

# **UGANDA MANAGEMENT INSTITUTE**

**DOC. B27/2011**

## **JOB DESCRIPTIONS**

### **KEY RESULT AREAS AND JOB SPECIFICATIONS FOR UMI JOB FAMILIES**

**NOVEMBER, 2011**

## **DIRECTOR GENERAL**

**JOB TITLE:** Director General  
**DIRECTORATE:** Corporate  
**GRADE:** UM1 (a)  
**IMMEDIATE SUPERVISOR:** Governing Council  
**MAIN PURPOSE OF THE JOB:**

To provide overall strategic leadership and Management.

## **DUTIES AND RESPONSIBILITIES**

The Director General, will be responsible to the Chairperson of the Governing Council in the performance of the following duties:-

- a) Providing effective strategic leadership to the Institute.
- b) Providing overall direction to development and implementation of programmes and plans.
- c) Assisting the Institute's Governing Council in its oversight function.
- d) Promoting the Institute's Corporate Image.
- e) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

## **KEY RESULT AREAS**

- a) Ensuring business growth and optimal performance.
- b) Harmonizing planning and coordinating supervision of business.
- c) Developing sound relationship between Governing Council and the Institute.
- d) Ensuring sufficient resources for the Institute.
- e) Ensuring equality and fairness in resource allocation and management.
- f) Ensuring a positive corporate image of the institute is sustained.
- g) Maintaining and sustaining the UMI vision of a world class management development institute.

## **JOB SPECIFICATIONS**

**Minimum academic and professional qualification:**

Doctorate in a management related field

**Required Experience:**

Ten years relevant experience five of which should be at a Senior Managerial Level in a reputable Organisation/University/ Institution.

## **DIRECTOR FINANCE AND ADMINISTRATION**

**JOB TITLE:** Director Finance and Administration

**DEPARTMENT:** Administration

**GRADE:** UMI1 (b)

**IMMEDIATE SUPERVISOR:** Director General

### **MAIN PURPOSE OF THE JOB:**

To oversee effective utilization of the resources of the Institute and managing the Secretariat of the Governing Council.

### **DUTIES AND RESPONSIBILITIES:**

The Director Finance and Administration will be responsible to the Director General in the performance of the following duties:-

- a) Overseeing the management of the Institute Council's resolutions and related matters.
- b) Overseeing the administration of the Departments in the Directorate.
- c) Preparing and submitting reports to the Institute Council and the Top Management Team on the effects of implementation of policies and procedures.
- d) Providing support to the managers as they implement approved policies and procedures appropriate to their departments.
- e) Overseeing the management and utilization of the infrastructure, plans and machinery of the Institute.
- f) Overseeing the Management of the Institute's Financial and Human Resource.
- g) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Developing user friendly and easily accessible policy and procedure manuals
- b) Delegating responsibility at all levels within the directorate
- c) Providing a complete inventory of all Institute assets
- d) Coordinating efficient utilisation of the Institute's infrastructure plant and machinery
- e) Ensuring equal distribution and utilisation of resources within the Administration Department
- f) Ensuring adequate human resource, logistic and financial support to the Institute programmes
- g) Ensuring transparency in decision-making and resource utilisation.

**Minimum academic and**

Master's Degree in Management,

<b>professional qualification:</b>	Business Administration, Public Administration, Human Resource Management, Management or any related field.
<b>Required Experience:</b>	Ten years relevant experience five of which should be at a Senior Managerial Level in a reputable Organisation/University/ Institution.

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## **DIRECTOR PROGRAMMES AND STUDENTS AFFAIRS**

<b>JOB TITLE:</b>	Director
<b>DIRECTORATE:</b>	Programmes and Student Affairs
<b>DEPARTMENT:</b>	1(b)
<b>IMMEDIATE SUPERVISOR:</b>	Director General

### **MAIN PURPOSE OF THE JOB:**

Provide leadership in training programs, strategy formulation/ implementation and effective management of students' affairs.

### **DUTIES AND RESPONSIBILITIES:**

The Director, Programmes and Students Affairs will be responsible to the Director General in the performance of the following duties:-

- a) Providing strategic leadership to the training, research and consultancy function of the Institute.
- b) Spearheading Quality Assurance in all Institute's programmes.
- c) Supervising Deans and Heads of Department.
- d) Establishing procedures for effective management of programmes.
- e) Spearheading business growth in the Institute's three business lines of training, research and consultancy.
- f) Overseeing the training interests and welfare of participants.
- g) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREA**

- a) Developing user friendly and easily accessible delivery methods

- b) Ensuring expansion of quality and appropriateness of all training programmes
- c) Identifying team skills and development requirements
- d) Supporting the integration into all of UMI's training programmes the efficient use of ICT and interactive learning
- e) Coordinating the setting, supervision and marking of examinations
- f) Coordinating planning of budgets for all training programme activities and requirements

## **JOB SPECIFICATIONS**

**Minimum academic and professional qualification:**

Doctorate in a related field

**Required Experience:**

Ten years relevant experience three of which should be at a Senior Managerial Level in a reputable Organisation/University/ Institution.

## **INSTITUTE REGISTRAR**

**JOB TITLE:**

Institute Registrar

**DEPARTMENT:**

Programmes and Student Affairs

**GRADE:**

UMI2 (a)

**IMMEDIATE SUPERVISOR:**

Director Programmes and Student Affairs

### **MAIN PURPOSE OF THE JOB:**

Responsible for administration and organization of academic and quality assurance matters.

### **DUTIES AND RESPONSIBILITIES:**

The Institute Registrar will be responsible to the Director, Programmes & Students Affairs in the performance of the following duties:-

- a) Directing participants' admissions to UMI training programmes.
- b) Overseeing participant registration.
- c) Managing the courses evaluation systems.
- d) Overseeing the examination process.
- e) Overseeing marking, grading and issuance of examination results.

- f) Organizing graduation and certification ceremonies.
- g) Manage and supervise the staff of the department.
- h) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

**KEY RESULT AREAS**

- a) Number of intake participants are in alignment with the available infrastructure,
- b) Consultant/ participant ratio, and revenue plan.
- c) Transparent admissions are assured.
- d) Participant’s records are accurate and available at all times.
- e) Examinations are available to the Academic Board on time.
- f) Stringent quality control practices protect examinations and eliminate examination malpractices.
- g) Ensuring that examinations and results are professionally graded and issued.
- h) Conducting successful graduation ceremonies.

**JOB SPECIFICATIONS**

<b>Minimum academic and professional qualification:</b>	Masters Degree in a related field
<b>Required Experience:</b>	Ten years relevant experience three of which should be at a Senior Managerial Level in a reputable Organisation/University/ Institution.

**CHIEF INTERNAL AUDITOR**

**JOB TITLE:** Chief Internal Auditor

**DEPARTMENT:** Internal Audit

**GRADE:** UMI2 (b)

**IMMEDIATE SUPERVISOR:** Governing Council

**MAIN PURPOSE OF THE JOB:**

Ensure the existence and adequacy of internal control systems.

**DUTIES AND RESPONSIBILITIES:**

The Chief Internal Auditor will be responsible to the Governing Council in the performance of the following duties:-

- a) Advising the Governing Council on the adequacy of the Institute's Internal control systems
- b) Taking measures to ensure the adequacy of the Institute's internal control systems.
- c) Preparing annual audit plans for Audit Committee's review and approval.
- d) Reviewing the financial statements to ascertain that they are prepared in compliance with International accounting standards.
- e) Conducting financial audits covering revenue, expenditure, assets and liabilities to ascertain they are fairly stated in the financial statements.
- f) Conducting compliance audits to determine whether Institute's activities comply with relevant laws and regulations.
- g) Reviewing the Institute's risk management processes to ascertain that risks are correctly evaluated, reported and managed.
- h) Preparing written reports for each audit and present to management and audit committee in line with the audit policy.
- i) Supervising staff and reviewing their audit work and ensuring that audit evidence is appropriately documented.
- j) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Ensuring the establishment and maintenance of adequate internal control systems
- b) Ensuring value for money audits
- c) Ensuring proper and timely audit reports
- d) Supporting staff in their work to produce timely audit reports
- e) Supporting management's efforts to set fair costs for UMI courses
- f) Supporting to managers to implement departmental internal control systems

### **JOB SPECIFICATIONS**

### **JOB SPECIFICATIONS**

**Minimum academic and professional qualification:**

Bachelors with a Masters Degree in a related field and a Professional Qualification.

**Required Experience:** Eight years relevant experience  
three of which should be at a Senior  
Managerial Level in a reputable  
Organisation/University/ Institution.

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## **HEAD MARKETING AND PROJECTS UNIT**

**JOB TITLE:** Head Projects & Marketing Manager  
**DEPARTMENT:** Projects and Marketing  
**GRADE:** UMI2 (b)  
**IMMEDIATE SUPERVISOR:** Director General

### **MAIN PURPOSE OF THE JOB:**

Structure and, manage projects and staff of the unit to ensure the unit achieves its goals and financial targets.

### **DUTIES AND RESPONSIBILITIES:**

The Head Marketing and Projects will be responsible to the Director General in the performance of the following duties:

- a) Head marketing and projects unit will be responsible for guiding the overall marketing strategy for the Institute.
- b) Coordinating and leading the Unit.
- c) Managing the Unit Business.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Projects and Marketing strategy in place
- b) Department budgets in place
- c) Reports on Marketing Research and surveys carried out
- d) Solicited project grants in place
- e) Communication channels with customers established

### **JOB SPECIFICATION**



**Minimum academic and professional qualification:**

Bachelors in Commerce or Economics (Hons) and Masters Degree in Business Administration (marketing/PPM) from a recognized University/ Institution.

**Required Experience:**

Eight years relevant experience three of which should be at a Senior Managerial Level in a reputable Organisation/University/ Institution.

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## **ICT MANAGER**

**JOB TITLE:**

ICT Manager

**DEPARTMENT:**

ICT

**GRADE:**

UMI2 (b)

**IMMEDIATE SUPERVISOR:**

Director Finance and Administration

### **MAIN PURPOSE OF THE JOB:**

To oversee the integration of information communication technology (ICT) into UMI's business activities, planning for ICT needs, develop strategies and manage the ICT department.

### **DUTIES AND RESPONSIBILITIES:**

The ICT Manager will be responsible to the Director Finance and Administration in the performance of the following duties:-

- a) Developing an ICT strategy for the Institute together with a plan for its implementation.
- b) Overseeing the integration of Information Communications Technology (ICT) into the Institute's training, research and consultancy activities and management processes.
- c) Overseeing the management of ICT resources.
- d) Overseeing the development of state-of-the-art training programmes for UMI Consultants.
- e) Providing technical support for ICT end users within UMI.
- f) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

## **KEY RESULTS AREAS**

- a) Ensuring whole systems use of ICT.
- b) Ensuring skills transfer and capacity building of consultants
- c) Ensuring balanced availability and usage of ICT equipment in all training programmes
- d) Ensuring that the state-of-the-art capabilities of UMI is mainstreamed throughout the Institute
- e) Ensuring adequate resources for course conversion and implementation of ICT into all training programmes

## **JOB SPECIFICATIONS**

**Minimum academic and professional qualification:**

Bachelors Degree in IT or related field with Masters Degree in Computer Science or related field.

**Required Experience:**

Eight years relevant experience three of which should be at a Senior Managerial Level in a reputable Organisation/University/ Institution.

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## **INSTITUTE BURSAR**

**JOB TITLE:**

Institute Bursar

**DEPARTMENT:**

Finance

**GRADE:**

UMI2 (b)

**IMMEDIATE SUPERVISOR:**

Director Finance and Administration

### **MAIN PURPOSE OF THE JOB:**

Responsible for the financial administration and planning of the University and maintaining the accounts in a form determined by the Institute Council.

### **DUTIES AND RESPONSIBILITIES:**

The Institute Bursar will be responsible to the Director Finance and Administration in the performance of the following duties:-

- a) Overseeing the administration of the budgets of the Institute.
- b) Ensuring proper management of the Institute's financial resources.
- c) Spearheading the development of financial operational policies and procedure manuals that reflect the operations of the Institute
- d) Preparing and submitting financial reports and budgets to the Governing Council and the Senior Management.
- e) Preparing and submitting statutory reports to relevant external authorities.
- f) Spearheading the review of the Accounting Information System to ensure it generates the appropriate financial information that supports effective management decisions.
- g) Managing and supervising Departmental Staff.
- h) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

## **KEY RESULT AREAS**

- a) Ensuring equal distribution of financial resources and assets
- b) Ensuring consistent cash flow
- c) Ensuring proper accountabilities and timely financial reporting
- d) Ensuring the Governing Council is informed about the Institute's financial operations and investments
- e) Ensuring timely participatory budgets
- f) Ensuring adequate human resource, logistic and financial support to the Department.
- g) Ensuring transparency in decision-making and resource utilisation.

## **JOB SPECIFICATIONS**

**Minimum academic and professional qualification:**

Bachelors with a Masters Degree in a related field and a Professional Qualification.

**Required Experience:**

Eight years relevant experience three of which should be at a Senior Managerial Level in a reputable Organisation/University/ Institution.

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## **HUMAN RESOURCE AND ADMINISTRATION MANAGER**

**JOB TITLE:** Human Resource and Administration  
Manager

**DEPARTMENT:** Finance & Administration

**GRADE:** UMI2 (b)

**IMMEDIATE SUPERVISOR:** Director Finance & Administration

**MAIN PURPOSE OF THE JOB:**

To guide and support the overall provision of Human Resources and Administration services/ policies for the effective and efficient smooth running of the institute.

**DUTIES AND RESPONSIBILITIES:**

The Human Resource and Administration Manager will be responsible to the Director Finance and Administration in the performance of the following duties:

- a) Initiating and facilitating the development and implementation of the UMI Human Resource and Administration Policy.
- b) Coordinating the recruitment, selection, induction and placement of staff.
- c) Managing the payroll.
- d) Providing support to the Line Managers in the management of the Human Resources.
- e) Overseeing staff welfare of the Institute.
- f) Overseeing the administration of the Human Resource and Administration plan and budget.
- g) Preparing a Human Resource Development Plan and submitting it through the Director Finance and Administration to Senior Management Team and Institute Council.
- h) Overseeing Human Resource investment and development plans for the Institute.
- i) Directing administrative logistical support, maintenance of equipment, vehicles, buildings and security for the Institute.
- j) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

**KEY RESULTS AREAS**

- a) Ensuring adequate deployment of human resources
- b) Ensuring that the development of the human resource manual
- c) Ensuring timely payment of salary and benefits for all staff

- d) Ensuring the Governing Council is informed about human resource plans, policies and investments
- e) Ensuring participatory training and investment plans
- f) Ensuring transparency in staff appraisal, conflict resolutions, and open communication throughout the Institute.

## **JOB SPECIFICATION**

### **Minimum academic and professional qualification:**

Bachelor's Degree in Human Resource Management, Social Sciences, Development Studies, Social Administration or related field with Masters Degree in Human Resource, Public Administration, Business Administration, Organisational Psychology or related field.

### **Required Experience:**

Eight years relevant experience three of which should be at a Senior Managerial Level in a reputable Organisation

## **PRINCIPAL CONSULTANT**

### **JOB TITLE:**

**Principal Consultant**

### **DIRECTORATE:**

Programmes and Students Affairs

### **DEPARTMENT:**

(Depends on the programme)

### **GRADE:**

UM2 (b)

### **IMMEDIATE SUPERVISOR:**

Head of Department

## **MAIN PURPOSE OF THE JOB:**

Design and deliver quality courses, carrying out research and consultancies.

## **DUTIES AND RESPONSIBILITIES**

The Principal Consultant will be responsible to the Head of Department in the performance of the following duties:

- a) Participating in the Institute's training programmes.
- b) Participating in the Institute's Research programmes.
- c) Participating in consultancy projects on behalf of the Institute.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULT AREAS**

- a) Developing curricular and quality teaching materials.
- b) Demonstrating acceptable knowledge and skills in course delivery.
- c) Converting courses into e-learning packages.
- d) Participating in course delivering through e-learning support.
- e) Setting, marking, grading and submitting examination results on timely basis.
- f) Participating and cooperate with other consultants and Institute managers on all matters related to academics.
- g) Documenting and produce research findings and consultancy reports.
- h) Ensuring that examinations and results are professionally graded and issued.
- i) Ensuring participants success in research and writing of dissertations.
- j) Conducting successful graduation ceremonies

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

As per Scheme of Service

**Required Experience:**

Five years teaching experience in institutions of higher learning or eight years work experience

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### **ASSOCIATE PROFESSOR**

**JOB TITLE:**

**Associate Professor**

**DIRECTORATE:**

Programmes and Students Affairs

**DEPARTMENT:**

(Depends on the programme)

**GRADE:** UM2 (b)  
**IMMEDIATE SUPERVISOR:** Head of Department  
**MAIN PURPOSE OF THE JOB:**

Design and deliver quality courses, carrying out research and consultancies.

### **DUTIES AND RESPONSIBILITIES**

The Associate Professor will be responsible to the Head of Department in the performance of the following duties:

- a) Participating in the Institute's training programmes.
- b) Participating in the Institute's Research programmes.
- c) Participating in consultancy projects on behalf of the Institute.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULT AREAS**

- a) Developing curricular and quality teaching materials.
- b) Demonstrating acceptable knowledge and skills in course delivery.
- c) Converting courses into e-learning packages.
- d) Participating in course delivering through e-learning support.
- e) Setting, marking, grading and submitting examination results on timely basis.
- f) Participating and cooperate with other consultants and Institute managers on all matters related to academics.
- g) Documenting and produce research findings and consultancy reports.
- h) Ensuring that examinations and results are professionally graded and issued.
- i) Ensuring participants success in research and writing of dissertations.
- j) Conducting successful graduation ceremonies

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:** As per Scheme of Service

**Required Experience:** Five years teaching experience in institutions of higher learning or eight years work experience

## **TRAINING OFFICER**

**JOB TITLE:** Training Officer

**DEPARTMENT:** Distance Learning

**GRADE:** UMI3 (a)

**IMMEDIATE SUPERVISOR:** Head of Department Distance Learning

### **MAIN PURPOSE OF THE JOB:**

To manage all training events and activities that happen at the centre.

### **DUTIES AND RESPONSIBILITIES:**

The Training Officer will be responsible to the Manager GDLC in the performance of the following duties:

- a) Providing course calendars and advertisements using various media.
- b) Invitation, follow-ups, receipt of applications and registration of participants.
- c) Learner support and facilitation of courses, seminars, workshops and conferences.
- d) Coordination of course offerings with course providers, sponsors and donors.
- e) Ensuring proper distribution of course materials.
- f) Facilitating, conducting of courses in terms of identifying local experts, moderators, facilitators, production of learning materials, course budgets, course evaluation and reports.
- g) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Ensuring skills transfer and capacity building of consultants and participants
- b) Ensuring availability of training materials and equipment for all training programmes
- c) Ensuring that the state-of-the-art capabilities of UMI consultants and participants is enhanced
- d) Ensuring adequate resources for course conversion and implementation of ICT into all training programmes



## **JOB SPECIFICATION**

<b>Minimum academic and professional qualification:</b>	Relevant Bachelors and Masters Degree
<b>Required Experience:</b>	Five Years training experience or programme management experience

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## **TECHNICAL SPECIALIST**

<b>JOB TITLE:</b>	Technical Specialist
<b>DEPARTMENT:</b>	Distance Learning
<b>GRADE:</b>	UMI3 (a)
<b>IMMEDIATE SUPERVISOR:</b>	Head of Department Distance Learning

### **MAIN PURPOSE OF THE JOB:**

To support consultants to design course conversion frameworks to integrate existing training courses with e-learning materials and incorporate them into interactive information communication technologies

### **DUTIES AND RESPONSIBILITIES:**

The Technical Specialist will be responsible to the Head of Department Distance learning in the performance of the following duties:-

- a) Overseeing the provision of hardware support services for the institute's ICT infrastructure and resources.
- b) Overseeing the management of the institute's LAN and WAN infrastructure.
- c) Supervising the ICT technical support persons.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Ensuring course conversion and delivery to participants
- b) Ensuring hosting of web-based course materials
- c) Ensuring that the state-of-the-art course delivery of UMI course is enhanced
- d) Ensuring adequate resources for course conversion and material

## **JOB SPECIFICATIONS**

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Bsc in Mathematics, Engineering, Physics or Computer Engineering with additional Management and Education training or Bachelors Degree in IT or related field with Masters Degree in Computer Science or related field.

**Required Experience:**

Five years relevant experience in a similar position

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## **SENIOR CONSULTANT**

**JOB TITLE:**

**Senior Consultant**

**DIRECTORATE:**

Programmes and Students Affairs

**DEPARTMENT:**

(Depends on the programme)

**GRADE:**

UM3 (a)

**IMMEDIATE SUPERVISOR:**

Head of Department

### **MAIN PURPOSE OF THE JOB:**

Design and deliver quality courses, carrying out research and consultancies.

### **DUTIES AND RESPONSIBILITIES**

The Senior Consultant will be responsible to the Head of Department in the performance of the following duties:

- a) Participating in the Institute's training programmes.
- b) Participating in the Institute's Research programmes.
- c) Participating in consultancy projects on behalf of the Institute.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULT AREAS**

- a) Developing curricular and quality teaching materials.
- b) Demonstrating acceptable knowledge and skills in course delivery.
- c) Converting courses into e-learning packages.
- d) Participating in course delivering through e-learning support.
- e) Setting, marking, grading and submitting examination results on timely basis.
- f) Participating and cooperate with other consultants and Institute managers on all matters related to academics.
- g) Documenting and produce research findings and consultancy reports.
- h) Ensuring that examinations and results are professionally graded and issued.
- i) Ensuring participants success in research and writing of dissertations.
- j) Conducting successful graduation ceremonies

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

As per Scheme of Service

**Required Experience:**

Three years teaching experience in institutions of higher learning or eight years work experience

### **SENIOR LECTURER**

**JOB TITLE:**

**Senior Lecturer**

**DIRECTORATE:**

Programmes and Students Affairs

**DEPARTMENT:**

(Depends on the programme)

**GRADE:**

UM3 (a)

**IMMEDIATE SUPERVISOR:**

Head of Department

### **MAIN PURPOSE OF THE JOB:**

Design and deliver quality courses, carrying out research and consultancies.

### **DUTIES AND RESPONSIBILITIES**

The Senior Lecturer will be responsible to the Head of Department in the performance of the following duties:

- a) Participating in the Institute’s training programmes.
- b) Participating in the Institute’s Research programmes.
- c) Participating in consultancy projects on behalf of the Institute.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

**KEY RESULT AREAS**

- a) Developing curricular and quality teaching materials.
- b) Demonstrating acceptable knowledge and skills in course delivery.
- c) Converting courses into e-learning packages.
- d) Participating in course delivering through e-learning support.
- e) Setting, marking, grading and submitting examination results on timely basis.
- f) Participating and cooperate with other consultants and Institute managers on all matters related to academics.
- g) Documenting and produce research findings and consultancy reports.
- h) Ensuring that examinations and results are professionally graded and issued.
- i) Ensuring participants success in research and writing of dissertations.
- j) Conducting successful graduation ceremonies

**JOB SPECIFICATION**

<b>Minimum academic and professional qualification:</b>	As per Scheme of Service
<b>Required Experience:</b>	Three years teaching experience in institutions of higher learning or eight years work experience

**SENIOR LIBRARIAN**

<b>JOB TITLE:</b>	Senior Librarian
<b>DEPARTMENT:</b>	Library
<b>GRADE:</b>	UMI3 (a)
<b>IMMEDIATE SUPERVISOR:</b>	Director General

## **MAIN PURPOSE OF THE JOB:**

To oversee the management of UMI's library operations in support of both the participant's learning and the training staffs' work in the Institute's training programmes.

## **DUTIES AND RESPONSIBILITIES:**

The Senior Librarian/ Head Library will be responsible to the Director General in the performance of the following duties:-

- a) Managing the Library and Documentation Department.
- b) Managing Library stock.
- c) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

## **KEY RESULTS AREAS**

- a) Ensuring that all library services are easily accessible to the Institute community
- b) Ensuring that library services are state-of-the-art technology and information accessibility
- c) Providing a complete inventory of all library holdings and equipment
- d) Coordinating efficient utilisation of library services
- e) Ensuring adequate resources for the development of library programmes

## **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

As per Scheme of Service

**Required Experience:**

Five years relevant experience at the managerial level in similar institutions

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## **SENIOR RESEARCH FELLOW**

**JOB TITLE:**

Senior Research Fellow

**DEPARTMENT:**

Research

**GRADE:**

UMI3 (a)

**IMMEDIATE SUPERVISOR:** Head of Research

**MAIN PURPOSE OF THE JOB:**

To promote and coordinate research goals and activities in the institute

**DUTIES AND RESPONSIBILITIES**

The Senior Research Fellow will be responsible to the Head Research in the performance of the following duties:-

- a) Coordinating staff efforts to contribute to research goals and targets.
- b) Soliciting research funds/grants and providing staff with general information.
- c) Supervising students undertaking their postgraduate degree studies at the Institute.
- d) Monitoring staff in relation to research performance standards and guidelines and advising the institute according.
- e) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

**KEY RESULT AREAS**

- a) Coordinating the research policy
- b) Promoting research interests
- c) Executing research interests
- d) Soliciting for research funds
- e) Managing public research debates and symposia

**JOB SPECIFICATION**

**Minimum academic and professional qualification:**

As per Scheme of Service

**Required Experience:**

Three years teaching experience in institutions of higher learning or eight years work experience

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**SYSTEMS ADMINISTRATOR**

**JOB TITLE:** Systems Administrator  
**DEPARTMENT:** Information Communication Technology  
**GRADE:** UMI3 (b)  
**IMMEDIATE SUPERVISOR:** ICT Manager

**MAIN PURPOSE OF THE JOB:**

Configure, implement, maintain and provide technical support (application/information systems) to all users of the institutes ICT infrastructure and resources

**DUTIES AND RESPONSIBILITIES:**

The Systems Administrator will be responsible to the Information Communication Technology Manager in the performance of the following duties:

- a) Overseeing the provision of software (application/ information systems) support services over the Institute's ICT infrastructure and resources
- b) Maintaining all information systems at the Institute.
- c) Supporting Institute end-users in using computer applications.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

**KEY RESULTS AREAS**

**Ensuring that information, communication and technological systems of the Institute are well maintained and serviceable at all times.**

**Ensuring that information and computer controls are in place.**

**Ensuring timely data and information available to all users.**

**Ensuring that out-sourced service providers are competent and reliable.**

**Ensuring adequate information and computer security is in place.**

**Ensuring timely reports on the Institute information systems.**

**JOB SPECIFICATION**

**Minimum academic and professional qualification:** Bachelors Degree in IT or related field with Masters Degree in Computer Science or related field

**Required Experience:** At least Five years working experience, three of which should be at senior level with a reputable Organisation.

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## **SENIOR QUALITY ASSURANCE OFFICER**

**JOB TITLE:** Senior Quality Assurance Officer

**UNIT:** Quality Assurance

**GRADE:** UMI3 (b)

**IMMEDIATE SUPERVISOR:** Director General

### **MAIN PURPOSE OF THE JOB:**

Ensuring quality of services and academic programmes delivered at the institute

### **DUTIES AND RESPONSIBILITIES:**

The Senior Quality Assurance Officer will report to Director General in the performance of the following duties and responsibilities:

- a) Initiating the Quality Assurance Strategy.
- b) Enforcing the implementation of the National Council of Higher Education guidelines.
- c) Undertaking data analysis and research.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULT AREAS**

- a) Initiating the Quality Assurance Strategy.
- b) Enforcing the implementation of the National Council of Higher Education guidelines.
- c) Undertaking data analysis and research.

### **JOB SPECIFICATION**



**Minimum academic and professional qualification:**

Bachelors (Hons) and Masters Degree in Curriculum Studies or Quality Assurance studies, PhD in Education (curriculum studies or quality assurance studies)

**Required Experience:**

Four years experience in teaching curriculum and quality assurance studies at higher Education Institution.

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## **SENIOR PLANNING MONITORING AND EVALUATION OFFICER**

**JOB TITLE:** Senior Planning and Monitoring Officer

**UNIT:** Planning, Monitoring and Evaluation

**GRADE:** UMI3 (b)

**IMMEDIATE SUPERVISOR:** Director General

### **MAIN PURPOSE OF THE JOB:**

Overseeing the planning, monitoring and evaluation initiatives of the Institute.

### **DUTIES AND RESPONSIBILITIES:**

The Senior Planning and Monitoring Officer will report to Director General in the performance of the following duties and responsibilities:

- a) Developing the Monitoring and Evaluation System.
- b) Guiding and coordinating the formulation of the strategic and annual plans for effective utilization of Institute resources.
- c) Providing technical advice to programme staff on planning.
- e) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULT AREAS**

- a) Developing the Monitoring and Evaluation System.
- b) Guiding and coordinating the formulation of the strategic and annual plans for effective utilization of Institute resources.
- c) Providing technical advice to programme staff on planning

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Bachelors (Hons) in Economics or Statistics with Masters Degree in Planning or Business Administration. Postgraduate qualification in Monitoring and Evaluation will be added advantage.

**Required Experience:**

Five years work experience in planning process in a Department or Institution of Higher Education Sector.

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### **SENIOR MARKETING OFFICER**

**JOB TITLE:**

Senior Marketing Officer

**DEPARTMENT:**

Projects and Marketing

**GRADE:**

UMI3 (b)

**IMMEDIATE SUPERVISOR:**

Head Marketing & Projects Unit

### **MAIN PURPOSE OF THE JOB:**

Co-develop and implement marketing initiatives, within the context of the corporate marketing strategy with the Head of Department, provide personal assistance and administrative support to the Institution in the preparation and development of marketing tools and promotional events.

### **DUTIES AND RESPONSIBILITIES:**

The Senior Marketing Officer will be responsible to the Head Marketing and Projects Unit in the performance of the following duties:-

- a) Developing and executing a comprehensive marketing plan for the Institute programmes.
- b) Providing technical support to Departments in identifying and designing competitive programmes and marketing strategies.
- c) Responsible for achievement of sales and marketing targets for the Institute including establishing competitor and market intelligence information systems.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

## KEY RESULTS AREAS

Ensuring effective market research

Developing and executing a comprehensive marketing plan for the Institute programmes

Providing technical support to Departments in identifying and designing competitive programmes and marketing strategies.

Responsible for achievement of sales and marketing targets for the Institute

## JOB SPECIFICATION

**Minimum academic and professional qualification:**

Bachelors Degree in Commerce (Marketing Option) or BBA with Masters Degree in a related area.

**Required Experience:**

Five years experience, three of which should have been at senior level in a reputable organisation

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## SENIOR INTERNAL AUDITOR

**JOB TITLE:** Senior Internal Auditor

**DEPARTMENT:** Internal Audit

**GRADE:** UMI3 (b)

**IMMEDIATE SUPERVISOR:** Chief Internal Auditor

### MAIN PURPOSE OF THE JOB:

To verify and advise UMI managers on the use of internal control systems that will enable them to effectively utilise available resources.

### DUTIES AND RESPONSIBILITIES:

The Senior Internal Auditor will be responsible to the Chief Internal Auditor in the performance of the following duties:-

- (a) Supporting the CIA to test the appropriateness of the Institute's internal control systems.
- (b) Verifying the existence and effectiveness of internal control systems
- (c) Reviewing the financial and accounting systems at the Institute to ensure they are adequate and effective.

- (d) Auditing revenue, expenditure, assets and liabilities to ensure that they are fairly stated in the financial statements.
- (e) Advising and ensuring that the Institute activities comply with operational policies and procedures put in place by management.
- (f) Carrying out value for money audits.
- (g) Auditing procurement procedures and payments to ensure that all goods and services are properly ordered, received and examined in accordance with eh regulations.
- (h) Conducting manpower audits.
- (i) Producing quarterly and year end audit reports.
- (j) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Ensuring the maintenance of adequate internal control systems
- b) Ensuring value for money audits
- c) Ensuring proper and timely audit reports
- d) Supporting staff in their work to produce timely reports for audit
- e) Supporting managers to implement departmental internal control systems

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

B.Com/ BBA/ and related fields with MBA, Masters Degree in Business administration or Accounting /Auditing or Finance and a Professional qualification.

**Required Experience:**

Five years of experience three of which should be at senior management level.

### **SENIOR PROJECTS OFFICER**

**JOB TITLE:** Senior Projects Officer  
**DEPARTMENT:** Projects and Marketing  
**GRADE:** UMI4 (b)  
**IMMEDIATE SUPERVISOR:** Head Projects & Marketing Unit

**MAIN PURPOSE OF THE JOB:**

Follow up leads for available opportunities in consultancies/projects, ensure they are won; their successful expedition and fees are collected for work done.

**DUTIES AND RESPONSIBILITIES:**

The Senior Projects Officer will be responsible to the Head Projects and Marketing Unit in the performance of the following duties:

- a) Scanning the local and external environment for consultancy opportunities.
- b) Preparing bid documents in consultation with staff and external clients.
- c) Assisting the Head Project Unit in fundraising.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

**KEY RESULTS AREAS**

- a) Providing comprehensive reports on all consultancy activities
- b) Ensuring that UMI has cost effective consultancies.
- c) Ensuring that consultancies are in alignment with UMI goals

**JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Bachelor's degree Business Administration/Development Studies/ Commerce or related field with a relevant Masters

**Required Experience:**

Five years working experience, three at senior level

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**SENIOR ACCOUNTANT**

**JOB TITLE:**

Senior Accountant

**DEPARTMENT:**

Finance

**GRADE:**

UMI3 (b)

**IMMEDIATE SUPERVISOR:**

Institute Bursar

**MAIN PURPOSE OF THE JOB:**

To assist the Institute Bursar in the implementation of internal control systems and policies, prepare designated reports and ensure integrity of data posting in the Microsoft dynamics financial system in the general ledger.

### **DUTIES AND RESPONSIBILITIES:**

The Senior Accountant will be responsible to the Institute Bursar in the performance of the following duties:-

- a) Preparation of budget reports.
- b) Overseeing and supervising staff outputs.
- c) Preparing and submitting management financial reports.
- d) Preparing statutory returns and reports.
- e) Supervising the General ledger.
- f) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULT AREAS**

**Preparation of budget reports**

**Overseeing and supervising staff outputs**

**Preparing and submitting management financial reports**

**Preparing statutory returns and reports**

**Supervising the General ledger**

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Relevant Bachelors with a Masters Degree in a related field and a Professional Qualification.

**Required Experience:**

Five years working experience, three at senior level

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### **SENIOR ASSISTANT REGISTRAR**

**JOB TITLE:**

Senior Assistant Registrar

**DEPARTMENT:**

Programmes and Student Affairs

**GRADE:** UMI3 (b)

**IMMEDIATE SUPERVISOR:** Institute Registrar

**MAIN PURPOSE OF THE JOB:**

To manage participant's examination and results records and assist in organizing graduation ceremonies.

**DUTIES AND RESPONSIBILITIES:**

The Senior Assistant Registrar will be responsible to the Institute Registrar in the performance of the following duties:-

- a) Making adequate preparation for examinations.
- b) Overseeing the preparations and submission of examination results.
- c) Managing participants' examination records.
- d) Managing participants' results.
- e) Managing participants' admissions to UMI training Programmes.
- f) Managing participants' registration.
- g) Managing participants' records.
- h) Providing information and data on participants.
- i) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

**KEY RESULTS AREAS**

**Participants academic profiling is accurate.**

**Transparent academic records are maintained.**

**Participant's academic records are available at all times.**

**Examination results are available to the Academic Board on time.**

**Stringent quality control practices protect examinations and eliminate examination malpractices.**

**Ensuring that examinations and results are professionally graded and issued.**

**Conduct successful graduation ceremonies.**

**JOB SPECIFICATION**

**Minimum academic and** Relevant Bachelors and Masters Degree

**professional qualification:**

**Required Experience:** Five years three of which at a Senior Level in an academic registry office in a tertiary or university.

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## **LECTURER**

**JOB TITLE:** Lecturer  
**DIRECTORATE:** Programmes  
**DEPARTMENT:** (Depends on the programme)  
**GRADE:** UMI4 (a)  
**IMMEDIATE SUPERVISOR:** Head of Department

## **MAIN PURPOSE OF THE JOB**

Design and deliver quality courses, carrying out research and consultancies.

## **DUTIES AND RESPONSIBILITIES**

The Lecturer will be responsible to the Head of Department in the performance of the following duties:

- a) Participating in the Institute's training programmes.
- b) Participating in the Institute's Research programmes.
- c) Participating in consultancy projects on behalf of the Institute.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

## **KEY RESULT AREAS**

- a) Developing curricular and quality teaching materials.
- b) Demonstrating acceptable knowledge and skills in course delivery.
- c) Converting courses into e-learning packages.
- d) Participating in course delivering through e-learning support.
- e) Setting, marking, grading and submitting examination results on timely basis.
- f) Participating and cooperate with other consultants and Institute managers on all matters related to academics.



- g) Documenting and produce research findings and consultancy reports.
- h) Ensuring that examinations and results are professionally graded and issued.
- i) Ensuring participants success in research and writing of dissertations.
- j) Conducting successful graduation ceremonies

## **JOB SPECIFICATION**

**Minimum academic and professional qualification:** As per Scheme of Service

**Required Experience:** As per scheme of service

## **CONSULTANT**

**JOB TITLE:** Consultant

**DIRECTORATE:** Programmes

**DEPARTMENT:** (Depends on the programme)

**GRADE:** UMI4 (a)

**IMMEDIATE SUPERVISOR:** Head of Department

## **MAIN PURPOSE OF THE JOB**

Design and deliver quality courses, carrying out research and consultancies.

## **DUTIES AND RESPONSIBILITIES**

The Senior Lecturer will be responsible to the Head of Department in the performance of the following duties:

- a) Participating in the Institute's training programmes.
- b) Participating in the Institute's Research programmes.
- c) Participating in consultancy projects on behalf of the Institute.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

## **KEY RESULT AREAS**

- a) Developing curricular and quality teaching materials.
- b) Demonstrating acceptable knowledge and skills in course delivery.
- c) Converting courses into e-learning packages.
- d) Participating in course delivering through e-learning support.
- e) Setting, marking, grading and submitting examination results on timely basis.
- f) Participating and cooperate with other consultants and Institute managers on all matters related to academics.
- g) Documenting and produce research findings and consultancy reports.
- h) Ensuring that examinations and results are professionally graded and issued.
- i) Ensuring participants success in research and writing of dissertations.
- j) Conducting successful graduation ceremonies

### **JOB SPECIFICATION**

<b>Minimum academic and professional qualification:</b>	As per Scheme of Service
<b>Required Experience:</b>	As per scheme of service

### **LIBRARIAN**

<b>JOB TITLE:</b>	Librarian
<b>DEPARTMENT:</b>	Library
<b>GRADE:</b>	UMI4(a)
<b>IMMEDIATE SUPERVISOR:</b>	Head Library

### **MAIN PURPOSE OF THE JOB:**

To provide administrative and technical support to access both online and print information sources that support UMI teaching and learning activities.

### **DUTIES AND RESPONSIBILITIES:**

The Librarian will be responsible to the Head Library and Documentation Department in the performance of the following duties:-

- a) Acquiring and classifying new print materials for the library.
- b) Providing reference services for users.
- c) Providing online library and information services to users.
- d) Providing library administrative functions.

- e) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREA**

- a) Ensuring latest print and CD-ROM material available to UMI participants and consultants for research
- b) Ensuring accurate online searches upon request
- c) Ensuring proper classification of print material for easy access
- d) Ensuring ease of circulation for print material

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:** As per Scheme of Service

**Required Experience:** As per scheme of service

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### **QUALITY ASSURANCE OFFICER.**

**JOB TITLE:** Quality Assurance Officer

**UNIT:** Quality Assurance

**GRADE:** UMI4 (a)

**IMMEDIATE SUPERVISOR:** Senior Quality Assurance Officer

### **MAIN PURPOSE OF THE JOB:**

Ensuring quality of services and academic programmes delivered at the institute

### **DUTIES AND RESPONSIBILITIES:**

The Quality Assurance Officer will report to Senior Quality Assurance Officer in the performance of the following duties and responsibilities:

- a) Initiating the Quality Assurance Strategy.
- b) Enforcing the implementation of the National Council of Higher Education guidelines.
- c) Undertaking data analysis and research.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

## KEY RESULT AREAS

- a) Initiating the Quality Assurance Strategy.
- b) Enforcing the implementation of the National Council of Higher Education guidelines.
- c) Undertaking data analysis and research.

## JOB SPECIFICATION

**Minimum academic and professional qualification:**

Bachelors (Hons) and Masters Degree in Curriculum Studies.

**Required Experience:**

Two years experience in teaching curriculum and quality assurance studies at higher Education Institution.

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## PLANNING MONITORING AND EVALUATION OFFICER

**JOB TITLE:**

Planning and Monitoring Officer

**UNIT:**

Planning, Monitoring and Evaluation

**GRADE:**

UMI4 (a)

**IMMEDIATE SUPERVISOR:**

Senior Planning and Monitoring Officer

### MAIN PURPOSE OF THE JOB:

Overseeing the planning, monitoring and evaluation initiatives of the Institute.

### DUTIES AND RESPONSIBILITIES:

The Planning and Monitoring Officer will report to Senior Planning and Monitoring Officer in the performance of the following duties and responsibilities:

- a) Developing the Monitoring and Evaluation System.
- b) Guiding and coordinating the formulation of the strategic and annual plans for effective utilization of Institute resources.
- c) Providing technical advice to programme staff on planning.

- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULT AREAS**

- a) Developing the Monitoring and Evaluation System.  
b) Guiding and coordinating the formulation of the strategic and annual plans for effective utilization of Institute resources.  
c) Providing technical advice to programme staff on planning

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Bachelors (Hons) in Economics or Statistics Postgraduate qualification in Monitoring and Evaluation will be added advantage.

**Required Experience:**

Three years work experience in planning process in a Department or Institution of Higher Education Sector.

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### **RESEARCH FELLOW**

**JOB TITLE:**

Research Fellow

**DEPARTMENT:**

Research

**GRADE:**

UMI4 (a)

**IMMEDIATE SUPERVISOR:**

Head of Research

### **MAIN PURPOSE OF THE JOB:**

To promote and coordinate research goals and activities in the institute

### **DUTIES AND RESPONSIBILITIES**

The Research Fellow will be responsible to the Head Research in the performance of the following duties:-

- a) Coordinating staff efforts to contribute to research goals and targets.

- b) Soliciting research funds/grants and providing staff with general information.
- c) Supervising students undertaking their postgraduate degree studies at the Institute.
- d) Monitoring staff in relation to research performance standards and guidelines and advising the institute according.
- e) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULT AREAS**

- a) Coordinating the research policy
- b) Promoting research interests
- c) Executing research interests
- d) Soliciting for research funds
- e) Managing public research debates and symposia

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

As per Scheme of Service

**Required Experience:**

Three years teaching experience in institutions of higher learning or eight years work experience

### **PUBLIC RELATIONS OFFICER**

**JOB TITLE:** Public Relations Officer

**DEPARTMENT:** Directorate

**GRADE:** UMI4 (b)

**IMMEDIATE SUPERVISOR:** Director General

### **MAIN PURPOSE OF THE JOB:**

To oversee the public relations function at the Institute.

### **DUTIES AND RESPONSIBILITIES:**

The Public Relations Officer will be responsible to the Director General in the performance of the following duties:-

### **Duties and responsibilities**

- a) Ensuring a strong team culture among Public Relations Assistants in responding to enquiries and receiving and directing visitors to the Institute
- b) Ensuring that a strong corporate culture is represented through the Public Relations Assistants to handle client relations, answering incoming telephone calls and scheduling of appointments to see Institute staff and participants
- c) Overseeing the collection of information from the various offices to be used by the Public Relations Assistants to answer enquiries
- d) Ensuring correct information is available to respond to enquires from participants and other visitors
- e) Ensuring messages are transmitted to staff and participants
- f) Ensuring the proper use of telephone systems and telephone etiquette for outgoing telephone calls
- g) Carrying on with your current responsibility of processing travel for staff.
- h) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULT AREAS**

- a) Defending and promoting the image of the Institute.
- b) Ensuring that the front desk is responsive and receptive to internal and external clients.
- c) Promoting a Corporate Culture.
- d) Ensuring dissemination of accurate information.
- e) Managing official public functions.
- f) Representing the Institute on official corporate functions.

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Bachelor's degree in Mass Communication, Journalism or

related field

**Required Experience:** Three years in a similar position gained with a reputable organization.

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## **PERSONAL ASSISTANT**

**JOB TITLE:** Personal Assistant

**DEPARTMENT:** Directorate

**GRADE:** UMI4 (b)

**IMMEDIATE SUPERVISOR:** Director

### **MAIN PURPOSE OF THE JOB:**

To provide administrative support to the Director

### **DUTIES AND RESPONSIBILITIES:**

The Personal Assistant will be responsible to the Director General in the performance of the following duties:-

- (a) Ensuring that Offices under your charge are well maintained to reflect an image befitting the status of the Chief Executive of UMI.
- (b) Managing the Director General's diary.
- (c) Organizing meetings called by the Director General and taking minutes where necessary.
- (d) Developing and managing the budget for the Director General's Office.
- (e) Setting work targets for the Office Assistant attached to the Directorate and overseeing his/her performance.
- (f) Taking dictation from the Director General, transcribing the dictation and producing the hard copies for signature.
- (g) Handling visitors which will include making appointments and arranging for appropriate hospitality.
- (h) Liaising with the Human Resource and Administration Manager on the Director General's travel arrangements.
- (i) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULT AREAS**

- a) Appointment schedule in place.



- b) Travel arrangements coordinated.
- c) Relevant staff receives communication from the Director
- d) Meetings coordinated and minutes taken.
- e) Mail received and dispatched.
- f) Filing system for the Director

## **JOB SPECIFICATION**

**Minimum academic and professional qualification:** Bachelor's degree in Secretarial Studies or related field

**Required Experience:** Five years as secretary

## **PROCUREMENT OFFICER**

**JOB TITLE:** Procurement Officer

**DEPARTMENT:** Procurement

**GRADE:** UM4 (b)

**IMMEDIATE SUPERVISOR:** Director General

### **MAIN PURPOSE OF THE JOB:**

The role is to support the Director General in providing Procurement service, through coordinating the work of team staff.

### **DUTIES AND RESPONSIBILITIES:**

The Procurement Officer will be responsible to the Director General in the performance of the following duties:

- a) Providing leadership to the Procurement and Disposal Unit.
- b) Maintaining a list of prequalified suppliers for the whole range of Institute goods, services and works.
- c) Maintaining procurement requirements for the Institute.
- d) Ensuring that the necessary UMI procurement documentation is in place and properly utilized.
- e) Submitting statutory and Management reports as specified in the Procurement Regulations or as may be guided by the Director General.

- f) Managing the disposal of assets in accordance with the law and regulations.
- g) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

**KEY RESULTS AREAS**

- a) Ensuring that procurement documentation is properly compiled and utilised
- b) Ensuring that suppliers and end users are properly guided on procurement procedures
- c) Ensuring timely payment to suppliers
- d) Ensuring procurement requires of the Instituted compiled on time

**JOB SPECIFICATION**

**Minimum academic and professional qualification:** Bachelor’s degree in Procurement Studies or related field

**Required Experience:** Five years as secretary

**ASSISTANT REGISTRAR**

**JOB TITLE:** Assistant Registrar

**DEPARTMENT:** Programmes and Student Affairs

**GRADE:** UMI4 (b)

**IMMEDIATE SUPERVISOR:** Institute Registrar

**MAIN PURPOSE OF THE JOB:**

To take part in the scion process, maintenance of participants’ data, monitoring attendance, exam registration, issue of transcripts and certificates

**DUTIES AND RESPONSIBILITIES:**

The Assistant Registrar will be responsible to the Institute Registrar in the performance of the following duties:-

- a) Managing participant admissions to the Higher Degree programmes.

- b) Managing participant's registration.
- c) Managing participant's records.
- d) Working closely with the Secretary of the Department of Higher Degrees to track student's progress on research.
- e) Providing information and data on participants.
- f) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Numbers of participants per course are in alignment with the available laboratory space and the desirable consultant / participant ratio.
- b) Transparent participant profiling to the Academic Board for admission
- c) Participant's records are accurate and available at all times.
- d) Conducting successful graduation ceremonies

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Relevant Bachelor's Degree

**Required Experience:**

Three Years in an academic registrar office in a tertiary or University

### **INTERNAL AUDITOR**

**JOB TITLE:**

Internal Auditor

**DEPARTMENT:**

Internal Audit

**GRADE:**

UMI4 (b)

**IMMEDIATE SUPERVISOR:**

Chief Internal Auditor

### **MAIN PURPOSE OF THE JOB:**

To verify and advise UMI managers on the use of internal control systems that will enable them to effectively utilise available resources.

### **DUTIES AND RESPONSIBILITIES:**

The Internal Auditor will be responsible to the Chief Internal Auditor in the performance of the following duties:-

- a) Verifying the existence and effectiveness of internal control systems

- b) Reviewing the financial and accounting systems at the Institute to ensure they are adequate and effective.
  - c) Auditing revenue, expenditure, assets and liabilities to ensure that they are fairly stated in the financial statements.
  - d) Advising and ensuring that the Institute activities comply with operational policies and procedures put in place by management.
  - e) Carrying out value for money audits.
  - f) Auditing procurement procedures and payments to ensure that all goods and services are properly ordered, received and examined in accordance with eh regulations.
  - g) Conducting manpower audits.
  - h) Producing quarterly and year end audit reports.
1. Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Ensuring the maintenance of adequate internal control systems
- b) Ensuring value for money audits
- c) Ensuring proper and timely audit reports
- d) Supporting staff in their work to produce timely reports for audit
- e) Supporting managers to implement departmental internal control systems

### **JOB SPECIFICATION**

<b>Minimum academic and professional qualification:</b>	B.Com/BBA or related qualification
<b>Required Experience:</b>	Two years experience in a related field gained with reputable organisation

### **PROJECTS OFFICER**

<b>JOB TITLE:</b>	Projects officer
<b>DEPARTMENT:</b>	Projects and Marketing
<b>GRADE:</b>	UMI4 (b)
<b>IMMEDIATE SUPERVISOR:</b>	Head Marketing & Projects Unit

### **MAIN PURPOSE OF THE JOB:**

Follow up leads for available opportunities in consultancies/projects, ensure they are won; their successful expedition and fees are collected for work done.

### **DUTIES AND RESPONSIBILITIES:**

The Projects Officer will be responsible to the Head Marketing and Projects Unit in the performance of the following duties:

- a) Scanning the local and external environment for consultancy opportunities.
- b) Preparing bid documents in consultation with staff and external clients.
- c) Assisting the Head Project Unit in fundraising.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Providing comprehensive reports on all consultancy activities
- b) Ensuring that UMI has cost effective consultancies.

**Ensuring that consultancies are in alignment with UMI goals**

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Bachelor's degree in Development or related field and professional qualification in a related field

**Required Experience:**

Two years experience

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### **MARKETING OFFICER**

**JOB TITLE:**

Marketing Officer

**DEPARTMENT:**

Projects and Marketing

**GRADE:**

UMI4 (b)

**IMMEDIATE SUPERVISOR:**

Head Projects & Marketing

### **MAIN PURPOSE OF THE JOB:**

Co-develop and implement marketing initiatives, within the context of the corporate marketing strategy with the Head of Department, provide

personal assistance and administrative support to the Institution in the preparation and development of marketing tools and promotional events.

### **DUTIES AND RESPONSIBILITIES:**

The Marketing Officer will be responsible to the Director General in the performance of the following duties:-

- a) Developing and executing a comprehensive marketing plan for the Institute programmes.
- b) Developing and leading the market research process of the Institute.
- c) Monitoring and evaluating the business growth of training, research and consultancy Departments and business growth of the Institute as a whole and recommending solutions for continuous improvement.
- d) Providing technical support to Departments in identifying and designing competitive programmes and marketing strategies.
- e) Developing and executing marketing, promotional, customer and public relations campaigns.
- f) Producing and disseminating marketing and promotional information.
- g) Producing and running regular course advertisements and features articles in the media.
- h) Responsible for achievement of sales and marketing targets for the Institute.
- i) Establishing competitor and market intelligence information systems.
- j) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

**Ensuring effective market research**

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

B.Com Marketing or related fields

**Required Experience:**

Two years experience

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### **ADMINISTRATIVE OFFICER**

**JOB TITLE:**

Administrative Officer

**DEPARTMENT:**

Administration

**GRADE:** UMI4 (b)  
**IMMEDIATE SUPERVISOR:** Human resource and Admin Manager

**MAIN PURPOSE OF THE JOB:**

To manage the general office and provide administrative support services to the Institute.

**DUTIES AND RESPONSIBILITIES:**

The Administrative Officer – General Office will be responsible to the Human Resource and Administration Manager in the performance of the following duties:

- a) Supervising staff under the General Office.
- b) Over seeing the utilization and maintenance of offices and classrooms.
- c) Providing administrative support.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

**KEY RESULTS AREAS**

- a) Ensuring coordinated support services for the Institute.
- b) Ensuring office supplies and logistics available at all times.
- c) Ensuring outstanding client relationships.
- d) Ensuring well-placed support staff deployment.

**JOB SPECIFICATION**

<b>Minimum academic and professional qualification:</b>	Relevant Bachelor’s degree in Administration, Management, Social Sciences or Development studies
<b>Required Experience:</b>	Two years relevant experience gained in a reputable institution.

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**ADMINISTRATIVE OFFICER - HEALTH SERVICES**

**JOB TITLE:** Administrative officer - Health Services

**DEPARTMENT:** Administration  
**GRADE:** UMI4 (b)  
**IMMEDIATE SUPERVISOR:** Human Resource and Administration  
Manager

**MAIN PURPOSE OF THE JOB:**

To provide medical services to Institute staff and participants, ensure maintenance of environmental hygiene, and support HIV/AIDS policy and activities in the Institute.

**DUTIES AND RESPONSIBILITIES:**

The Health Service Officer will be responsible to the Human Resource and Administration Manager in the performance of the following duties:-

- a) Providing medical services.
- b) Supporting funeral services for deceased staff and immediate families and participants who may die on the premises.
- c) Providing environmental management.
- d) Implementing the Institute's HIV/AIDS policy and activities.
- e) Managing the provision of health care logistics.
- f) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

**KEY RESULTS AREA**

**Ensuring environmental and health safety standards for UMI.**

**Ensuring appropriate environmental health and HIV/AIDS policies and activities implemented.**

**Ensuring provision of appropriate medical and health care services.**

**Ensuring consistent and informative health campaigns.**

**JOB SPECIFICATION**

**Minimum academic and professional qualification:** Bachelor's degree in Nursing and/or public health

**Required Experience:** Three Years in clinical Practice and health management



## **ADMINISTRATIVE OFFICER – RECORDS**

**JOB TITLE:** Administration Officer, Records  
**DEPARTMENT:** Administration  
**GRADE:** UMI4 (b)  
**IMMEDIATE SUPERVISOR:** Human Resource and Administration  
Manager

### **MAIN PURPOSE OF THE JOB:**

To oversee proper management of the institute's records and record management systems

### **DUTIES AND RESPONSIBILITIES:**

The Administrative Officer - Records will be responsible to the Human Resource and Administration Manager in the performance of the following duties:

- a) Implementing and maintaining an appropriate records management system for the Institute.
- b) Acting as custodian for all UMI's records and documents.
- c) Organizing the Registry for efficient operation.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREA**

**Ensuring an efficient, well managed Registry**

**Ensuring that files, records and documents are available upon request**

**Maintaining confidentiality and classification of files, records and documents**

**Ensuring Institute staff support and use the online Registry**

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:** Degree in Records Management or its equivalent

**Required Experience:** Two Years experience in a similar position

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## **ACCOUNTANT**

<b>JOB TITLE:</b>	Accountant
<b>DEPARTMENT:</b>	Finance
<b>GRADE:</b>	UMI4(b)
<b>IMMEDIATE SUPERVISOR:</b>	Institute Bursar

### **MAIN PURPOSE OF THE JOB**

To ensure that the Institute's programmes and investments generate revenue that sustains the Institute's operations.

### **DUTIES AND RESPONSIBILITIES:**

The Accountant will be responsible to the Institute Bursar in the performance of the following duties:-

- a) Maintaining relevant ledger books and ensuring that ledger transactions have been properly posted.
- b) Carrying out ledger account reconciliations
- c) Ensuring that all vouchers that have been prepared and are ready for payment have all necessary attachments and have gone through the right approval process before passing them for payment.
- d) Carrying out bank reconciliations of all institute accounts.
- e) Providing analyses of financial data needed in fiscal and budgetary planning.
- f) Maintaining the Fixed Assets Register including additions and disposals, maintaining asset depreciation reports and reconciliation.
- g) Liaising with the Procurement and Disposal Unit in implementing procurements.
- h) Assisting in the preparation of financial reports.
- i) Preparing withdrawal application forms
- j) Managing the sales ledger.
- k) Costing and invoicing clients
- l) Compiling monthly NTR reports
- e) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Ensuring that profit and loss analyses performed for every departmental financial and investment plan.

- b) Ensuring cost controls and all Cost and Profit Centres.
- c) Ensuring profit and loss information available for best practice and decision-making for the Institute.
- d) Producing financial reports and investment portfolio information.

## **JOB SPECIFICATION**

<b>Minimum academic and professional qualification:</b>	B.com (Accounting), Finance, BBA or related
<b>Required Experience:</b>	field, Two years relevant experience in accounting gained in a public institution

## **HUMAN RESOURCE OFFICER**

<b>JOB TITLE:</b>	Human Resource Officer
<b>DIRECTORATE:</b>	Finance and Administration
<b>DEPARTMENT:</b>	Human Resources
<b>GRADE:</b>	UMI4 (b)
<b>IMMEDIATE SUPERVISOR:</b>	Human Resource and Administration Manager

### **MAIN PURPOSE OF THE JOB:**

To provide management and welfare support to the staff of the Institute

### **DUTIES AND RESPONSIBILITIES:**

The Human Resource Officer will be responsible to the Human Resource and Administration Manager in the performance of the following duties:

- a) Implementing the UMI Human Resource Plan for the Institute.
- b) Participating in the selection, induction and placement of staff.
- c) Updating the staff data bank.
- d) Supporting staff welfare programmes.
- e) Facilitating the performance appraisal process.
- f) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Ensuring the implementation of the human resource manual
- b) Ensuring participatory training and investment plans
- c) Updating the staff data bank
- d) Supporting staff welfare programmes
- e) Facilitating the performance appraisal process

## **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Relevant Bachelor's Degree with a post graduate qualification in Human Resource Management

**Required Experience:**

Two years relevant experience gained in a reputable organisation

## **ADMINISTRATIVE ASSISTANT**

**JOB TITLE:**

**Administrative Assistant**

**DIRECTORATE:**

Programmes

**DEPARTMENT:**

(Depends on the programme)

**GRADE:**

UM5

**IMMEDIATE SUPERVISOR:**

Head of Department

### **MAIN PURPOSE OF THE JOB:**

To provide administrative and records management support for the Department.

### **DUTIES AND RESPONSIBILITIES:**

The Administrative Assistant will be responsible to the Head of Department in the performance of the following duties:

- a) Managing the office.
- b) Performing a public relations function.
- c) Handling documents and correspondences.
- d) Providing administrative support to training; consultancy and research activities in the department.

- e) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Ensuring efficient management of training programme office.
- b) Ensuring good records management.
- c) Ensuring logistical support for training programmes.
- d) Ensuring efficient secretarial and administrative support for training teams.
- e) Ensuring effective utilisation of training budgets and logistics.
- f) Ensuring good customer care for training participants.

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Degree in Secretarial Studies or related discipline.

**Required Experience:**

Three year post qualification experience.

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### **ASSISTANT PROCUREMENT OFFICER**

**JOB TITLE:**

Procurement Assistant

**DEPARTMENT:**

Procurement

**GRADE:**

UMI5

**IMMEDIATE SUPERVISOR:**

Procurement Officer

### **MAIN PURPOSE OF THE JOB:**

To assist the procurement officer in the procurement of goods and services and disposal of public assets

### **DUTIES AND RESPONSIBILITIES:**

The Assistant Procurement Officer will be responsible to the Procurement Officer in the performance of the following duties:

- a) Assisting the Procurement Officer in providing leadership to the Procurement & Disposal Unit.

- b) Assisting the Procurement Officer in maintaining a list of pre-qualified suppliers for the whole range of Institute goods, services and works.
- c) Assisting the Procurement Officer in managing procurement requirements for the Institute.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Ensuring that bid proposals are received in time.
- b) Ensuring that suppliers database is updated regularly.
- c) Ensuring that delivered goods match the specifications of the User departments and the Institution.

### **JOB SPECIFICATION**

<b>Minimum academic and professional qualification:</b>	Relevant Diploma in Procurement
<b>Required Experience:</b>	Two Years experience gained in a public institution

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### **SENIOR ACCOUNTS ASSISTANT**

<b>JOB TITLE:</b>	Senior Accounts Assistant
<b>DEPARTMENT:</b>	Finance
<b>GRADE:</b>	UMI5
<b>IMMEDIATE SUPERVISOR:</b>	Accountant

### **MAIN PURPOSE OF THE JOB:**

To ensure equitable allocation and distribution of the Institute's financial resources

### **DUTIES AND RESPONSIBILITIES:**

The Senior Accounts Assistant, you will be responsible to the Accountant in the performance of the following duties:-

- a) Liaising with the Human Resource and Administration Manager in preparing the Payroll and making all necessary adjustments.
- b) Maintaining Loans and Advances registers.

- c) Preparing Staff Gratuity Schedules
- d) Ensuring that Loan Agreement Forms are issued signed and properly filed.
- e) Calculating Extra Workload for Training Staff and processing such payments.
- f) Carrying out bank reconciliation of all Institute accounts.
- g) Preparing minutes of the Loans Committee for the attention of the
- h) Institute Bursar.
- i) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Ensure transparency in all financial and investment transactions.
- b) Ensure adequate office supplies at all times.

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:** Diploma in Accounting or its equivalent

**Required Experience:** Three year's relevant experience in accounting

### **DATA CLERK**

**JOB TITLE:** Data Clerk

**DEPARTMENT:** Procurement

**GRADE:** UMI6

**IMMEDIATE SUPERVISOR:** Procurement Officer

### **MAIN PURPOSE OF THE JOB:**

Enter data into the computer for the purpose of producing a monthly procurement report

### **DUTIES AND RESPONSIBILITIES:**

The Data Clerk will be responsible to the Procurement Officer in the performance of the following duties:-

- a) Ensuring complete, accurate and timely input of data into the computerized database.
- b) Compiling and analyzing reports.
- c) Handling incoming and outgoing correspondences and documents with accuracy and speed.
- d) Ensuring safety and confidentiality of records.
- e) Collecting and delivering documents and messages on prescribed schedules.
- f) Retrieving documents as needed.
- g) Arranging venues for bid opening and bid evaluation.
- h) Issuing bid documents.
- i) Storing all documents in proper order.
- j) Performing any other duties as may be deemed appropriate by Institute authorities.
- k) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULT AREAS**

- a) Ensuring bids are dispatched and distributes to the right bidders in time
- b) Managing and organise for bid openings and evaluation
- c) Maintaining an up to date list of suppliers in the system

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Diploma in Secretarial Studies

**Required Experience:**

One year gained with a reputable organization

### **SECRETARY**

**JOB TITLE:**

Secretary

**DEPARTMENT:**

(Depends on Assignment)

**GRADE:**

UMI6

**IMMEDIATE SUPERVISOR:**

(Immediate Supervisor)

### **MAIN PURPOSE OF THE JOB:**

To provide secretarial support services to the department



## **DUTIES AND RESPONSIBILITIES:**

The secretary will be responsible to the Head of Department in the performance of the following duties:

- a) Managing the office.
- b) Performing a public relations function.
- c) Handling documents and correspondences.
- d) Providing administrative support to the Head of Department in managing and monitoring the Departmental budget.
- e) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

## **KEY RESULTS AREAS**

- a) Ensuring efficient office management for unit office
- b) Ensuring good records management for unit office
- c) Ensuring logistical support for unit office
- d) Ensuring efficient secretarial and administrative support for unit office
- e) Ensuring effective utilisation of unit office budgets and logistics
- f) Ensuring good customer care for unit office visitors

## **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Diploma in Secretarial Studies

**Required Experience:**

Two years experience in a similar position

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## **TECHNICAL ASSISTANT**

**JOB TITLE:**

Technical Assistant

**DEPARTMENT:**

Distance Learning

**GRADE:**

UMI6

**IMMEDIATE SUPERVISOR:**

Technical Specialist

**MAIN PURPOSE OF THE JOB:**

Initialising computers with relevant system software and operating computer and ensure preventive maintenance and reduce on down time of machines and systems

### **DUTIES AND RESPONSIBILITIES:**

Technical Assistant will be responsible to the Head of Department Distance Learning in the performance of the following duties:-

- a) Initializing computers with relevant system software and operating computer systems as directed.
- b) Monitoring systems by observing equipment console, tape units and action of auxiliary equipment to make adjustments when required.
- c) Ensuring that computer training labs are operating effectively
- d) Performing daily backup of systems and handling input and output media with due care for integrity of data for subsequent use.
- e) Maintaining records required to supplement console log, including problem documentation and actions taken, computer utilization logs, file identification and similar data.
- f) Assisting in maintaining ICT resource user lists, applications and equipment inventories.
- g) Identifying and reporting hardware and software malfunctions, initiating corrective action or assisting with diagnosis and correction of malfunction.
- h) Reporting problems and providing technical assistance to Institute users.
- i) Submitting activity progress reports to the Technical Specialist
- j) Enforcing the Institute's ICT information security policies and standards
- k) Supervising ICT trainees performing the same type of work as yours
- l) Providing individual instructing and training staff and/or participants on computer network hardware and software
- m) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Ensure course conversion and delivery to participants
- b) Ensure hosting of web-based course materials
- c) Ensure that the state-of-the-art course delivery of UMI course is enhanced
- d) Ensure adequate resources for course conversion and materials

## **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Diploma in Computer Sciences or related field

**Required Experience:**

Two years experience in a similar position

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## **PUBLIC RELATIONS ASSISTANT**

**JOB TITLE:**

Public Relations Assistant

**UNIT:**

Public Relations

**GRADE:**

UM6

**IMMEDIATE SUPERVISOR:**

**Director General**

### **MAIN PURPOSE OF THE JOB:**

To provide excellent customer care for UMI's clientele by giving accurate information

### **DUTIES AND RESPONSIBILITIES:**

The Public Relations Assistant will be responsible to the Public Relations Officer in the performance of the following duties:-

- (a) Receiving visitors and directing them to the officers they wish to see or who can handle their cases.
- (b) Handling inquiries from visitors/clients and refer them to other officers where necessary.
- (c) Receiving and transmitting messages to members of staff and participants where necessary.
- (d) Handling incoming calls and outgoing calls in accordance with guidelines issued by the Institute Authorities.
- (e) Looking after the telephone equipment and reporting any faults to the Technician.
- (f) Ensuring that you promote a good image of the Institute in the manner you handle clients, participants and staff.
- (g) Ensuring that the office where you are based is well arranged and managed.
- (h) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

## **KEY RESULT AREAS**

- a) Ensuring good client relations and customer care as the culture of UMI
- b) Ensuring correct information and messages are transmitted or provided at all times
- c) Ensuring efficient use of the telephone system at the switch board

## **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Diploma in Secretarial studies or Public Relations

**Required Experience:**

At least one year's work experience

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## **LIBRARY ASSISTANT**

**JOB TITLE:**

Library Assistant

**DEPARTMENT:**

Library

**GRADE:**

UMI6

**IMMEDIATE SUPERVISOR:**

Senior Librarian

## **MAIN PURPOSE OF THE JOB:**

To provide clerical library work and shelf maintenance

## **DUTIES AND RESPONSIBILITIES:**

The Library Assistant will be responsible to the Head Library in the performance of the following duties:-

- a) Assisting library users in locating library materials
- b) Processing loaned and returned books
- c) sorting and shelving books and other reading materials
- d) Tidying shelves and library furniture
- e) Maintaining library records and performing security checks
- f) Opening and closing the library at stipulated times
- g) Ensuring the security of library materials
- h) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

## **KEY RESULTS AREAS**

- a) Ensuring library users locate and access books easily.
- b) Ensuring library shelves and library furniture are tidy.
- c) Ensuring well kept library circulation records.
- d) Ensuring Library opened and closed on time.

## **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Diploma in Library and Information Science, Certificate in Computer Science

**Required Experience:**

Two Years in Similar Position in a training institution

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## **HELP DESK TECHNICIAN**

**JOB TITLE:**

Help Desk Technician

**DEPARTMENT:**

ICT

**GRADE:**

UMI6

**IMMEDIATE SUPERVISOR:**

Systems Administrator

## **MAIN PURPOSE OF THE JOB:**

To ensure that computer users in the institute are assisted with day to day problems encountered during use of computers.

## **DUTIES AND RESPONSIBILITIES**

The Help Desk Technician will be responsible to the Systems Administrator in the performance of the following duties:-

- a) Logging support calls received by telephone, email or person, prioritizing and scheduling problems.
- b) Applying diagnostic utilities to aid in trouble shooting and providing technical assistance to users.
- c) Performing hands on fixes at the desktop level, including installing and upgrading software.

- d) Developing help sheets and frequently asked questions lists for end users.
- e) Performing preventive maintenance, including checking and cleaning of workstations, printers and other peripherals
- f) Providing individual instruction and training to staff and / or participants on computer hardware and software.
- g) Supervising ICT trainees performing similar work.
- h) Liaising with the Computer Operator to ensure computer labs are operating effectively.
- i) Providing periodic activity progress reports to the systems Administrator for action.
- j) Maintaining the resource centre, laboratories are in good state and all necessary applications to be used for study
- k) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULT AREAS**

- a) Ensuring proper maintenance of computers by carrying out periodic anti virus procedures
- b) Ensuring backups are done regularly and records kept of these activities to ensure the safety of data
- c) Ensuring the resource centre, laboratories are maintained and well cleaned before studies.

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Diploma in Electrical and Electronics Engineering

**Required Experience:**

Two year's experience

### **STORES ASSISTANT**

**JOB TITLE:** Stores Assistant

**DEPARTMENT:** Institute Bursar

**GRADE:** UMI 6

**IMMEDIATE SUPERVISOR:** Institute Bursar

### **MAIN PURPOSE OF THE JOB:**

To receive, keep and issue organisations procured goods.

## **DUTIES AND RESPONSIBILITIES:**

The Stores Assistant will be responsible to the Institute Bursar in the performance of the following duties:-

- a) Managing the Institute's general stores.
- b) Ensuring that the stores are well maintained in terms of cleanliness, security, order and humidity.
- c) Facilitating the inspection of stores by Auditors, Board of Survey and other authorised persons.
- d) Submitting reports as may be required.
- e) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

## **KEY RESULTS AREAS**

- a) Ensuring just-in-time deliver for all stock supplies and logistics
- b) Ensuring a well-manage inventory
- c) Ensuring maintenance of high inventory standards

## **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Diploma in Accountancy or its equivalent. Those with Diploma in Stores Management or Diploma in Logistics and Supply Chain Management will have added advantage.

**Required Experience:**

Two years experience in stores management in a reputable Institute.

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## **ACCOUNTS ASSISTANT**

**JOB TITLE:** Accounts Assistant

**DEPARTMENT:** Finance

**GRADE:** UMI6

**IMMEDIATE SUPERVISOR:** Institute Bursar

### **MAIN PURPOSE OF THE JOB:**

To ensure proper documentation and finalisation of all financial processes in the Institute be it payments, receipts or costing.

### **DUTIES AND RESPONSIBILITIES:**

The Accounts Assistant will be responsible to the Institute Bursar in the performance of the following duties:-

- a) Handling payments.
- b) Handling Institute Revenue>
- c) Maintaining both manual and electronic Books of Accounts.
- d) Managing Stores for office supplies and equipment.
- e) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Ensuring proper recording of Institute financial transaction.
- b) Ensuring deductions of all statutory obligations.
- c) Preparing participant financial statements.
- d) Extracting financial statements for Cost and Profit Centres.
- e) Ensuring proper entries into both manual and electronic Books of Accounts.
- f) Preparing schedules of Institute debtors and creditors.

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Diploma in Accounting or its equivalent

**Required Experience:**

Two Years relevant experience in Accounting

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### **MAINTENANCE TECHNICIAN**

**JOB TITLE:**

Maintenance Technician

**DEPARTMENT:**

Administration



**GRADE:** UMI6  
**IMMEDIATE SUPERVISOR:** Human Resource and Admin Manager

**MAIN PURPOSE OF THE JOB:**

To carry out proper maintenance of the Institute’s electrical systems by making routine maintenance, necessary repairs and keeping appropriate maintenance and repair records.

**DUTIES AND RESPONSIBILITIES**

The Maintenance Technician (Electrical) will be responsible to the Human Resource and Administration Manager in the performance of the following duties:-

- a) Carrying out electrical system routine maintenance.
- b) Carrying out necessary electrical repairs.
- c) Keeping appropriate electrical maintenance and repair records
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

**KEY RESULTS AREAS**

- a) Ensuring that a constant and safe supply of electricity for the Institute.
- b) Ensuring that all Institute electrical equipment receives recommended power supply.
- c) Ensuring that all Institute electrical equipment follows maintenance and replacement schedules.
- d) Ensuring that electrical repairs carried out on a timely basis.

**JOB SPECIFICATION**

**Minimum academic and professional qualification:** Diploma in electrical engineering or its equivalent

**Required Experience:** Two years relevant experience in electrical maintenance

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**SECURITY SUPERVISOR**

**JOB TITLE:** Security Supervisor

**DEPARTMENT:** Administration

**GRADE:** UMI 6  
**REPORTS TO:** Administrative Officer

**MAIN PURPOSE OF THE JOB:**

To coordinate UMI security procedures that will ensure a safe and secure environment for the property and well-being of the Institute, Institute staff and participants while on the UMI premise.

**DUTIES AND RESPONSIBILITIES:**

The Security Supervisor will be responsible to the Administrative Officer in the performance of the following duties:-

- a) Coordinating UMI security procedures to ensure a safe and secure environment for the property and well – being of the Institute, Institute staff and participants while on UMI premises.
- b) Planning and implementing job schedule and deployment of Security Guards.
- c) Liaising with external security companies to provide additional security services to UMI as and whenever deemed necessary.
- d) Supervising and appraising work performed by the Institute Security Guards and any others from the partner security companies engaged by the Institute.
- e) Conducting investigations into fraud and other crimes committed or about to be committed on UMI premises and recommending courses of action to management.
- f) Liaising with relevant security organs outside UMI (Uganda Police Force, Security Officers from other Organizations and Informants) on matters of crime and investigation.
- g) Ensuring proper arrangements for security and patrols on the institute’s premises.
- h) Attending court and proving evidence whenever called to do so.
- i) Ensuring that all Security Guards follow laid down procedures and are courteous to customers as they enforce Institute Regulations and procedures.

**KEY RESULT AREAS**

- a) Ensuring enforcement of effective security arrangements in the Institute
- b) Ensuring prompt and effective conduct of investigations
- c) Ensuring good security procedures instituted and adhered to
- d) Ensuring security failures minimized

## **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Relevant Diploma in a Management related area.

**Required Experience:**

Three years in security service with a reputable organization with one years at a similar level of responsibility

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## **ASSISTANT ADMINISTRATIVE OFFICER**

**JOB TITLE:**

Assistant Administrative Officer

**DEPARTMENT:**

Administration

**GRADE:**

UMI 6

**IMMEDIATE SUPERVISOR:**

Senior Administration Officer

## **MAIN PURPOSE OF THE JOB**

To coordinate routing activities of the Institute fleet and supervise drivers.

## **DUTIES AND RESPONSIBILITIES:**

The Assistant Administrative Officer will be responsible to the Administrative Officer in the performance of the following duties:

- a) Assisting the Administrative Officer in managing the General Office.
- b) Assisting the Administrative in supervising the section staff.
- c) Assisting the Administrative Officer in providing administrative support services.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

## **KEY RESULTS AREAS**

- a) Ensuring efficient fleet management serving all Institute activities.
- b) Ensuring well-coordinated Institute drivers.
- c) Ensuring safe and confidential delivery of messages and documents

## **JOB SPECIFICATION**

**Minimum academic and professional qualification:** Diploma in Management related field.

**Required Experience:** Two years relevant experience

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## **SENIOR RECORDS ASSISTANT**

**JOB TITLE:** Senior Records Assistant

**DIRECTORATE:** Finance and Administration

**DEPARTMENT:** Administration

**GRADE:** UMI6

**IMMEDIATE SUPERVISOR:** Administrative Officer, Records

### **MAIN PURPOSE OF THE JOB:**

To keep in safe custody records and documents available for easy reference

### **DUTIES AND RESPONSIBILITIES:**

The Senior Records Assistant will be responsible to the Records Officer in the performance of the following duties:-

- a) Acting as custodian for all UMI's records and documents entrusted to the Registry.
- b) Organizing the Registry for efficient operations.
- c) Managing and updating the archives.
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREA**

- a) Ensuring that files, records and documents are available upon request
- b) Maintaining confidentiality and classification of files, records and documents
- c) Ensuring Institute staff support and use the online Registry

## **JOB SPECIFICATION**

**Minimum academic and professional qualification:** Diploma in Records Management or its equivalent

**Required Experience:** Two years experience in a similar position

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## **LOGISTICS ASSISTANT**

**JOB TITLE:** Logistics Assistant  
**DEPARTMENT:** Administration  
**GRADE:** UM17  
**IMMEDIATE SUPERVISOR:** Administrative Officer

### **MAIN PURPOSE OF THE JOB:**

To support in organising and managing training facilities and logistics for the proper functioning of training sessions.

### **DUTIES AND RESPONSIBILITIES:**

The Logistics Assistant will be responsible to the Administrative Officer, General Office in the performance of the following duties:-

- a) Organizing lecture rooms for use.
- b) Coordinating with Administrative Assistants (AAs) to ensure successful lecture room presentation.
- c) Supporting consultants, lecturers by setting up lecture room equipment
- d) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Making training laboratories ready for use at all times.
- b) Enforcing safety of training laboratory equipment.
- c) Matching training laboratory space with equipment and number of participants.

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:** 'A' Level certificate in Logistics Management and Computer Science

**Required Experience:** Two years relevant experience in logistics Management and training

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## **DRIVER**

**JOB TITLE:** Driver  
**DEPARTMENT:** Administration  
**GRADE:** UMI8 (a)  
**IMMEDIATE SUPERVISOR:** Administrative Officer, General Office

### **MAIN PURPOSE OF THE JOB:**

To drive Institute staff, guests, and/or any other assigned passenger.

### **DUTIES AND RESPONSIBILITIES:**

The driver, you will be responsible to the Head of Department in the performance of the following duties:

- a) Performing as a driver.
- b) Managing vehicle maintenance.
- c) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

- a) Exercising efficient vehicle management serving all Institute activities.
- b) Ensuring a well-maintained vehicle.
- c) Ensuring good customer care of passenger.
- d) Ensuring safe and confidential delivery of messages and documents.
- e) Delight in performing assigned duties.

### **JOB SPECIFICATION**

**Minimum academic and professional qualification:** Minimum 'A' level, Mechanical Engineering or Office Management with a Valid Driving permit

**Required Experience:**

Five years of continuous driving in a high profile institution

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**ROOM ATTENDANT**

**JOB TITLE:**

Room Attendant

**DEPARTMENT:**

Administration

**GRADE:**

UMI8 (b)

**IMMEDIATE SUPERVISOR:**

Administrative Officer – Estates

**MAIN PURPOSE OF JOB:**

To maintain a high standard of cleanliness and hygiene in UMI residential rooms

**DUTIES AND RESPONSIBILITIES:**

The Room Attendant will be responsible to the Administration Officer Estates in the performance of the following duties:-

- a) Providing excellent room service to residential participants and UMI guests.
- b) Cleaning residential rooms.
- c) Dressing beds and room tables with clean linen regularly.
- d) Delivering used bed sheets and table linen to laundry attendants and collecting it afterwards.
- e) Reporting participants' health to the Administration Officer Estates.
- f) Checking and reporting misuse of rooms and/or room facilities to your supervisor.
- g) Identifying and reporting any maintenance needs and/or break downs to your supervisor.
- h) Ensuring proper use of housekeeping supplies and requesting replacements as needed.
- i) Ensuring security of participants' property and the safety of keys.
- j) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

**KEY RESULTS AREA**

- a) Clean and healthy residential room environment for participants.
- b) Proper use and maintenance of residential facilities

- c) Provide complimentary services like participant health monitoring, taking good care of participant property while in residential rooms.
- d) Exercise high degree of honesty and integrity in service delivery.

## **JOB SPECIFICATION**

<b>Minimum academic and professional qualification:</b>	'O' Level
<b>Required Experience:</b>	3 – 6 months

## **SECURITY GUARD**

<b>JOB TITLE:</b>	Security Guard
<b>DEPARTMENT:</b>	Administration
<b>GRADE:</b>	UMI8 (b)
<b>IMMEDIATE SUPERVISOR:</b>	Security Supervisor

### **MAIN PURPOSE OF THE JOB:**

To support the Security supervisor in direct implementation of UMI security procedures that ensure the safety and security of UMI property and the well-being of the Institute, Institute staff and participants while on the UMI premise.

### **DUTIES AND RESPONSIBILITIES:**

The Security Guard, you will be responsible to the Security Supervisor in the performance of the following duties:-

- a) Keeping surveillance at Institute facilities and properties.
- b) Manning UMI gates to control incoming and outgoing vehicle and pedestrian traffic.
- c) Spot checking suspicious incoming and outgoing vehicles for unauthorized luggage and property.
- d) Collaborating with any Security Company Guards hired by UMI to support implementation of security procedures.
- e) Cooperating with Uganda Police Force, Security Officers in other organizations, and informants during investigations.
- f) Ensuring that UMI equipment, furniture are accompanied by a gate pass.



- g) Guiding motorist in proper parking and regulate traffic flow to and from UMI.
- h) Directing visitors to Public Relations Office.
- i) Making arrests of suspects and handing them over to relevant authorities.
- j) Recording gate passes and/or vehicle number plates for participants and/or visitors entering or leaving UMI premises.
- k) Ensuring security lights are on at all times, switching on the generator as needed.
- l) Raising and lowering the Ugandan flag.
- m) Receiving and delivering newspapers to the General office daily.
- n) Ensuring that all the buildings are securely locked.
- o) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

### **KEY RESULTS AREAS**

Ensuring a security environment for people and property on the UMI premises

### **JOB SPECIFICATION**

<b>Minimum academic and professional qualification:</b>	Uganda Certificate of Education
<b>Required Experience:</b>	Two years Security service Experience

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### **OFFICE ASSISTANT**

<b>JOB TITLE:</b>	Office Assistant
<b>DEPARTMENT:</b>	Administration
<b>GRADE:</b>	UMI8 (b)
<b>IMMEDIATE SUPERVISOR:</b>	Administrative Officer, General Office

### **MAIN PURPOSE OF THE JOB:**

To facilitate the flow of documents and correspondence and organise and maintain a clean office environment at UMI

## **DUTIES AND RESPONSIBILITIES:**

The Office Assistant will be responsible to the Administration Officer, General Office in the performance of the following duties:-

- a) Collecting and delivering intra-office mail, documents, and messages on prescribed schedules.
- b) Collecting outgoing UMI mail and documents and delivering them to the Main Post Office and picking up incoming mail and documents from the Main Post Office and delivering them to UMI.
- c) Supporting the Secretaries, Personal and Administrative Assistants in collecting, photocopying and delivering documents.
- d) Collecting requisitioned stationery from Stores and deliver to requesting office.
- e) Ensuring office information is not leaked by destroying papers in a designated burn area.
- f) Liaising with office Cleaners to ensure that offices are cleaned on time.
- g) Ensuring offices are opened early in the morning and closed at
- h) close of business in the evening
- i) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

## **KEY RESULTS AREAS**

- a) Ensuring the safety and confidential in handling mail, documents and messages.
- b) Ensuring just-in-time delivery of refreshments, mail, documents and messages
- c) Ensuring that offices are clean, opened on time and closed at the end of business every day.

## **JOB SPECIFICATION**

**Minimum academic and professional qualification:**

Uganda Certificate of Education, Certificate in Office Management or its equivalent

**Required Experience:**

Two years in busy organizations handling similar assignments

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## **CLEANER**

**JOB TITLE:**

Cleaner

**DEPARTMENT:** Administration  
**GRADE:** UMI 9  
**IMMEDIATE SUPERVISOR:** Administrative Officer, General Office

**MAIN PURPOSE OF THE JOB:**

To keep clean the interior and exterior of UMI buildings

**DUTIES AND RESPONSIBILITIES:**

The Cleaner will be responsible to the Administration Officer, General Office in the performance of the following duties:-

- a) Sweeping, scrubbing, cleaning and mopping floors of designated areas.
- b) Sweeping and mopping classes.
- c) Carrying out over head sweeping twice a week.
- d) Cleaning the toilets.
- e) Carrying rubbish to the disposal pit.
- f) Cleaning interior and exterior walls, stairs, doors and window of residential buildings.
- g) Cleaning interior windows of residential buildings.
- h) Other duties as may be assigned from time to time including:
  - i) Delivering letters
  - ii) Washing bed sheets in the laundry room

**KEY RESULTS AREA**

- Ensure clean and tidy residential buildings

**JOB SPECIFICATION**

<b>Minimum academic and professional qualification:</b>	O' Level
<b>Required Experience:</b>	3 – 6 months

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**GROUND ATTENDANT**

**JOB TITLE:** Grounds Attendant  
**DEPARTMENT:** Administration

**GRADE:** UMI 9  
**IMMEDIATE SUPERVISOR:** Administrative Officer - Estates

**MAIN PURPOSE OF THE JOB:**

To maintain UMI compound, grass and plants

**DUTIES AND RESPONSIBILITIES:**

The Ground Attendant will be responsible to the Administrative Officer, Estates in the performance of the following duties:-

- a) Mowing and trimming of grass and plants.
- b) Weeding of flower beds and shrubs.
- c) Collecting rubbish and other debris from the compounds and grounds and burning it.
- d) Reporting existence of any termite moulds in the compound to the Administrative Officer, Estates.
- e) Arranging for functions.
- f) Cleaning out water (reservoirs) drainage channels
- g) Cleaning and maintaining the fishpond.
- h) Maintaining grounds machinery including reporting faults on mowers and trimmers for timely service and repair.
- i) Sweeping walkways and removing cobwebs from buildings
- j) Performing other responsibilities including implementing resolutions of the Governing Council that are relevant to the mandate and mission of UMI.

**KEY RESULTS AREA**

- a) Well maintaining grounds, grass and plants
- b) Well maintaining grounds equipment

**JOB SPECIFICATION**

**Minimum academic and professional qualification:** O' Level  
**Required Experience:** 3 – 6 months

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**LAUNDRY ATTENDANT**

**JOB TITLE:** Laundry Attendant  
**DEPARTMENT:** Administration

**GRADE:** UMI 9  
**IMMEDIATE SUPERVISOR:** Administrative Office - Estates

**MAIN PURPOSE OF THE JOB:**

To provide high quality laundry service for residential participants, UMI guests and Institute offices

**DUTIES AND RESPONSIBILITIES:**

The Laundry Attendant will be responsible to the Administrative Officer, Estates in the performance of the following duties:-

- a) Designing a laundry schedule for participants and UMI guests and Institute offices.
- b) Receiving and recording used linens, tablecloths and participant and guest Laundry daily.
- c) Making regular requisitions for Laundry supplies.
- d) Washing and ironing linens, tablecloths and participant and guest Laundry.
- e) Loading off linen that has been ironed and taking it to the store.
- f) Creating Laundry bills for all clean laundry and submit bills to Accounts for reconciliation.
- g) Packaging clean Laundry and make available for pick up.
- h) Cleaning storekeepers' office three times a week.
- i) Cleaning and dusting the Laundry room daily

**KEY RESULTS AREA**

- a) Ensuring satisfied participants, UMI guests and Institute staff with laundry services
- b) Exercising high level of honest and hygiene in providing laundry services
- c) Exercising accuracy in washing and ironing linens, tablecloths, participant and Guest laundry
- d) Providing just-in-time laundry services

**JOB SPECIFICATION**

**Minimum academic and professional qualification:** O' Level  
**Required Experience:** 3 – 6 months

**APPROVAL**

The Uganda Management Institute’s Job descriptions, Key Result Areas and Job Specifications for UMI Job Families have been authorised and approved by the Governing Council on ..... 2011

Signed

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Dr. James L. Nkata  
**DIRECTOR GENERAL**

WITNESSED BY

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Mr. G. Kiwanuka Musisi  
**CHAIRMAN GOVERNING COUNCIL**