



UGANDA MANAGEMENT INSTITUTE

VACANCIES ANNOUNCEMENT (EXTERNAL ADVERT)

Uganda Management Institute (UMI) is a Management Development Institute with a Mission “to Excel in Developing Practical and Sustainable Administration, Leadership and Management Capacity”. It provides management training, consultancy and research services in response to the demands of the public, private, development partners, CSOs, the Institute offers high quality career development management courses at Certificate, Diploma, Postgraduate Diploma and Higher Degree Levels. The Institute’s activities are currently carried out at the main campus in Kampala and its Branches in Mbarara, Gulu and Mbale.

In order to carry out its functions efficiently and effectively, the Institute seeks to recruit suitably qualified persons in the following full-time positions; -

No	Job title	No of vacancies	Department
1.	Lecturer in Finance	1	Department of Economics and Managerial Science
2.	Lecturer in Procurement and Supply Chain Management	1	
3.	Lecturer in Public Policy	1	Department of Political and Administrative Science
4.	Lecturer in Institutional Leadership & Management	1	
5.	Lecturer in Monitoring & Evaluation	1	Department of Management
6.	Lecturer in Project Planning and Management	1	
7.	Lecturer in Information Technology	1	Department of Information Technology
8.	Lecturer in Information Technology (Data Science-analytics and Artificial Intelligence)	1	
9.	Lecturer in Journalism and Communication Management	1	Department of Public Policy and Management
10.	Lecturer in International Relations, Diplomacy and Foreign Policy	1	
11.	Lecturer in Urban Governance & Management	1	
12.	Lecturer in Health Services Management	1	Department of Government Studies
13.	Lecturer in Public Administration and Management	1	
14.	Business Development Officer	1	Business Incubation Centre- Institute Research and Innovation Centre-IRIC
15.	Research Ethical Committee (REC) Administrator	1	IRIC
16.	Caretaker-Baby Care Centre	1	Administration-Unit

FOR THE ABOVE LECTURER POSITION(S)

- a) **Salary Scale:** M6.1- (UM 4a)
- b) **Report to:** Head of Department
- c) **Duty Station:** Kampala
- d) **Main Purpose:**

The Lecturers are responsible for designing, delivering diploma and postgraduate programmes, carrying out research and consultancies and contributing to the world of academia to achieve departmental business objectives.

e) **Key Result Areas (KRAs)**

- i) Quality teaching materials and skills ensured;
- ii) Growth in knowledge and dissemination of knowledge demonstrated;
- iii) E-learning training programmes developed and delivered;
- iv) Excellent course delivery ensured;
- v) Flawless examination process standards ensured;
- vi) Team based academic environment ensured;
- vii) Quality of research and consultancy assignments ensured;
- viii) Participation in community service ensured.

f) **Values and behavioural competencies for the lecturer positions:**

In addition to UMI's core values, the Lecturer must possess the following competencies:

- i) Management;
- ii) Result orientation;
- iii) Communication;
- iv) Service excellence;
- v) Change management;
- vi) Teamwork and co-operation;
- vii) Continuous learning;
- viii) Programme development, implementation and evaluation (academic leadership);
- ix) Innovativeness.

g) **SPECIFIC REQUIREMENTS**

1 LECTURER IN FINANCE

- i. PhD in Management Science with a focus in Finance or its equivalent from a recognized Institution
- ii. MBA in Finance or its equivalent from a recognized Institution
- iii. An Honors Bachelor's Degree in a related field from a recognized Institution

2 LECTURER IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

- i. PhD in Supply Chain Management or Procurement from a recognized Institution
- ii. Masters in Supply Chain Management or its equivalent from a recognized Institution
- iii. An Honors Bachelor's Degree in a related field from a recognized Institution
- iv. Membership to a relevant professional body (local or international) is an added advantage

3 LECTURER IN PUBLIC POLICY

- i. A PhD in Policy studies public administration, public management, or public governance, from a recognized University

- ii. A Master's Degree in Policy studies, public administration, public management, or public governance, from a recognized University
- iii. An Honors Bachelor's Degree in in Policy studies, public administration, public management, or public governance from a recognized University.

4 LECTURER IN INSTITUTIONAL LEADERSHIP AND MANAGEMENT

- i. A PhD in Leadership and Management, Business Management, public Management, Organizational Studies or any related field from a recognized Institution
- ii. A Master's Degree in Leadership and Management, Business Management, public Management, Organizational Studies or any related field from a recognized Institution
- iii. An Honors Bachelor's Degree in Leadership and Management, Business Management, public Management, Organizational Studies or any related field from a recognized Institution

5 LECTURER IN MONITORING AND EVALUATION

- i. A PhD in Program Evaluation/M&E, Economics, Development Studies, International Development, Project Management or any related field from a recognized Institution
- ii. A Master's Degree in Program Evaluation/M&E, Economics, Development Studies, International Development, Project Management or a related field from a recognized Institution
- iii. An Honors Bachelor's Degree in in related filed from a recognized Institution

6. LECTURER IN PROJECT PLANNING AND MANAGEMENT

- i. A PhD in in Project Management, Development Studies, Economics, International Development, Engineering or any related field from a recognized Institution
- ii. A Master's Degree in Project Management, Development Studies, Economics, International Development, Engineering or a related from a recognized Institution;
- iii. An Honors Bachelor's Degree in related field from a recognized Institution

7. LECTURER IN INFORMATION TECHNOLOGY

- i. A PhD or equivalent in Information Technology or closely related discipline from a recognized Institution
- ii. A Masters in Computer Science or Information Technology or closely related discipline from a recognized Institution
- iii. An Honors Bachelor's Degree in in Computer Science or Information Technology or closely related discipline from a recognized Institution

8. LECTURER IN INFORMATION TECHNOLOGY (DATA SCIENCE-ANALYTICS AND ARTIFIAL INTELLIGENCE)

- i. PhD in a related analytics/data science discipline with active research interests in a quantitative discipline (eg AI, Machine Learning, Data Mining, Cloud Computing, Web Development, Mobile Development, IOT, Big Data, Time series Analysis & Forecasting from a recognized Institution;
- ii. A Master's degree in any of the above field from a recognized Institution;
- iii. An Honors Bachelor's Degree in related field from a recognized Institution.

9. LECTURER IN JOURNALISM AND COMMUNICATION MANAGEMENT

- i. A PhD or doctoral studies in either Journalism, Communication, Public Relations, Media Management or related and relevant fields from a recognized Institution;
- ii. A Master's degree in either Journalism, Communication, Public Relations, Media Management or related and relevant fields from a recognized Institution;
- iii. An honors Bachelor's Degree in a relevant field from a recognized Institution

10. LECTURER IN INTERNATIONAL RELATIONS, DIPLOMACY AND FOREIGN POLICY

- i. A PhD or doctoral studies in Political Science, International Relations, Diplomacy or Foreign Policy, Conflict Management or related and relevant fields from a recognized Institution;
- ii. A Master's degree in Political Science, International Relations, Diplomacy or Foreign Policy, Conflict Management or related and relevant fields from a recognized Institution;
- iii. An honors Bachelors Degree in a relevant field from a recognized Institution.

11. LECTURER IN URBAN GOVERNANCE & MANAGEMENT

- i. A PhD or Doctoral degree in Urban Governance and Management or Urban Planning and Governance or Urban Management and Development or other relevant field from a recognized Institution;
- ii. A Master's degree in either Urban Governance and Management or Urban Planning and Governance or Urban Management and Development or other relevant fields from a recognized Institution;
- iii. An honors Bachelor's Degree in a relevant field from a recognized Institution.

12. LECTURER IN HEALTH SERVICES MANAGEMENT

- i. A PhD or doctoral degree in either Public Health, Health Policy, Health Service Management or related fields;
- ii. A Master's degree in either Public Health, Health Policy, Health Service Management or related fields;
- iii. An honors Bachelor's Degree in a relevant field from a recognized Institution.
- iv. Any additional Qualification in a Health-Related discipline and /or medical background would be of an added advantage.

13. LECTURER IN PUBLIC ADMINISTRATION AND MANAGEMENT

- i. PhD in Public Administration and Management or Public Management and Governance from a recognized Institution;
- ii. Master's in Public Administration and Management or Public Management and Governance/Masters in Management Studies from a recognized Institution;
- iii. An honors Bachelor's Degree in a relevant field from a recognized Institution

OTHER MANDATORY REQUIREMENTS FOR ALL THE LECTURER POSITIONS

- i. Three (3) years of experience in training, community engagement, capacity building, research and consultancy in the relevant field;
- ii. Original contribution to knowledge through research and with at least two publications; and
- iii. A good record of community and academic service.

14. BUSINESS DEVELOPMENT OFFICER (1 POST)

- a) **Salary Scale:** M6.2- (UM 4b)
- b) **Reports to:** MBIC Manager

c) **Duty Station:** Kampala

d) **Main Purpose:**

The Business Development Officer is responsible for developing and implementing growth strategies for the achievement of revenue goals.

e) **Key Result Areas (KRAs)**

- i. Potential mentee and clients registered;
- ii. Mentee project proposals developed;
- iii. Linkage with industry maintained;
- iv. Mentee patented products produced;
- v. Appropriate MBIC brand developed.

f) **Person Specifications:**

- i. A postgraduate qualification in a relevant field is mandatory.
- ii. A Bachelor's (Hons) degree in Business Administration, Project Planning and Management, Commerce and Trade, Business Computing or related qualification(s) from a recognised university/higher education institution;
- iii. Must be computer literate;
- iv. Should be proficient in computer programming, MS Office applications, data spreadsheets and internet/e-mail technologies;
- v. Three (3) years of experience in business development, business start-up advisory, ICT-innovation development, or any kind of entrepreneurial experience.

g) **Values and behavioural competencies:**

In addition to UMI's core values, the Business Development Officer must possess a passion for, and commitment to, the leadership and management arena, and specifically they should possess the following competencies:

- i) Business incubation;
- ii) Marketing/salesmanship principles;
- iii) Management research;
- iv) Public relations principles;
- v) Budget Administration principles;
- vi) Programme co-ordination principles;
- vii) Grant contract administration practices;
- viii) Business development finance;
- ix) Management;
- x) Result orientation;
- xi) Service excellence;
- xii) Change management;
- xiii) Teamwork and co-operation;
- xiv) Continuous learning;
- xv) Innovativeness;
- xvi) Fundraising;
- xvii) Policy-making;
- xviii) Well-developed interpersonal, organisational, fundraising and analytical skills;
- xix) Proven record of leadership abilities and a clean disciplinary record.

15. RESEARCH ETHICAL COMMITTEE (REC) ADMINISTRATOR (1 POST)

- a) **Salary Scale:** M6.2- (UM 4b)
- b) **Reports to:** Chief of Research and Innovation Centre
- c) **Duty Station:** Kampala
- d) **Main Purpose:** Effectively manage the Research and Ethics Committee activities and ensure coherent coordination with the applicants, UNCST and committee members

e) Key Result Areas (KRAs)

- i. Research protocols approved;
- ii. Research ethics adhered to by researchers;
- iii. Researchers supervised and monitored;
- iv. Operational efficiency ensured;
- v. Retrieval of files and documents ensured;
- vi. Coordination with UNCST and Institute schools ensured

f) Person Specifications:

- i. A Masters in Management, Social Science, Economics, Social Research, Quality Assurance or other related discipline;
- ii. At least three (3) years of minimum work experience in administration/ administrative position(s) preferably with research organizations;
- iii. Experience with research and research methodologies;
- iv. Knowledge of national and international laws and policies governing the protection of
 - v. human subjects in research;
- vi. Computer knowledge and conversant with online applications;
- vii. Work independently with minimal supervision even in stressful situations;
- viii. Maintain strict standards of confidentiality in dealing with protected information;
- ix. High level moral and professional integrity;
 - x. Skills in delivering high quality oral and written presentations;
- xi. Strong interpersonal relationship skills;
- xii. Basic training in ethics and interested in working with ethics committee

g) Values and behavioral competencies:

In addition to UMI's core values, the REC Administrator must possess:

- a) Integrity
- b) Result orientation;
- c) Excellent external communication and writing skills;
- d) Service excellence;
- e) Highly organized team player, with pro-active and flexible work style. Innovativeness.

16. CARETAKER: -BABY CARE CENTRE (1 POST)

- a) **Salary Scale:** M20- (UM9)
- b) **Reports to:** Administrative Officer/General Office
- c) **Duty Station:** Kampala
- d) **Main Purpose:**

Under the close supervision of the Administrative Officer (General Office), the Baby Care Centre Caretaker is responsible for performing child care duties during the general operating hours of the Centre or as otherwise directed.

- e) **Key Result Areas (KRAs)**

- i) Check in and out of babies in a security cautious manner done;
- ii) Basic child care provided;
- iii) Safe play conditions ensured;
- iv) Specific parent directions observed/followed;
- v) Snacks or meals prepared and served and clean up well done;
- vi) Direction/guidance to baby sitters provided;
- vii) Complaints/comments handled and referrals made;
- viii) Clean environment and sanitation maintained;
- ix) Safety and functionality of toys and equipment ensured;
- x) Malfunctioning of toys and equipment reported.

f) Person Specifications:

- i) Certificate in Early Childhood Development/Child Care;
- ii) Advanced Level Certificate of Education;
- iii) Must pass a background criminal investigations check;
- iv) Must pass a tuberculosis test with negative results within the last one month or less;
- v) Must be able to obtain a Food Handlers Permit within thirty (30) days of hire;
- vi) Must be able to obtain First Aid certification within sixty (60) days of hire, and keep it current through employment;
- vii) Two (2) years of previous childcare experience in a busy environment is desired;
- viii) Must be willing and available to work morning, afternoon, evening, weekend, and holiday shifts.

g) Values and behavioural competencies:

In addition to the UMI values, the Day Baby Care Centre Caretaker must possess the following competencies:

- i) Good interpersonal relationships;
- ii) Security consciousness;
- iii) Friendly and child-loving;
- iv) Service excellence;
- v) Resilience;
- vi) Emotionally intelligent;
- vii) Result orientation;
- viii) Teamwork and co-operation;
- ix) Knowledge of basic child care and feeding, as well as an understanding of infant and child development;
- x) Basic knowledge of first aid in case of emergencies;
- xi) Strong public relations and communications skills;
- xii) Ability to move around quickly in a variety of circumstances.

Mode of application: - Fill in the application form (found on the UMI website: - <https://umi.ac.ug> in the **Key Links menu (top menu)**). Include a comprehensive updated CV, plus certified copies of transcripts and certificates for any acquired/additional qualifications.

Submit hard-copies to the Human Resource Manager not later **than 3:00 pm. Friday, 30th August 2024.**