



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 PUBLIC ADMINISTRATION- Department of Political and Administrative Sciences-(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) **Key Responsibilities and Tasks**

1. Participating in the planning process of the department including:
 - a) Providing insights, ideas and suggestions relating to the Directorate of Programmes and Student Affairs in the process of developing the departmental strategies in accordance with the laid down procedures;

- b) Identifying and mitigating related risks, seeking opportunities for enhancing outcomes and implementation of objectives in accordance with the Risk Management Framework.
2. Participating in the training planning process at postgraduate and diploma level including:
 - a) Developing and reviewing courses in consultation with stakeholders and presenting proposals to the departmental Board of Studies for consideration in accordance with the laid down procedures;
 - b) Developing training course materials and delivering training programmes in accordance with established standards;
 - c) Developing and participating in managing the ODeL courses in accordance with the laid down procedures;
 - d) Preparing, invigilating, marking and grading coursework, tests and examinations in accordance with the laid down procedures;
 - e) Analysing and submitting examination results to the Head of Department and the Directorate Board of Studies;
 - f) Evaluating the training programmes and providing feedback to the relevant stakeholders in accordance with established standards.
 3. Participating in UMI's academic research, knowledge growth and dissemination process including:
 - a) Developing and applying new teaching methods to reflect changes in research in accordance with best practices;
 - b) Identifying research gaps in UMI and identifying own research skills gaps and submitting the recommendations to the Head of Department in accordance with established standards;
 - c) Developing research proposals with budgets and following through for approval in accordance with the laid down procedures;
 - d) Undertaking research and disseminating research findings in accordance with the laid down procedures;
 - e) Writing research articles, papers and producing publications in accordance with the laid down procedures;
 - f) Identifying and submitting participants' research needs to the Head of Department in accordance with the laid down procedures;
 - g) Supervising research participants.
 4. Participating in consultancy projects on behalf of UMI including:
 - a) Soliciting for consultancy assignments in accordance with the laid down procedures;
 - b) Participating in preparing bid documents in accordance with PPDA regulations;
 - c) Participating in consultancy assignments and preparing reports in accordance with established standards.
 5. Building networks and relationships including:
 - a) Advise participants on course and academic matters and career decisions in accordance with established standards;

- b) Contributing to the organisation of professional conferences and seminars in the relevant field in accordance with the laid down procedures; Establishing cooperative relations with other institutions as well as with industry, business and public organisations in accordance with established standards.
- 6. Participating in the reporting, documentation and communication process both internally and externally including:
 - a) Assisting in producing and providing reports and other documents as required by the Head of Department and other audiences in accordance with the laid down procedures;
 - b) Contributing to the production of relevant documentation in accordance with the laid down procedures.
- 7. Participating in community service:
 - a) Providing community service to the UMI community;
 - b) Providing community service to external stakeholders.
- 8. Demonstrating contribution to UMI being a research and innovation led institution;
- 9. Participating in the implementation of the ISO 9001:2015 Quality Management System in the Institute.
- 10. Performing other duties as may become necessary for the smooth running of the department and the Institute as a whole.

g) Minimum Person Specifications

- i) PhD in Management Science with focus in Public Administration or related discipline
- ii) Masters in Public Administration 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 RISK MANAGEMENT OFFICER (1 POSITION)

- a) **Salary Scale:** M6.2- (UM 4b)
- b) **Report to:** Senior Risk Management Officer
- c) **Duty Station:** Kampala
- d) **Main Purpose:**

The Risk Management Officer is responsible for providing assistance in coordinating the mainstreaming of risk management practices at the Institute.

e) Key Result Areas (KRAs)

- i) Institute strategies, targets and plans formulated, developed and coordinated;

- ii) Performance risk management standards and indicators for the Institute prepared and disseminated to users;
- iii) Technical support provided to departments and units in the preparation and production of cascaded risk management plans;
- iv) Risk analysis and evaluation ensured;
- v) Production of output and outcome risk assessment reports;
- vi) Sustainable Certification on ISO 9001:2015 QMS by the Institute ensured.

f) Key responsibilities and tasks:

1. Monitor compliance with internal policies and procedures and report breaches with appropriate recommendations to the supervisor;
2. Review existing processes and system to identify risk exposures and recommend appropriate mitigation measures;
3. In conjunction with risk-owners, participate in control self-assessment and track implementation of action points for control weaknesses;
4. Record in a database, all incidents reported from operational areas and prepare periodic and ad hoc incident reports; analyzing the causes and recommending appropriate control measures;
5. Prepare periodic and ad hoc operational risk reports as advised by the supervisor
6. Monitor developments in the environment & identify potential risk exposures to the Institute;
7. Develop appropriate tools for monitoring operational risk exposures;
8. Contribute and participating in making UMI a research and innovation led institution;
 - a) Participating in developing research proposals in line with the call for research grants/funding priorities;
 - b) Aiding research-based decisions;
 - c) Providing research-based feedback.
9. Implementing the ISO 9001:2015 Quality Management System in the department;
10. Performing other duties as may become necessary for the smooth running of the department and the Institute as a whole.

g) Minimum Person Specifications:

- i) A Postgraduate qualification in a relevant field is mandatory;
- ii) Hons Bachelor's degree in either: - Business Administration (Accounting/Finance), Commerce, Economics, Actuarial Science, Law or related fields from a recognized University/Institution;
- iii) Possession of relevant professional qualifications such as Certified Risk Management Professional, Financial Risk Manager (FRM), Certified Internal Auditor (CIA) is an added advantage;
- iv) Be computer literate with skills in MS Word, Excel, PowerPoint, and the other internet applications;

- v) Three years of working experience in a busy business organization or professional services firm, preferably in Risk/Audit/Operations departments.

Please see more details on <https://umi.ac.ug> (Important Notice)

3. 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, 31st July 2026.**

Only shortlisted candidates will be contacted.