



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 suitably qualified persons in the full-time positions of: -

1.0 LECTURER IN FINANCE AND ACCOUNTING- Department of Finance and Accounting-(1 POSITION) *RE-ADVERTISED*

- 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) Minimum person specifications

- 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.

2.0 RESEARCH GRANTS OFFICER (1 POSITION)

- a) **Salary Scale:** M6.2- (UMI 4b) Non-Teaching scale
- b) **Report to:** Chief Research and Innovation Centre
- i) **Duty Station:** Kampala
- j) **Main Purpose:**

The Grants Officer will support the Institute in all aspects of Grants Acquisition and Management (GAM), including but not limited to identifying fundraising opportunities, supporting the proposal development process and ensuring the effective and efficient grants administration.

k) Key Result Areas (KRAs)

- i. Grants/funding for research and innovation secured;
- ii. Research teams built and sustained;
- iii. Research and innovation outputs increased;
- iv. Local and International collaboration to enhance grant acquisition well managed;
- v. Efficient and effective management of grants ensured;
- vi. Quality grants reports ensured; and
- vii. Accountability for grants ensured

l) Minimum person specifications

- i. A Master's degree in a development field, social science, economics, or other related discipline.
- ii. Applicants should have a minimum of 5 years of professional work experience in fundraising or business development in a global development context.
- iii. Significant knowledge of grant making bodies.
- iv. Demonstrable experience of leading or supporting successful grant applications

m) Values and behavioral competencies

In addition to UMI's core values, the Research Grants officer must possess the following competencies:

- i. Result orientation;
- ii. Excellent external communication and writing skills;
- iii. Service excellence;
- iv. Highly organized team player, with pro-active and flexible work style.
- v. Continuous learning;
- vi. Demonstrated understanding of, and experience in, international development or the social sector more broadly
- vii. Ability to work in a facilitative, participatory and collaborative manner
- viii. Skills in developing grant winning proposals;
- ix. Experience in HEIs will be an added advantage;
- x. Well-developed interpersonal, organizational, fundraising and analytical skills;
- xi. Innovativeness.

3.0 PLANNING, MONITORING AND EVALUATION OFFICER (I POST)

- a) **Salary Scale:** M6.2- (UM4(b))
- b) **Reports to:** Senior Planning, Monitoring and Evaluation Officer
- c) **Duty Station:** Kampala

d) Main Purpose:

The Planning, Monitoring and Evaluation Officer is responsible for offering assistance in coordinating and spearheading the entire planning, monitoring and evaluation process in the Institute.

e) Key Result Areas (KRAs)

- i) Support provided to the various units and departments of the Institute in the planning and budgeting process;
- ii) departmental and unit work plans and budgets harmonized;
- iii) Reviewing and implementation of the M&E system supported.

f) Minimum person specifications

- i. A postgraduate qualification in Planning, Monitoring and Evaluation or in a relevant field is mandatory;
- ii. A Bachelor's (Hons) degree in Economics, Quantitative Economics, Statistics, Business Administration or equivalent relevant and related qualification(s) from a recognized university/higher education institution;
- iii. Three (3) years of experience in a similar or related function.
- iv. Must be computer literate;

g) Values and behavioral competencies:

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

- i. Logical framework approach and other strategic planning approaches;
- ii. M&E methods and approaches;
- iii. Planning and implementation of M&E systems;
- iv. M&E development and implementation;
- v. Information analysis and report writing;
- vi. Innovativeness.

4.0 ASSISTANT REGISTRAR-ADMISSIONS (2 POSTS)- *RE-ADVERTISED*

- a) Salary Scale:** M6.2- (UM4(b))
- b) Reports to:** Senior Assistant Registrar (Admissions)
- c) Duty Station:** Kampala
- d) Main Purpose:**

For the admissions and registration co-ordination role, the AR is responsible for providing support in the planning, organising, management and administration of all admissions, including participants' records and registration to achieve departmental business objectives.

e) Key Result Areas (KRAs)

- i) Accurate participants' academic profiling ensured;
- ii) Stringent quality control practices in the admissions process ensured;
- iii) Effective and compliant admission process ensured;
- iv) Effective and compliant registration process ensured;
- v) Stringent quality control practices in the examinations process ensured;
- vi) Successful graduation ceremonies conducted;

- vii) Satisfaction of the participants/students ensured;
- viii) Strong UMI brand image ensured.

f) Minimum person specifications

- i. A postgraduate qualification in Education Management and Administration or in a related field is mandatory;
- ii. A Bachelor's (Hons) degree in Education Management and Administration or in any other related and relevant field;
- iii. Three (3) years of relevant experience in a reputable organization/university/institution.
- iv. The Certificate in Administrative Officer's Law is an added advantage;
- v. A professional qualification such as Institute of Chartered Secretaries and Administrators (ICSA) certificate, etc. is an added advantage;
- vi. A Professional qualification in Records and Information Management is an added advantage.

g) Values and behavioral competencies:

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

- i) Result Orientation
- ii) Communication
- iii) Service Excellence
- iv) Change management
- v) Teamwork and co-operation
- vi) Continuous learning
- vii) Personal Effectiveness
- viii) High Integrity of academic records
- ix) Innovativeness

5.0 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. Wednesday, 15th October 2025.**

Please note:

Those who responded to previous adverts (for the re-advertised positions) need not re-apply.