



Applications are invited from suitably qualified persons to fill vacant positions at the Uganda Nurses and Midwives Examinations Board (UNMEB) Secretariat based in Kampala.

Uganda Nurses and Midwives Examinations Board (UNMEB) is a Government Agency under the Ministry of Education and Sports (MoES), established by the Business, Technical, Vocational Education and Training (BTNET) Act No. 12 of 2008 and operationalized by Statutory Instrument No. 4, 2009. UNMEB Mandate is to streamline, regulate and coordinate examinations and award at Certificate and Diploma level for the nursing and midwifery profession in Uganda.

UNMEB Mission is to manage and administer quality examinations using skilled Examiners and Award Certificates to successful candidates in the Nursing and Midwifery Profession in Uganda.

This is an exciting opportunity for highly motivated and result-driven Professionals.

1. PRINCIPAL HUMAN RESOURCE OFFICER (1POST) REF. NO. UNMEB/HRM/PHRO/001/20

JOB TITLE: PRINCIPAL HUMAN RESOURCE OFFICER

Reports to:	Executive Secretary
Directly Supervises:	Senior Human Resource Officer, Senior Records Officer,
Terms of service:	Contract
Duty Station:	UNMEB headquarters
Salary Scale:	UNMEB 3
Age limit:	40 Years and above

Main Purpose of the Job:

To provide technical support in the development and maintenance of a Human Resource system that ensure effective and efficient Human Resource function.

Duties and responsibilities:

- i. Coordinate the HR function;
- ii. Offer advice to management on Human Resource matters i.e. Management of staff entry, retention and exit.
- iii. Coordinate performance management processes, counseling and staff discipline, aligning people with the UNMEB objectives;
- iv. Supervise the implementation of HR Policies and guidelines including implementation of the Human Resource Manual;
- v. Plan and manage staff welfare;
- vi. Advocate for and promote workplace safety standards;
- vii. Advise staff and managers on Human Resource policies, plans and practices
- viii. Coordinate training needs assessment and develop a plan for staff development
- ix. Coordinate training workshops, seminars, retreats, conferences and induction for staff.
- x. Chair management meetings of lower level cadres;

- xi. Plan and manage Human Resource information & related systems, processes & procedures;
- xii. Review and advise on Human Resource systems of the Board;
- xiii. Develop and review recruitment plans and staff duty allocations;
- xiv. Create and enforce effective appraisal systems
- xv. Initiate strategies for motivating staff, policies, programs for attraction and retention of staff;
- xvi. Any other duties as assigned from time to time.

Person Specifications

- i) An Honors' Degree in Human Resource Management or Social Sciences or Public/Business Administration or BBA/Commerce (Management Option) with HRM or Personnel Management as a subject from a recognized University.;
- ii) A minimum of a Post Graduate Diploma in Human Resource from a recognized institution;
- iii) A Master's degree in Management Sciences or Public/Business Administration or equivalent with Personnel/Human Resources Management or Labour Relations as a specialty is an added advantage;
- iv) At least six (6) years' working experience in managing Human Resource function, three (3) of which should be at senior level in a reputable organization.

Core Competencies and Qualities:

- i. Managing employee performance
- ii. Human Resource management
- iii. Confidentiality
- iv. Professionalism
- v. Efficiency & Effectiveness
- vi. Critical thinking and high analytical skills
- vii. Coaching skills
- viii. Good interpersonal skills
- ix. Strong communication skills
- x. High level of integrity
- xi. Team building skills
- xii. Innovativeness

2. PRINCIPAL PERSONAL ASSISTANT(1 POST) REF. NO. UNMEB/HRM/PPA/002/20

JOB TITLE: PRINCIPAL PERSONAL ASSISTANT

Reports to: Executive Secretary
Terms of service: Contract
Duty Station: UNMEB headquarters
Salary Scale: UNMEB 3

Main Purpose of the Job:

To plan, coordinate and manage activities in the Office of the Executive Secretary.

Duties and Responsibilities:

- i. Coordinate day-to-day activities of the office of the Executive Secretary;
- ii. Prepare periodic reports on activities of the office of the Executive Secretary;
- iii. Provide an interface between the DES/Technical, Departments and Office of the Executive Secretary;
- iv. Make administrative decisions and establish work priorities for the Executive Secretary;
- v. Manage the Executive Secretary's diary, Coordinate and maintain the travel schedules and ensure meeting requests are followed up;
- vi. Ensure safe custody of minutes of the Board and Committee meetings;
- vii. Prepare internal and external correspondences for the Executive Secretary;
- viii. Take minutes of Management Committee Meetings;
- ix. Responsible for coordinating Board, Management and adhoc meetings;
- x. Develop work plans and budgets for the Office of the Executive Secretary;
- xi. Follow up on timely execution of planned activities related to strategic decisions taken by the Executive Secretary;
- xii. Review and comment on materials and documents related to the execution of high profile strategic decisions, programmes being presented to the Executive Secretary thus ensuring accuracy and quality;
- xiii. Provide regular updates to the Executive Secretary on activities of the Board;
- xiv. Make travel arrangements for the Executive Secretary and Board Members;
- xv. Responsible for issuing blank transcripts and embossing the seal,
- xvi. Perform any other relevant duties assigned from time to time. and

Person Specifications

- i) A Master's Degree in Public Administration or Management or Humanities or Public Relations;
- ii) An Honours Bachelor's Degree in either; Social Sciences or Mass Communication or Secretarial Studies or Psychology or SWASA or Management Science, or B Com/BBA (Management option) from a recognized institution;
- iii) Certificate in Records Management is a MUST;
- iv) A minimum of six (6) years relevant work experience, three (3) of which must have been gained at senior level in a similar role in a reputable organization.

Core Competencies and Qualities:

- i. Information and Communications Technology
- ii. Planning, organizing and coordinating
- iii. Records and Information Management
- iv. Public Relations and Customer Care
- v. Communication
- vi. Confidentiality
- vii. Professionalism
- viii. Integrity
- ix. Teamwork
- x. Time management
- xi. Efficiency & Effectiveness

3. SENIOR ACCOUNTANT (1 POST) -REF. NO. UNMEB/HRM/SA/003/20

JOB TITLE: SENIOR ACCOUNTANT

Reports to: Principal Accountant
Directly supervises: Accountant
Terms of service: Permanent
Duty Station: UNMEB headquarters
Salary Scale: UNMEB 4

Main Purpose of the Job:

To advise the Principal Accountant on financial matters, analyze financial information & Recommend procedures, internal controls and guidelines for effective utilization of financial resources.

Duties & Responsibilities

- i. Prepare periodic financial and accounting reports that comply with the statutory financial reporting requirements;
- ii. Coordinate the preparation of Annual budgets in liaison with the Principal Administrative Officer and submit them to relevant authorities for approval;
- iii. Monitor the departmental budget performance and prepare management reports;
- iv. Monitor cash flow, compile outstanding bills and ensure timely payments;
- v. Ensure proper accountability of all monies appropriated to the Board in accordance with the Government of Uganda accounting procedures;
- vi. Review all the steps for end of year closing accounting processes and procedures;
- vii. Review the monthly bank reconciliations statements;
- viii. Prepare the final accounts in accordance with the reporting procedures;
- ix. Manage all financial audits and respond to audit queries raised there from;
- x. Mentor, coach, appraise and supervise all subordinate staff that report directly to him/her;
- xi. Perform any other duties as assigned by supervisor.

Personal Specifications:

- i) Honors Degree in Finance/Actuarial Science/Accounting, Business Administration, Bachelor of Commerce or any related field with a professional Qualification in Accounting or Auditing, such as CPA or ACCA;
- ii) Must be a member of the Institute of Certified Professional Accountant of Uganda (ICPAU) or a member of the Institute of Internal Auditors (IIA);
- iii) A minimum of five years of practical Auditing/Accounting experience in a busy and reputable Organization.

Core Competences:

- i) Critical thinking and high analytical skills
- ii) Ability to work with minimum supervision
- iii) Good interpersonal skills
- iv) Strong communication skills
- v) High level of integrity

UNMEB is an equal opportunity employer; therefore, female candidates are particularly encouraged to apply.

How to apply:

Interested candidates who meet the qualification and experience requirements for the above mentioned positions are advised to;

1. Submit their hand written or on-line applications in triplicate to the **Executive Secretary, Uganda Nurses and Midwives Examinations Board, Plot 157, Ssebowa Road, Kiwatule, P.O. Box 3513 Kampala, to be received not later than 05:00 p.m. on 16th October 2020.**
2. Attach on their application detailed Curriculum Vitae with an address and day time telephone contacts, written recommendation letters from referees, Copies of three (3) sets of relevant Certified Academic documents, three (3) Passport size photographs a copy of the National Identity Card.
3. Indicate title of post on the Applications as well as the Reference Number against the vacancy. For electronic submission, please quote the respective reference number on the subject of the e-mail and send to; info@unmeb.go.ug and **unmebservices@gmail.com**

Only successful candidates will be contacted.