



UGANDA TRYPANOSOMIASIS CONTROL COUNCIL



Vacancy announcement

The Uganda trypanosomiasis control council (UTCC) an agency of Ministry of Agriculture Animal Industries and Fisheries (MAAIF), was established by an Act of Parliament in 1992 as a semi-autonomous body charged with the responsibility of controlling tsetse and trypanosomiasis in Uganda with a view of enhancing human health and agricultural production so as to contribute towards the improvement of the standard of living of Ugandan.

In order to implement the objectives of the Council, the Chairman on behalf of UTCC invites application from suitably qualified Ugandans to fill the following posts available at its secretariat- Coordinating Office for Control of trypanosomiasis in Uganda (COCTU):

1. Human Resource and Administration Officer(HRO)

He/she will take charge of human resource and administration issues for the UTCC.

Qualifications and Working Experience

An Honors Bachelor's Degree in either Human Resource Management or Social Sciences or Social Work and Social Administration or Public Administration or Management Science or Business Studies (Management option)/Business Administration (Management option)/Commerce(Management option)or Arts or Development Studies or Organizational Psychology or any other Degree with Human Resource Management as an option plus a post Graduate Diploma in Human Resource Management or Public Administration and Management from a recognized University/Institution. In addition, he/she should possess the Administrative Officer's Law Course Certificate from the Law Development Centre

Possession of a Master's Degree in Human Resource Management or Business Administration (Human Resource Management option) or Public Administration from a recognized University/Institution shall be an added advantage.

The applicant should be between 30-45 years of age and have a minimum of Six (6) years relevant working experience in the field of Human Resource Management in Government or a reputable organization

Duties:

The incumbent will be responsible for performing the following duties:

- Participate in recruitment of staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, short listing, interviewing and selecting candidates;
- Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- Advising on pay and other remuneration issues, including promotion and benefits;
- Undertaking regular salary reviews;
- Administering payroll and maintaining employee records;
- Interpreting and advising on employment law;
- Dealing with grievances and implementing disciplinary procedures;
- Developing HR planning strategies, which consider immediate and long-term staff requirements;
- Planning and sometimes delivering training - including inductions for new staff;
- Analyzing training needs in conjunction with departmental managers.
- Managing office equipment and infrastructure to ensure a well-running office
- Making logistical arrangements including flights reservations, hotel and vehicle arrangement for project staffs, visitors/partners, donors, consultants, volunteers and interns.
- Translation works, taking minutes of office meetings as requested by the supervisor.
- Updating the filing system and managing filing the office documents for both hard and electronic copies.
- Performing any other duties as may be assigned from time to time

Salary: Attractive

2. Procurement Officer(PO)

He/she will take charge of procurement issues at the UTCC

Qualifications and Working Experience

Either an Honors Bachelors' Degree in Procurement or Supply Chain Management or Commerce or Business Studies/Business Administration with specialization in Procurement and Supply Chain Management from a recognized University/Institution

Or Commerce or Business Studies/Business Administration or Economics plus full professional qualification/membership of Procurement/Purchasing and Supply Chain Management like CIPS, ISM, CILT from a recognized awarding Institution.

Or **full** professional qualification/membership of Procurement/Purchasing and Supply Chain Management like CIPS, ISM, CILT from a recognized awarding Institution.

The applicant should be between 30-45 years of age and have a minimum of Six (6) years relevant working experience in the field of Logistics and Procurement Management in Government or a reputable organization

Duties

The incumbent shall be responsible for performing the following duties::

- Assisting in the preparation of tender documents to ensure the production of realistic and commercial tenders.
- Analyzing the information and providing recommendations regarding the awarding of tenders, contracts etc.
- Participating in the drawing up of service contracts.
- Managing the assigned contracts, having responsibility, for bench marking, quality assurance and service levels initiating corrective action as required.
- Liaising with service users and other external groups to ensure that contracts comply with bench marking, quality assurance and service levels as well as all the Council's internal policies.
- Identifying new work areas including the sourcing of new suppliers,

methods and practices to meet the requirements of the Council.

- Developing and encouraging alternative procurement and partnership arrangements which are consistent with the Council's corporate aims and Best Value service delivery.
- Providing of advice to the management and its departments on matters concerning legislation, environmental and best procurement practice.
- Assisting monitoring and controlling the day to day operation of the service ensuring that financial and other operational targets are met.
- Performing any other duties as may be assigned from time to time

Salary is attractive

3. Stores Assistant(SA)

The incumbent will be responsible for all storage related issues at UTCC and maintaining good records

Qualifications and Experience:

Degree or Diploma in Stores Management or related discipline from a recognized Institution, aged between 25-40 years and at least three (3) years working experience in related assignment in a public or reputable organization;

Duties:

- Receiving and issuing items at the store
- Taking stock in UTCC stores
- Maintaining stores records
- Maintaining a catalogue for stores
- Receiving and recording mail
- Assembling and forwarding correspondences to action Officers
- Cross referencing documents on files
- Keeping index cards in order
- Organizing files
- Performing any other duties as may be assigned from time to time

Salary is attractive

All applications should be accompanied by photocopies of relevant certificates, testimonials, CVs and names and address of three independent referees.