

UGANDA HEALTH PROFESSIONS ASSESSMENT BOARD (UHPAB)

EXTERNAL ADVERT NO. 1 OF APRIL, 2025

Applications are invited from suitably qualified applicants to participate in part time activities at the **Uganda Health Professions Assessment Board**. Applicants should fill a form and submit it to the Executive Secretary, Uganda Health Profession Assessment Board on **Plot 920, Kisasonkole Zone, Kyambogo, P.O. Box 22733, Kampala (Former UAHEB Office) not later than 5.00 pm on Monday 28th April, 2025.**

1. Applicants are advised to:

- a) Complete UHPAB Application Form in triplicate
- b) Attach detailed Curriculum Vitae with an address and day time telephone contacts.
- c) One (1) recent coloured passport size photograph on each form.
- d) Indicate title of the post on the Application Form and Reference Number against the post.
- e) Where applicable, Applicants can apply for more than one post.

2. Relevant Documents required include the following:

- a) Academic and Professional Certificates (UCE, UACE, Professional Certificates, Diplomas, Degrees, Post Graduate Diplomas, Masters Degrees). Professional documents **MUST** be certified.
- b) Evidence of Registration Certificate and Practicing License.
- c) Letters of appointment, confirmation, promotion and deployment.
- d) National and Current Institutional Identity Cards.
- e) Priority should be given to only the relevant documents in the job specifications.

3. It is emphasized that:

- a) Only shortlisted applicants will be contacted.
- b) Shortlisted applicants shall be required to bring at the oral interview their original Academic Documents, letters of appointment, Registration Certificates, Valid Practicing Licenses and evidence of active service or deployment letters in former UAHEB activities where necessary.
- c) Candidates who will present forged Certificates shall be handed over to the Police for appropriate action.

Equal opportunity is given to all applicants.

Detailed information on the advert is provided on the website at

www.uaheb.go.ug/opportunities OR www.unmeb.go.ug/opportunities/jobsandtenders



INSTITUTION: UGANDA HEALTH PROFESSIONS ASSESMENT BOARD

1	Post:	Moderator- 336 Posts
	Reference:	UHPAB/HRM/MOD/001/25
	Reports to:	Executive Secretary
	Qualifications:	<ul style="list-style-type: none"> • Diploma in Allied Health Field (Clinical Medicine and Community Health, Public Health Dentistry, Pharmacy, Orthopedic Technology, Medical Laboratory Technology, Orthopaedic Medicine, Clinical Psychiatry, Medical Records & Health Informatics, Occupational Therapy, Clinical & Community Nutrition, Medical Entomology & Parasitology, Physiotherapy, Clinical Ophthalmology, Ear Nose, Throat & Neck surgery, Medical Radiography, Dental Technology, Environmental Health Sciences) OR Higher diploma in (Ear, Nose, throat & Neck surgery, Health Leadership & Management, Anaesthesia, Audiology, Clinical Psychiatry, Health Promotion & Education Clinical Ophthalmology) from a recognized institution. OR • Bachelor’s Degree in Allied Health field or Public Health or Pharmacy from a recognized University. • Bachelors or master degree in any Allied Health related field is an added advantage. • Must have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor’s Degree in Medical Education or Post Graduate Diploma in Medical Education). <p>Must be registered and in possession of a valid practicing License from a Professional Council.</p>
	Experience:	<ul style="list-style-type: none"> • Must be a Senior Allied Health Tutor <p>Should have trained Allied Health professionals at Certificate or Diploma level in a Training Institution or Health facility for at least a period of seven (7) years.</p>
	Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Agree on the blue print of each question paper assigned in relation to the distribution of question papers per topic or course units making up the paper and level on Bloom’s Taxonomy. 2. Identify the files that have the appropriate curriculum content items for the specific question papers to moderate. 3. Follow the blue print to select questions. 4. Moderate the assigned sets of question papers without repeating the questions. 5. Scrutinize the questions for curriculum coverage, clarity, content validity, and correct language.

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		<p>6. Harmonize the marking guide with the set questions.</p> <p>7. Observe the security and confidentiality of all examination materials used in the moderation process.</p>
2	Post:	Test Item Setter- 504 Posts
	Reference:	UHPAB/HRM/TS/002/25
	Reports to:	Executive Secretary
	Qualifications:	<ul style="list-style-type: none"> • Diploma in Allied Health field (Clinical Medicine and Community Health, Public Health Dentistry, Pharmacy, Orthopedic Technology, Medical Laboratory Technology, Orthopaedic Medicine, Clinical Psychiatry, Medical Records & Health Informatics, Occupational Therapy, Clinical & Community Nutrition, Medical Entomology & Parasitology, Physiotherapy, Clinical Ophthalmology, Ear Nose, Throat & Neck surgery, Medical Radiography, Dental Technology, Environmental Health Sciences) OR Higher diploma in (Ear, Nose, throat & Neck surgery, Health Leadership & Management, Anesthesia, Audiology, Clinical Psychiatry, Health Promotion & Education Clinical Ophthalmology) from a recognized institution or University. OR • Bachelor's Degree in Allied Health field or Public Health or Pharmacy from a recognized institution or University. • Bachelors or master degree in any Allied Health related field is an added advantage. • Must have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor's Degree in Medical Education or Post Graduate Diploma in Medical Education). <p>Must be registered and in possession of a valid practicing License from a Professional Council.</p>
	Experience:	Should have been involved in training Allied Health Professionals at Certificate or Diploma level in a Training Institution or Health facility for at least a period of five (5) years.
	Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Identify the assigned topics in the curriculum. 2. Set the assigned numbers of multiple choice questions, fill in blanks, short answer questions and long answer questions. 3. Ensure that items set are exhaustive of the area of the curriculum content assigned. 4. Prepare a comprehensive marking guide for each of the set test item. 5. Set the OSPE/ OSCE scenarios and prepare the checklists. 6.

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3.	Post:	INVIGILATOR - 500 Posts
	Reference:	UHPAB/HRM/INV/003/25
	Reports to:	Executive Secretary
	Qualifications:	<ul style="list-style-type: none"> • Diploma in Allied Health field (Clinical Medicine and Community Health, Public Health Dentistry, Pharmacy, Orthopedic Technology, Medical Laboratory Technology, Orthopaedic Medicine, Clinical Psychiatry, Medical Records & Health Informatics, Occupational Therapy, Clinical & Community Nutrition, Medical Entomology & Parasitology, Physiotherapy, Clinical Ophthalmology, Ear Nose, Throat & Neck surgery, Medical Radiography, Dental Technology, Environmental Health Sciences) OR Higher diploma in (Ear, Nose, throat & Neck surgery, Health Leadership & Management, Anesthesia, Audiology, Clinical Psychiatry, Health Promotion & Education Clinical Ophthalmology) from a recognized institution or University. OR • Bachelor's Degree in Allied Health field or Public Health or Pharmacy from a recognized institution or University. • Must have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor's Degree in Medical Education or Post Graduate Diploma in Medical Education). • Must be registered and in possession of a valid practicing License from a Professional Council.
	Experience:	Should have trained Allied Health professionals at Certificate or Diploma level in a Training Institution or Health facility for at least a period of three (3) years.
	Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Briefing the candidates on the procedures for the examination session which include among others; consequences of cheating, entering an examination room in full uniform with a correct examination card, blue ink pen, pencil in its original manufacture brand, ruler and rubber, where to put the school code, answer booklet serial number and append the signature against the paper done per day. 2. Confirming the accurate identity of candidates in reference to the candidates' album 3. Ensuring that examinations are conducted in an appropriate manner within the correct time frame and in a comfortable environment. 4. Distributing, collecting, and ensuring the overall security of all examination materials by signing in the accountability form 5. Ensuring that candidates correctly write the required biodata

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		<p>on the answer booklet (school code, examination number and answer booklet serial number).</p> <ol style="list-style-type: none"> 6. Monitoring the examination session by moving quietly around the room 7. Being present at all times during invigilation so that the examination is conducted in a quiet environment and in an efficient manner 8. To carefully monitor students' attendance and behavior in the examination room 9. Protecting the candidates from disturbances and distractions 10. Enforcing proper procedure in the event of noncompliance in accordance to former UAHEB regulations for supervision and conduct of examinations 11. Escorting candidates to the restrooms and back to the examination room 12. Reporting any breach of security and integrity to the Centre Coordinator, no matter how small or insignificant it may be 13. To complete Invigilator incidents forms and relay any incidents that occur during the examination session back to the Centre Coordinator. 14. In the event of a candidate's illness or emergency, raise an alarm to the Centre Coordinator who will organize for first Aid. 15. Accurately count answer booklets to ensure that they match with the number of candidates who sat for the paper he/she has invigilated 16. Compiling the Invigilation Report at the end of the entire exercise
4	Post:	Practical Examiner – 1,500 Posts
	Reference:	UHPAB/HRM/EXA/004/25
	Reports to:	Executive Secretary
	Qualifications:	<ul style="list-style-type: none"> • Diploma in Allied Health field (Clinical Medicine and Community Health, Public Health Dentistry, Pharmacy, Orthopedic Technology, Medical Laboratory Technology, Orthopaedic Medicine, Clinical Psychiatry, Medical Records & Health Informatics, Occupational Therapy, Clinical & Community Nutrition, Medical Entomology & Parasitology, Physiotherapy, Clinical Ophthalmology, Ear Nose, Throat & Neck surgery, Medical Radiography, Dental Technology, Environmental Health Sciences) OR Higher diploma in (Ear, Nose, throat & Neck surgery, Health Leadership & Management, Anesthesia, Audiology, Clinical Psychiatry,

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		<p>Health Promotion & Education Clinical Ophthalmology) from a recognized institution or University.</p> <p>OR</p> <ul style="list-style-type: none"> • Bachelor's Degree in Allied Health field or Public Health or Pharmacy from a recognized institution or University. • Bachelors or Master degree in any Allied Health related field is an added advantage. • Must be registered and in possession of a valid practicing License from a Professional Council.
	Experience:	At least three (3) years working experience in Health Training Institution or a Health Facility.
	Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Attending the briefing sessions for candidates prior to commencement of examinations 2. Preparing for the conduct of practical examination of his/he respective station of deployment as per scenario instructions 3. Ensuring that examinations are conducted in an appropriate manner within the correct time frame and in a comfortable environment. 4. Confirming the accurate identity of candidates by referring to the examination number. 5. Scoring the candidate legibly and correctly according to the competencies displayed while performing the procedures in reference to the checklist. 6. Ensure correct/accurate totaling of candidate's scores 7. Present a complete check list for each candidate that he/she has examined 8. Ensuring the security of all examination checklists. 9. Being present at the station all the time during examination 10. Protecting the candidates from disturbances and distractions 11. Ensuring that candidates follow the examination guidelines 12. Enforcing proper procedure in the event of noncompliance in accordance to former UAHEB regulations for supervision and conduct of examinations 13. Reporting any breach of security and integrity to the Centre Coordinator, no matter how small or insignificant it may be 14. Assess and score the practical logbook for final semester candidates. 15. Compiling the OSPE/OSCE station Report

Shirley



Ministry of Education and Sports

UGANDA HEALTH PROFESSIONS ASSESSMENT BOARD (UHPAB)

Plot 157, Ssebowa Rd; Kiwatule
0393000638, 0772589433,
hemka2007@yahoo.com,
uhpab2025@gmail.com

APPLICATION FOR PARTICIPATION IN UGANDA HEALTH PROFESSIONS ASSESMENT ACTIVITIES

Note: Please study the form carefully before completing it.

Attach
colored
passport size
photograph here

This form must be completed in triplicate (original in own handwriting) and submitted through your Immediate Supervisor who must append his/her signature

1. Post applied for and reference Number

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2. Bio data

Full names (surname first in capital letters)

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Date of birth Telephone number (s)

Email address

Nationality NIN

3. Present post and date of appointment

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4. Terms of employment: (Tick as appropriate) Temporary/Probation/Contract/Permanent

5. Name of your employing Health Training Institution or Health Facility

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6. Category of the employer: (Tick as appropriate) Government or Private for Profit or Private not for Profit

7. Education background

Year/Period	Institution	Award/qualification

8. Employment record

Year/Period	Post held/designation	Name of employer & physical address

9. Have you ever been convicted of an offence or examination malpractice? YES/NO (Tick as appropriate). If so give details of the offence and the penalty that was administered.....

Giving false information in this context is an offence.

10. Declaration

I hereby certify that the information given above is true to the best of my knowledge and belief, that the particulars stated in this form are true and complete in all respects.

Signature of applicant Date

11. Recommendation by the Head of Allied Health Training Institution (Principals *and Supervisors*) or Head of Health Facility (*Assistant Commissioner Pharmacy, Head of Department, Principal Allied Health Personnel, Senior Allied Health personnel and In-charges*)

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Title/Designation

Signature Date

Stamp