



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>

JOB ADVERT – NO. 02/2026/27

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, 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, curriculum vitae (CV), O. Level Certificates, A. level certificates (where applicable) 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 All applications must be received not later than 22nd November 2026. This job advertisement can also be downloaded from the UHI website: www.uhi.go.ug

1. Post : Waiter/Waitress
Salary Scale : UHI 8LWR
Number of posts : One (1)
Reports to : Catering Officer/ Chef

Job Purpose:

To serve meals and beverages to patients, staff, and visitors, ensuring excellent customer service and satisfaction.

Duties and Responsibilities:

- (i) Serve meals and beverages to patients, staff, and visitors in a courteous manner.
- (ii) Set up and clean dining areas before and after meal service.
- (iii) Ensure that meal orders are accurate and delivered in a timely manner.
- (iv) Respond to inquiries and address complaints related to meal service.
- (v) Assist in maintaining cleanliness and organization of dining areas.
- (vi) Replenish supplies such as utensils, napkins, and condiments as needed.
- (vii) Report any service or equipment issues to the Chef.
- (viii) Adhere to food safety and hygiene standards.
- (ix) Perform any other duties as assigned by the supervisor.

Vision: "To be a global center of excellence in the provision of cardiovascular care"

Mission: "To provide preventive, promotive and clinical cardiovascular services and conduct research and training in cardiovascular science"



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Person/ Job Specifications

- (i) O. Level certificate
- (ii) A Certificate in Hospitality or Customer Service is an added advantage.

Experience:

At least 1 year of working experience in food service or hospitality.

2. Post	: Office Attendant
Salary Scale	: UHI 8LWR
Number of posts	: Three (3)
Reports to	: Assistant Secretary

Job Purpose:

To support in maintenance of office cleanliness, orderliness and the general Office atmosphere.

Duties and Responsibilities:

- (i) Clean and maintain the tidiness of offices, windows, and other facilities.
- (ii) Dispose of waste and ensuring toiletries are stocked.
- (iii) Photocopy, scan, and file documents as requested.
- (iv) Collect and distribute incoming and outgoing mail and documents.
- (v) Deliver messages and documents within the office.
- (vi) Assist with data entry and other basic office tasks.
- (vii) Serve tea and beverages to staff and visitors.
- (viii) Assist with visitor reception and managing visitor logs.
- (ix) Ensure refreshments are available for staff.
- (x) Monitor and manage office supplies, ensure stock is maintained.
- (xi) Report any malfunctions or maintenance needs for office equipment and facilities.
- (xii) Assist in organizing and setting up for meetings, events, and workshops.
- (xiii) Coordinate office arrangements for various events.
- (xiv) Provide general assistance to staff and visitors as needed.

Person/ Job Specifications

- (i) UCE (O. Level) Certificate
- (ii) A certificate in Office Management will be added advantage

Experience: Nil

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- 3. Post : Porter**
Salary Scale : UHI 8LWR
Number of posts : Four (4)
Reports to : Chef

Job Purpose:

To provide logistical support in the catering unit, ensuring efficient movement of supplies and meals within the facility.

Duties and Responsibilities:

- (i) Transport meals and supplies to various units and departments as required.
- (ii) Assist in the loading and offloading of catering supplies and equipment.
- (iii) Maintain cleanliness and organization in storage and transportation areas.
- (iv) Ensure safe handling of food and equipment during transport.
- (v) Monitor and report shortages or damages to supplies to the Catering Officer.
- (vi) Support the setup of dining areas and events as needed.
- (vii) Follow safety and hygiene guidelines during handling and transportation tasks.
- (viii) Perform any other duties as assigned by the supervisor.

Person/ Job Specifications

- (i) O. level certificate
- (ii) A Certificate in any relevant field is an added advantage.

Experience: Not Required

- 4. Post : Driver**
Salary Scale : UHI 8LWR
Number of posts : Four (4)
Reports to : Assistant Secretary

Job Purpose:

The Driver will be responsible for safe driving and maintenance of the Institute vehicles

Duties and Responsibilities:

- (i) Drive the Institute passenger bus safely on the assigned routes
- (ii) Transport goods or materials as instructed from time to time
- (iii) Ensure safety and cleanliness of the Vehicles

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- (iv) Reports to the Assistant Secretary on the condition of vehicles and reports when the servicing is due
- (v) Carrying out Motor vehicle routine preventive maintenance
- (vi) Keeps and ensures safety of all the vehicle documents, spare and tool box
- (vii) Checks and reports any faulty mechanical conditions to the responsible Officer

Person/ Job Specifications

- (i) O. level certificate with at least 3 credits
- (ii) A valid driving license class D1 or above
- (iii) Familiarity with GPS devices
- (iv) Ability to lift heavy luggage and materials
- (v) Certificate of defensive driving

Experience: Shall be required to pass a driving test

5. Post	: Driver
Salary Scale	: UHI 8LWR
Number of posts	: Two (2)
Reports to	: Assistant Secretary

Job Purpose:

The Driver will be responsible for safe driving and maintenance of the Institute passenger buses

Duties and Responsibilities:

- (viii) Drive the Institute passenger buses safely on the assigned routes
- (ix) Transport goods or materials as instructed from time to time
- (x) Ensure safety and cleanliness of the Vehicles
- (xi) Report to the Assistant Secretary on the condition of vehicles and reports when the servicing is due
- (xii) Carry out Motor vehicle routine preventive maintenance
- (xiii) Keep and ensure safety of all the vehicle documents, spare and tool box
- (xiv) Check and report any faulty mechanical conditions to the responsible Officer

Person/ Job Specifications

- (vi) O. level certificate with at least 3 credits
- (vii) A valid driving permit/license **Class DE**
- (viii) Familiarity with GPS devices

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- (ix) Ability to lift heavy luggage and materials
- (x) Certificate of defensive driving

Experience: At least five (5) years of driving experience with a group B license or above and applicants shall be required to pass a driving test.


Dr. John O. O Omagino
EXECUTIVE DIRECTOR

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