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Uganda Nurses and Midwives Council  
Ministry of Health  
P. O. Box 4046  
Kampala  
Uganda

IN ANY CORRESPONDENCE ON  
THIS SUBJECT PLEASE QUOTE NO:  
UNMC/Recruit/Admin/04/08/23

Date: August 7, 2023

### Job Opportunity

Uganda Nurses and Midwives Council is a semi-autonomous Health Professional Regulatory and Supervisory body under Ministry of Health established by the Nurses and Midwives Act, 1996 (CAP 274) with the mandate to regulate the standards of the nursing and midwifery professions in Uganda for public safety. To effectively deliver its mandate, the Council seeks to recruit suitably qualified persons to fill the following positions

**Post:** Finance, Planning and Administration Manager (1 position)

Salary Scale: UNMC 2 Lower

Reports to: Registrar

Supervises: Senior IT Officer, Administrative Officer, Human Resource Officer, Accountant, Procurement Officer

Duty Station: Kampala

Contract Period: 1 year

**Job purpose:** To maintain accurate and up-to-date accounting and financial records in compliance with regulatory requirements and coordinate a responsive and efficient administration function

### Duties:

- i) Developing, planning and implementing goals and objectives for finance and administration department, administering internal policies and procedures related to the departmental programmes;
- ii) Directing, overseeing and participating in the departmental program work plan;
- iii) Preparing budget and quarterly reports;
- iv) Serving as the signatory to the Council Bank Accounts;
- v) Coordinating departmental processes;
- vi) Advising Registrar on administrative matters;
- vii) Responsible for staff recruitment, development and employee performance evaluation;
- viii) Monitoring employee relations within the department;
- ix) Supervising administrative staff of the Council;

- x) Any other duties as may be assigned from time to time.

**Person's specifications:**

- a) An Honors Bachelor's Degree in Social Sciences, Social Works and Social Administration, BBA (Financial Management) or its equivalent from a recognized University or Institution;
- b) A Post Graduate qualification in Management from a recognized awarding institution;
- c) A Master's degree in Business Administration or Management
- d) A Post Graduate qualification in management from a recognized institution
- e) At least six years of experience in Management/Administration three of which at senior level

**Other competencies:**

The candidate must possess:

Ability to mentor, coach and supervise staff, Self-organization and attention to detail, Team work, Self-management and organizational skills, mentorship skills, Good oral and written communication skills; Good Interpersonal relations and customer care, ethical behavior and confidentiality traits; modern information technology applications and methods.

**Post: Public Relations and Communication Officer (1 position)**

Salary Scale: UNMC 4 Lower

Reports to: Registrar

Duty Station: Kampala

Contract period: 1 year

**Job purpose:** To support the dissemination of Council information to the relevant stakeholders

**Duties:**

- i) Reviewing of media information and picking out areas of concern to the Council;
- ii) Implementing the Council's public relations programs;
- iii) Drafting and submitting responses to public enquiries;
- iv) Disseminating materials (Newsletters and brochures) for creating awareness about the Council and its activities;
- v) Providing support in internal communication and customer care;
- vi) Maintaining a depository of records on press releases and other relevant communication materials relating to the Council;
- vii) Providing editorial support to the review of scientific research proposals and Articles written by the Council;
- viii) Any other duties as may be assigned.

**Person's specifications:**

- i) An Honors Bachelor's degree in Mass communication, and journalism from a reputable University;
- ii) Post Graduate qualification in marketing and research is an added advantage;
- iii) At three years of experience in a related field;

**Key competencies:**

A candidate must possess:

- i) Concern for quality and standards;
- ii) Excellent written and oral communication skills;
- iii) Ethics and integrity;
- iv) Computer literacy
- v) Creativity and innovativeness
- vi) Ability to use Adobe creative suite, MS publisher

**Post:** Personal Secretary/Executive Assistant (1 position)

Salary Scale: UNMC 4 Lower

Reports to: Registrar

Duty Station: Kampala

Contract period: 1 year

**Job purpose:** To ensure smooth office operations by providing secretarial and office services to the Registrar

**Duties:**

- i) Organizing incoming and out-going correspondences, mails, emails and any other information for the Registrar;
- ii) Organizing meetings and ensuring that minutes are taken and circulated in a timely manner;
- iii) Attending to all internal and external clients' issues and ensuring client satisfaction;
- iv) Providing secretarial services to the office of the Registrar;
- v) Keeping and maintaining records and ensuring they are up-to-date, and accessible to authorized persons;
- vi) Overseeing the office welfare
- vii) Ensuring that appointments made with clients and stakeholders are planned and fulfilled
- viii) Appraising the performance of secretarial and other staff under his/her supervision;
- ix) Any other duties as may be assigned from time to time in line with the post.

**Person's specifications:**

- j) An Honors Bachelor's degree in Secretarial studies from a recognized University;
- x) Secretarial training at Certificate level 111 is an added advantage;
- xi) Computer training and hands-on knowledge of computer packages (an essential requirement)
- xii) A continuous three years of experience in a similar job and;
- xiii) Experience with a health –related organization is an added advantage

**Key competencies:**

A candidate must possess:

- i) Ability to work in a busy environment;
- ii) Oral and written communication skills;
- iii) Ethical conduct and confidentiality traits;
- iv) Good interpersonal relations and customer-care skills;
- v) Self -management and organizational skills
- vi) Analytical and report writing skills

vii) Ability to coordinate diverse activities

**Post: Human Resource Officer (1 position)**

Salary Scale: UNMC 4 Lower

Reports to: Finance, Planning and Administration Manager

Duty Station: Kampala

Contract period: 1 year

**Job purpose:** To carry out the Human Resource Management functions in the Council

**Duties:**

- i) Planning and organizing the human resource through recruitment, deployment, training, utilization and discharge as per schedule;
- ii) Providing technical advice to the Council and technical departments on matters related to human resource management;
- iii) Monitoring staff performance through coordinating performance appraisal exercise to ensure quality service delivery;
- iv) Preparing Human Resource Management work plans, budgets and performance reports;
- v) Interpreting the human resource policies, rules, regulations and procedures;
- vi) Preparing the human resource payrolls/pay change reports;
- vii) Compiling, reviewing and keeping custody of the staff lists and related human resource records;
- viii) Carrying out staff welfare management for the Council;
- ix) Identifying human resource training needs;
- x) Ensuring staff motivation;
- xi) Ensure time management of the staff in the Council;
- xii) Any other duties as may be assigned.

**Person's specifications:**

- i) An Honors Bachelor's degree in Either Human Resource Management from a reputable University or An Honors Bachelor's Degree in Social Sciences or Business Administration or Public Administration with a bias in human resource fields and organizational development.;
- ii) Post Graduate Diploma in Human Resource Management is an added advantage;
- iii) At three years of experience in Human Resource Management or related field in a busy organization;

**Key competencies:**

A candidate must possess:

- i) Ability to understand and interpret human resource policies, laws and principles;
- ii) Effective communication skills;
- iii) Ethics and integrity;
- iv) Computer literacy;
- v) Counseling skills;
- vi) Demonstrated ability to monitor and take collective action to ensure adherence to organizational values, norms and principles

vii) Effective time management

**Post: Education, Training & Registration Officer (2 positions)**

Salary Scale: UNMC 3 Upper

Reports to: Education, Training & Registration Manager

Duty Station: Kampala

Contract period: 1 Year

**Job purpose:** To enforce compliance to standards during education, training enrollment and registration of Nurses and Midwives

**Duties:**

- i) Interpret training and development of related policies and procedures;
- ii) Support the Finance, Planning and Administration department in the design and development of staff training plans and programs;
- iii) Assess the capacity of training institutions to conduct training activities;
- iv) Participate in the review of nursing and midwifery education program, curricula and training materials;
- v) Organize and implement training programs, workshops, attachments, study tours to close the capacity gaps;
- vi) Write reports on training activities and make recommendations for improvement, continuous learning and best practice documentation;
- vii) Participate in planning and budgeting activities of the department;
- viii) Support Finance, Planning and Administration department in drawing Terms of Reference for trainers and staff;
- ix) Participate in development and review of test items for the online registration and enrollment of Nurses and Midwives;
- x) Advise on learning and development activities;
- xi) Any other duties as may be assigned in relation to the post

**Person's specifications:**

- i) An Honors Bachelor's degree in Nursing Science /Midwifery from a recognized University
- ii) An Honors Bachelor's degree in Nursing/Midwifery education or PGD or Advanced Diploma in Nursing/Midwifery education;
- iii) Must be registered with Uganda Nurses and Midwives Council and with a valid Practicing License;

**Experience:**

- i) Three years working experience as a Health Tutor in a Health Training Institution or busy and reputable organization.

**Key competencies:**

A candidate must possess:

- i) Good analytical skills;
- ii) Good oral and written communication skills

- iii) High interpersonal and teamwork skills
- iv) Knowledge of pedagogical approaches of adult learning
- v) Ethical and confidentiality traits
- vi) Results oriented and ability to work with minimum supervision

**Post: Senior Accounts Assistant (1 position)**

Salary Scale: UNMC 5 Lower

Reports to: Accountant

Duty Station: Kampala

**Job purpose:** To perform routine basic accounting processes in accordance with the set standards and accounting procedures.

**Duties:**

- i) Ensuring proper custody of accounting records and documents;
- ii) Regularly updating books of Accounts including the cash book the ledger;
- iii) Receiving revenue and cash payments and issuing receipts;
- iv) Banking revenue and preparing bank reconciliation statements;
- v) Assisting in the preparation of final accounts of the Council;
- vi) Assisting in the preparation of monthly, quarterly and annual financial reports;
- vii) Participating in the departmental planning and budgeting;
- viii) Any other duties as may be assigned in line with the post

**Person's specifications:**

- i) A Diploma in accounting or financial management, or business studies from a recognized institution; and a Full professional accounting qualification (ATD), awarded by the Institute of Public Accountants of Uganda (ICPAU)

**Experience:**

- ii) At least three years' proven experience in a similar position in a reputable and busy organization

**Key competencies:**

A candidate must possess:

- i) Confidentiality and ethical behavior
- ii) Knowledge of computer packages (including Excel, Access, Lotus)
- iii) Team work;
- iv) Good interpersonal skills
- v) Effective time management

**Post: Driver (1 position)**

Salary Scale: UNMC 8 Lower

Reports to: Administrative Assistant

Duty Station: Kampala

**Job purpose:** To facilitate mobility of Council staff members

**Duties:**

- i) Drive Council vehicles on official duties and assignments;

- ii) Ensure proper maintenance and cleanliness of vehicles;
- iii) Report any technical or mechanical fault suspected on the vehicle to Supervisor for attention;
- iv) Maintain proper records related to vehicles;
- v) Ensure safety of vehicles;
- vi) Make entries in the Rolls and Registers;
- vii) Perform courier duties as assigned;
- viii) Any other duty as may be assigned by the supervising authority in relation to the post

**Person's specifications:**

- i) Uganda Certificate of Education with a pass in English and Mathematics;
- ii) A valid Driving permit with at least minimum classes B, DL;
- iii) Must have passed the Chief Mechanical Engineer's driving test

**Experience:**

- i) At least 2 years' proven experience in a related field in a busy institution and reputable organization

**Key competencies:**

A candidate must possess:

- i) Basic knowledge of mechanical and vehicle maintenance;
- ii) A clean driving record;
- iii) Good public relations and customer care;
- iv) High level discipline;
- v) Time consciousness;
- vi) Flexibility
- vii) Confidentiality and ethical behavior;
- viii) Ability to work in a busy environment

**Take note: For detailed information, please visit the website at <https://unmc.ug>**

All interested applicants should submit their applications to the **Registrar** with the relevant testimonials, certified transcripts and certificates and at least three referees two of whom should be from the current work station by **18<sup>th</sup> August 2023 at 5:00 pm prompt.**

**The Registrar,  
Uganda Nurses and Midwives Council  
Kampala**