



# UGANDA HEART INSTITUTE

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## EXTERNAL JOB ADVERT – NO. 02 /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 performance of duties in the Institute.

Applications are invited from suitably qualified Ugandans to fill the under listed posts. The applications should include a cover letter, copies of the academic documents/certificates and transcripts (starting from O. Level certificate to the highest level of the applicant's qualification), certificates of registration and practicing licenses from professional bodies where applicable, curriculum vitae (CV) and evidence of work experience where required. Applications should be addressed 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 e-mail: [erecruitment@uhi.go.ug](mailto:erecruitment@uhi.go.ug)

The serving Public Officers who are employed in Government entities are required to route their applications through their respective Responsible Officers for endorsement. The serving Public Officers who intend to apply online, should scan, attach and email the signed/endorsed applications. The closing date for receiving applications will be **14<sup>th</sup> June, 2026**.

This job advertisement can also be downloaded from the UHI website: [www.uhi.go.ug](http://www.uhi.go.ug)

**1. Job Title : Physiotherapist**  
**Salary scale : UHI 4 MED-2**  
**No. of posts : One (1)**  
**Reports to : Senior Cardio-respiratory Physiotherapist**

**Job Purpose:** To improve patient's cardiovascular health, functional capacity, and quality of life through tailored exercise programs, rehabilitation, and education.

#### Duties and Responsibilities:

- (i) Provide comprehensive, safe and quality physiotherapy services to patients.
- (ii) Participate in Health Promotion activities
- (iii) Evaluate and refer patients for cardio-respiratory physiotherapy services.
- (iv) Participate in research activities and health data collection.
- (v) Participate in continuing Professional Development Programmes.
- (vi) Adhere to Professional Code of Conduct and Ethics
- (vii) Maintain a safe and professional work environment for delivery of cardio-respiratory physiotherapy services
- (viii) Collect and maintain information and records for physiotherapy services

- (ix) Assist in the supervision of both undergraduate and diploma level students.

#### Qualifications:

- (i) A Bachelor degree in Physiotherapy or its equivalent from a recognized University/Institution.
- (ii) Must be registered with the Allied Health Professionals Council

#### Experience:

Two (2) years of working experience as a Physiotherapist.

**2. Job Title : Assistant Accountant**  
**Salary Scale : UHI 6UP**  
**No. of posts : One (1)**  
**Reports to : Accountant**

#### Job Purpose:

To perform routine and basic accounting work which involves carrying out initial data entry, sorting documents, filing and keeping custody of accounting and financial transaction records.

#### Key Duties and Responsibilities

- (i) Prepare vouchers according to payments requested.
- (ii) Assign invoice numbers to transactions for further processing.
- (iii) Record and capture data on the system.
- (iv) Provide information on Electronic Funds Transfer and, execute payments to beneficiaries.
- (v) Prepare payment advice forms, receive-non tax revenue collections, impress, compile returns and prepare monthly accountability.
- (vi) Post vote books and subsidiary ledgers.
- (vii) Receive, sort, file accountability returns and keep custody of accounting documents.

#### Qualifications

A Diploma in Accounting.

#### Or

A diploma in Business Studies/Administration with Accounting obtained from a recognized awarding Institution.

#### Or

Uganda Advanced Certificate of Education with Pre-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).

**3. Job Title : Assistant Records Officer**  
**Salary Scale : UHI 5LWR**  
**No. of posts : Two (2)**  
**Reports to : Records Officer**

#### Job Purpose:

To receive, keep and provide records according to established standards and procedures.

#### Key Duties and Responsibilities

- (i) Organize and describe records
- (ii) Receive, sort and open and dispatch mail;
- (iii) File correspondences;
- (iv) Transfer semi-current records to records centres
- (v) Forward files for action;
- (vi) Monitor file movement;
- (vii) Maintain a 'Bring Up' (BU) diary;
- (viii) Carry out file census; and
- (ix) Weed files.

#### Person Specifications:

A Diploma in Records and Archives Management or Library and Information Science from a recognized awarding Institution.

**4. Post : Assistant Engineering Officer (Electrical)**  
**Salary Scale : UHI 5SC**  
**No. of posts : One (1)**  
**Reports to : Civil Engineer**

**Job Purpose :** Responsible for maintaining and repairing various electrical facilities to enable optimal functioning, safety and contributing to the smooth operation of the hospital's electrical installations

#### Key Responsibilities:

- (i) Identify, diagnose and resolve faults in electrical systems, installations and equipment.
- (ii) Perform routine inspections and repairs on electrical systems, wiring, machinery, and equipment to prevent breakdowns.
- (iii) Identify and troubleshoot equipment malfunctions, utilizing technical knowledge and analytical skills to resolve issues.
- (iv) Inspect new electrical installations and test the existing systems to ensure compliance with regulatory standards
- (v) Maintain accurate records of equipment maintenance, repairs, and inspections.
- (vi) Conduct safety inspections to promote compliance with relevant safety regulations.
- (vii) Coordinate maintenance activities, share information, and collaborate with other departments and staff.

- (viii) Participate in training programs for equipment users and technicians.
- (ix) Supervise junior technicians, support outsourced service providers, and verify the quality of electrical work

#### Qualifications

A Diploma in Electrical Engineering, Electronics, or a diploma in a related field from a recognized university or institution

#### Experience

Experience in civil, electrical or mechanical engineering with ability to operate a variety of electrical hand tools while working at heights, will be added advantage.

**5. Post Title : Domestic Assistant- Laundry**  
**Salary Scale : UHI 7LWR**  
**Reports to : House Keeper (Laundry)**

#### Job Purpose:

To perform routine laundry tasks for proper cleaning and maintenance of linens/garments and laundry equipment to support healthcare services.

#### Duties and Responsibilities:

- (i) Sort, wash, dry, and fold linens and garments in accordance with established protocols.
- (ii) Iron and organize clean laundry for distribution to various departments.
- (iii) Follow infection prevention and control measures during laundry operations.
- (iv) Report damaged or missing items to the House Keeper for resolution.
- (v) Assist in maintaining cleanliness and hygiene of the laundry facility and equipment.
- (vi) Ensure safe handling and use of laundry chemicals and equipment.
- (vii) Support inventory management by reporting shortages of supplies to the House Keeper.
- (viii) Perform any other duties as assigned by the supervisor.

#### Minimum Qualifications:

- (i) Uganda Certificate of Education (O. Level certificate)
- (ii) A Certificate in Housekeeping, Hospitality, or any related field is an added advantage.

#### Experience:

Experience in housekeeping, cleaning, infection prevention or laundry will be added advantage

**Dr. John OO Omagino**  
**EXECUTIVE DIRECTOR**