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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/14/09/26

Date: October 14, 2026

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: Education, Training and Registration Manager (1 position)

Salary Scale: UNMC 2
Reports to: Deputy Registrar
Responsible for: Senior Education and Registration Officer, Enrolment and Registration Officer
Duty Station: Kampala
Contract Period: 3 years

Job purpose: To provide technical leadership in education, training, and registration of Nurses and Midwives

Key Duties and Responsibilities:

- 1) Initiating plans and programmes to educate and sensitize Nurses and Midwives on Council activities
- 2) Coordinating the mobilization, sensitization, education, training, and registration of Nurses, Midwives, and Nursing health units in the country
- 3) Reviewing and renewing practicing and operational licenses
- 4) Coordinating the preparation, setting, and updating of test items for online pre-licensure examination/interviews
- 5) Monitoring Nursing and Midwifery training institutions for compliance and adherence to professional standards
- 6) Coordinating the review and assessment of Nursing/Midwifery curricula and training programmes in collaboration with relevant ministries and Uganda Health Professionals' Assessment Board

- 7) Coordinating research and making proposals on best practices of education, training and registration
- 8) Supervising and appraising staff

Person's specifications

Qualifications

1. A Bachelor's degree in either Nursing Science or Midwifery with a minimum of a diploma in health tutorship or medical education from a recognized University/Institution
2. A Master's Degree in either Nursing, Midwifery, or nursing education from a recognized institution.
3. Must be registered with the Uganda Nurses and Midwives Council and with a valid Practicing License;

Experience:

At least 6 years of working experience, 3 of which should have been at the level of Principal from a recognized nursing or health training institution.

Key competencies:

Technical:

- Policy management
- Human resource management
- Risk management
- Information communication technology
- Knowledge management

Behavioral

- Leadership
- Concern for quality and standards
- High interpersonal and teamwork skills
- Ethics and integrity
- Accountability
- Communicating effectively
- Problem solving and decision making
- Negotiation and mediation skills

Post: Human Resource Officer (1 position)

Salary Scale: UNMC 4
Reports to: Finance and Administration Manager
Duty Station: Kampala
Contract period: 3 years

Job purpose: To provide technical support and guidance in the management and implementation of human resource policies and strategies of the organization

Key Duties and responsibilities

- 1) Developing and supervising implementation of human resource and budgets, outlining activities to be undertaken, resource requirements, key performance measures and indicators as well as expected outcomes
- 2) Analyze organizational, structures, business processes and workplace relationships in order to strengthen opportunities for increased collaboration through flexible work teams
- 3) Coordinating recruitment and selection in order to ensure that UNMCV has a critical mass of qualified human resources with the required competencies necessary for implementation of functional strategic management plans
- 4) Conducting workload analysis, determining optimum staff requirements and designing organizational structure that maximizes synergies across functions to support to support implementation of strategic plan
- 5) Developing and coordinating the implementation of staff induction and on-the-job orientation programmes aimed at providing new staff with relevant information about technical and social aspects of their work
- 6) Developing, monitoring and implementing a remuneration and benefits system that ensures that the Board is able to attract and retain competent employees
- 7) Developing and implementing career advancement plans and the succession planning process for the Council
- 8) Coordinating the implementation of an effective human resource management information system for monitoring, tracking and evaluating employee activities including staff training, performance management, medical, pension and welfare programmes
- 9) Coordinating the resolution of employee grievances and disciplinary cases, recommending appropriate action to resolve the problems as well as assisting employees to find satisfactory solutions to personal problems through counselling services
- 10) Assessing training needs to design and implement relevant training programmes aimed at building capacity by equipping staff with the necessary knowledge, skills and behaviors
- 11) Coordinating the implementation of the performance management system and ensure that individual and team performance is continuously monitored and measured against realistic but challenging targets aligned to the strategic direction by clearly defining performance measure and indicators, expected timeframes as well as resource requirements.

Person's specifications

Qualifications:

- i) An Honors Bachelor's degree in either Human Resource Management, Social Sciences, Arts, Commerce or Business Administration with a bias in HRD field or HRM or Organizational Development studies from a recognized University.

Key competencies:

Technical

- Policy management
- Financial management
- Knowledge management
- Risk management
- Human resource management
- Information communication technology

Behavioral

- Leadership
- Decision making and problem solving
- Concern for quality standards
- Communicating effectively
- Negotiations and mediation skills
- Ethics and integrity

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 one of whom should be from the current work station by **2nd November 2026 at 5:00 pm prompt.**

The Registrar,

Uganda Nurses and Midwives Council

Kampala