



THE REPUBLIC OF UGANDA

Uganda Petroleum Institute – Kigumba (UPIK) was established by the Statutory Instrument N0. 3 of 2011 – Universities and other Tertiary Institutes Act (establishment of Uganda Petroleum Institute – Kigumba) in July 2011. The Mandate of UPIK is to provide a world class education in Petroleum Engineering in order to support the Petroleum Sector in Uganda.

UPIK now invites applications from suitably qualified Ugandans who are self-oriented with proven integrity to fill the following posts in the Institute's established structure.

(1) JOB TITLE:PROCUREMENT OFFICER

Number of Vacancies: 01

Terms of Employment: Contract of 5 years (Renewable)

Salary/Remunerations (Scale): Attractive

Reports to: Institute Secretary

Age: 25 – 40 years

Duty Station: Kigumba

QUALIFICATIONS

- A bachelor's (Hon) degree in procurement, purchasing or logistics and supply chain management from a recognized Institution.
- Professional qualification in supply Chain Management (CIPS) is an added advantage
- Should be a person of high integrity
- Should have in-depth knowledge of laws governing procurement.
- Should have well developed communication and interpersonal relationship skills

EXPERIENCE

- At least one (1) years' working experience in a reputable organization.

DUTIES

- To implement all procurement and logistic activities of the Institute
- To Confirm with end users the basis of their estimated costs on the procurement requisitions, in order to determine the appropriate procurement method
- To provide regulatory guiding principles of the law and explain it to the end users in relation to their procurement requirements
- To develop appropriate terms and conditions of the proposed contract in consultation with the end users or technical specialists
- To ensure various procurement requirements do comply with UPIK policies
- To implement UPIK inventory policy and keep procurement registers up-to-date
- To identify, mitigate and escalate procurement risks to enable the Organization meet its obligation
- Explaining procurement processes and requirements to

- responsible officers and persuading them to adopt best practices, given the complexity of procurement.
- To maintain all procurement related documentation and manage both internal and external relationship.

(2) JOB TITLE:PERSONAL SECRETARY

Number of Vacancies: 01

Terms of Employment: Contract of 5 years (Renewable)

Salary/Remunerations (Scale): Attractive

Reports to: Institute Secretary

Age: 25 – 40 years

Duty Station: Kigumba

QUALIFICATIONS

- Bachelor's Degree (Hons) in Office Management or Secretarial Studies or an equivalent from a recognized Institution
- Must be Computer literate in Ms. Applications like Word, PowerPoint, Excel, Access and Internet
- Must possess excellent good Interpersonal and communication Skills
- Must have at least a minimum of three years' work experience

EXPERIENCE

- At least one (1) years' experience in a reputable Organization.

JOB SUMMARY

The Personal Secretary will provide professional, secretarial and administrative support in the office of the Principal and ensure efficient and effective planning, directing, managing and coordination of the day –to-day activities. He/She will also ensure the provision of personalized secretarial and administrative support in a well-organized and timely manner and on a variety of tasks related to the Principal's office. He/ She must have the ability to work independently and in a team. He/She will report to the Institute Secretary.

DUTIES/KEY RESPONSIBILITIES

- To perform routine Administrative/clerical/ and Secretarial work
- Organize facilities for meetings/workshops or office events in support of the Principal's activities including booking venues, planning for and providing logistics like equipment, stationary, refreshments and other facilitation for all activities
- Develop and maintain an up-to-date contact list for the Principal's business engagements
- Act as first point of contact for the Principal's visitors and ensure provision of good service to them
- Manage all front desk requirements in the office of the Principal courteously and responding to their inquiries professionally.
- Responsible for Secretarial services in the office of the Principal and to take dictation, transcribing, editing and presenting accurate work.

- Ensuring Cleanliness and orderliness in the Principal's office
- Scheduling appointments, organizing and maintaining documents
- Ensuring that all correspondences in the Principal's Office are appropriately filed.
- And any other duties assigned by supervisor

(3) JOB TITLE:SENIORACCOUNTS ASSISTANT

N0 of Vacancies: 01

Terms of Employment: Contract of 5 years (Renewable)

Reports to: Bursar/ Accountant

Salary/Remunerations (Scale): Attractive

Age: 25 – 40 years

Duty Station: Kigumba

QUALIFICATIONS

- Bachelor's Degree (Hons) in Business Administration, Commerce, Accounting or its equivalent from a reputable Institution
- Possession of professional qualification is an added advantage
- Should be a person of high integrity
- Should have well developed communication and interpersonal relationship skills

EXPERIENCE

- At least one (1) years' working experience in a reputable Organization

DUTIES

- Organizing payment to suppliers on timely basis
- Overseeing the purchase ledger and credit control
- Assisting the Financial director/Management Accountant and team colleagues with day-to day tasks
- Posting of invoices and create payments
- Preparing reports for review by management
- Preparing month-end bank reconciliation
- Dealing with range of finance related queries both internal and external
- Posting entries of Accounts
- Providing administrative support to the Accountant/Bursar
- Assisting in preparing Statutory accounts
- Calculating and checking to make sure payments, amounts and records are correct
- Preparing, compiling and analysing account information
- Documenting and recommending financial actions by analysing accounting options
- And any other duties assigned by the Supervisor

(4) JOB TITLE:RECORDS OFFICER

Number of Vacancies: 01

Terms of Employment: Contract of 5 years (Renewable)

Salary/Remunerations (Scale): Attractive

Reports to: Institute Secretary

Age: 25 – 40 years

Duty Station: Kigumba

QUALIFICATIONS

- Bachelor's Degree (Hons) in Records and Management or Records, Archives and Management or its equivalent from a recognized Institution of higher learning
- Knowledge and understanding of the State legislation, standards and codes as they relate to records, archives and information management
- Ability to develop, interpret and apply records management practice

EXPERIENCE

- At least 1 year's Practical experience in the use and administration, archives and records systems from a recognized Organization
- Knowledge in filing and record keeping is a must

DUTIES

- Handling Record Management
- Handling the records storage facility and implementing archives Management Plan
- Establishing new records management systems
- Developing, maintaining, verifying and evaluating existing record keeping systems
- Overseeing the Institute's records from their creation to preservation and disposable
- Receiving, opening and collecting documents and forward to officers that come through records
- Handling paper filing, filing of agendas, minutes and reports when given by officers.
- Collecting and distributing inter-departmental documents
- Handling CT register (Capture, copy and file)
- Processing requests/files required
- And any other duties assigned

(5) JOB TITLE:NURSING OFFICER

Number of Vacancies: 01

Terms of Employment: Contract of 5 years (Renewable)

Salary/Remunerations (Scale): Attractive

Reports to: Institute Secretary

Age: 25 – 40 years

Duty Station: Kigumba

QUALIFICATIONS AND COMPETENCIES

- Must be in possession of at least Nursing Diploma from a recognized Institution
- Must be registered Nurse
- Degree in Nursing would be added advantage
- Should have skills in guidance and counselling
- Must have work Ethics and integrity

EXPERIENCE

- At least one (1) year's working experience in a reputable Organization/hospital

DUTIES OF NURSING OFFICER

- Receiving, examining and providing treatment to students and staff
- Maintaining proper records of administered drugs and patience needed
- Ensuring constant supplies of drugs to the Institute's clinic
- Disseminating information on primary health care to students
- Producing periodical medical reports to the Principal
- And any other duty assigned by the supervisor

(6) JOB TITLE:WORKSHOP TECHNICIANS

Number of Vacancies: 03

Terms of Employment: Contract of 5 years (Renewable)

Salary/Remunerations (Scale) Attractive

Reports to: Head of Department

Age: 20 – 45 years

Duty Station: Kigumba

QUALIFICATIONS AND COMPETENCIES

- Uganda Diploma in either Electrical, Mechanical Engineering, Petroleum Engineering or any related qualification
- Must have practical working knowledge of the Machines, systems, processes and procedures
- Should possess supervisory skills
- Should possess good communication skills to explain methodologies and technical processes

EXPERIENCE

- At least one (1) years' experience in a reputable Organization

DUTIES

- To provide Instructions to Students in the effective and safe operation of a range of machinery and mechanical workshop equipment and assess their ability to work safely
- Provide instructions to groups of students and on one-to-one as may be required
- Assist in constructing engineering drawings using Computer Aided Design (CAD) systems and equipment
- Maintain workshop equipment and facilities
- Support the introduction of new workshop equipment and undertake trainings as appropriate
- To maintain high standards of cleanliness in the Workshops
- To handle repairing of machinery
- And any other duties assigned

If you meet the above, please submit your application in Triplicate with detailed CV and attachments to: **The Principal, Uganda Petroleum Institute -Kigumba, P.O Box 187, Bweyale – Kiryandongo District.**Deadline: **Two Weeks** from the date of advertisement.