

THE REPUBLIC OF UGANDA



HEALTH SERVICE COMMISSION

*External Advert No. 2 of July, 2021*

Applications are invited from suitably qualified applicants to fill vacant posts tenable at **Ministry of Health Headquarters (MoH-HQ), Ministry of Health - Regional Referral Hospitals, (MoH (RRH)) and Kampala Capital City Authority (KCCA)**. The Application should be filled **ONLINE** at [www.hscers.ug/ers](http://www.hscers.ug/ers) and submitted to the Secretary, Health Service Commission not later than **2<sup>nd</sup> July, 2021**. The link to the E-recruitment system can also be accessed from the Commission's website on [www.hsc.go.ug](http://www.hsc.go.ug).

**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 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, 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.
- f) Priority should be given to uploading only the relevant documents in the job specifications. Shortlisted applicants will have the opportunity to present additional relevant qualifications.

**3. Application Process**

- a) Visit the website [www.hscers.ug/ers](http://www.hscers.ug/ers) or [www.hsc.go.ug](http://www.hsc.go.ug) and follow the link to hers.ug/ers
- b) Study the information about the advert
- c) Go to “**Job seekers log in**” and register. **If you are already registered, log in with your registered details, update your profile where necessary, proceed to (d) and (e) below**
- d) View the jobs
- e) Select one job of your choice, APPLY ONLINE and upload all relevant documents and **SUBMIT**.

Detailed guidance on how to apply is provided on the website.

**4. It is emphasized that:**

- a) The application should be completed and submitted **ONLINE**.
- b) Only shortlisted candidates will be contacted.
- c) Shortlisted candidates invited for oral interviews 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 where applicable.
- d) Candidates who will present forged certificates 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. Where help is needed, please contact the Health Service Commission on telephone **0414-254378** or **041348501**, or email at [info@hsc.go.ug](mailto:info@hsc.go.ug) or [ers.help@hsc.go.ug](mailto:ers.help@hsc.go.ug)

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

**SUMMARY OF POSITIONS**  
**External Advert No. 2 of May 2021**

S/N	POSTS	SALARY SCALE	MoH - HQ	MoH (RRH)	UBTS	KCCA
1.	Hospital Director	U1SE		5		
2.	Director, Uganda Blood Transfusion Services	U1SE			1	
3.	Assistant Commissioner, Oral Health	U1E	1			
4.	Principal Microbiologist (Anti-Microbial Services)	U2	1			
5.	Principal Biomedical Engineer	U2	1			
6.	Principal Electrical Engineer	U2	1			
7.	Principal Laboratory Technologist	U2	1			
8.	Principal Hospital Administrator	U2		3		
9.	Senior Hospital Administrator	U3		3		
10.	Senior Civil Engineer	U3	1			
11.	Senior Health Educationist	U3	1			
12.	Senior Sociologist	U3	1			
13.	Senior Communication Officer	U3	1			
14.	Principal Orthopaedic Officer	U3		1		
15.	Deputy Director, Medical Services	KCCA 4				1
16.	Manager, Medical Health Services	KCAA 5				1
17.	Supervisor, Medical Logistics	KCCA 6				1
18.	Supervisor, Medical Services	KCCA 6				2
19.	Supervisor, Public Health Education and Inspection	KCCA 6				1
20.	Supervisor, Veterinary Services	KCCA 6				1
21.	Supervisor, Biostatistics	KCCA 6				1
22.	Biostatistician	KCCA 7				1
23.	City Medical Centre Administrator	KCCA 7				2
24.	Officer, Epidemiology and Disease Control	KCCA 7				1
25.	Division Veterinary Officer	KCCA 7				2
			<b>10</b>	<b>12</b>	<b>1</b>	<b>14</b>

## DETAILED JOB SPECIFICATIONS

DETAILED JOB SPECIFICATIONS		
<b>1.</b>	<b>Post:</b>	<b>Hospital Director – 5 Posts</b>
	<b>Reference:</b>	<b>HRM 72/173/01 MoH-HQ</b>
	<b>Salary scale:</b>	<b>U1S</b>
	<b>Reports to:</b>	<b>Director General, Health Services</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• MBChB, BDS or equivalent</li> <li>• Master’s Degree in a clinical discipline and a postgraduate qualification in Administration or Management,</li> <li style="text-align: center;"><b>OR</b></li> <li>• MBChB, BDS or equivalent</li> <li>• Master’s Degree in Public Health from a recognized University or Institution.</li> </ul>
	<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least twelve (12) years working experience, three (3) of which should have been at Senior Managerial or Consultant position in the health sector.</li> <li>•</li> </ul>
	<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>• Strategic thinking, team building, communication and interpersonal skills.</li> </ul>
	<b>Duties and responsibilities:</b>	<ol style="list-style-type: none"> <li>a) Coordinate the development and review of policies, plans, strategies and programmes for the Hospital and monitor their implementation.</li> <li>b) Provide guidance in strategic, business and operational planning and budgeting for health service delivery activities in the Hospital and its catchment areas.</li> <li>c) Manage and account for medical, fiscal, human and other resources.</li> <li>d) Mobilize resources for health service delivery in the Hospital and its catchment area.</li> <li>e) Provide an oversight role in ensuring care, treatment and protection of patients.</li> <li>f) Promote and enhance collaboration between the Hospital, Local Governments, Non-Government Organizations, training institutions, communities and Private Sector in the catchment area.</li> <li>g) Prepare and submit periodic Hospital Performance Reports to the relevant authorities.</li> <li>h) Identify areas for improvement in the day to day work and act upon them as appropriate.</li> <li>i) Provide support and research initiatives in Health Care.</li> <li>j) Initiate Capacity Building and Development Programs for the Hospital staff.</li> <li>k) Supervise, mentor and appraise staff.</li> <li>l) Enforce ethical standards and observance of the Codes of Conduct and Ethics.</li> <li>m) Perform any other duties as may be assigned from time to time.</li> </ol>
<b>2.</b>	<b>Post:</b>	<b>Director, Uganda Blood Transfusion Services – 1 Post</b>
	<b>Reference:</b>	<b>HRM 72/173/01 UBTS</b>
	<b>Salary scale:</b>	<b>U1S</b>
	<b>Reports to:</b>	<b>Director General Health Services</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• MBChB Degree or its equivalent.</li> <li>• Master’s Degree in a Clinical Discipline or Master’s Degree in Management of Transfusion Medicine or Master of Public Health Degree plus Evidence of training in Blood Transfusion.</li> </ul>
	<b>Experience:</b>	<ul style="list-style-type: none"> <li>• At least twelve (12) years of relevant working experience, three (3) of which should have been at the level of Commissioner.</li> </ul>
	<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>• High integrity, with excellent management, communication and interpersonal skills.</li> </ul>
	<b>Duties and responsibilities:</b>	<ol style="list-style-type: none"> <li>a) The Director is the overall Manager of the organization.</li> <li>b) Responsible for the implementation of the policies and plans for UBTS as laid down by the parent Ministry of Health.</li> </ol>

		<p>c) As Accounting officer for UBTS; manage and account for the resources of UBTS.</p> <p>d) Prepare budget estimates and work plans for the organisation.</p> <p>e) Supervise and coordinate Regional Blood bank's activities namely Blood donor recruitment, blood collection, laboratory testing of blood and blood distribution to transfusing health care facilities and Monitoring and Evaluation of the activities using set indicators.</p> <p>f) Ensure appropriate clinical use of blood in all health care facilities.</p> <p>g) Ensure staff welfare, discipline, training, appraisal and efficiency of all UBTS staff.</p> <p>h) Make periodic management reports to the relevant authorities and produce results efficiently and effectively.</p>
<b>3.</b>	<b>Post:</b>	<b>Assistant Commissioner, Oral Health – 1 Post</b>
	<b>Reference:</b>	<b>HRM 72/173/01 MoH-HQ</b>
	<b>Salary Scale:</b>	<b>U1E</b>
	<b>Reports to:</b>	<b>Commissioner, Non-Communicable Diseases Prevention and Control</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• A Bachelor of Dental Surgery (BDS) Degree or its equivalent from a recognized University or Institution.</li> <li>• A Master's Degree in Dental Surgery or Public Health or Community Dentistry from a recognized University or Institution.</li> </ul>
	<b>Experience:</b>	Should have experience of managing delivery of oral health services gained over a period of nine (9) years, three (3) of which should have been at Principal level.
	<b>Other requirements:</b>	Should have strong management, communication, and interpersonal skills, high integrity and a community service ethic.
	<b>Duties and Responsibilities:</b>	<p>a) Development and coordination of policies and guidelines on oral health.</p> <p>b) Delivery of Technical support in Oral Health to districts and referral hospitals.</p> <p>c) Promote equitable deployment of Dental Surgeons, Public Health Dental Assistants and Dental Technicians in referral and NGO hospitals.</p> <p>d) Resource mobilization.</p> <p>e) Supervising, coaching and mentoring staff.</p> <p>f) Coordinate and harmonize oral health activities with Development Partners.</p> <p>g) Monitoring and evaluation of oral health programs.</p> <p>h) Perform any other duties as may be assigned from time to time.</p>
<b>4.</b>	<b>Post:</b>	<b>Principal Microbiologist (Antimicrobial Services)</b>
	<b>Reference:</b>	<b>HRM 72/173/01 MoH-HQ</b>
	<b>Salary Scale:</b>	<b>U2</b>
	<b>Reports to:</b>	<b>Assistant Commissioner Public Health Laboratory Services</b>
	<b>Qualifications:</b>	An MBChB or Bachelor of Medical Laboratory Science/Technology, A Master's Degree in Microbiology.
	<b>Experience:</b>	Should have practical experience in delivery of public health laboratory services of at least six (6) years three of which should have been at the level of Senior Microbiologist.
	<b>Other Requirements:</b>	Strong management, communication, and interpersonal skills, plus high integrity and a community service ethic.
	<b>Duties and Responsibilities:</b>	<p>a) Develop policies, technical guidelines, standards and national protocols for laboratory services.</p> <p>b) Guide health laboratories in laboratory quality management systems, certification and accreditation.</p> <p>c) Manage the national laboratory information system to guide policy formulation and planning or the national health laboratory network.</p> <p>d) Provide laboratory support to various disease control programs for their surveillance systems</p> <p>e) Provide laboratory support for outbreak confirmation and management.</p> <p>f) Provide reference services for the sub-national health laboratory network.</p> <p>g) Implement Bio-safety and Bio-security programs to ensure safety of people and prevent dangerous organisms or chemicals to be used for harming humans</p>

		h) Monitor antimicrobial resistance in the country.
<b>5.</b>	<b>Post:</b>	<b>Principal Biomedical Engineer</b>
	<b>Reference:</b>	<b>HRM 72/173/01 MoH-HQ</b>
	<b>Salary Scale:</b>	<b>U2</b>
	<b>Reports to:</b>	<b>Assistant Commissioner Health Infrastructure</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• A Bachelor's Degree in Biomedical Engineering.</li> <li>• A Postgraduate qualification in Biomedical Engineering from a recognized University or Institution.</li> </ul>
	<b>Experience:</b>	Knowledge of health infrastructure management with at least six (6) years of relevant working experience, three (3) of which should have been at Senior Officer or equivalent level.
	<b>Other Requirements:</b>	Strong management, communication and interpersonal skills.
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>a) Participate in developing health sector infrastructure policy within the context of the National Health Policy.</li> <li>b) Participate in developing standards and guidelines related to health infrastructure.</li> <li>c) Participate in producing strategic health infrastructure plans, sector infrastructure budget, annual work plans for the Division.</li> <li>d) Provide strategic health infrastructure development implementation oversight for the development of Health Infrastructure including district and referral hospitals, NGOs' hospitals and private hospitals.</li> <li>e) Supervise Division staff and regularly assess their performance as part of the Result Oriented Management (ROM) framework.</li> <li>f) Support the preparation and submission of Quarterly, Semi-Annual and Annual Ministry and Sector Performance Reports.</li> <li>g) Perform any other duties as may be assigned from time to time.</li> </ol>
<b>6.</b>	<b>Post:</b>	<b>Principal Electrical Engineer</b>
	<b>Reference:</b>	<b>HRM 72/173/01 MoH-HQ</b>
	<b>Salary Scale:</b>	<b>U2</b>
	<b>Reports to:</b>	<b>Assistant Commissioner Health Infrastructure</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• A Bachelor's Degree in Electrical Engineering from a recognized university.</li> <li>• A postgraduate qualification in Electrical Engineering.</li> </ul>
	<b>Experience:</b>	Knowledge of health infrastructure management with at least six (6) years of relevant working experience, three (3) of which should have been at Senior Officer or equivalent level.
	<b>Other Requirements:</b>	Strong management, communication and interpersonal skills.
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>a) Develop policies and guidelines related to procurement of electrical equipment, installations, maintenance and disposal for the health sector.</li> <li>b) Oversee the adherence to standards and guidelines related to procurement of electrical equipment, installations, maintenance and disposal.</li> <li>c) Provide technical support and co-ordinate hospitals, districts, and private hospitals in electrical equipment procurement and maintenance.</li> <li>d) Participate in preparation of the work plans, budgets and performance review meetings.</li> <li>e) Participate in quality assurance and supervision visits as a member of the technical team.</li> <li>f) Supervise assigned staff.</li> <li>g) Submit relevant reports.</li> </ol>

<b>7.</b>	<b>Post:</b>	<b>Principal Medical Laboratory Technologist - 1 Post</b>
	<b>Reference:</b>	<b>HRM 72/173/01 MoH-HQ</b>
	<b>Salary Scale:</b>	<b>U2</b>
	<b>Reports to:</b>	<b>Commissioner</b>
	<b>Qualifications:</b>	A Bachelors' degree in Medical Laboratory Science/Technology or equivalent from a recognized University/Institution Post Graduate Qualification (Diploma or Masters) in either Management, Administration from a recognized University/Institution
	<b>Experience:</b>	Six (6) years relevant working experience, three (3) of which should be at Senior Medical Laboratory Technologist level
	<b>Other Requirements:</b>	Should have counseling, communication and interpersonal skills.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Participate in proper collection, handling and transportation of specimens to the Laboratory.</li> <li>b) Carry out investigations of disease outbreaks.</li> <li>c) Carry out Laboratory analysis, interpret results and submit reports to Clinicians.</li> <li>d) Participate in planning, directing, budgeting, coordinating, monitoring and evaluating laboratory services in the Hospital.</li> <li>e) Manage and account for allocated resources.</li> <li>f) Ensure safety measures against hazards.</li> <li>g) Participate in quality assurance for Laboratories.</li> <li>h) Participate in research.</li> <li>i) Impart knowledge and skills to students and staff.</li> <li>j) Monitor staff adherence to Professional Code of Conduct and Ethics.</li> <li>k) Supervise and appraise staff.</li> <li>l) Compile and submit periodic reports.</li> </ul>
<b>8.</b>	<b>Post:</b>	<b>Principal Hospital Administrator - 3 Posts</b>
	<b>Reference:</b>	<b>HRM 72/173/14 MoH (RRH)</b>
	<b>Salary Scale</b>	<b>U2</b>
	<b>Reports to:</b>	<b>Hospital Director</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Must have a Bachelors Degree in Social Sciences <b>or</b> Arts <b>or</b> SWASA <b>or</b> Business Administration and Management Science (BBA) from a recognized University <b>or</b> Institution.</li> <li>• Postgraduate qualification in Administration or Management from a recognized University or Institution.</li> <li>• Certificate of Administrative Law</li> </ul>
	<b>Experience:</b>	Must have served for at least six (6) years as Hospital Administrator, three (3) of which should have been at Senior Hospital Administrator Level.
	<b>Other requirements:</b>	Should have management, counseling, communication and interpersonal skills.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Head the administration function of the Hospital and take lead in the provision of administrative and support services.</li> <li>b) Provide leadership for the implementation of the Hospital's strategic and Annual Work plans.</li> <li>c) Participate in the mobilization of resources.</li> <li>d) Provide leadership in the preparation of the Hospital budget.</li> <li>e) Assist the Hospital Director in managing and controlling the use of Hospital financial resources.</li> <li>f) Approve expenditure requests.</li> <li>g) Account for Hospital funds under his/her jurisdiction.</li> <li>h) Responsible for the security of all the assets of the Hospital.</li> </ul>

		<p>i) Responsible for the security matters of the entire Hospital and Chair of the Hospital Security Committee.</p> <p>j) Assist the Hospital Director in the preparation of documents and reports for the Hospital Management Committees, the Ministry of Health and other Government and Non-government and International Agencies.</p> <p>k) Initiate Capacity Building and Development Programs for the Hospital Staff.</p> <p>l) Supervise, mentor and appraise staff.</p> <p>m) Enforce ethical standards and observance of the Professional Codes of Conduct and Ethics.</p> <p>n) Perform any other duties as may be assigned from time to time.</p>
<b>9.</b>	<b>Post:</b>	<b>Senior Hospital Administrator - 3 Posts</b>
	<b>Reference:</b>	<b>HRM 72/173/14 MoH (RRH)</b>
	<b>Salary Scale:</b>	<b>U3</b>
	<b>Reports to:</b>	<b>Hospital Director</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• A Bachelors Degree in Social Sciences <b>or</b> Arts <b>or</b> SWASA <b>or</b> Business Administration and Management Science from a recognized University or Institution.</li> <li>• Certificate of Administrative Law</li> </ul>
	<b>Experience:</b>	Must have served for at least three (3) years as Hospital Administrator.
	<b>Other Requirements:</b>	Should have management, counseling, communication and interpersonal skills.
	<b>Duties and Responsibilities:</b>	<p>a) Plan and budget for the hospital.</p> <p>b) Accounting for allocated resources</p> <p>c) Implement measures for proper maintenance of hospital equipment and infrastructure.</p> <p>d) Requisition for necessary equipment and other supplies for the hospital.</p> <p>e) Carry out public relations functions.</p> <p>f) Maintain hospital infrastructure.</p> <p>g) Put measures in place to ensure security of the hospital property and staff.</p> <p>h) Maintain and update inventory for hospital facilities and properties.</p> <p>i) Supervise, mentor and appraise staff.</p>
<b>10.</b>	<b>Post:</b>	<b>Senior Civil Engineer</b>
	<b>Reference:</b>	<b>HRM 72/173/01 MoH-HQ</b>
	<b>Salary Scale:</b>	<b>U3</b>
	<b>Reports to:</b>	<b>Principal Civil Engineer</b>
	<b>Qualifications:</b>	A bachelor's degree in Civil Engineering from a reputable university.
	<b>Experience:</b>	Knowledge of health infrastructure management with at least three (3) years of relevant working experience.
	<b>Other Requirements:</b>	Strong management, communication and interpersonal skills.
	<b>Duties and Responsibilities:</b>	<p>a) Support the development of health sector infrastructure policy and laws within the context of the National Health Policy.</p> <p>b) Provide tactical health infrastructure development implementation oversight for the development of Health Infrastructure including district and referral hospitals, NGOs' hospitals and private hospitals.</p> <p>c) Participate in Quality Assurance visits to Health Facilities.</p> <p>d) Provide Technical Support in Health Infrastructure and co-ordinate hospital and equipment maintenance and procurement.</p> <p>e) Provide support supervision for direct reports and the National Medical Equipment Maintenance Centre.</p> <p>f) Perform any other duties as may be assigned from time to time.</p>

<b>11.</b>	<b>Post:</b>	<b>Senior Health Educationist</b>
	<b>Reference:</b>	<b>HRM 72/173/01 MoH-HQ</b>
	<b>Salary Scale:</b>	<b>U3</b>
	<b>Reports to:</b>	<b>Assistant Commissioner, Health Education and Promotion</b>
	<b>Qualifications:</b>	A Bachelor's degree in Health Education, or Health Promotion, or Public Health, or Nutrition, or its equivalent from a reputable university.
	<b>Experience:</b>	Must have at least three (3) years relevant working experience working as Health Educator.
	<b>Other Requirements:</b>	Good communication and interpersonal skills.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Support the planning and development of policies, strategies and projects for health education and promoting health at all levels.</li> <li>b) Support the development of health awareness of individuals, groups, and communities and empower them to make healthy choices.</li> <li>c) Develop health education and promotion materials.</li> <li>d) Select, adapt, and individualize patient education information for the general public by evaluating available brochures, printed materials, video tapes, and external resources in light of the age, culture, religious practices, and language.</li> <li>e) Assess existing health education and promotion materials.</li> <li>f) Generate fresh ideas and approaches to solving public health challenges through innovative education and promotion materials.</li> <li>g) Identify future health education requirements by maintaining rapport with stakeholders in a position to understand emerging health education requirements; identifying community and other resources.</li> <li>h) Identify emerging trends in public health and provide information, to stakeholders using innovative educational materials.</li> <li>i) Support the running of community training courses and workshops on preventative and promotive health care including areas such as mental health, accident prevention, lifestyle diseases, etc.</li> <li>j) Identify training needs arising from strategic and local agendas for people such as health workers, volunteers and the public.</li> <li>k) Perform any other duties as may be assigned from time to time.</li> </ul>
<b>12.</b>	<b>Post:</b>	<b>Senior Sociologist</b>
	<b>Reference:</b>	<b>HRM 72/173/01 MoH-HQ</b>
	<b>Salary Scale:</b>	<b>U3</b>
	<b>Reports to:</b>	<b>Assistant Commissioner, Health Education and Promotion</b>
	<b>Qualifications:</b>	A Bachelor's Degree in Sociology or Social Science
	<b>Experience:</b>	Must have at least three (3) years relevant working experience.
	<b>Other Requirements:</b>	Good communication and interpersonal skills.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Support the planning and development of policies, strategies and projects for health education and promoting health at all levels.</li> <li>b) Conduct research on how issues such as race, religion, class, gender and sexuality and other parameters play a role in shaping people's health experiences within the country.</li> <li>c) Test theories about social issues affecting health; gathering and analyzing data through interviews, surveys and other sources and drawing important conclusions from the information collected; and present findings to stakeholders for health planning purposes and for policy formulation.</li> <li>d) Support health awareness of groups and communities based on findings relating to their social parameters, to empower them to make healthy choices and live healthy lifestyles.</li> </ul>



		<ul style="list-style-type: none"> <li>e) Support the development, implementation, and evaluation of patient/client education programs.</li> <li>f) Support the formulation of effective communication channels, mechanisms and strategies in consideration of social groupings.</li> <li>g) Assess existing health education and promotion materials. Evaluate available brochures, printed materials, video tapes, and other resources in light of the age, culture, religious practices, and language.</li> <li>h) Generate fresh ideas and approaches to solving public health challenges through innovative education and promotion materials.</li> <li>i) Identify future health promotion requirements by maintaining rapport with stakeholders in a position to understand emerging health needs.</li> <li>j) Identify emerging trends in public health and provide information, to stakeholders using innovative promotion materials.</li> <li>k) Support the running of community training courses and workshops on preventative and promotive health care including areas such as mental health, accident prevention, lifestyle diseases, etc.</li> <li>l) Identify training needs arising from strategic and local agendas for people such as health workers, volunteers and the public.</li> </ul>
<b>13.</b>	<b>Post:</b>	<b>Senior Communication Officer</b>
	<b>Reference:</b>	<b>HRM 72/173/01 MoH-HQ</b>
	<b>Salary Scale:</b>	<b>U3</b>
	<b>Reports to:</b>	<b>Assistant Commissioner, Health Education and Promotion</b>
	<b>Qualifications:</b>	A Bachelor's Degree in Mass Communication or Marketing from a recognized university.
	<b>Experience:</b>	At least three (3) years relevant working experience working as a mass communicator or a public relations specialist.
	<b>Other Requirements:</b>	Good management, communication and interpersonal skills.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Support the development of communications and stakeholder engagement strategies for the health sector.</li> <li>b) Aid formulation of effective communication channels, mechanisms, strategies, laws and regulations to govern public health communication.</li> <li>c) Assess existing health education and promotion materials, and communication plans from strategic and tactical perspectives.</li> <li>d) Identify and analyze public health policy issues and alternatives.</li> <li>e) Work with communities and advocacy groups to guide the Ministry in seeking policy change and action on public health issues.</li> <li>f) Utilize principles of social marketing and health education to develop communication plans for specific target audiences</li> <li>g) Network with all health sector stakeholders to support the development of collaborative strategic action plans.</li> <li>h) Support the Principal Communication Officer to identify and interpret emerging trends in public health and provide information, analysis, and interpretation to stakeholders.</li> <li>i) Support the Principal Communication Officer to develop strategic health marketing initiatives focused on customer service, continuous quality improvement, and accreditation standards.</li> <li>j) Train health and health related personnel in the promotion of healthy lifestyles and the prevention of communicable and non- communicable diseases.</li> </ul>

<b>14.</b>	<b>Post:</b>	<b>Principal Orthopaedic Officer – 1 Post</b>
	<b>Reference:</b>	<b>HRM/72/173/01 RH</b>
	<b>Salary Scale:</b>	<b>U4</b>
	<b>Reports to:</b>	<b>Medical Officer Special Grade (Orthopaedic Surgery)</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Must have a Diploma in Orthopedics <b>or</b> its equivalent from a recognized Institution.</li> <li>• Must have a Diploma in Management <b>or</b> Administration from a recognized institution.</li> </ul>
	<b>Experience:</b>	Should have a working experience of six (6) years, three (3) of which should have been at the level of a Senior Orthopaedic Officer in a reputable Institution.
	<b>Duties and Responsibilities:</b>	<ul 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> </ul> <p>Perform any other duties as may be assigned from time to time.</p>
<b>15.</b>	<b>Post:</b>	<b>Deputy Director Medical Services 1 Post</b>
	<b>Reference</b>	<b>HRM 72/173/01/KCCA</b>
	<b>Salary Scale:</b>	<b>KCCA 3</b>
	<b>Reports to:</b>	<b>Director, Public Health and Environment</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• MBChB or BDS.</li> <li>• Master’s Degree in either Public Health or Health Services Management or Clinical Discipline from a recognized university.</li> </ul>
	<b>Experience:</b>	Applicants should have a minimum of 9 years working experience in provision, design, implementation, monitoring and evaluation of health services in Uganda of which 3 must have been gained at Assistant Commissioner or Head of Department level in Government or from a reputable organization.
	<b>Other Requirements:</b>	Curative services policy management, Financial management, Planning, organizing and coordinating, managing employee performance, Strategic thinking, Effective communication, communicating effectively, Accountability, Leadership and teamwork, Concern for quality and standards, Judgment, decision making and problem solving
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Develop and monitor implementation of health policies, annual and strategic work plans in accordance with the national policies and KCCA strategic plan.</li> <li>b) Plan and coordinate the provision of reproductive, newborn and child health care in line with the Directorate guidelines.</li> <li>c) Plan, develop, coordinate and monitor provision of medical and general health care services; operation of all health facilities in the city in line with National &amp; KCCA policies and guidelines</li> <li>d) Develop and review the quality of medical programmes in the city.</li> <li>e) Plan and monitor the implementation of HIV/AIDS programmes in the city in line with National HIV/AIDS policy.</li> <li>f) Plan, develop and coordinate an effective and efficient disease surveillance system.</li> <li>g) Identify potential funding opportunities and spearhead the process of writing proposals for grants for funding health services programs in the city.</li> </ul>

		<ul style="list-style-type: none"> <li>h) Liaise with other stakeholders and development partners in formulating programs and projects.</li> <li>i) Design and promote effective partnerships between KCCA and private sector.</li> <li>j) Manage performance of staff in the medical services department in accordance with KCCA performance management guidelines.</li> </ul>
<b>16.</b>	<b>Post:</b>	<b>Manager Medical Health Services – 1 Post</b>
	<b>Reference</b>	<b>HRM 72/173/01/KCCA</b>
	<b>Salary Scale:</b>	<b>KCCA 5</b>
	<b>Reports to:</b>	<b>Deputy Director, Medical Services</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• MBChB or BDS</li> <li>• Master’s Degree in either Public Health or Health Services Management or equivalent from recognized university or institution.</li> </ul>
	<b>Experience:</b>	Applicants should have a minimum of 7 years’ working experience of which 3 must have been gained at Principal or Middle management level in Government or from a reputable organization
	<b>Other Requirements:</b>	Information, Communication Technology (ICT), Coaching and mentoring, Planning, organizing and coordinating, Procurement, disposal and contract management, Financial Management, Leadership and teamwork, Accountability, Communicating effectively, Ethics and integrity, Concern for quality and standards.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Plan for procuring medical supplies and equipment; and coordinating their use and maintenance in line with the Directorate guidelines.</li> <li>b) Provide technical guidance and support supervision to Health facilities in the Authority; and enforcing the professional and service codes of conduct and ethics.</li> <li>c) Conduct health research and render advice on health-related issues to the Authority and other stakeholders.</li> <li>d) Support maintenance of the Health Management Information System in the Authority</li> <li>e) Collaborate with Ministry of Health and other stakeholders in enforcing adherence to National Health Service Delivery Standards.</li> <li>f) Prepare and submit periodic reports in accordance with set regulations.</li> <li>g) Coordinate development and implementation of staff training programmes in line with HR policy.</li> <li>h) Manage performance of staff in the medical services section in accordance with KCCA performance management guidelines.</li> </ul>
<b>17.</b>	<b>Post:</b>	<b>Supervisor Medical Logistics – 1 Post</b>
	<b>Reference</b>	<b>HRM 72/173/01/KCCA</b>
	<b>Salary Scale:</b>	<b>KCCA 6</b>
	<b>Reports to:</b>	<b>Manager, Medical Logistics</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• An Honor’s Bachelor’s Degree in Pharmacy from a recognized university.</li> <li>• A Postgraduate qualification in either Pharmacy, Management or Procurement or Logistics.</li> </ul>
	<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Applicants should have a minimum of 5 years’ working experience in medicines Supply Chain Management of which 3 must have been gained at Senior or Supervisory level in Government or from a reputable organization</li> </ul>
	<b>Other Requirements:</b>	Procurement, disposal and contract management, Coaching and mentoring, Planning, organizing and coordinating, Negotiation and mediation, Concern for quality and standards, Leadership and teamwork, communicating effectively, Judgment, decision making and problem solving, Ethics and integrity
	<b>Duties and</b>	a) Prepare annual forecasts and periodically quantify medicines and other consumables.

	<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>b) Liaise with MOH procurement agencies like NMS, JMS and SCMS to ensure adequate communication and coordination for effective implementation of the procurement plan for medicines and related health supplies;</li> <li>c) Liaise with managers of KCCA managed health facilities to ensure availability of medicines and other health commodities.</li> <li>d) Develop and implement medical logistics information management system in with the KCCA mandate</li> <li>e) Carry out support supervision to all KCCA health facilities with an aim of ensuring constant supply of medicine as per the directorate targets</li> <li>f) Manage the performance and development of staff in line with HR staff management policy.</li> </ul>
<b>18.</b>	<b>Post:</b>	<b>Supervisor Medical Services – 2 Posts</b>
	<b>Reference</b>	<b>HRM 72/173/01/KCCA</b>
	<b>Salary Scale:</b>	<b>KCCA 6</b>
	<b>Reports to:</b>	<b>Manager, Medical Services</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• An MBChB or its equivalent from a recognized University/Institution.</li> <li>• A Postgraduate Qualification in either Management or Public Health.</li> </ul>
	<b>Experience:</b>	Applicants should have a minimum of (five) 5 years’ working experience in Health Services of which 3 must have been gained at Senior or Supervisory level in Government or from a reputable organization.
	<b>Other Requirements:</b>	Health services delivery policy management, Health Information system management, Procurement, disposal and contract management, Coaching and mentoring, Planning, organizing and coordinating, Concern for quality and standards, Leadership and teamwork, communicating effectively, Judgment, decision making and problem solving and Ethics and integrity
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Plan and Budget for the implementation of the medical services at the division in line with the National Health Policy, and KCCA guidelines</li> <li>b) Supervise and monitor health service delivery at the Divisions in line with the Ministry of Health and KCCA guidelines.</li> <li>c) Provide technical guidance and support supervision to Health facilities in the Authority;</li> <li>d) Manage performance of health workers in line with the KCCA capacity building guidelines.</li> <li>e) Implement medical health programs in accordance with Directorate objectives</li> <li>f) Collect and document information to be used in monitoring and evaluating health service in the divisions.</li> <li>g) Maintain an updated health information database for the Division in line with Directorate health information system.</li> <li>h) Enforce ethical code of conduct and compliance to the health service standards in the Division</li> <li>i) Monitor the operations of private health facilities in the division</li> <li>j) Conduct health care research in the Division</li> <li>k) Prepare and submit regular division reports in accordance with the directorate guidelines</li> </ul>
<b>19.</b>	<b>Post:</b>	<b>Supervisor Public Health Inspection &amp; Education – 1 Post</b>
	<b>Reference</b>	<b>HRM 72/173/01/KCCA</b>
	<b>Salary Scale:</b>	<b>KCCA 6</b>
	<b>Reports to:</b>	<b>Manager, Public Health Inspection &amp; Education</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• An honors Bachelor’s Degree in either Health Sciences or Health Education, Health promotion or Environmental Health or Environmental Engineering or Humanities or Business Administration from a recognized university or institution.</li> </ul>

		<ul style="list-style-type: none"> <li>• A postgraduate qualification in either Public Health or Health Services management or Health Education and Promotion or Communication &amp; Development from a recognized University or Institution.</li> </ul>
	<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Applicants should have a minimum of 5 years' working experience in public health inspection and or Education of which 3 must have been gained at Senior or Supervisory level in Government or from a reputable organization.</li> </ul>
	<b>Other Requirements:</b>	Project management, Public Health policy management, Health Information system management, Planning, organizing and coordinating, Concern for quality and standards, Teamwork, communicating effectively, Judgment, decision making and problem solving, Ethics and integrity.
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>Supervise the implementation of public health education programs as per the Authority guidelines.</li> <li>Prepare and submit accountabilities for health inspection and education programmes in line with KCCA financial and accounting procedures.</li> <li>Develop and implement of training programmes for staff and stakeholders in public health inspection and education as per HR policy.</li> <li>Supervise inspection of homesteads and public premises for hygiene and environmental sanitation.</li> <li>Coordinate the Sensitization of the community on Public Health Act, Regulations and bylaws.</li> <li>Inspect refuse collection and disposal site in consultation with the Sanitation Supervisor.</li> <li>Coordinate the Enforcement of Public Health laws, rules, regulations and Ordinances of the KCCA, including the laws relating to contagious diseases</li> <li>Participate in disease surveillance exercises</li> <li>Coordinate development of health education strategies and materials for the public health education programmes.</li> <li>Coordinate the development and maintenance of Public health inspection and education information system in line with established requirements.</li> <li>Prepare the health Education Report in line with established standards.</li> <li>Supervise, appraise, mentor, and coach subordinate staff; and ensuring compliance to professional code of conduct and ethics.</li> </ol>
<b>20.</b>	<b>Post:</b>	<b>Supervisor Veterinary Service – 1 Post</b>
	<b>Reference</b>	<b>HRM 72/173/01/KCCA</b>
	<b>Salary Scale:</b>	<b>KCCA 6</b>
	<b>Reports to:</b>	<b>Manager, Veterinary Service</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• An honors Bachelor's Degree in Veterinary Medicine.</li> <li>• A postgraduate qualification in either Public health or Veterinary Public Health from recognized university or institution.</li> </ul>
	<b>Experience:</b>	Applicants should have a minimum of 5 years' working experience in Veterinary Health services of which 3 must have been gained at Senior or Supervisory level in Government or from a reputable organization.
	<b>Other Requirements:</b>	Veterinary and animal production policy management, Information Communication Technology (ICT), Procurement, disposal and contract management, Planning, organizing and coordinating, Concern for quality and standards, communicating effectively, Judgment, decision making and problem solving, Ethics and integrity and Team work
	<b>Duties and</b>	a) Coordinate the review of veterinary policies, standards and regulations in line with

	<b>Responsibilities:</b>	<p>established mandate.</p> <p>b) Monitor the development of plans and budgets for veterinary services in the city</p> <p>c) Supervise the implementation of veterinary services and programs in the City.</p> <p>d) Manage and account for allocated resources to the veterinary services and programs in the city</p> <p>e) Coordinate the development and implementation of veterinary services training programmes for staff and stakeholders in line with HR policy.</p> <p>f) Supervise the surveillance and control of diseases of veterinary public health importance</p> <p>g) Monitor the implementation of animal production and marketing regulation in line with the section guidelines</p> <p>h) Develop and maintain an update veterinary information system in line with set standards.</p> <p>i) Plan and guide the enforcement of animal related laws in the city such as Rabies Act, Prevention of Animal Cruelty Act, Animal Straying Act, and Cattle Grazing Act.</p> <p>j) Supervise, appraise, coach and mentor subordinate staff in accordance with HR policy.</p>
21.	<b>Post:</b>	<b>Supervisor, Biostatistics – 1 Post</b>
	<b>Reference</b>	<b>HRM 72/173/01/KCCA</b>
	<b>Salary Scale:</b>	<b>KCCA 6</b>
	<b>Reports to:</b>	<b>Manager, Biostatistics</b>
	<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• An Honors Bachelors’ Degree in either Biostatistics or Statistics or its equivalent from a recognized university or institution.</li> <li>• A postgraduate Degree in either Biostatistics or Statistics or Monitoring and Evaluation or Information Technology or Epidemiology or Biostatistics from a recognized institution.</li> </ul>
	<b>Experience:</b>	Applicants should have a minimum five (5) years’ working experience of which three (3) must have been gained at Senior or Supervisory level in Government or from a reputable organization.
	<b>Other Requirements:</b>	Information Communication Technology (ICT), Project management, Coaching and mentoring, Planning, organizing and coordinating, Teamwork, communicating effectively, Judgment, decision making and problem solving, Concern for quality and Time management
	<b>Duties and Responsibilities:</b>	<p>a) Plan and budget for both data collection and information systems.</p> <p>b) Design and implement health data collection and management information systems.</p> <p>c) Coordinate and supervise maintenance and security of health data systems.</p> <p>d) Provide technical guidance and training in data collection, analysis and management practices.</p> <p>e) Design strategies for ensuring the confidentiality and safety of health information management data.</p> <p>f) Manage and account for allocated resources in accordance with the Authority’s financial policies and procedures</p> <p>g) Conduct routine data quality assessments at health facilities and supporting data analysis and interpretation</p> <p>h) Manage the development and performance of staff in line with the HR staff management policies.</p>
22.	<b>Post:</b>	<b>Officer, Biostatistics – 1 Post</b>

	<b>Reference</b>	<b>HRM 72/173/01/KCCA</b>
	<b>Salary Scale:</b>	<b>KCCA 7</b>
	<b>Reports to:</b>	<b>Supervisor, Biostatistics</b>
	<b>Qualifications:</b>	An honors Bachelors' Degree in either Biostatistics or Statistics from a recognized University or institution.
	<b>Experience:</b>	Applicants should have a minimum of 2 years' working experience in the relevant field.
	<b>Other Requirements:</b>	Information Communication Technology (ICT), Project management, Health services policy management Planning, organizing and coordinating, Records and information management, Teamwork, Concern for quality and standards, communicating effectively, Judgment, decision making and problem solving, Self-control and stress management
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Prepare preliminary plans and budgets for biostatistics at relevant level in the authority</li> <li>b) Maintain and update biostatistics information systems in line with the directorate objectives</li> <li>c) Collect and process data and prepare regular reports on health-related activities supporting quality assurance</li> <li>d) Manage data security.</li> </ul>
<b>23.</b>	<b>Post:</b>	<b>City Medical Centre Administrator – 2 Posts</b>
	<b>Reference</b>	<b>HRM 72/173/01/KCCA</b>
	<b>Salary Scale:</b>	<b>KCCA 7</b>
	<b>Reports to:</b>	<b>Supervisor, Medical Services</b>
	<b>Qualifications:</b>	An honors Bachelors' Degree in either Arts (SS) or BA SWASA or Bachelor of Commerce or Business Administration or Management Science from a recognized University or institution.
	<b>Experience:</b>	Applicants should have a minimum of two (2) years' administrative experience in the relevant field.
	<b>Other Requirements:</b>	Procurement, disposal and contract management, Project management, Health services policy management, Planning, organizing and coordinating, Records and information management, Teamwork, Concern for quality and standards, communicating effectively, Judgment, decision making and problem solving, Self-control and stress management.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Manage custody of all authority assets and properties, cleaning services, security of the premise, transport and welfare issues in the Health Center.</li> <li>b) Support the in charge to coordinate all the administrative work in line the health center.</li> <li>c) Conduct client care and act as the liaison between medical staff and KCCA administration.</li> <li>d) Assist in the planning and implementation of strategic changes to improve service delivery at the Health Centre.</li> <li>e) Follow up on the purchase of office equipment and supplies for the Health Centre</li> </ul>
<b>24.</b>	<b>Post:</b>	<b>Officer, Epidemiology and Disease Control – 1 Post</b>
	<b>Reference</b>	<b>HRM 72/173/01/KCCA</b>
	<b>Salary Scale:</b>	<b>KCCA 7</b>
	<b>Reports to:</b>	<b>Supervisor, Epidemiology and Disease Control</b>
	<b>Qualifications:</b>	MBChB, Bachelor of Veterinary Medicine or equivalent, or Environmental Health from a recognized University or Institution.
	<b>Experience:</b>	Applicants should have a minimum of two (2) years working experience in the relevant

		field
	<b>Other Requirements:</b>	Project management, Epidemiology and disease policy management, Planning, organizing and coordinating, Records and information management, Teamwork, Concern for quality and standards, communicating effectively, Judgment, decision making and problem solving, Self-control and stress management.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Collect and compile information used in the development of plans and budgets for the provision of epidemiology and disease control.</li> <li>b) Support the monitoring and evaluation of epidemiology and disease programmes.</li> <li>c) Collaborate with the community agencies on issues involving disease control and coordinate programme activities with Health professionals in the community.</li> <li>d) Maintain the division disease control information system.</li> <li>e) Disseminate information on disease control.</li> <li>f) Participate in research activities.'</li> <li>g) Account for resources allocated for the programmes.</li> <li>h) Prepare and submit periodic progress reports in line with the Directorate guidelines.</li> </ul>
25.	<b>Post:</b>	<b>Division Veterinary Officer – 2 Posts</b>
	<b>Reference</b>	<b>HRM 72/173/01/KCCA</b>
	<b>Salary Scale:</b>	<b>KCCA 7</b>
	<b>Reports to:</b>	<b>Supervisor, Veterinary Service</b>
	<b>Qualifications:</b>	An honors Bachelors' degree in Veterinary Medicine from a recognized university or institution.
	<b>Experience:</b>	Applicants should have a minimum of two (2) years working experience in the relevant field.
	<b>Other Requirements:</b>	Project management, Veterinary public health policy management, Planning, organizing and coordinating, Records and information management, Teamwork, Concern for quality and standards, communicating effectively, Judgment, decision making and problem solving, Self-control and stress management.
	<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>a) Prepare and implement plans and budgets for the provision of veterinary services at the Division.</li> <li>b) Implement programmes for surveillance and control of diseases of veterinary public health importance such as tuberculosis, anthrax, rabies.</li> <li>c) Support the monitoring and evaluation of veterinary services programmes.</li> <li>d) Carry out meat inspections in accordance with established standards.</li> <li>e) Implement programmes for the prevention of animal diseases, epidemics and disasters.</li> <li>f) Enforcing animal related laws in the authority such as Rabies Act, Prevention of through dog population control, vaccination, impounding of stray animals and prosecution of animal abusers.</li> <li>g) Update veterinary information system at the Division in line with set standards.</li> <li>h) Prepare and submit periodic progress reports in accordance with set procedures.</li> </ul>