



## UGANDA MANAGEMENT INSTITUTE

### VACANCIES ANNOUNCEMENT (EXTERNAL ADVERT)-REPLACEMENTS **RE-ADVERT**

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

In order to carry out its functions efficiently and effectively, the Institute seeks to recruit on a replacement basis suitably qualified persons in the following full time positions:-

#### 1.0 HEAD PLANNING, MONITORING AND EVALUATION) (I POST) Re-advertised

- a) **Salary Scale:** M3- (UMI 2b) (Non-Teaching scale)
- b) **Reports to:** Director General
- c) **Duty Station:** Kampala
- d) **Main Purpose:**  
Co-ordinating and spearheading the planning, monitoring and evaluation function in the Institute.
- e) **Key Result Areas (KRAs)**
  - i) Institute strategies, targets, plans and budgets formulated, developed and coordinated;
  - ii) Performance standards and indicators for the Institute prepared and disseminated to users;
  - iii) Institute Strategic Plan developed, implemented and evaluated;
  - iv) Technical support provided to departments and units in the preparation and production of cascaded plans;
  - v) Investment priorities in the Institute spearheaded;
  - vi) Production of output and outcome performance reports using the Performance Based System (PBS) coordinated, monitored and evaluated;
  - vii) M&E system developed and reviewed;
  - ix) Functionality of the M&E System ensured; and
  - x) ISO 9001:2015 Quality Management System in the Institute spearheaded.
- f) **Person Specifications:**
  - i) A Master’s degree in Projects Management, M&E, Economics, Statistics, or equivalent qualification (s) or in Management Studies [Project Planning and Management (PPM)], M&E related and relevant field from a recognized institution;
  - ii) A Bachelor’s (Hons) degree in Economics, or Statistics or Commerce (Project Management related option), or Business Administration, Projects Management or in a related field;
  - iii) Membership to a relevant professional body is **an added advantage;**
  - iv) Possession of a relevant professional qualification is **an added advantage;**

- v) Must be proficient in MS Office applications, data spreadsheets and internet/e-mail technologies;
- vi) A PhD or a doctorate in relevant field is an added advantage.

**g) Minimum required experience:**

Eight (8) years of relevant experience preferably in the higher education subsector, five (5) of which must be at a Senior Management level in a reputable organization.

**h) Values and behavioural competencies:**

In addition to UMI's core values, the Head of Planning, Monitoring and Evaluation must possess the following competencies:

- a) Planning, organizing and coordinating;
- b) Strategic management;
- c) M&E methods and approaches;
- d) M&E system development and implementation;
- e) Data management;
- f) Report writing;
- g) Policy management;
- h) Project management;
- i) Information and Communication Technology (ICT);
- j) Quality and standards;
- k) Communication; and
- l) Innovativeness.

**2.0 LECTURER IN FINANCE AND ACCOUNTING (F&A) (I POST) –Replacement**

**a) Salary Scale:** M4- (UMI 4a) (Teaching Scale)

**b) Reports to:** Head of Department

**c) Duty Station:** Kampala

**d) Main Purpose:**

The Lecturer is responsible for designing, delivering diploma and postgraduate programmes, carrying out research and consultancies and contributing to the world of academia to achieve departmental business objectives.

**e) Key Result Areas (KRAs)**

- i. Quality teaching materials and skills ensured;
- ii. Growth in knowledge and dissemination of knowledge demonstrated;
- iii. E-learning training programmes developed and delivered;
- iv. Excellent course delivery ensured;
- v. Flawless examination process standards ensured;
- vi. Team based academic environment ensured;
- vii. Quality of research and consultancy assignments ensured; and
- viii. Participation in community service ensured.

**f) Minimum Person Specifications: (relevant to the discipline of the position being applied for).**

- i) A PhD or doctoral degree in the relevant field;
- ii) A Master's degree in the relevant field.

iii) An Honors Bachelor's degree in a relevant field or its equivalent.

**g) Minimum required experience:**

- i. Three (3) years of experience in training, community engagement, capacity building, research and consultancy in the relevant field;
- ii. Original contribution to knowledge through research and with at least two publications; and
- iii. A good record of community and academic service.

**h) Values and behavioural competencies:**

In addition to UMI's core values, the Consultant/Lecturer must possess the following competencies:

- a) Management;
- b) Result orientation;
- c) Communication;
- d) Service excellence;
- e) Change management;
- f) Teamwork and co-operation;
- g) Continuous learning;
- h) Programme development, implementation and evaluation (academic leadership);
- i) Innovativeness.

**Mode of application;** - Fill in the application form (found on the UMI website: - <http://umi.ac.ug>). Include a comprehensive updated CV, plus certified copies of transcripts and certificates for any acquired/additional qualifications, plus three copies most recent duly filled appraisal forms.

Submit hard-copies to the Human Resource Manager not later than **3:00 pm. Friday, 17th November 2023.**

***NB: Those who applied before need not reapply***