UMI

UGANDA MANAGEMENT INSTITUTE

VACANCIES ANNOUNCEMENT (EXTERNAL 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 a suitably qualified person in the full-time positions of; -

1.0 **LECTURER IN FINANCE AND ACCOUNTING- Finance and Accounting Dept (2 POSITIONS)-Replacement**
2.0 **LECTURER IN PROCUREMENT AND SUPPLY CHAIN MGT-Department of Economics and Managerial Science-EMS (1 POSITION)**
3.0 **LECTURER IN PUBLIC POLICY- Dept of Political and administrative Science-(1 POSITION)**

a) **Salary Scale:** M6.1- (UM 4a)
b) **Report 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;
viii) Participation in community service ensured.

f) Values and behavioral competencies

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

i) Management;
ii) Result orientation;
iii) Communication;
iv) Service excellence;
v) Change management;
vi) Teamwork and co-operation;
vii) Continuous learning;
viii) Programme development, implementation and evaluation (academic leadership);
ix) Innovativeness.

g) Person specifications for the Lecturer positions

1. LECTURER IN FINANCE AND ACCOUNTING

i. PhD in Management Science with a focus in Finance or its equivalent from a recognized Institution;
ii. MBA in Finance or its equivalent from a recognized Institution;
iii. An Honors Bachelor's Degree in a related field from a recognized Institution;
iv. Three (3) years of experience in training, community engagement, capacity building, research and consultancy in the relevant field;
v. Original contribution to knowledge through research and with at least two publications; and
vi. A good record of community and academic service.

2. LECTURER IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

i. PhD in Supply Chain Management or Procurement from a recognized Institution
ii. Masters in Supply Chain Management or its equivalent from a recognized Institution
iii. An Honors Bachelor's Degree in a related field from a recognized Institution
iv. Membership to a relevant professional body (local or international) is an added advantage

3. LECTURER IN PUBLIC POLICY

i. A PhD in Policy Studies, Public Administration, Public Management, or Public Governance, from a recognized University
ii. A Master's Degree in Policy studies, Public Administration, Public Management, or Public Governance, from a recognized University

iii.   An Honors Bachelor's Degree in in Policy Studies, Public Administration, Public Management, or Public Governance from a recognized University.

iv.   Three (3) years of experience in training, community engagement, capacity building, research and consultancy in the relevant field;

v.   Original contribution to knowledge through research and with at least two publications; and

vi.   A good record of community and academic service.

4.0   CONSULTANT FOR CIPR PROFESSIONAL COURSE (I POST)

a)   **Salary Scale:**   M6.1- (UM 4a)
b)   **Report to:**   Head of Department
c)   **Duty Station:**   Kampala
d)   **Main Purpose:**

The Consultant 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;
viii) Participation in community service ensured.

f) Values and behavioral competencies

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

i)   Management;
ii)   Result orientation;
iii)   Communication;
iv)   Service excellence;
v)   Change management;
vi)   Teamwork and co-operation;
vii)   Continuous learning;
viii) Programme development, implementation and evaluation (academic leadership);
ix)   Innovativeness.

g) Person specifications

i. Master's in Public Relations, Communications, Media Studies, Journalism, Marketing or related field from a recognized Institution
ii. An Honors Bachelor's Degree in a related field from a recognized Institution;
iii. A PhD in a relevant filed will have added advantage;
iv. Three (3) years of experience in training, community engagement, capacity building, research and consultancy in the relevant field;
v. Full Professional qualification in CIPR;
vi. Membership to relevant Professional body; and
vii. A good record of community and academic service.

5.0 Network Administrator (I POST)

a) **Salary Scale:**   M6.2- UM4(b)
a) **Reports to:**   ICT Manager
b) **Duty Station:**   Kampala

c) Main Purpose:
The Network Administrator is responsible for managing and maintaining ICT hardware related infrastructure and equipment as well as telecommunication services on both the Local Area Network (LAN) and Wide Area Network (WAN).

d) Key Result Areas (KRAs)
i. Institute's hardware infrastructure at all Branches well maintained;
ii. All network connectivity and proper configuration on both LAN and WAN links ensured;
iii. Telecommunication equipment and PABX well maintenance and reliability ensured.

e) Key responsibilities and tasks:

1. Overseeing the provision of hardware support services for the Institute's ICT infrastructure and resources including:
   a) Designing and implementing network infrastructure to meet the Institute's requirements.
   b) Installing, checking and maintaining the Institute's ICT resource for safe, effective use by staff and participants.
2. Providing technical support in line with the Institute's ICT support service definition:
   a) Maintaining a database/log of all installed hardware and communication devices;
   b) Liaising with the Systems Administrators to ensure the continuity, maintenance and security of the Institute's information, ICT infrastructure and resources;

c) Managing and supporting the telecommunication infrastructure as well as configuring the PABX and generating system usage reports.
3. Managing the Institute's LAN and WAN infrastructure, including:
   a) Installing and maintaining standard network cabling, performing basic diagnostic and recovery routines on communication and network equipment;
   b) Developing a hardware maintenance schedule and liaising with the Systems Administrator and Procurement Officer to identify and outsource service providers to maintain and service the Institute's hardware resources;
   c) Installing, managing, documenting and setting configuration options for network components including switches, routers and bridges;
   d) Maintaining, upgrading and repairing a wide range of hardware and peripherals.
4. Preparing and submitting reports to the ICT Manager on the status of the Institute's ICT infrastructure and resources;
5. Supervising the ICT technical support persons, including:
   a) Planning and set annual targets for them;
   b) Supervising individual staff as he or she carries out his or her respective functions in respect to ICT.
6. Demonstrating contribution to UMI being a research and innovation led institution:
   a) Contributing to and participating in making UMI a research and innovation led institution by aiding research-based decisions;
   b) Developing research proposals in line with the call for research grants/funding priorities.
7. Implement the ISO 9001:2015 Quality Management System in the department;
8. Performing other duties as may become necessary for the smooth running of the department and the Institute as a whole.

f) Person Specifications:
i. Postgraduate training in Computer Engineering, Computer Science or in Information Technology or any other related and relevant field from a recognized university or higher education institution, is mandatory;
ii. A Bachelor's (Hons) degree in Computer Science, Computer Engineering, and Information Technology or any other related and relevant field;
iii. A relevant full professional qualification is mandatory; such as CCNA, CCNP, CompTIA Network;
iv. A Master's degree in relevant field is an added advantage; and
v. Membership to a relevant professional body is added advantage

g) Required experience
Four (4) years of experience in the network Administration or related work from a recognized Institution.

h) Values and behavioral competencies:

In addition to UMI's core values, the Network Administrator must possess the following competencies:

     i.   IT networking;
    ii.   Result orientation;
   iii.   Communication;
   iv.   Service excellence;
    v.   Change management;
   vi.   Teamwork and co-operation;
   vii.   Continuous learning;
  viii.   Personal effectiveness;
   ix.   Innovativeness.

h) **Mode of application**; - Fill in the application form ([Click to Download](#)) 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.

Submit hard copies to the Human Resource Manager **not later than 3:00 pm. Friday, 1st August 2025.**