



UGANDA HEART INSTITUTE

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EXTERNAL JOB ADVERT – NO. 01/2026/27

Uganda Heart Institute (UHI) is established by the Uganda Heart Institute Act CAP 258 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 and support the effective delivery of specialised cardiovascular services.

Applications are therefore invited from suitably qualified Ugandans to fill the under-listed positions. Eligible persons should address their applications including a cover letter, copies of their academic/professional certificates and transcripts, certificates of registration and valid practicing licenses where applicable, curriculum vitae (CV), O. Level Certificates, A. level certificates (where applicable), copy of the National Identity Card 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 recruitment email erecruitment@uhi.go.ug. Applications which will be submitted or emailed without complete attachments or any applications which will be sent on any other email addresses other than one mentioned above, will not be accepted. Applications both physical and online, must be received not later than **5:00 pm on 11th November 2026**.

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

A. ADULT CARDIOLOGY

- 1. Post : Associate Consultant – Adult Cardiology**
Salary Scale : UHI 2 MED-1
Number of posts : Four (4)
Reports to : Consultant – Adult Cardiology
Directly Supervises : Medical Officers

Job Purpose:

To provide comprehensive specialist care to adult patients with cardiovascular conditions through accurate diagnosis, evidence-based management, treatment, and ongoing follow-up, with the aim of improving cardiovascular health outcomes and quality of life.

Duties and Responsibilities:

- Diagnose and treat cardiovascular adult conditions
- Implement patient care management plans
- Conduct ward rounds in the specialty area.
- Participate in training programmes for all health Professionals.
- Supervise medical officers, interns and trainees
- Identify procurement needs of the department for equipment, drugs and other logistics
- Prepare departmental workplans, budgets and reports
- Prepares duty rosters.

Person/ Job Specifications

- MB.Ch.B from a recognized University or Institution.
- Master of Medicine degree (Internal Medicine) or its equivalent from a recognized University/Institution.
- Fellowship training in Adult Cardiology or a Masters in Cardiology from a recognized institution.
- Should be registered with the Uganda Medical and Dental Practitioners Council
- Must possess a valid practicing license.

Experience

Working experience of at least three (3) years at a Medical Officer level.

- 2. Post : Medical Officer**
Salary Scale : UHI 4 MED-1
Number of posts : Five (5)
Reports to : Associate Consultant – Adult Cardiology

Job Purpose:

To participate in the management of adult cardiovascular patients.

Duties and Responsibilities:

- Receive, clerk, admit and discharge patients.
- Develop patient treatment plans.
- Collect data for research.
- Initiate and carryout investigations.
- Update patient records.
- Guiding patients and caregivers on treatment plans.
- Participate in ward rounds and in the specialty area.
- Supervision of medical interns and trainees

Person/ Job Specifications

- MB.Ch.B from a recognized University or Institution.
- Master of Science (MSc) in Medicine (Internal Medicine) or its equivalent from a recognized University/Institution.
- Should be registered with the Uganda Medical and Dental Practitioners Council
- Must possess a valid practicing license.

The Medical Officers who will be appointed shall undergo fellowship program for specialisation in Cardiology during their time of service in UHI

B. PAEDIATRIC CARDIOLOGY

- 3. Post : Associate Consultant – Paediatric Cardiology**
Salary Scale : UHI 2 MED-1
Number of posts : Three (3)
Reports to : Consultant – Paediatric Cardiology
Directly Supervises : Medical Officers

Job Purpose:

To provide comprehensive specialist care for paediatrics with cardiovascular conditions through accurate diagnosis, treatment, and ongoing follow-up, with the aim of improving cardiovascular health outcomes and quality of life.

Duties and Responsibilities:

- Diagnose and treat cardiovascular conditions
- Implement patient care management plans
- Conduct ward rounds in the specialty area.
- Participate in training programmes for health Professionals in Paediatric Cardiology.
- Supervise medical officers, interns and trainees
- Identify procurement needs of the department for equipment, drugs and other logistics
- Participates in preparation of departmental work plans, budgets and reports.
- Prepare duty rosters.

Person/ Job Specifications

- MBChB or its equivalent from a recognized University/Institution
- A Master of Medicine degree in Paediatrics and Child Health or its equivalent from a recognized University/Institution.
- Fellowship in Paediatric Cardiology or a Masters in Paediatric Cardiology from a recognized Institution.
- Should be registered with the Uganda Medical and Dental Practitioners Council.
- Must possess a valid practicing license.

Experience

Working experience of at least three (3) years at a Medical Officer level.

C. ADULT CARDIOVASCULAR SURGERY

- 4. Post : Associate Consultant – Adult Cardiovascular Surgery**
Salary Scale : UHI 2 MED-1
Number of posts : Two (2)
Reports to : Consultant – Adult Cardiac Surgery
Directly Supervises : Medical Officers

Job Purpose:

To provide comprehensive specialist care to adult patients requiring cardiovascular surgical intervention through accurate assessment, diagnosis, perioperative management, surgical treatment, and post-operative follow-up, with the aim of achieving optimal patient outcomes.

Duties and Responsibilities:

- Diagnose and treat cardiovascular conditions and conduct cardiovascular surgeries
- Implement patient care management plans
- Conduct ward rounds and in the specialty area.
- Participate in training programmes for all health Professionals.
- Supervise medical officers, interns and trainees
- Identify procurement needs of the department for equipment, drugs and other logistics
- Prepare departmental work plans, budgets and reports.
- Prepares duty rosters.
- Conduct performance evaluation of subordinates, provide constructive feedback and identify opportunities for growth.

Person/ Job Specifications

- MBCh.B degree or its equivalent from a recognized University or Institution.
- Master of science (MSc) in Medicine in Surgery from a recognized University/Institution.
- Must be registered with the Uganda Medical and Dental Practitioners Council.
- Must have completed fellowship in cardiovascular surgery.
- Must possess a valid practicing license.

Experience

Working experience of at least three (3) years at a Medical Officer level.

D. PAEDIATRIC CARDIAC SURGERY

- 5. Post : Associate Consultant – Paediatric Cardiac Surgery**
Salary Scale : UHI 2 MED-1
Number of posts : Two (2)
Reports to : Consultant – Paediatric Cardiac Surgery
Directly Supervises : Medical Officers

Job Purpose:

To diagnose and manage paediatric patients requiring cardiac surgery, ensuring timely and effective treatment and optimal patient outcomes.

Duties and Responsibilities:

- Diagnose and treat paediatric cardiovascular conditions and conduct cardiovascular surgeries
- Implement patient care management plans.
- Conduct ward rounds in the specialty area.
- Participate in training programmes for all health Professionals.
- Supervise medical officers, interns and trainees.
- Identify procurement needs of the department for equipment, drugs and other logistics.
- Prepares duty rosters.

Person/ Job Specifications

- MBCh.B degree or its equivalent from a recognized University or Institution.
- Master of Medicine degree in General Surgery from a recognized University/Institution.
- Applicants should be registered with the Uganda Medical and Dental Practitioners Council.
- Fellowship in cardiovascular surgery.
- Must possess a valid practicing license.

Experience

Working experience of at least three (3) years as a Medical Officer.

E. CARDIAC EMERGENCY AND CRITICAL CARE

- 6. Post : Associate Consultant – Cardiac Critical Care**
Salary Scale : UHI 2 MED-1
Number of posts : Four (4)
Reports to : Consultant – Cardiac Critical Care
Directly Supervises : Medical Officers

Job Purpose:

To provide comprehensive specialist care in management of cardiac critical care patients with the aim of achieving optimal patient outcomes.

Duties and Responsibilities:

- Diagnose and manage cardiac conditions and complications
- Assist in planning and coordinating Continuing Professional Development in his/her area of specialty for Health professional at the Institute and the catchment area.
- Plan, co-ordinate and conduct operational research in his/her specialty.
- Manage national referral system for patients at a superspecialised level.
- To supervise and train Medical Officers, and other Health Professionals under him/her.
- Ensure that discipline and the ethical code of conduct are observed by the staff under him/her.
- Provide technical and professional advice in his/her area of specialty.
- Advice on the procurement of equipment, drugs and other logistics required for his/her specialty.

Person/ Job Specifications

- MBChB degree or its equivalent from a recognized University or Institution.
- Master of Medicine (Anaesthesia/ Surgery/ Internal Medicine)) or its equivalent in the relevant specialty or its equivalent from a recognized University/Institution.
- Fellowship in cardiac intensive care Management (at least two years training).
- Should be registered with the Uganda Medical and Dental Practitioners Council
- Should be interested in research.
- Must possess a valid practicing license.

Experience

Should have a good working experience of at least three (3) years as General practitioner.

F. CARDIAC ANAESTHESIA

- 7. Post : Associate Consultant – Cardiac Anaesthesia**
Salary Scale : UHI 2 MED-1
Number of posts : Two (2)
Reports to : Consultant – Adult Cardiac Anaesthesia

Job Purpose:

To provide comprehensive perioperative anaesthetic care to patients undergoing cardiac procedures, including preoperative assessment, intraoperative anaesthetic management, and postoperative care, ensuring patient safety and optimal clinical outcomes.

Duties and Responsibilities:

- Implement patient care management plans
- Conduct ward rounds in the specialty area
- Participate in training programmes for all health professionals
- Supervise medical officers, interns and trainees.
- Identify procurement needs of the department for equipment, drugs and other logistics.
- Prepare departmental workplans, budgets and reports.
- Prepare duty rosters.

Person/ Job Specifications

- MB.Ch.B from a recognized University/Institution
- Master of Medicine degree in Anaesthesia or its equivalent from a recognized University/Institution.
- Fellowship or equivalent in Cardiac Anaesthesia.
- Should be registered with the Uganda Medical and Dental Practitioners Council.
- Must possess a valid practicing license.

Experience

Should have a good working experience of at least three (3) years as General Anaesthesiologist.

G. IMAGING AND DIAGNOSTICS

- 8. Post : Associate Consultant – Radiologist**
Salary Scale : UHI 2 MED-1
Number of posts : One (1)
Reports to : Consultant – Radiologist
Directly Supervises : Medical Officers - Radiology

Job Purpose:

To provide specialist radiology services through the interpretation and reporting of diagnostic imaging studies, with a focus on cardiovascular and related conditions, supporting accurate diagnosis, treatment planning, and ongoing management of patients while ensuring high-quality, safe, and timely imaging services.

Duties and Responsibilities:

- To assist the Consultant and participate in ensuring efficient management of services in his/her specialty at the Institute.
- Work in conjunction with the Medical Imaging Technologists, Radiographers, Sonographers and other Allied health professionals to ensure efficient running of the imaging services as well as ensuring quality of the diagnostic tests.
- Lead case discussion sessions in the respective units of the Imaging Department.
- Oversee schedule for preventive equipment maintenance.
- Supervise and train Medical Officers, and other Health Professionals under him/her.
- Participate in training programs for all health Professionals under him/ her.
- Train and supervise Intern Doctors.
- Participate in continuing Medical Education in his/her area of specialty for Health professional at the Institute and the catchment area of the Institute including outreaches.
- Plan and conduct operational research in his/her specialty.
- Participate in the management of referral system for patients at National level.
- Ensure that discipline and the ethical code of conduct are observed by the staff under him/her.
- Seek technical and professional advice in his/her area of specialty from the supervising consultant or Institution.
- Advise on the procurement of equipment, drugs and other logistics required for his/her specialty

Person/ Job Specifications

- MB.Ch.B degree or its equivalent from a recognized University or Institution.
- Master of Science (MSc) in Medicine (Radiology) or its equivalent in the relevant specialty, from a recognized University or Institution.
- Should be registered with the Uganda Medical and Dental Practitioners Council.
- Must possess a valid practicing license.
- Evidence of research will be an added advantage.

Experience

Should have served as a Medical Officer for at least three (3) years.

- 9. Post : Radiographer**
Salary Scale : UHI 5 MED 2
Number of posts : One (1)
Reports to : Senior Radiographer

Job Purpose:

To provide safe, accurate, and timely diagnostic imaging services by performing radiographic examinations in accordance with established clinical protocols

Duties and Responsibilities:

- Receive Patients and analyze their X-ray requests.
- Prepare X-ray equipment according to requests.
- Liaise with ward management in the preparation of Patients or X-rays.
- Take X-ray pictures, process X-ray films and prepare reports for the Doctor/ Clinical Officer.
- Maintain X-ray equipment.

Person/ Job Specifications

- Must have a Diploma in Medical Radiology from a recognized Institution.
- Must be registered with the Allied Health Professionals Council.

H. MEDICAL LABORATORY

- 10. Post : Medical Laboratory Technician**
Salary Scale : UHI 5 MED 2
Number of posts : Two (2)
Reports to : Medical Laboratory Technologist
Directly Supervises : Medical Laboratory Assistant

Job Purpose:

To conduct laboratory investigations and ensure accurate, timely, and reliable laboratory results to support the diagnosis, treatment, and management of patients.

Duties and Responsibilities:

- Record and manage patient data and results
- Records management & Phlebotomy at the OPD and wards
- Perform laboratory investigations & submit reports to wards and out patients' reception
- Prepare specimens & reagents according to established procedures.
- Service and maintain laboratory equipment to ensure good functional-

ity.

- Maintain an inventory of the laboratory equipment.
- Manage inventory of blood and blood products
- Make reports and accountability of resources allocated
- Maintain the general cleanliness of the working environment safe
- Apply quality assurance for laboratory tests.

Person/ Job Specifications

- A Diploma in Medical Laboratory Technology/Techniques or its equivalent from a recognized University/Institution
- A certificate of Good Laboratory Practice (GLP) from a recognized institution
- Must be registered with Allied Health Professionals Council and holds a valid practicing license

Experience

Must have an experience of at least 1(one) year in a reputable healthcare facility.

I. RESEARCH AND TRAINING

- 11. Post : Senior Medical Research Officer**
Salary Scale : UHI 3 MED 1
Number of posts : One (1)
Reports to : Principal Medical Research and Training
Directly Supervises : Bio Statistician

Job Purpose:

Arrange research commissioning and grant management processes to support the delivery and dissemination of research and maintain accurate research documentation and contribute to the monitoring of adherence to clinical research standards within the research team.

Duties and Responsibilities:

- Support the design, delivery and management of research commissions by working closely with the relevant Research team
- Work as a member of a team to design and continuously improve high-quality processes across the research portfolio.
- Work with the team to disseminate research
- Support the development and delivery of research programmes, including developing timelines; planning and monitoring progress and budgets;
- coordinate inputs from across the team and the wider organisation;
- Identify and highlight risks and potential mitigations measures in the research processes.
- Work with the communication team to promote smooth flow of high quality internal and external communications around research programmes and projects.
- Participate in the development of application and selection materials and processes for award holders
- Managing selection and assessment processes to ensure selection of high-quality award holders and research providers including:
- Organise, advisory group meetings including all practical arrangements, preparing supporting paper work and taking minutes
- Organise events, such as seminars, learning events
- Input and manage data on the organisation wide systems and databases and act as a source of information.
- Identify areas for improvement and drive the development of existing knowledge and information systems especially relevant to awards and project management.

Person/ Job Specifications

- An MB. Ch. B. or its equivalent
- Master's Degree in a health science discipline
- A fellowship in a relevant discipline will be added advantage

Experience

A minimum of 6 years of experience in clinical research management.

- 12. Post : Epidemiologist**
Salary Scale : UHI 4 MED-1
Number of posts : One (1)
Reports to : Senior Epidemiologist

Job Purpose:

To support the implementation of policies and plans on epidemic and disaster preparedness and control by carrying out investigative and analytical epidemiologic activities related to the surveillance, detection, and prevention of the cardiac related diseases.

Duties and Responsibilities:

- Conduct Investigations and respond to disease epidemics
- Participate in surveillance activities and disseminate epidemiologic findings.
- Participate in the epidemiologic studies and urgent outbreak investigations.
- Performs statistical analyses of investigations.
- Participate in the design, management, and use of surveillance systems.
- Supervise data collection, entry, analysis and interpretation of epidemic prone diseases.
- Participate in the design of instruments for the collection of surveillance information and data.
- Training teams on epidemic preparedness, control and surveillance ix.
- Implement new surveillance systems.

Person/ Job Specifications

- MBChB or a Degree in Epidemiology or any other related field from a recognized University/Institution.
- Master's degree with a focus in epidemiology or any other related field will be an added advantage.

Experience:

Two (2) years of relevant working experience in epidemiology in a public health organization at national level or multinational Organization.

J. CARDIAC NURSING

- 13. Post : Nursing Officer**
Salary Scale : UHI 4 MED-2
Number of posts : Forty-four (44)
Reports to : Nursing Officer – Cardiovascular
Directly Supervises : Critical Care/Ward Orderly

Job Purpose:

To provide safe, comprehensive, and patient-centered cardiac nursing care to individuals with cardiovascular conditions, through assessment, monitoring, treatment, health education, disease prevention, rehabilitation, and continuity of care, in collaboration with the multidisciplinary healthcare team..

Duties and Responsibilities:

- Perform administrative duties at ward/ unit level
- Ensure that quality nursing care is achieved by implementing nursing protocols
- Ensure the smooth running of wards/units by allocating duties to nursing staff and students
- Ensure that wards/units are adequately equipped with equipment, supplies and drugs and ensure their safe custody.
- Provides educational and counseling services to staff, and patient attendants.

- Carries out on-job teaching of midwifery, medical and nursing students.
- Participate in research and community education activities
- Ensures strict adherence to ethical practice by self and the health care team.
- Provide support supervision to staff on the unit.
- Conduct performance Appraise of staff

Person/ Job Specifications

- A Bachelor's degree in Nursing from a recognized University
- Must be registered with the Uganda Nurses and Midwives Council.
- Must have a valid practicing License.

- 14. Post : Cardiac Critical Care Orderlies**
Salary Scale : UHI 8 MED 2
Number of posts : Three (3)
Reports to : Nursing Officer

Job Purpose:

To provide supportive, safe, and compassionate patient care to cardiac patients, under the supervision of nursing and medical staff, by assisting with patient mobility, hygiene, comfort, transportation, basic observations, and maintenance of a clean and safe care environment.

Duties and Responsibilities:

- Perform cleaning duties.
- Keep wards/units in order
- Transport patients for investigations
- Send orders to stores/picking orders
- Take samples to the laboratories
- Maintain sterility in the unit
- Clean and maintain instruments
- Take and pick linen and instruments to and from the sterilization unit
- Pack linen and swabs.

Person/ Job Specifications

- O. Level certificate.
- Training in any health-related course is added advantage

- 15. Post : Theatre Attendant**
Salary Scale : UHI 8 MED 2
Number of posts : Two (2)
Reports to : Theatre cardiac Nursing Officer

Duties and Responsibilities:

- Prepare Operating Rooms: Set up operating rooms with necessary equipment and supplies, ensuring a sterile environment for surgical procedures.
- Maintain Sterility: Adhere to strict infection prevention control protocols, sterilize equipment, and maintain a clean environment
- Manage equipment: maintain cleanliness of surgical equipment and ensure equipment is working prior to use.
- Patient care: Assist with patient positioning, transport and preparation for surgery, ensuring their safety and comfort.
- Inventory Management: Monitor and restock surgical supplies and equipment.
- Documentation: Maintain accurate records of equipment and linen usage, sterilization and inventory.
- CSSD: Assist with handling of used instruments and sets at end of surgery and dispatch to CSSD and picking sterile ones from CSSD to operating room.
- Maintain a safe and comfortable environment.

Person/ Job Specifications

- Must have at least O. Level certificate (UCE qualifications)
- A certificate in a relevant health field

K. PUBLIC HEALTH, REHABILITATION AND PALIATIVE CARE

- 16. Post : Senior Cardiac Public Health Officer**
Salary Scale : UHI 3 MED-2
Number of posts : One (1)
Reports to : Principal Cardiac Public Health Officer
Directly Supervises : Cardiac Public Health Officer

Job Purpose:

To implement cardiac public health programs, ensuring adherence to set standards and guidelines.

Duties and Responsibilities:

- Plan and implement cardiac health promotion and disease prevention programs.
- Facilitate training sessions for healthcare workers and community health promoters on cardiovascular health.
- Conduct periodic assessments to identify gaps in cardiac public health interventions.
- Collect and analyze data to support decision-making and program improvement.
- Collaborate with community leaders to create awareness and improve access to cardiac health services.
- Support the development of communication materials for public health campaigns.
- Conduct field visits to monitor and evaluate ongoing public health activities.
- Assist in preparing quarterly and annual reports on program performance and achievements.

Person Specifications

- A Bachelor's degree in Medicine, Public Health, Nursing Science, physiotherapy, Nutrition or a related field from a recognized institution.
- A master's degree in Public Health or related field

Experience:

At least three (3) years of working experience as a Cardiac Public Health Officer.

- 17. Post : Nutritionist (Dietician)**
Salary Scale : UHI 4 MED-2
Number of posts : One (1)
Reports to : Senior Clinical Nutritionist

Job Purpose:

To Provide Nutrition services and guidance to patients and the Institute.

Duties and Responsibilities:

- Evaluate patients' nutritional needs in relationship to their medical conditions, their nutrient requirements while relating it with their medication.
- Sensitize patients and clients especially in Out Patient department (OPD) in the area of Nutrition and CVDs (Prevention and Management)
- Discuss the nutrition and eating habits with the patients admitted that may be helpful in their treatment and management
- Adjust dietary plans as required depending on the prognosis and as per the clinician recommendations while working with the senior Clinical Nutritionist.

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- v. Discuss, and consult with Principal Clinical Nutritionist and Senior Clinical Nutritionist on how to best manage a patient nutritionally
- vi. Screen and assess patients for the nutritional risks and needs (anthropometry, Clinical, Dietary, and Biomedical assessment)
- vii. Attend to consultations from outpatients regarding their cardiac nutrition requirements in liaison with Senior Clinical Nutritionist.
- viii. Conduct outreaches wherever scheduled and called upon to sensitize the public about using nutrition to prevent CVDs
- ix. Perform any other duties as may be required by supervisor

Person/ Job Specifications

- i. A bachelor of Science Degree in Human Nutrition and Dietetics or Human Nutrition or Dietetics or Clinical Nutrition, or Food Science and Nutrition or Nutritional Sciences from a recognized University/ College/ Institute

OR

- ii. A bachelor's degree in Food science and Technology or Food Processing Technology

Experience:

- One (1) year of experience working with in a hospital setting or any other health care provider.

L. FINANCE AND ADMINISTRATION

18. Post : Senior Assistant Secretary

Salary Scale : UHI 3LWR
Number of posts : One (1)
Reports to : Principal Assistant Secretary
Directly supervises : Assistant Secretary

Job Purpose:

To provide day-to-day administrative services for the effective interpretation, review and implementation of government policies.

Duties and Responsibilities:

- i. Take Minutes for Meetings;
- ii. Participate in managing Protocol affairs;
- iii. Provide administrative support to the Institute;
- iv. Ensure the maintenance of assets and facilities;
- v. Ensure the availability, proper use and maintenance of utilities;
- vi. Participate in the organization of the national functions; and
- vii. Appraise and supervise subordinate staff.

Person/ Job Specifications:

- i. An Honors Bachelor's Degree in Arts, Social Sciences, Development Studies, Social Work and Social Administration, Management Science, Law, Commerce (Management option), Business Administration (Management option) or a related field from a recognized awarding Institution.
- ii. Administrative Officer's Law Course Certificate
- iii. A Post Graduate Diploma in Public Administration, Management, Development Administration or a related field from a recognized awarding Institution.

Experience:

At least three (3) years of working experience at the level of Assistant Secretary or equivalent level of experience in administration gained in government or from a reputable organization.

19. Post : Senior Personal Secretary

Salary Scale : UHI 3LWR
Number of posts : One (1)
Reports to : Principal Assistant Secretary
Directly supervises : Assistant Secretaries

Job Purpose:

Support the Chief Executive with high-level secretarial, administrative,

and office management tasks and operate with discretion and professionalism.

Duties and Responsibilities:

- i. In conjunction with relevant officers, drawing up and monitoring appointments and programmes;
- ii. Take dictation, transcribing and presenting accurate and error free work;
- iii. Attend to callers, either in person or on telephone;
- iv. Ensure timely responses to inquiries and correspondences to and from the Office;
- v. Receive incoming mail and supervising the dispatch of outgoing mail;
- vi. Organize meetings, taking minutes and conveying decisions of such meetings to the relevant Officers/Offices;
- vii. Ensure that relevant documents for meetings and speeches are produced on time and properly organized;
- viii. Draft letters of routine nature
- ix. Ensure cleanliness and orderliness of the office;
- x. Manage records in accordance with established security and records management procedures;
- xi. Requisition and Manage office stationery and equipment;
- xii. Supervise the Secretarial and support personnel for the office;
- xiii. Conduct background research on various topics to assist in decision-making and report preparation.
- xiv. Handle sensitive information and confidential matters with absolute discretion.
- xv. Assist with special projects, tracking progress, and monitoring deadlines.

Person/ Job Specifications:

- i. An Honours Bachelor's degree in Secretarial Studies or equivalent qualifications from a recognized awarding Institution

Experience:

A minimum of three (3) years working experience as Personal Secretary in Government or equivalent level of experience gained from a reputable organization or institution.

20. Post: Internal Auditor

Salary Scale: UHI 4UP
Number of posts: One (1)
Reports to : Senior Internal Auditor

Job Purpose:

To conduct routine Internal Audit engagements in accordance with existing regulations and guidelines.

Duties and Responsibilities:

- i. Examine correctness of payment requests, completeness of documentation and certify requisition or, transactions for further processing.
- ii. Verify receipts, match and undertake on-line reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments.
- iii. Compile accountability returns, verify and retire advance ledgers.
- iv. Maintain primary financial records and up-to-date books of account.
- v. Prepare periodic reconciliations of financial statements and carry out monthly cash book reconciliations to bank statements.
- vi. Verify payroll requests and report to ensure correctness of computations, payments and deductions; certify and follow-up approval and payment to beneficiaries.

Person/ Job Specifications:

- i. An Honours Bachelor degree in Finance and Accounting or An Honours Bachelor's degree with a bias in Accountancy or Audit option obtained from a recognized awarding Institution
- ii. Full professional qualification in Accountancy or Audit obtained

from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU).

21. Post : Laundry Officer

Salary Scale : UHI 4 LWR
Number of posts : One (1)
Reports to : Manager – Administration
Directly Supervises : House Keeper (Laundry)

Job Purpose:

To coordinate the laundry services at the Institute.

Duties and Responsibilities:

- i. Supervise general flow of activities in laundry.
- ii. Plan laundry activities in line with hospital objectives.
- iii. Take part in the procurement of laundry consumables.
- iv. Ensure laundry consumables are available all the time.
- v. Ensures enough linen is always available ready to be used.
- vi. Guides and trains laundry staff on better laundry practices.
- vii. Maintains laundry registers (Dispatch, Machine maintenance and Consumables records).
- viii. Ensures proper discipline among laundry staff.

Person Specifications:

- i. Bachelor's degree in any of humanities.
- ii. Certificate in laundry practice or infection control practice

Experience:

Experience in a hospital setting will be added advantage

22. Post : Assistant Inventory Management Officer

Salary Scale : UHI 5UP
Number of posts : One (1)
Reports to : Inventory Management Officer

Job Purpose:

To receive, store, issue, and maintain accurate records of medical supplies, equipment, and other institutional stores, ensuring their proper storage, availability, accountability, and timely distribution to authorized users in accordance with hospital policies and procedures.

Duties and Responsibilities:

- i. Receive, keep, retrieve and issue stores in accordance with the established procedures.
- ii. Receive and compile of requisition orders.
- iii. Verify invoices against goods received notes.
- iv. Post and maintain stores records.
- v. Undertake stock-taking and stock-inspection.

Person Specifications:

A Diploma in Stores/Supplies Chain Management or Procurement or equivalent qualification from a recognized Institution.

23. Post : Biomedical Technician

Salary Scale : UHI 5SC
Number of posts : One (1)
Reports to : Senior Biomedical Technician

Duties and Responsibilities:

- i. Carry out inventory of Medical Equipment.
- ii. Carry out preventive maintenance.
- iii. Repair of medical equipment.
- iv. Plan and budget for repairs
- v. Carry out end user training
- vi. Carry out routine service of biomedical equipment
- vii. Draft status reports on biomedical equipment.

Person/ Job Specifications:

- i. A diploma in Biomedical Technology from a recognized Institution

24. Post : Legal Officer

Salary Scale : UHI 4 LEG
Number of posts : One (1)
Reports to : Senior Legal Officer

Job Purpose:

The Legal Officer shall provide legal support and advisory services to ensure that the Institute operates within the law.

Duties and Responsibilities:

- i. Provide legal advice and support on all matters relating to the Institute's operations.
- ii. Interpret and apply laws, rulings, and regulations applicable in Uganda.
- iii. Ensure that all contracts and agreements are legally sound and align with the Institute 's interests.
- iv. Ensure the organization complies with statutory obligations (e.g., URSB, URA, NSSF, UIA, etc.).
- v. Keep the organization updated with changes in Ugandan laws and regulations.
- vi. Guide the formulation and review of internal policies and procedures to ensure legal compliance.
- vii. Conduct legal research and prepare legal opinions, reports, and briefs.
- viii. Support corporate governance practices of the organization in line with applicable regulations, standards and laws.
- ix. Maintain and manage legal records, contracts, and statutory documents.
- x. Conduct training and sensitization on legal issues for staff, especially around labor laws, ethics, and compliance.

Person/ Job Specifications:

- i. Bachelor's degree in Law (LLB) from a recognized university.
- ii. Diploma in Legal Practice from the Law Development Centre (LDC), Uganda.

25. Post : Assistant Engineering Officer

Salary Scale : UHI 5SC
Number of posts : One (1)
Reports to : Civil Engineer

Job Purpose:

Responsible for maintenance and repairing various facilities to enable optimal functioning and safety and contributing to the smooth operation of the hospital's infrastructure.

Duties and Responsibilities:

- i. Identify and troubleshoot equipment malfunctions, utilizing technical knowledge and analytical skills to resolve issues.
- ii. Maintain accurate records of equipment maintenance, repairs, and inspections.
- iii. Conduct safety inspections to promote compliance with relevant safety regulations.
- iv. Coordinate maintenance activities, share information, and collaborate with other departments and staff.
- v. Participate in training programs for equipment users and technicians.

Person/ Job Specifications:

- i. A Diploma in civil engineering from a recognized institution.

Experience:

Experience in civil engineering will be added advantage.

26. Post : Assistant Security Officer

Salary Scale : UHI 6LWR
Number of posts : One (1)
Reports to : Senior Security Officer

Job Purpose:

To support maintenance of a safe and secure environment for patients, staff, clients , property, and hospital assets by implementing security procedures, monitoring access and activities, responding to security incidents, and reporting security concerns in accordance with institutional policies and procedures.

Duties and Responsibilities:

- i. Assist the Head of Security in Management of the Security at the Institute
- ii. Interpret and apply laws, rulings, and regulations applicable in Uganda.
- iii. Ensure that all contracts and agreements are legally sound and align with the Institute 's interests.
- iv. Ensure the organization complies with statutory obligations (e.g., URSB, URA, NSSF, UIA, etc.).
- v. Keep the organization updated with changes in Ugandan laws and regulations.
- vi. Guide the formulation and review of internal policies and procedures to ensure legal compliance.
- vii. Conduct legal research and prepare legal opinions, reports, and briefs.
- viii. Support corporate governance practices of the organization in line with applicable regulations, standards and laws.
- ix. Maintain and manage legal records, contracts, and statutory documents.
- x. Conduct training and sensitization on legal issues for staff, especially around labor laws, ethics, and compliance.

Person/ Job Specifications:

- i. A Diploma in any field from recognised institution.
- ii. Must have had police training or training in security discipline from a recognised institution.

Experience:

A minimum of three (3) years of experience in a reputable organisation as security personnel.

27. Post : Receptionist

Salary Scale : UHI 7 LWR
Number of posts : Two (2)
Reports to : Communication Officer

Job purpose:

Shall be the first point of contact for patients and visitors and shall handle basic administrative tasks and front desk tasks in the Institute.

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/ Job Specifications:

- i. Uganda Certificate of Education (UCE) with at least a credit in English
- ii. Certificate in Customer Care, Public Relations or any other related training is required.

Dr. John O.O Omagino
EXECUTIVE DIRECTOR