



UGANDA MANAGEMENT INSTITUTE

VACANCY ANNOUNCEMENT (EXTERNAL ADVERT) - REPLACEMENT **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 position:-

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 working experience in the Public Sector, five (5) of which must be at a Senior Management level in a Public Sector 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.

Mode of application; - Fill in the application form ([Download It](#)) Or From the Website choose Key Links and then Application Form. 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. Wednesday, 31st January 2024.**

NB: Those who applied before need not reapply