



UGANDA MANAGEMENT INSTITUTE

### **SHORT TERM CAREER OPPORTUNITIES**

Uganda Management Institute (UMI) was established by the UMI Statute in 1992 that transformed Institute of Public Administration (IPA) into UMI and granted it semi-autonomous status to develop its own certificate, diploma and degree programmes. The enactment of the 2001 University and Other Tertiary Institutions Act (UOTIA) repealed the UMI Statute of 1992 thereby placing the Institute under the Ministry of Education and Sports (MOE&S).

UMI will deliver the Educational Leadership and Management training for Secondary School Head teachers, Deputy Head teachers and Cluster Center Coordinators under Uganda Secondary Education Expansion Project (USEEP). UMI is seeking dynamic qualified individuals to fill the positions below. The positions require flexible persons, with the capacity to perform under minimal supervision.

**Job title:** Mentor

**No. of Vacancies:** 15

**Reports to :** Head of Projects Consultancy Department

#### **Job purpose**

To facilitate the learning process by guiding, coordinating, motivating, assessing and advising participants throughout the training.

#### **Key duties and responsibilities**

1. Advise participants on educational policies and practices
2. Counsel participants in a challenging situation
3. Motivate participants to work in newer and emerging areas
4. Empower participants with skills and knowledge to manage secondary schools

5. Monitor and track participants' progress in the application of acquired knowledge and skills

## **Person Specifications**

### **Minimum Education qualifications**

- i. Bachelor's (Hons) degree in Education, Arts, Social Sciences or Humanities; from a recognized institution
- ii. Master's degree in a relevant field of education

### **Working Experience**

A minimum of five (5) years' working experience with a good track record in educational leadership and management in a Secondary School OR a reputable government institution familiar with a Secondary School setting.

### **Competencies and Skills**

- i. Knowledge of the education system and policies
- ii. General knowledge of all the training modules
- iii. Knowledge of adult learning principles
- iv. High degree of emotional intelligence (self-awareness, self-management, self-reflection, empathy)
- v. Creativity
- vi. Interpersonal relations
- vii. Functional computer literacy
- viii. Organizational skills
- ix. Facilitation skills
- x. Team building
- xi. Effective communication skills
- xii. Ethics and Integrity
- xiii. Time management
- xiv. Coaching and mentoring

### **Mode of Application**

- i. Interested applicants should send applications accompanied by copies of academic documents, detailed curriculum vitae including names and addresses of three referees, day-time telephone and email contacts all put in a single pdf document.

- ii. Submit the pdf document online to [umiprojects1@gmail.com](mailto:umiprojects1@gmail.com) clearly indicating your name and position you are applying for in the subject line, to be received not later than 3:00pm of Friday 23<sup>rd</sup> February 2024.

**For Inquiries please send an email to:** [umiprojects1@gmail.com](mailto:umiprojects1@gmail.com)

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