



UGANDA MANAGEMENT INSTITUTE

VACANCIES ANNOUNCEMENT

Uganda Management Institute (UMI) is a Management Development Institute with a Mission “to Excel in Developing Practical and Sustainable Administration, Leadership and Management Capacity”. It provides management training, consultancy and research services in response to the demands of the public, private, development partners, CSOs, the Institute offers high quality career development management courses at Certificate, Diploma, Postgraduate Diploma and Higher Degree Levels. The Institute’s activities are currently carried out at the main campus in Kampala and its Branches in Mbarara, Gulu and Mbale.

In order to carry out its functions efficiently and effectively, the Institute seeks to recruit suitably qualified persons in the full time posts of;

1. SYSTEMS ADMINISTRATOR (1- Position)

- a. Salary Scale** UM 3b
- b. Duty Station:** Kampala
- c. Reports to:** ICT Manager

d. Main purpose of the job:

Implement, Configure, maintain and administer ICT infrastructure and associated applications in support of Instruction, Academic Staff productivity and Participants’ study experience.

e. KEY RESULT AREAS:

- i) Well maintained Instructional systems, services and support applications at all times,
- ii) Functional and secure client systems ensured;
- iii) Availability of Student Systems and online resources including the Institute websites/portals to all users
- iv) Timely reports on the Institute’s information systems ensured.
- v) Timely data and availability of information to all users ensured

f. DUTIES AND RESPONSIBILITIES

1. Provision of client systems support services for instruction and learning activities within the Institute.

- i. Liaising with other ICT Technical staff to ensure continuity, maintenance and security of the Institute’s information ICT infrastructure and resources.

- ii. Liaising with the HoD/DL in the development, implementation, management and support of E-learning programmes and Learning support systems within the Institute,
- iii. Liaising with the Institute Registrar in the management and support of the Students Information System,
- iv. Ensuring that the Library Information System is well maintained and accessible to students and patrons.
- v. Ensuring the all computer laboratory training applications and systems are fully functional
- vi. Ensuring that the Institute's website and related social media platforms are fully functional and well maintained.
- vii. Coordinating IT helpdesk activities to enhance maximum user satisfaction;

2. Maintaining all client information systems at the Institute including:

- i. Managing and enforcing backups for both systems and data as well as virus protection;
- ii. Running periodic system and data up-dates;
- iii. Implementing and monitoring all software based information security controls, policy, procedures and standards;
- iv. Maintaining a database/log of all installed enterprise systems, common office applications and utility software;
- v. Ensuring that the Institute website and social media platforms are continuously updated
- vi. Managing and monitoring of storage capacities to ensure additional storage is implemented as need arises;
- vii. Designing, implementing, monitoring and reviewing procedures for managing and recording installations and configuration changes;
- viii. Submitting status reports to ICT Manager or other appropriate Institute Managers.

3. Supporting Institute end-users in using computer applications including:

- i. Trouble-shooting computer problems;
- ii. Providing hands-on support to end-users in computer applications.
- iii. Monitoring systems logs for anticipated problems;
- iv. Supporting the end-users in planning and budgeting for pedagogical tools/systems and resources.

4. Performing other duties as may become necessary for the smooth running of the Department or Institute as a whole.

g. PERSON SPECIFICATIONS:

- i. Bachelor's Degree (Hons) in IT or related field with Master's Degree in Computer Science or related field;
- ii. The candidate should have professional qualifications in either Networking or Systems Administration;

- iii. At least Five years working experience, three of which should be at senior level with a reputable organisation.
- iv. Experience in LAMP/WAMP (Linux/Windows, Apache, MySQL, PHP) environment is a must and will be tested.

2. SENIOR PROCUREMENT OFFICER - (1 Position)

- a) Salary Scale:** UM3b
- b) Duty station:** Kampala
- c) Immediate Supervisor:** Director General
- d) Main Purpose:**

To plan, coordinate, and manage the procurement and disposal of assets function of the Institute to ensure value for money.

e) Key Result Areas (KRAs)

- i) Resources of the Procurement Unit planned, budgeted and controlled;
- ii) Conformity with Government procurement regulations enforced;
- iii) Procurement and disposal of assets process coordinated;
- iv) Functionality of the Contracts Committee supported;
- v) Effective and efficient procurement system enforced;
- vi) Timely technical advice to the Accounting Officer, Contracts Committee and Institute Governing Council members, on matters pertaining to procurement provided;
- vii) Staff members of the procurement secretariat guided and developed.

f) Duties and Responsibilities

The successful candidate will be required to manage all Procurement and Disposal of Assets activities of the Institute save for the award of contracts.

He / She will be required to;

- i) Plan the procurement and disposal of assets, resources and activities of the Institute;
- ii) Support the functioning of the Contracts Committee;
- iii) Implement the decisions of the Contracts Committee;
- iv) Recommend procurement and disposal procedures;
- v) Check and prepare statements of requirements;
- vi) Prepare bid documents;
- vii) Prepare advertisements of bid documents;
- viii) Issue bid documents;
- ix) Maintain a providers list;
- x) Prepare contract documents;
- xi) Issue approved contract documents;
- xii) Maintain and archive records of the procurement and disposal process;
- xiii) Prepare monthly reports for the Contracts Committee;
- xiv) Coordinate departmental procurement and disposal activities; and provide guidance to staff in all procurement matters accordingly;
- xv) Ensure that legislative requirements are understood and incorporated into controls, policies and procedures
- xvi) Perform any other duties as may become necessary for the smooth running of the Unit and the Institute as a whole.

g) Person Specifications

- (i) A Masters' Degree in Procurement/ Purchasing and Supplies or an equivalent professional qualification;
- (ii) Bachelor's Degree (Honors) in Procurement/Purchasing and Supplies, Business Administration, Commerce, Law, Transport and Logistics Or in a Procurement related field;
OR
Full Professional qualification in Supply Chain Management (CIPS) plus a Post Graduate Diploma in Public Procurement Management from a recognized awarding Institution;
- (iii) Should have a minimum of five (5) years relevant working experience three (3) of which should have been gained at a supervisory level from a reputable organization; and
- (iv) Must be a Member of the Chartered Institute of Purchasing and Supply (MCIPS).

h) Values:

- i) A High degree of integrity and confidentiality;
- ii) Good communication both oral and written skills;
- iii) Good interpersonal relationship skills;
- iv) Ability to manage numerous deliverables in a timely and effective manner;
- v) Proven ability to meet timelines and handle multiple tasks simultaneously;
- vi) Strong leadership and supervisory skills;
- vii) Decisive, analytical and problem solver;
- viii) Contract negotiation skills;
- ix) People management skills; and
- x) A Team player.

i) Competences

- i) Knowledge of applicable laws;
- ii) Procurement, Disposal and Contracts Management;
- iii) Planning, Organizing and Coordination;
- iv) Information and Communications Technology
- v) Concern for Quality and Standards; and
- vi) Ethics and Integrity, Communication.

3. ESTATES OFFICER: (1 position)

a) Salary Scale: UM4 (b)

b) Responsible to: Head of Administration Department

c) Responsible For: Estates Management and Maintenance

d) Main Purpose: The main purpose of the post of Administrative Officer in Charge of Estates is to provide technical support and advice to Management on matters related to Uganda Management Institute's properties and to provide engineering and maintenance support services.

e) Key Result Areas (KRAs)

- i. Technical support provided in acquisition and maintenance of UMI properties;
- ii. Procurement process for works, services and services related to development projects undertaken by UMI supported;
- iii. Properties inspected to determine their repair requirements, including designing, budgeting, supervising and coordinating renovation and maintenance works;
- iv. Equipment and installations maintained in good working condition and overseeing the rectification of any faults or defects that may occur;
- v. Liaising with the security providers to ensure security of person and property;
- vi. All solid waste generated is timely, safely and appropriately collected, temporarily stored and promptly disposed of;

f) Duties and Responsibilities:

- i) Ensuring that the land acquired, owned or leased by the Uganda Management Institute (UMI) is secured, copies of the land titles obtained, and promptly advising Management of the due date of expiry of leases to process their renewal or make new ownership arrangements;
- ii) Liaising with Uganda Land Commission and/or the District Land Board to ensure that the UMI properties are correctly assessed for ground rent and property rates and advising the Management of UMI of the due dates for payments to ensure that payment is promptly effected;
- iii) Managing properties owned by or rented by UMI, including maintaining an inventory, tenancy agreements, utility consumption records, repair and maintenance records, and advising Management of the due date of expiry of tenancy agreements so that they are promptly renewed or new tenants sourced;
- iv) Facilitating resolution of disputes among tenants, where applicable;
- v) Ensuring that all assets are appropriately labeled or branded and an inventory maintained;
- vi) Inspecting the properties to determine their repair requirements, including designing, budgeting, supervising and coordinating renovation and maintenance works;
- vii) Ensuring that all equipment and installations are maintained in good working condition and overseeing the rectification of any faults or defects that may occur;

- viii) Liaising with the security providers to ensure that the properties and the occupants are kept secure at all times;
- ix) Ensuring that all solid waste generated is timely, safely and appropriately collected, temporarily stored and promptly disposed of;
- x) Ensuring that there is safe and effective disposal of waste water as well as storm water;
- xi) Ensuring prompt settlement of bills for utilities and liaising with Utilities Bodies, namely UMEME for power supply, National Water and Sewerage Corporation for water supply and sewerage services, Uganda Telecom Ltd or other providers for telecommunications and Internet, and provider for Cable Television, to attend to any faults that may arise;
- xii) Identifying assets that are due for disposal and ensuring that they are safely stored until authority to dispose them is secured;
- xiii) Participating in the procurement process for works and services related to development projects undertaken by UMI, by providing input in the preparation of statement of requirements, bid evaluation and subsequently participating in contract management during implementation of the contracts; and
- xiv) Performing any other duties as assigned from time to time.

g) Person Specifications:

- i) Applicants should be holding an Advanced Diploma in Civil Engineering from a recognized Institution.
- ii) A registered candidate with the professional body will be at an added advantage.
- iii) A minimum of 5 years' experience in a reputable organization is a must

h) Key competencies:

- i) Knowledge of Public Health Standards, Building Regulations, Environment Management Guidelines, Occupational Safety and Health Regulations, Public Procurement and Disposal of Public Assets, among others;
- ii) Good communication skills;
- iii) Good interpersonal skills;
- iv) Good report writing skills;
- v) Good computer skills; and
- vi) Knowledge of project management and maintenance procedures

4. REWARDS

A competitive basic salary, complemented by a gratuity scheme and housing, transport and medical allowances will be provided.

5. MODE OF APPLICATION

Fill in the application form (found on the UMI website: - <http://umi.ac.ug>).

Include a comprehensive CV, certified copies of academic transcripts and certificates plus copies of relevant appointment letters.

Submit hard-copies to the address below not later than **3:00 pm, Monday 7th May, 2018.**

**The Human Resource Manager
Uganda Management Institute
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P.O. Box 20131, Kampala
Tel: 0312259722/265138/265139/265140**