

THE REPUBLIC OF UGANDA



HEALTH SERVICE COMMISSION

*INTERNAL ADVERT NO. 2 OF DECEMBER, 2023*

Applications are invited from suitably qualified applicants to fill vacant posts tenable at **the Ministry of Health Headquarters (MoH-HQ); Masaka, Jinja, Soroti, Mbale, Gulu, Entebbe and Lira Regional Referral Hospitals; Kawempe Referral Hospital; Mulago Specialized Women and Neonatal Hospital (MSWNH) and Butabika National Referral Mental Hospital.**

The Applications should be filled **ONLINE** at <https://hscers.ug> and submitted to the Secretary, Health Service Commission **not later than 2<sup>nd</sup> January, 2024.**

**1. Applicants are advised to:**

- a) Complete PSF 3 and keep it for future reference.
- b) Secure a scanned passport size photograph (JPEG format).
- c) Scan and attach only the relevant documents.
- d) Create an email address in case you do not have one.

**2. Relevant Documents include the following:**

- a) Academic and professional certificates (UCE, UACE, Professional Certificates, Diplomas, Degrees, Fellowships).
- b) Evidence of training in specialized areas where applicable.
- c) Letters of appointment, confirmation and promotion where applicable.
- d) Registration certificates and valid practicing licenses for health workers who are required by law to register with relevant Professional Councils.
- e) National and current Institutional Identity Cards.

Priority should be given to uploading only the relevant documents as per the job specifications. Shortlisted applicants will have the opportunity to present additional relevant documents during interviews.

**3. Application Process**

- a) Visit the website <https://hscers.ug>
- b) Study the information about the Advert.
- c) Go to “**log-in**” and click register now. **If you are already registered, log-in with your registered details, update your profile where necessary and proceed to (d) and (e) below.**
- d) View the jobs by clicking simple search and search for a job.
- e) Select one job of your choice, click **APPLY NOW**, apply and upload all relevant documents and click **save application.**
- f) At the end of the application process, click **SUBMIT** in order to submit your application.

Detailed guidance on how to apply is provided on both the e-Recruitment System and Health Service Commission website.

**4. It is emphasized that:**

- a) The application should be completed and submitted **ONLINE** ([hscers.ug/public/login](http://hscers.ug/public/login)).
- b) Only shortlisted candidates will be contacted.
- c) Shortlisted candidates shall be required to bring their original certificates, letters of appointment, three copies of completed PSF 3, Registration Certificates and Valid Practicing Licenses, and evidence of active service, at the oral interview.
- d) Candidates who will present forged certificates and other documents shall be handed over to the Police for appropriate action.
- e) Health Workers who are on **long-term training** (one year and above) must not apply.

5. In case of need, you are advised to seek help from the Health Service Commission which will respond to inquiries by telephone on **0414-254378** or **0414-348501**, or email at [ers.help@hsc.go.ug](mailto:ers.help@hsc.go.ug). In addition, you may also seek help from the Ministry of Health **or** the nearest National **or** Regional Referral Hospital Human Resource Unit.

**All services of the Health Service Commission are provided free of charge and equal opportunity is given to all qualified applicants.**

**SUMMARY OF POSITIONS FOR INTERNAL ADVERT NO. 2 OF DECEMBER 2023**

S/ N	POST	SCALE	MoH-HO	MSWNH	BUTABIKA	MASAKA	JINJA	SOROTI	MBALE	GULU	ENTEbbe	LIRA	KAWEMPE	TOTAL
1.	Principal Pharmacist	U2			1									1
2.	Principal Orthopaedic Officer	U3										1		1
3.	Senior Pharmacist	U3	1	1										2
4.	Principal Psychiatric Clinical Officer	U3								1				1
5.	Senior Medical Social Worker	U3						1						1
6.	Senior Medical Records Officer	U3										1		1
7.	Senior Dispenser	U4				1		1				1		3
8.	Senior Ophthalmic Clinical Officer	U4					1			1				2
9.	Senior Clinical Officer	U4						1				1		2
10.	Senior Radiographer	U4							1	1				2
11.	Assistant Engineering Officer (Electrical)	U5									1			1
12.	Assistant Engineering Officer (Civil)	U5											2	2
	<b>Total</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>19</b>

## DETAILED JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

### MINISTRY OF HEALTH – HEADQUARTERS

<b>1.</b>	<b>Post:</b>	<b>Senior Pharmacist – 1 Post</b>
	<b>Reference:</b>	<b>HRM 72/173/01 – MoH HQ</b>
	<b>Salary Scale:</b>	<b>U3</b>
	<b>Reports to:</b>	<b>Hospital Director</b>
	<b>Qualifications:</b>	Bachelor of Pharmacy or its equivalent from a recognized University or Institution.
	<b>Experience:</b>	At least three (3) years as a Pharmacist.
	<b>Other Requirements:</b>	Good communication, interpersonal, team building and counseling skills.
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>a) Participate in planning, budgeting, monitoring and evaluation of Pharmacy Units.</li> <li>b) Assist in ensuring availability of drugs, maintain stock levels and advise Clinicians and other health professionals on prescriptions.</li> <li>c) Participate in preparation of medicines.</li> <li>d) Liaise with the National Drug Authority in ensuring that all medicines conform to prescribed standards.</li> <li>e) Liaise with relevant clinical units and wards to ensure that medicines are properly recorded and stored.</li> <li>f) Advise patients and communities on the proper use and storage of drugs.</li> <li>g) Participate in drugs and clinically related research.</li> <li>h) Impart knowledge and skills to students and staff.</li> <li>i) Promote observance of the professional Code of Conduct and Ethics by staff.</li> <li>j) Manage and account for allocated resources.</li> <li>k) Compile and submit periodic reports.</li> <li>l) Perform any other duties as may be assigned from time to time.</li> </ol>

### MINISTRY OF HEALTH – REGIONAL REFERRAL HOSPITALS

<b>1.</b>	<b>Post</b>	<b>Principal Orthopaedic Officer – 1 Post</b>
	<b>Reference:</b>	<b>HRM 72/173/18 - Lira RRH</b>
	<b>Salary Scale:</b>	<b>U3</b>
	<b>Reports to:</b>	<b>Medical Officer Special Grade (Orthopaedic Surgery)</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Diploma in Orthopaedic Medicine or its equivalent from a recognized Institution.</li> <li>• Diploma in Management <b>or</b> Administration <b>or</b> Health Services Management from a recognized Institution.</li> </ul>
	<b>Experience:</b>	At least six (6) years, three (3) of which should be at the level of Senior Orthopaedic Officer.
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>a) Participate in clinical work and ensure proper management of patients.</li> <li>b) Liaise with Ward/Theatre management in pre-operative, operative and post-operative patient care.</li> <li>c) Supervise and coordinate Orthopaedic activities in the Hospital.</li> <li>d) Ensure that equipment is secure, functional and well maintained.</li> <li>e) Participate in planning and budgeting for the Orthopaedic Unit and account for allocated resources.</li> <li>f) Conduct operational research and develop appropriate technologies.</li> <li>g) Prepare Orthopaedic reports for the Orthopaedic Unit.</li> </ol>

		h) Perform any other duties as may be assigned from time to time.
<b>2.</b>	<b>Post:</b>	<b>Principal Psychiatric Clinical Officer – 1 Post</b>
	<b>Reference:</b>	<b>HRM 72/173/25 - Gulu RRH</b>
	<b>Salary Scale:</b>	<b>U3</b>
	<b>Reports to:</b>	<b>Consultant (Psychiatry)</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Diploma in Mental Health or its equivalent from a recognized Institution.</li> <li>• Diploma in Management or Administration or Health Services Management from a recognized institution.</li> </ul>
	<b>Experience:</b>	At least six (6) years, three (3) of which should be at the level of Senior Psychiatric Clinical Officer.
	<b>Other Requirements:</b>	Good communication, interpersonal and team building skills.
	<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Diagnose, treat and manage patients with mental illnesses.</li> <li>b) Refer complicated cases to a Psychiatrist.</li> <li>c) Ensure maximum protection of patients, relatives and staff.</li> <li>d) Carry out community sensitization about mental health.</li> <li>e) Initiate and participate in research activities.</li> <li>f) Impart knowledge and skills to students and staff.</li> <li>g) Participate in planning, budgeting, monitoring and evaluating Psychiatric activities.</li> <li>h) Manage and account for allocated resources.</li> <li>i) Promote observance of the professional Code of Conduct and Ethics by staff under him or her.</li> <li>j) Supervise and appraise staff.</li> <li>k) Compile and submit reports.</li> <li>l) Perform any other duties as may be assigned from time to time.</li> </ul>
<b>3.</b>	<b>Post:</b>	<b>Senior Medical Social Worker – 1 Post</b>
	<b>Reference:</b>	<b>HRM 72/173/21 - Soroti RRH</b>
	<b>Salary Scale:</b>	<b>U3</b>
	<b>Reports to:</b>	<b>Hospital Director</b>
	<b>Qualifications:</b>	Bachelor's Degree in Social Work and Social Administration (SWASA) from a recognized University or Institution.
	<b>Experience:</b>	At least three (3) years as a Medical Social Worker.
	<b>Other Requirements:</b>	Good communication, analytical, advocacy skills and interpersonal skills.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Participate in planning, budgeting, coordinating, monitoring and evaluating social work activities in the Hospital.</li> <li>b) Counsel patients and relatives with social needs. Offer psycho-social support, social care and emotional therapy to patients.</li> <li>c) Liaise with Hospital management in the provision of social services to patients.</li> <li>d) Carry out home visits to patients/clients.</li> <li>e) Impart coping skills to patients and relatives</li> <li>f) Participate in research activities.</li> <li>g) Adhere to the Professional Code of Conduct and Ethics.</li> <li>h) Manage and account for allocated resources.</li> <li>i) Supervise and appraise staff.</li> <li>j) Compile and submit reports.</li> <li>k) Perform any other duties as may be assigned from time to time.</li> </ul>
<b>4.</b>	<b>Post:</b>	<b>Senior Medical Records Officer – 1 Post</b>
	<b>Reference:</b>	<b>HRM 72/173/18 – Lira RRH</b>

	<b>Salary Scale:</b>	<b>U3</b>
	<b>Reports to:</b>	<b>Principal Hospital Administrator</b>
	<b>Qualifications:</b>	Bachelor's Degree in Records and Information Management (BRIM) or Library and Information Science (BLIS) or Records and Archives Management (BRAM) or equivalent from a recognized University or Institution.
	<b>Experience</b>	At least three (3) years as Medical Records Officer in a Health Institution.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Plan, budget, manage, coordinate, monitor, and evaluate medical records activities in the Hospital.</li> <li>b) Ensure that records on patients are received, documented, classified and stored.</li> <li>c) Periodically audit records and records systems.</li> <li>d) Ensure confidentiality and safety of records.</li> <li>e) Avail records/information on patients to authorized persons.</li> <li>f) Ensure that essential equipment and other supplies for medical records are available.</li> <li>g) Participate in research activities.</li> <li>h) Promote observance of Professional Codes of Conduct and Ethics by staff under him or her.</li> <li>i) Manage and account for allocated resources.</li> <li>j) Compile and submit periodic reports.</li> <li>k) Perform any other duties as may be assigned from time to time.</li> </ul>
<b>5.</b>	<b>Post:</b>	<b>Senior Dispenser – 3 Posts</b>
	<b>Reference:</b>	<b>HRM 72/173/22 - Masaka RRH (1)</b> <b>HRM 72/173/21 - Soroti RRH (1)</b> <b>HRM 72/173/18 – Lira RRH (1)</b>
	<b>Salary Scale:</b>	<b>U4</b>
	<b>Reports to:</b>	<b>Principal Dispenser</b>
	<b>Qualifications:</b>	Diploma in Pharmacy or its equivalent from a recognized Institution.
	<b>Experience:</b>	At least three (3) years at the level of Dispenser.
	<b>Other Requirements:</b>	Management, counseling, communication and interpersonal skills.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Compound drugs and give out medicines to patients.</li> <li>b) Prepare sterile and pathogens free infusions.</li> <li>c) Advise patients and attendants in the proper use and storage of medicines.</li> <li>d) Carry out regular equipment servicing and ensure that they are functional.</li> <li>e) Maintain and keep stock.</li> <li>f) Participate in training of students and other health workers.</li> <li>g) Prepare reports on drugs usage and submit to the Principal Dispenser.</li> <li>h) Adhere to the Professional Code of Conduct and Ethics.</li> <li>i) Perform any other duties as may be assigned from time to time.</li> </ul>
<b>6.</b>	<b>Post:</b>	<b>Senior Ophthalmic Clinical Officer - 2 Posts</b>
	<b>Reference:</b>	<b>HRM 72/173/28 - Jinja RRH (1)</b> <b>HRM 72/173/25 - Gulu RRH (1)</b>
	<b>Salary Scale:</b>	<b>U4</b>
	<b>Reports to:</b>	<b>Medical Officer Special Grade (Ophthalmology)</b>
	<b>Qualifications:</b>	Diploma in Clinical Ophthalmology from a recognized Institution.
	<b>Experience:</b>	At least three (3) years as an Ophthalmic Clinical Officer.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Diagnose, treat and manage patients with eye diseases.</li> <li>b) Refer complicated cases to Medical Officer Special Grade (Ophthalmology).</li> </ul>

		<ul style="list-style-type: none"> <li>c) Ensure protection of patients, relatives and staff.</li> <li>d) Carry out community sensitization about eye health care.</li> <li>e) Initiate and participate in research activities.</li> <li>f) Impart knowledge and skills to staff and students.</li> <li>g) Promote observance of Professional Codes of Conduct and Ethics by staff under him/her.</li> <li>h) Participate in planning, budgeting, monitoring and evaluating ophthalmic clinical activities</li> <li>i) Manage and account for allocated resources.</li> <li>j) Compile and submit periodic reports.</li> <li>k) Perform any other duties as may be assigned from time to time.</li> </ul>
<b>7.</b>	<b>Post:</b>	<b>Senior Clinical Officer – 2 Posts</b>
	<b>Reference:</b>	<b>HRM 72/173/21 - Soroti RRH (1)</b> <b>HRM 72/173/18 – Lira RRH (1)</b>
	<b>Salary Scale:</b>	<b>U4</b>
	<b>Reports to:</b>	<b>Principal Clinical Officer</b>
	<b>Qualifications:</b>	Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.
	<b>Experience:</b>	At least three (3) years as Clinical Officer.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Treat and ensure proper management of patients.</li> <li>b) Refer complicated cases to the Principal Clinical Officer.</li> <li>c) Liaise with other cadres in the Unit in the delivery of quality health care to patients.</li> <li>d) Participate in the implementation of primary health care activities.</li> <li>e) Participate in research activities.</li> <li>f) Participate in the collection of health data.</li> <li>g) Participate in teaching staff, patients and the public.</li> <li>h) Promote observance of Professional Codes of Conduct and Ethics.</li> <li>i) Compile and submit periodic reports.</li> <li>j) Perform any other duties as may be assigned from time to time.</li> </ul>
<b>8.</b>	<b>Post:</b>	<b>Senior Radiographer - 2 Posts</b>
	<b>Reference:</b>	<b>HRM 72/173/15 - Mbale RRH (1)</b> <b>HRM 72/173/25 - Gulu RRH (1)</b>
	<b>Salary Scale:</b>	<b>U4</b>
	<b>Reports to:</b>	<b>Principal Radiographer</b>
	<b>Qualifications:</b>	Diploma in Radiography from a recognized Institution.
	<b>Experience:</b>	At least three (3) years as a Radiographer.
	<b>Other Requirements:</b>	Management, counseling, communication and interpersonal skills.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Take X-ray images, process X-ray films and prepare reports for the Medical Officer or Clinical Officer.</li> <li>b) Participate in diagnosis and monitoring treatment in order to minimize side effects.</li> <li>c) Liaise with Ward management in the preparation of patients for X-rays.</li> <li>d) Ensure that patients and staff are protected from radiation and radioactive materials.</li> <li>e) Promote observance of the professional Code of Conduct and Ethics by staff under him or her.</li> <li>f) Participate in research activities.</li> </ul>

		g) Manage and account for allocated resources. h) Prepare and submit periodic reports. i) Perform any other duties as may be assigned from time to time.
<b>9.</b>	<b>Post:</b>	<b>Assistant Engineering Officer (Electrical) – 1 Post</b>
	<b>Reference:</b>	<b>HRM 72/173/37 - Entebbe RRH</b>
	<b>Salary Scale:</b>	<b>U5</b>
	<b>Reports to:</b>	<b>Electrical Engineer</b>
	<b>Qualifications:</b>	Diploma in Electrical Engineering <b>or</b> its equivalent from a recognized Institution.
	<b>Experience:</b>	At least three (3) years' experience in a Health Institution at the level of Engineering Assistant (Electrical).
	<b>Other Requirements:</b>	Good supervisory, analytical and report writing skills.
	<b>Duties and Responsibilities:</b>	a) Participate in installation, repair and maintenance of machinery and equipment in the Hospital. b) Participate in the servicing and repair of medical plants. c) Inspect and detect faulty equipment; correct the faults and/or recommend remedial action. d) Perform any other duties assigned from time to time.
<b>10.</b>	<b>Post:</b>	<b>Assistant Engineering Officer (Civil) – 2 Posts</b>
	<b>Reference:</b>	<b>HRM 72/173/36 - Kawempe RH</b>
	<b>Salary Scale:</b>	<b>U5</b>
	<b>Reports to:</b>	<b>Biomedical Engineer</b>
	<b>Qualifications:</b>	Diploma in Civil Engineering or its equivalent from a recognized Institution.
	<b>Experience:</b>	At least three (3) years' experience in a Health Institution at the level of Engineering Assistant (Civil).
	<b>Other Requirements:</b>	Good supervisory, analytical and report writing skills.
	<b>Duties and Responsibilities:</b>	a) Participate in civil construction, repair and maintenance of health infrastructure and equipment in the Hospital. b) Participate in servicing and repair of health infrastructure. c) Inspect and detect faulty infrastructure and equipment; correct the faults and or recommend remedial action. d) Compile and submit periodic reports. e) Perform any other duties assigned from time to time.

**MULAGO SPECIALIZED WOMEN AND NEONATAL HOSPITAL (MSWNH)**

<b>1.</b>	<b>Post:</b>	<b>Senior Pharmacist – 1 Post</b>
	<b>Reference:</b>	<b>HRM 72/173/40 - MSWNH</b>
	<b>Salary Scale:</b>	<b>U3</b>
	<b>Reports to:</b>	<b>Hospital Director</b>
	<b>Qualifications:</b>	Bachelor of Pharmacy or its equivalent from a recognized University or Institution.
	<b>Experience:</b>	At least three (3) years as a Pharmacist.
	<b>Other Requirements:</b>	Good communication, interpersonal, team building and counseling skills.
	<b>Duties and Responsibilities:</b>	a) Participate in planning, budgeting, monitoring and evaluation of Pharmacy Units. b) Assist in ensuring availability of drugs, maintain stock levels and advise

		<p>Clinicians and other health professionals on prescriptions.</p> <p>c) Participate in preparation of medicines.</p> <p>d) Liaise with the National Drug Authority in ensuring that all medicines conform to prescribed standards.</p> <p>e) Liaise with relevant clinical units and wards to ensure that medicines are properly recorded and stored.</p> <p>f) Advise patients and communities on the proper use and storage of drugs.</p> <p>g) Participate in drugs and clinically related research.</p> <p>h) Impart knowledge and skills to students and staff.</p> <p>i) Promote observance of the professional Code of Conduct and Ethics by staff.</p> <p>j) Manage and account for allocated resources.</p> <p>k) Compile and submit periodic reports.</p> <p>l) Perform any other duties as may be assigned from time to time.</p>
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<b>BUTABIKA NATIONAL REFERRAL MENTAL HOSPITAL (BNRMH)</b>		
<b>1.</b>	<b>Post:</b>	<b>Principal Pharmacist – 1 Post</b>
	<b>Reference:</b>	<b>HRM 72/173/33 – Butabika NRMH</b>
	<b>Salary Scale:</b>	<b>U2</b>
	<b>Reports to:</b>	<b>Assistant Commissioner, Clinical Services</b>
	<b>Qualifications:</b>	<input type="checkbox"/> Bachelor of Pharmacy or its equivalent from a recognized University or Institution. <input type="checkbox"/> Master’s degree in Pharmacy or Health Supply Chain Management.
	<b>Experience:</b>	At least six (6) years’ experience, three (3) of which should be at the level of Senior Pharmacist.
	<b>Other Requirements:</b>	Good communication and interpersonal skills.
	<b>Duties and Responsibilities:</b>	<p>a) Plan, direct, budget, coordinate, monitor and evaluate work in the Pharmacy.</p> <p>b) Ensure quality preparation of medicine and infusions.</p> <p>c) Liaise with National Drug Authority in ensuring that all medicines conform to the prescribed standards.</p> <p>d) Ensure availability of medicines and maintain stock levels and advise clinicians and other health professionals on prescriptions.</p> <p>e) Liaise with ward management in ensuring that medicines are properly recorded and stored .</p> <p>f) Participate in developing and reviewing a National formulary.</p> <p>g) Impart knowledge and skills to staff and students.</p> <p>h) Ensure that staff adhere to the Professional Code of Conduct and Ethics.</p> <p>i) Manage and appraise the performance of staff.</p> <p>j) Manage and account for allocated resources.</p> <p>k) Compile and submit periodic reports.</p> <p>l) Any other duties as assigned from time to time.</p>