Uganda Institute of Information and Communications Technology

"In Quest of Excellence"

EXTERNAL ADVERTISEMENT

Uganda Institute of Information and Communications Technology (UICT) is a Public Tertiary Institution established by Statutory Instrument No. 79 of October 2005. The Institute is under the Ministry of ICT and National Guidance, operated and managed by the Uganda Communications Commission (UCC) the regulator of the Communications Sector in Uganda.

The Institute located at Plot 9 –21 Port Bell Road is destined to become a Centre of Excellence, particularly in education and human resources capacity building in the field of ICTs and related disciplines.

Management invites the eligible applicants to apply for the following temporary vacant positions existing in Uganda Institute of Information and Communications Technology (UICT).

1. Accounts Assistant – 1 position
2. Custodian – 1 position
3. Laboratory Technician – 2 positions
4. Human Resource Assistant- 1 Position

The eligible persons are encouraged to apply through a link provided.

Submission instructions
Please submit your completed application form along with your updated, cover letter addressed to the Institute Secretary, CV, certified copies of academic certificates, previous appointment letters and any relevant supporting documents through the following link by 2nd January 2026. Please go to the Institute website (www.uict.ac.ug) for the details of the job.

Click the link to apply:
https://www.surveymonkey.com/r/CHMDGBT

Note: ONLY shortlisted applicants shall be contacted.

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JOB DETAILS

FINANCE OFFICE
Position: Accounts Assistant
Department: Bursar's Office
Grade: UICT/08
Reports to: Senior Accountant
Supervises: None

1. Main Purpose of the Position

To support the financial management function of the Uganda Institute of Information and Communications Technology (UICT) by accurately processing financial transactions, maintaining complete and up-to-date accounting records, supporting budget implementation, and ensuring compliance with financial policies, procedures, and applicable laws and regulations.

This position contributes to the mandate of the Institute of ICT Specialized Training, Research, Innovation and Consultancy Services by supporting the effective delivery of ICT training programmes, applied research, innovation initiatives, and consultancy services through efficient, accountable, and professional financial management practices.

2. Key Duties and Responsibilities

2.1 Financial Transactions Processing

2.1.1 Prepare payment vouchers, receipts, journals, and other accounting documents in line with approved budgets, policies, and guidelines.

2.1.2 Ensure that all payments are fully supported with complete documentation and requisite approvals before processing.

2.1.3 Record all approved financial transactions accurately and timely in the accounting system.

2.2 Bookkeeping and Record Keeping

2.2.1 Maintain accurate and up-to-date ledger accounts and subsidiary records.

2.2.2 Ensure proper filing, custody, and retrieval of all financial documents in accordance with record management standards.

2.2.3 Maintain organized electronic and manual financial records for audit and management review.

2.3 Cash and Bank Management

2.3.1 Assist in the management of petty cash, including disbursements, accountability, and reconciliation.

2.3.2 Participate in the preparation of monthly bank reconciliations and follow up on outstanding reconciling items.

2.3.3 Support timely banking of all Institute revenues and collections.

2.4 Budget and Expenditure Monitoring

2.4.1 Assist in tracking departmental and project expenditures against approved budgets.

2.4.2 Prepare periodic budget utilization and expenditure reports for review by the Senior Accountant.

2.4.3 Support cost control measures to ensure efficient use of institutional resources.

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2.5 Statutory Compliance

2.5.1 Prepare and compile supporting documentation for statutory deductions including PAYE, NSSF, and Local Service Tax.

2.5.2 Assist in the timely preparation and submission of statutory returns in accordance with applicable laws.

2.6 Audit and Financial Reporting Support

2.6.1 Provide support during internal and external audits by availing required financial records, schedules, and explanations.

2.6.2 Assist in the preparation of monthly, quarterly, and annual financial reports.

2.6.3 Support implementation of audit recommendations related to accounting and financial controls.

2.7 Procurement and Inventory Support

2.7.1 Provide financial documentation and verification to support procurement processes.

2.7.2 Work closely with the stores unit to reconcile financial records with stock movements and inventory balances.

2.8 Support to ICT Training, Research, and Consultancy Activities

2.8.1 Support financial management of ICT training fees, consultancy revenues, research project funds, and innovation grants in accordance with approved budgets and donor or institutional requirements.

2.8.2 Assist in monitoring revenue collection from short courses, hostel services, and consultancy engagements.

2.8.3 Support implementation and effective use of financial management systems and digital payment platforms.

2.9 Other Duties

2.9.1 Perform any other duties as may be assigned by the Supervisor or Management that are consistent with the nature and level of the position.

3. Performance Accountability

The Accounts Assistant shall be accountable for delivering agreed outputs within set timelines and quality standards, in line with approved institutional policies, procedures, and performance targets. Performance shall be assessed annually based on agreed Key Performance Indicators (KPIs).

4. Key Result Areas (KRAs)

a) Financial Transactions Processing
b) Bookkeeping and Record Keeping
c) Cash and Bank Management
d) Budget and Expenditure Monitoring
e) Statutory Compliance
f) Audit and Financial Reporting Support
g) Procurement and Inventory Support

5. Key Performance Indicators (KPIs)

5.1 100% of payment vouchers processed within approved timelines.

5.2 At least 98% accuracy rate in financial entries and accounting records.

5.3 Monthly bank and cash reconciliations completed by the 10th day of the following month.

5.4 Zero adverse audit opinions attributable to accounting errors or omissions.

5.5 Timely preparation and submission of monthly expenditure and budget utilization reports.

6. Ethics and Professional Conduct

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The officer shall uphold high standards of integrity, confidentiality, professionalism, and ethical conduct in the execution of duties and in the handling of institutional information and financial resources.

7. Qualifications and Experience
7.1 A **Bachelor's Degree** in Accounting, Finance, Business Administration (Accounting option), or a related field from a recognized institution.

7.2 Part professional qualification (Level I of CPA, ACCA, or equivalent) is an added advantage.

7.3 A minimum of **two (2) years' relevant working experience** in accounting or financial administration, preferably in a public sector or academic institution.

8. Skills and Attributes
8.1 Technical Skills
a) Proficiency in accounting systems, spreadsheets, and financial reporting tools.

b) Sound knowledge of accounting principles, public sector financial regulations, and statutory compliance requirements.

8.2 Personal Attributes
a) High level of integrity, accuracy, and attention to detail.

b) Ability to work under pressure and meet strict deadlines.

c) Strong sense of responsibility and accountability.

8.3 Interpersonal Skills
a) Good communication skills, both written and oral.

b) Ability to work collaboratively with multiple departments and stakeholders.

INSTITUTE SECRETARY'S OFFICE

Position: Human Resource Assistant
Department: Human Resource Unit
Grade: UICT/08
Reports to: Officer Human Resource
Supervises: None

1. Main Purpose of the Job

To provide administrative and operational support in the implementation of human resource functions including recruitment, performance management, training and development, compensation, staff welfare, and records management, in line with UICT policies, procedures, and applicable labour laws.

The position supports the recruitment, management, development, and welfare of staff, trainers, researchers, consultants, and volunteers required for effective delivery of ICT training, research, innovation, and consultancy services at the Uganda Institute of Information and Communications Technology (UICT).

2. Key Duties and Responsibilities
2.1 Recruitment and Onboarding
a) Participate in job analysis, drafting of job advertisements, shortlisting of candidates, and scheduling of interviews.

b) Support the coordination of orientation and induction programmes for newly recruited staff, trainers, volunteers, and consultants.

c) Assist in onboarding processes including preparation of appointment documentation, induction schedules, and settling-in of new staff.

2.2 Performance Management Support

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a) Assist in coordinating staff and volunteer performance management and appraisal processes.

b) Follow up on timely submission of appraisal forms and maintain accurate and up-to-date performance records.

2.3 Records and Document Management

a) Maintain, update, and safeguard both hardcopy and electronic staff files in line with records management standards.

b) Maintain HR databases and ensure accuracy, confidentiality, and completeness of staff information.

c) File all HR-related documents promptly and systematically to ensure easy retrieval.

2.4 Training and Development

a) Assist in consolidating departmental training needs assessments.

b) Support logistics for in-house and external training programmes, including invitations, venue preparation, attendance tracking, and training records.

c) Support the coordination and organization of continuous professional development and ongoing training programmes.

2.5 Staff Relations, Welfare, and Code of Conduct

a) Assist in monitoring adherence to the staff code of conduct and escalate issues to the Supervisor where necessary.

b) Support staff welfare initiatives including birthdays, staff socials, recognition events, wellness programmes, and other engagement activities.

2.6 Attendance and Leave Management

a) Compile and submit monthly attendance reports for staff and volunteers.

b) Support monitoring, updating, and tracking of staff leave schedules and leave balances in line with approved policies.

2.7 Meeting Coordination and Minute Taking

a) Take accurate minutes of meetings, submit them for approval, and follow up on agreed action points.

b) Coordinate logistics for departmental and general staff meetings.

c) Type, format, and distribute minutes and related documentation in a timely manner.

2.8 Preparation of HR Periodic Reports

a) Compile periodic HR reports on recruitment, staff establishment, training, birthdays, contract renewals, and other HR metrics.

b) Submit timely and accurate HR reports to the Senior Officer Human Resource.

2.9 Bereavement and Welfare Support

a) Process bereavement requisitions and ensure timely disbursement and accountability of welfare funds.

b) Oversee and conduct periodic evaluations of staff lunch services and drinking water provision.

2.10 Support to ICT Training, Research, and Consultancy Programmes

a) Support staffing requirements for ICT training programmes, research projects, innovation initiatives, and consultancy assignments.

b) Maintain accurate records for trainers, project staff, consultants, and volunteers engaged on short-term or contract basis.

2.11 Other Duties: Perform any other duties as may be assigned by the Supervisor or Management, consistent with the nature and level of the position.

3. Performance Accountability

The Human Resource Assistant shall be accountable for delivering assigned outputs within agreed timelines and quality standards, in line with approved institutional policies, procedures, and

performance targets. Performance shall be assessed annually based on agreed Key Performance Indicators (KPIs)

4. Key Result Areas (KRAs)

a) Effective recruitment and onboarding support
b) Timely performance management coordination
c) Accurate records and documentation management
d) Efficient training and development coordination
e) Staff welfare and conduct monitoring
f) Attendance and leave management support
g) Effective meeting coordination and documentation
h) Timely preparation and submission of HR reports
i) Responsive bereavement and welfare support

5. Key Performance Indicators (KPIs)

a) Recruitment and onboarding processes completed within approved timelines (at least 90%).
b) 100% accuracy and completeness of staff, volunteer, and consultant records.
c) Timely preparation and submission of HR reports (100%).
d) Performance appraisal documentation submitted as scheduled (at least 95%).
e) Staff welfare and engagement activities coordinated in line with approved HR plans.

6. Ethics and Professional Conduct

The officer shall uphold high standards of integrity, confidentiality, professionalism, and ethical conduct in handling human resource information and institutional records.

7. Qualifications and Experience

a) A Bachelor's Degree in Human Resource Management, Industrial Psychology, or a related field from a recognized institution.
b) A Post Graduate Diploma in Human Resource Management is an added advantage.
c) Membership or certification with recognized HR professional bodies such as HRMAU, CIPD, or SHRM is an added advantage.
d) A minimum of one (1) year of relevant experience in human resource administration or general HR support roles, preferably in a public sector, academic, or reputable institutional setting.
e) Experience in handling HR records, minute-taking, recruitment processes, or staff welfare activities is desirable.

8. Key Competencies and Skills

8.1 Technical Competencies

a) Knowledge of HR policies, procedures, and labour laws.
b) Skills in HR data management, recordkeeping, and use of HR information systems.
c) Ability to prepare HR reports and maintain accurate documentation.
d) Basic knowledge of recruitment and performance management procedures.

8.2 Behavioural / Soft Competencies

a) High level of integrity, confidentiality, and professionalism.
b) Excellent communication and interpersonal skills.
c) Strong organizational and time-management abilities.
d) Attention to detail and high accuracy in record management.
e) Ability to work with minimal supervision and handle multiple tasks simultaneously.
f) Team-oriented, service-driven, and supportive approach.

8.3 ICT Competencies

a) Proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook).
b) Familiarity with HRMIS or other digital HR platforms is an added advantage.

Position: Custodian
Department: Institute Secretary's Office
Grade: UICT/08

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1. Main Purpose of the Position

To ensure a safe, orderly, clean, and conducive accommodation environment within the Institute's student hostels through effective day-to-day management, maintenance, discipline enforcement, and record keeping.

The position supports ICT training, research, innovation, and consultancy programmes by providing safe, organized, and well-managed accommodation for students, trainees, researchers, trainers, and visiting consultants of the Uganda Institute of Information and Communications Technology (UICT).

2. Key Duties and Responsibilities

2.1 Student Accommodation Management
a) Manage and oversee all student hostel accommodation facilities owned or managed by the Institute
b) Ensure cleanliness, hygiene, and proper upkeep of hostel premises at all times.
c) Coordinate room allocation, occupancy management, and orderly usage of hostel facilities.

2.2 Asset, Key, and Inventory Management
a) Ensure safe custody and control of all hostel keys and assets.
b) Maintain an accurate and up-to-date inventory of all hostel assets and equipment.
c) Report damaged, lost, or obsolete assets and coordinate maintenance or replacement as required.

2.3 Student Records and Financial Accountability
a) Maintain accurate and up-to-date records of all hostel occupants.
b) Ensure compliance with approved hostel fee payment procedures and prompt settlement of accommodation fees.
c) Support enforcement of digital hostel fee payment systems and timely collections.

2.4 Discipline, Welfare, and Student Support
a) Maintain law and order within the hostels in accordance with approved Institute policies, procedures, and regulations.
b) Ensure availability and dissemination of hostel rules and regulations to all occupants.
c) Provide basic guidance and counselling to students and refer complex disciplinary or welfare matters to the Supervisor.
d) Maintain discipline in line with policy and escalate cases requiring higher-level intervention.

2.5 Safety, Security, and Maintenance
a) Oversee hostel safety, security, and maintenance protocols in collaboration with security and maintenance teams.
b) Monitor and report safety risks, security incidents, and maintenance needs promptly.
c) Utilize automated or digital tracking systems to monitor security and maintenance activities where applicable.

2.6 Planning, Budgeting, and Coordination
a) Participate in hostel planning, budgeting, and resource utilization processes.
b) Attend relevant meetings and prepare regular status reports on hostel operations.
c) Work closely with the Institute Secretary's Office and the Senior Officer Students Affairs to support student welfare.

2.7 Support to ICT Training, Research, and Consultancy Programmes
a) Support accommodation logistics for short-term ICT training programmes, boot camps, workshops, conferences, and consultancy engagements.

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b) Ensure readiness of hostel facilities to accommodate visiting trainees, trainers, researchers, and consultants.

2.8 Use of Smart Hostel Management Tools
a) Implement and utilize smart hostel management tools for student record keeping, room allocation, asset tracking, and facility monitoring.
b) Generate periodic hostel occupancy, revenue, and asset status reports using approved digital systems.

2.9 Other Duties; Perform any other duties as may be assigned by the Supervisor or Management that are consistent with the nature and level of the position.

3. Performance Accountability

The Custodian shall be accountable for delivering assigned outputs within agreed timelines and quality standards, in line with approved institutional policies, procedures, and performance targets. Performance shall be assessed annually based on agreed Key Performance Indicators (KPIs).

4. Key Result Areas (KRAs)
a) Student Accommodation Management
b) Asset and Inventory Management
c) Student Records and Financial Accountability
d) Discipline and Welfare Management
e) Reporting and Coordination
f) Planning and Budgeting Support
g) General Administrative Support
h) Effective Use of Smart Hostel Management Tools

5. Key Performance Indicators (KPIs)
a) Hostel cleanliness and safety inspection score of at least **90%**.
b) 100% accuracy in hostel occupancy and asset records.
c) At least 95% compliance with digital hostel fee payment requirements.
d) Zero major security or safety incidents per reporting period.
e) Timely preparation and submission of monthly hostel status reports.

6. Ethics and Professional Conduct

The officer shall uphold high standards of integrity, fairness, professionalism, and ethical conduct in the management of hostel facilities, students, and institutional property.

7. Person Specification
2.1 Qualifications; A **Bachelor's Degree in Social Work and Social Administration** from a recognized institution.
2.2 Experience; A minimum of **one (1) year relevant working experience** in hostel management, facilities management, student affairs, or a related area.
8. Skills and Attributes
8.1 Personal and Behavioural Attributes
a) High level of maturity, fairness, and decisiveness in handling student and welfare matters.
b) Strong sense of responsibility, accountability, and results orientation.
c) Ability to work with minimal supervision and demonstrate initiative.

8.2 Interpersonal and Communication Skills
a) Good interpersonal and communication skills, both oral and written.
b) Ability to manage people, resolve conflicts, and engage diverse stakeholders effectively.
c) Strong customer service orientation and commitment to student welfare.
8.3 Analytical and Problem-Solving Skills

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a) Ability to identify problems, analyse situations, and propose practical solutions.
b) Capacity to handle emergencies and make sound decisions within policy guidelines.

ICT DEPARTMENT

Position: Laboratory Technician
Department: ICT Department
Grade: UICT/08
Reports To: Chief Laboratory Technician
Supervises: None

1. Main Purpose of the Job

To provide technical support in the setup, maintenance, and effective operation of ICT computer laboratories by ensuring availability, functionality, reliability, and security of ICT equipment and systems to facilitate teaching, learning, practical training, research, innovation, and consultancy service delivery at the Uganda Institute of Information and Communications Technology (UICT).

The position ensures continuous availability and optimal performance of ICT laboratory infrastructure in support of hands-on training, applied research, innovation activities, incubation programmes, and consultancy engagements.

2. Key Duties and Responsibilities
2.1 Laboratory Setup and Operational Support
a) Prepare, set up, configure, and test ICT laboratories for practical classes, examinations, assessments, workshops, and training sessions.
b) Ensure laboratories are ready and functional in accordance with approved schedules and user requirements.
2.2 Equipment Maintenance and Technical Support
a) Install, configure, troubleshoot, service, and maintain computers, operating systems, application software, networks, and peripheral devices.
b) Perform routine preventive maintenance to minimize equipment downtime and failures.
c) Diagnose and resolve hardware, software, and network-related faults in a timely manner.
2.3 User Support and Service Delivery
a) Provide on-site technical assistance and guidance to students, trainers, lecturers, researchers, and consultants during practical sessions.
b) Respond to user technical issues and support multiple users concurrently while maintaining service quality.
2.4 Inventory and Asset Management
a) Maintain an accurate and up-to-date inventory of all ICT laboratory equipment, accessories, and software licences.
b) Monitor usage, condition, and movement of laboratory assets and report any losses, damages, or obsolescence.

2.5 Network and Systems Administration Support
a) Assist in basic network setup and maintenance, including LAN configuration, IP addressing, cabling, and Wi-Fi connectivity.
b) Support user account management, system updates, patching, and antivirus administration within the laboratories.
2.6 Safety, Security, and Usage Monitoring

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a) Enforce laboratory rules, safety standards, and usage policies.
b) Monitor laboratory usage to prevent misuse, unauthorized access, or damage to equipment.
c) Ensure physical and logical security of laboratory systems and infrastructure.

2.7 Data Backup and Systems Integrity
a) Support regular data backup routines and system restoration processes.
b) Ensure integrity, availability, and security of laboratory systems and data.

2.8 Laboratory Scheduling and Coordination
a) Coordinate and manage laboratory bookings for classes, examinations, projects, research, and consultancy work.
b) Maintain laboratory usage schedules and communicate availability to users.

2.9 Documentation and Reporting
a) Maintain technical logs, maintenance records, and incident reports.
b) Prepare and submit periodic laboratory status and performance reports to the Supervisor.

2.10 Research, Innovation, and Technology Support
a) Support innovation labs, incubation activities, applied research, and consultancy projects requiring specialized ICT setups.
b) Participate in piloting, testing, and deployment of emerging technologies relevant to ICT training, research, and innovation.

2.11 Other Duties; Perform any other duties as may be assigned by the Supervisor or Management that are consistent with the nature and level of the position.

3. Performance Accountability

The Laboratory Technician shall be accountable for delivering assigned outputs within agreed timelines and quality standards, in line with approved institutional policies, procedures, and performance targets. Performance shall be assessed annually based on agreed Key Performance Indicators (KPIs).

4. Key Performance Indicators (KPIs)
a) ICT laboratories operational and available for use at least **95% of scheduled time**.
b) Technical faults resolved within agreed service timelines.
c) **100% accuracy** in laboratory inventory and maintenance records.
d) User satisfaction rating of at least **85%** from students, trainers, and lecturers.
e) **Zero preventable loss or damage** of laboratory equipment.

5. Qualifications and Experience
a) A **Bachelor's Degree** in Information Technology, Computer Science, Computer Engineering, or a related ICT field from a recognized institution.
b) Professional certifications in hardware, networking, or systems support (e.g., CompTIA A+, Network+, CCNA) are an added advantage.
c) A minimum of **one (1) year of relevant hands-on experience** in ICT laboratories, technical support, or ICT systems maintenance.
d) Experience troubleshooting hardware, software, and network issues in a learning or institutional environment is desirable.

6. Key Competencies and Skills

6.1 Technical Competencies

a) Knowledge of computer hardware, software installation, configuration, and maintenance.
b) Basic networking skills including LAN setup, IP configuration, cabling, and Wi-Fi management.
c) Ability to diagnose, troubleshoot, and repair common ICT equipment and system problems.

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d) Familiarity with operating systems (Windows, Linux) and standard productivity software.
e) Ability to manage laboratory systems, user accounts, backups, and security tools.

6.2 Behavioural and Soft Competencies

a) Strong analytical and problem-solving skills.
b) Good communication and interpersonal skills.
c) High integrity, reliability, and attention to detail.
d) Ability to work with minimal supervision and support multiple users effectively.
e) Team-oriented and service-driven approach to work.

6.3 ICT Competencies

a) Proficiency in MS Office Suite and basic database usage.
b) Familiarity with ICT laboratory management tools or helpdesk systems is an added advantage.

Consent and Declaration

UICT is committed to protecting the privacy of applicants' personal data. By applying for this position, you expressly consent to the collection, use, processing, and retention of your personal information for recruitment and related administrative purposes, in compliance with the Data Protection and Privacy Act, 2019 of Uganda. The information provided will be treated with strict confidentiality and used solely for official purposes.

☐ *I have read, understood, and agree to the above consent and declaration.*

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