



MINISTRY OF EDUCATION & SPORTS  
**Uganda Allied Health Examinations Board**  
Plot 920 East African Road Kisasonkole Zone Upper Estate parish Kyambogo  
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Ref: **Uaheb/AWDC/24/22**

Date: 21<sup>st</sup> July 2022

## JOB ADVERTISEMENT

Applications are hereby invited from suitably qualified Ugandans to fill the following vacant posts, which exist at Uganda Allied Health Examinations Board. Applications should be addressed to the Executive Secretary, Uganda Allied Health Examinations Board (UAHEB) P.O. Box 22733 Kampala and hand delivered to the UAHEB Offices at Plot 920 East African Road Kisasonkole Zone Upper Estate parish Kyambogo, not later than **4<sup>th</sup> August 2022**.

UAHEB respects equal opportunities and would like to encourage women to apply.

Strictly observe the following:

1. Applications must bear the title of the post applied for as well as the reference number.
2. PHOTOSTAT copies of academic certificates and transcripts **fully certified** by the awarding institution must be attached to the applications.
3. A current Annual practicing license (2021/2022) for the Examination Officer positions.
4. A valid driving permit for the position of a Driver.
5. Photocopy of your National ID.
6. Day time telephone contact numbers/E-mail address should be clearly indicated
7. Age limit: 45 years for entry Jobs.

**1. Job Title:** Examinations Officer- Clinical Medicine and Community Health

**Salary scale:** UAHEB 5

**Contract period:** One year contract renewable

**Reports to:** Senior Examinations Officer

**Responsible for:** Data Clerks

**Age: between 35 – 45 years**

**Key outputs:**

- i. Test items set, examinations well invigilated and reports compiled.
- ii. Examination materials well prepared
- iii. Examination results analyzed, compiled and reports disseminated.
- iv. Students registered
- v. Examiners, moderators and Invigilators supervised.
- vi. Students' records/ database well maintained
- vii. Curriculum reviewed and harmonized.

## **Duties and responsibilities**

- i. Participate in setting test items, invigilation of examinations, marking and compilation of examination reports.
- ii. Preparation of examination materials i.e. examination cards, examination answer booklets and letters of invitation to stakeholders who participate in the examinations.
- iii. Analyze the results of examinations, compile and disseminate reports.
- iv. Participate in registration of students.
- v. Assist in supervising of examiners, moderators, markers and invigilators to ensure timely execution of their respective services.
- vi. Maintain students' records/database.
- vii. Assist in designing and reviewing the examinations syllabuses and curriculum.
- viii. Carry out any other duties as may be assigned by the Supervisor.

## **Person specifications**

### **Qualification**

Applicants should hold a Bachelor's degree in Medical Education and Diploma in Clinical Medicine from a recognized awarding Institution. Master's Degree in a health-related discipline is an added advantage.

### **Experience**

At least three years working experience as a tutor or Clinical Instructor in the same field in a public or private organization.

### **Key competences**

- Ability to work with minimum supervision
- Good interpersonal skills

## **2. Job Title: Examinations Officer- Pharmacy**

**Salary scale:** UAHEB 5

**Contract period:** one year contract renewable

**Reports to:** Senior Examinations Officer

**Responsible for:** Data Clerks

**Age:** between 35 – 45 years

**Key outputs:**

- i. Test items set, examinations well invigilated and reports compiled.
- ii. Examination materials well prepared
- iii. Examination results analyzed, compiled and reports disseminated.
- iv. Students registered
- v. Examiners, moderators and Invigilators supervised.
- vi. Students' records/ database well maintained
- vii. Curriculum reviewed and harmonized.

**Duties and responsibilities**

- i. Participate in setting test items, invigilation of examinations, marking and compilation of examination reports.
- ii. Preparation of examination materials i.e., examination cards, examination answer booklets and letters of invitation to stakeholders who participate in the examinations.
- iii. Analyze the results of examinations, compiles and disseminate reports.
- iv. Participate in registration of students.
- v. Assist in supervising of examiners, moderators, markers and invigilators to ensure timely execution of their respective services.
- vi. Maintain students' records/database.
- vii. Assist in designing and reviewing the examinations syllabuses and curriculum.
- viii. Carry out any other duties as may be assigned by the Supervisor.

**Person specifications**

**Qualification**

Applicants should hold a Bachelor's degree in Medical Education and a Diploma in Pharmacy from a recognized awarding Institution. Master's Degree in a health-related discipline is an added advantage.

**Experience**

At least three years working experience a tutor or Instructor in the same field in a public or private organization.

**Key competences**

- i. Ability to work with minimum supervision
- ii. Good interpersonal skills

**3. JOB TITLE:** Information Technology (IT) Officer

**Salary scale:** UAHEB 5

**Contract period:** One year contract renewable

**Reports to:** The Principal Examinations Officer/Senior IT Officer

**Responsible for:** Data Clerks

**Age: between 35 – 45 years**

**Purpose of the job:**

To head the ICT Unit, support the development, usage and maintenance of ICT at the Secretariat.

**Key outputs:**

- i. A well-designed information system that caters for all organizational needs in place.
- ii. Technical guidance on all procurements related to ICT provided
- iii. Data identified and managed for proper reference and retrieval
- iv. A records storage plan in place.
- v. ICT Infrastructure in place and well managed
- vi. Confidentiality and security upheld

**Duties and responsibilities**

- i. Establish long term needs for the Information system to promote the increased proliferation and ambitious application of ICT within the Institution and advises management on the appropriate strategies.
- ii. Providing technical support and guidance on all matters of procurement, utilization and maintenance of ICT hardware and software to the Board.
- iii. Establish and advise the Board on technical installation, priorities, standards, procedures, management and IT equipment and systems.
- iv. Designing, implementing and administering specialized system for managing record;
- v. Integrating records management into Board systems and processes;
- vi. Identifies information requiring capture, classifies, stores and retrieves it;
- vii. Participate In the development of a records storage plan, which includes the short and long-term housing of physical records and digital information;
- viii. Analyzing and interpreting statistical data in order to identify significant differences in relationships among sources of information.
- ix. Maintaining confidentiality, security and reliability of the information system.

**Person specifications**

## **Qualifications**

An Honors Bachelor's degree in computer science, Information Technology or Statistics majoring in computing from a recognized Institution.

## **Experience**

No work experience in the field is required but may count as an added advantage.

## **Key Competences**

### **Technical competences:**

- i. Information Communication Technology
- ii. Management of organizational environment
- iii. Planning, organizing and coordinating
- iv. Good understanding of international protocols and conventions

### **Behavioral competences**

- i. Teamwork leadership and networking
- ii. Innovativeness
- iii. Concern for quality and standards
- iv. Good interpersonal skills
- v. Strong communication skills
- vi. Confidentiality
- vii. High level of integrity
- viii. Time management
- ix. Proven ability in record management

## **4. JOB TITLE: DRIVER**

**Salary scale:** UAHEB 8

**Contract period:** One year contract renewable

**Reports to:** Principal Administrative Officer

**Age:** between 35 – 45 years

**Purpose of the job**

To drive and maintain the Board vehicles in accordance with the transport policy and as directed by the Supervising Officer

**Key outputs:**

- i. Vehicle driven as assigned
- ii. Vehicle cleaned, maintained and minor repairs carried out.
- iii. Major mechanical faults reported.
- iv. Basic vehicle records maintained and
- v. Vehicle safely kept

**Duties and responsibilities**

- i. Driving vehicles for official duty and assignments.
- ii. Carrying out maintenance and cleanliness of the vehicles
- iii. Reporting major technical mechanical faults to the Supervising Officer
- iv. Maintaining basic records regarding the vehicle as instructed and
- v. Ensuring the safety of the vehicle while on duty.

**Person Specifications**

**Qualification**

- i. Uganda Certificate of Education (UCE) with a pass in English language
- ii. Valid driving permit of class C or D.
- iii. A certificate in defensive/competence driving from a reputable Institution is an added advantage.

**Experience**

At least two years working experience in the same field in a public or private organization.

**Key competences**

- i. Good interpersonal skills
- ii. Time management
- iii. Strong communication skills
- iv. High level of integrity
- v. Flexibility
- vi. Basic knowledge of mechanical, vehicles maintenance and A clean driving record.