

## **JOB ADVERT**

Uganda Trypanosomiasis Control Council invites suitable candidates to fill the position of **Office attendant** in one of its up country service sites

### **About Us:**

The Uganda Trypanosomiasis Control Council (UTCC) was established by an Act of parliament in 1992 (Ch 211) 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 Ugandans.

**Job Summary:** The Office Attendant will facilitate effective operation of offices.

### **. Key Duties and Responsibilities:**

- i. Cleaning office premises and ensuring that the offices are properly locked;
- ii. Collecting and delivering office items, documents, mail and parcels as instructed;
- iii. Preparing and serving tea to officers; and
- iv. Undertaking any official errands outside the office as instructed by the supervisor.

### **Qualifications, Skills and Experience:**

A Uganda Advanced Certificate of Education (UACE).

Fluent in English

Knowledge of Tsetse and trypanosomiasis Control at community level will be an added advantage

### **(ii) Competences**

- Records Information Management
- Communicating Effectively;
- Public Relations and Customer Care; and
- Time Management.

### **How to Apply:**

All candidates are encouraged to send their applications with photocopies of relevant certificates, testimonials and CVs to:

The Executive Director,  
Uganda Trypanosomiasis Control Council (UTCC)  
Plot 76/78, Buganda Road P.O Box 16345, Wandegaya, Kampala (U)

Deadline: Friday 26<sup>th</sup> July 2019 by 5PM