a UHI formulary.
- Impart knowledge and skills to staff, students and fellows.
- Advise patients and communicate on the proper use and storage of medicines.
- Participate in research and surveys related to pharmacy.
- Participate in the development of work plans and production of reports.

Person/ Job Specifications

- A Bachelor's Degree in Pharmacy or its equivalent from a recognised university.
- Registration with the pharmacy board with a valid annual practising certificate.

NB: Applicants should note that the successful candidate for this post will undertake a cardiovascular fellowship training in pharmacy during his/her time of service, as part of capacity building.

2. Post	: Human Resource Officer
Salary Scale	: UHI 4LWR
Number of posts	: One (1)
Reports to	: Senior Human Resource Officer
Directly Supervises	: Support Staff

Job Purpose:

Carry out human resource information update and participate in the planning and implementation of human resource management activities for the attraction and retention of competent human resources.

Duties and Responsibilities:

- Carry out HR information update to maintain up-to-date HR information in the Institute
- Arrange meetings and take the meeting minutes of the HR division;
- Compile data for human resource planning.
- Initiate payroll changes for Human Capital Management System (HCM);
- Analyse payroll information to foster compliance and guide payment of salaries.
- Initiate submissions for payment of pension and gratuities;
- Collect data for the development of annual leave plans and monitor compliance with leave rosters.
- Ensure the availability of supplies in the HR division.
- Arrange training activities and participate in the delivery of training programmes.
- Supervise junior staff in the HR division and appraise their performance.

Person/ Job Specifications

a) Qualifications

An Honors Bachelor's Degree in Human Resource Management

OR

Social Sciences or Arts or Commerce or Business Administration or Industrial Psychology with a recognised bias/specialization in the human resource field, such as human resource development or human resource management or organizational development studies, from a recognised Institution

b) Experience

Experience in human resource management will be added advantage.

3. Post Title	: Procurement Officer
Salary Scale	: UHI 4UP
Number of posts	: One (1)
Reports to	: Senior Procurement Officer

Job Purpose:

To carry out routine activities in the procurement and disposal of assets, in accordance with the law and existing standards.

Duties and Responsibilities:

- Liaise with end users and participate in the preparation of the draft procurement plan for the Institute.
- Guide the suppliers on procurement procedures.
- Verify procurement and disposal requisitions.
- Prepare draft bid documents and participate in the evaluation of bids and when assigned.
- Compile, document and maintain safe custody of procurement and disposal records.
- Enter sanctioned transactions on the system for further processing and produce the required reports.

Person/Job Specification

a) Qualifications

A Honors Bachelor's degree in Procurement and Logistics Management or Supply Chain Management from a recognised institution **OR** a bachelor's degree in Commerce or Business Administration with specialization/majoring in procurement **OR** Economics plus full professional qualifications in Procurement/ Purchasing and Supply Chain Management (like CIPS, ISM, CILT) from a recognised Institution.

OR

Full professional qualification /membership of procurement/purchasing and Supply Chain Management (like CIPS, ISM, and CILT) from a recognised Institution.

Experience

Experience in procurement and supply chain management will be an added advantage

Dr. John O.O Omagino
EXECUTIVE DIRECTOR