



APPLICATION FOR PARTICIPATION IN UGANDA NURSES AND MIDWIVES EXAMINATIONS ACTIVITIES

Note: Please study the form carefully before completing it.

Attach coloured passport size photograph here

This form must be completed in triplicate (original in own handwriting) and submitted through your Immediate Supervisor who must append his/her signature

1. Post applied for and reference Number

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.....

2. Bio data

Full names (surname first in capital letters)

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Date of birth Telephone number (s)

Email address

Nationality NIN

3. Name of your employing institution

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.....

4. Category of the employer: (Tick as appropriate) Government or Private for Profit or Private not for Profit

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.....

5. Present post and date of appointment to it

.....
.....

6. Terms employment: (Tick as appropriate) Temporary/Probation/Contract/Permanent

NB: Conviction of examination malpractice will not necessarily prevent you from being deployed in UNMEB examination processes but giving false information in that context is an offence.

10. Declaration

I hereby certify that the information given above is true to the best of my knowledge and belief, that the particulars stated in this form are true and complete in all respects.

Signature of applicant Date

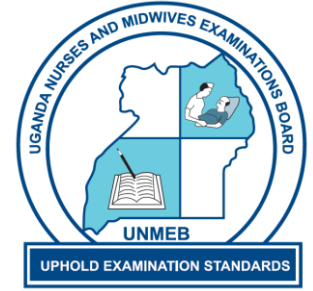
11. Recommendation by the Head of Nursing and Midwifery Training Institution or Head of Health Facility (***NB: For Principals and Assistant Commissioner Nursing/Senior Principal Nursing Officer/ Principal Nursing Officer/ Senior Nursing Officer***)

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Title/Designation

Signature Date

Stamp



EXTERNAL ADVERT NO. 1 OF MARCH, 2024

Applications are invited from suitably qualified applicants to participate in part time activities at the **Uganda Nurses and Midwives Examinations Board**. Applicants should fill a form and submit it to the Executive Secretary, Uganda Nurses and Midwives Examinations Board on **Plot 157, Ssebowa Road, Kiwatule, P.O. Box 3513, Kampala not later than 5.00 pm on Monday 29th April, 2024.**

1. Applicants are advised to:

- a) Complete UNMEB Application Form in triplicate
- b) Attach detailed Curriculum Vitae with an address and day time telephone contacts.
- c) One (1) recent coloured passport size photograph on each form.
- d) Indicate title of the post on the Application Form and Reference Number against the post.

2. Relevant Documents required include the following:

- a) Academic and Professional Certificates (UCE, UACE, Professional Certificates, Diplomas, Degrees, Post Graduate Diplomas, Masters Degrees). Academic documents **MUST** be certified.
- b) Evidence of Registration Certificate and Practicing License.
- c) Letters of appointment, confirmation, promotion and deployment.
- d) National and Current Institutional Identity Cards.
- e) Priority should be given to only the relevant documents in the job specifications.

3. It is emphasized that:

- a) Only shortlisted applicants will be contacted.
- b) Shortlisted applicants shall be required to bring at the oral interview their original Academic Documents, letters of appointment, Registration Certificates, Valid Practicing Licenses and evidence of active service or deployment letters in UNMEB activities where necessary.
- c) Candidates who will present forged Certificates shall be handed over to the Police for appropriate action.
- d) Applicants who are on long term training (one year and above) must not apply.

Equal opportunity is given to all applicants.

Detailed information on the advert is provided on the website at www.unmeb.go.ug/opportunities

SUMMARY OF POSITIONS

S/N	POST	NUMBER OF POSITIONS
1.	Invigilator	920
2.	Examiner	1,500
3.	Test Setter	150
4.	Moderator	100
	Total	2,670

INSTITUTION: UGANDA NURSES AND MIDWIVES EXAMINATIONS BOARD

1.	Post:	INVIGILATOR - 920 Posts
	Reference:	UNMEB/HRM/INV/001/24
	Reports to:	Executive Secretary
	Qualifications:	<ul style="list-style-type: none">• Diploma in Nursing or Midwifery field, (Public Health Nursing, Mental Health Nursing, Pediatric and Child Health Nursing, Palliative Care Nursing and Comprehensive Nursing) from a recognized institution or University.• Bachelor's Degree in Nursing or Midwifery or Public Health from a recognized institution or University.• Must have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor's Degree in Medical Education or Post Graduate Diploma in Medical Education).• Must be registered and in possession of a valid practicing License from Uganda Nurses and Midwives Council.
	Experience:	<ul style="list-style-type: none">• Should have trained Nurses or Midwives at Certificate or Diploma level in a Training Institution or Health facility for at least a period of three (3) years.
	Duties and Responsibilities:	<ol style="list-style-type: none">1. Briefing the candidates on the procedures for the examination session which include among others; consequences of cheating, entering an examination room in full uniform with a correct examination card, blue ink pen, pencil in its original manufacture brand, ruler and rubber, where to put the school code, answer booklet serial number and append the signature against the paper done per day.2. Confirming the accurate identity of candidates in reference to the candidates' album3. <i>Ensuring that examinations are conducted in an appropriate manner within the correct time frame and in a comfortable environment.</i>4. Distributing, collecting, and ensuring the overall security of all examination materials by signing in the accountability form5. Ensuring that candidates correctly write the required biodata on the answer booklet (school code, examination number and answer booklet serial number).6. Monitoring the examination session by moving quietly around the room7. Being present at all times during invigilation so that the examination is conducted in a quiet environment and in an efficient manner8. To carefully monitor students' attendance and behavior in the examination room

		<p>9. Protecting the candidates from disturbances and distractions</p> <p>10. Enforcing proper procedure in the event of noncompliance in accordance to UNMEB regulations for supervision and conduct of examinations</p> <p>11. Escorting candidates to the restrooms and back to the examination room</p> <p>12. Reporting any breach of security and integrity to the Centre Coordinator, no matter how small or insignificant it may be</p> <p>13. To complete Invigilator incidents forms and relay any incidents that occur during the examination session back to the Centre Coordinator.</p> <p>14. In the event of a candidate's illness or emergency, raise an alarm to the Centre Coordinator who will organize for first Aid.</p> <p>15. Accurately count answer booklets to ensure that they match with the number of candidates who sat for the paper he/she has invigilated</p> <p>16. Compiling the Invigilation Report at the end of the entire exercise</p>
2	Post:	Examiner – 1,500 Posts
	Reference:	UNMEB/HRM/EXA/002/24
	Reports to:	Executive Secretary
	Qualifications:	<ul style="list-style-type: none"> • Diploma in Nursing or Midwifery field, (Nursing, Midwifery, Public Health Nursing, Psychiatric Nursing, Pediatric and Child Health Nursing, Palliative Care Nursing and Comprehensive Nursing) from a recognized institution or University. • A qualification in Clinical Instruction or Mentorship is an added advantage. • Must be registered and in possession of a valid practicing License from Uganda Nurses and Midwives Council.
	Experience:	At least three (3) years working experience in Nursing practice in a Health Facility.
	Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Attending the briefing sessions for candidates prior to commencement of examinations 2. Preparing for the conduct of practical examination of his/he respective station of deployment as per scenario instructions 3. <i>Ensuring that examinations are conducted in an appropriate manner within the correct time frame and in a comfortable environment.</i>

		<ol style="list-style-type: none"> 4. Confirming the accurate identity of candidates by referring to the examination number. 5. Scoring the candidate legibly and correctly according to the competencies displayed while performing the procedures in reference to the checklist. 6. Ensure correct/accurate totaling of candidate's scores 7. Present a complete check list for each candidate that he/she has examined 8. Ensuring the security of all examination checklists. 9. Being present at the station all the time during examination 10. Protecting the candidates from disturbances and distractions 11. Ensuring that candidates follow the examination guidelines 12. Enforcing proper procedure in the event of noncompliance in accordance to UNMEB regulations for supervision and conduct of examinations 13. Reporting any breach of security and integrity to the Centre Coordinator, no matter how small or insignificant it may be 14. Assess and score the practical logbook for final semester candidates. 15. Compiling the OSPE station Report
3	Post:	Test Setter- 150 Posts
	Reference:	UNMEB/HRM/TS/003/24
	Reports to:	Executive Secretary
	Qualifications:	<ul style="list-style-type: none"> • Diploma in Nursing or Midwifery, (Public Health Nursing, Mental Health Nursing, Pediatric and Child Health Nursing, Palliative Care Nursing and Comprehensive Nursing) from a recognized institution. <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Nursing or Midwifery or Public Health Nursing from a recognized University.</p> <ul style="list-style-type: none"> • Must have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor's Degree in Medical Education or Post Graduate Diploma in Medical Education). • Must be registered and in possession of a valid practicing License from Uganda Nurses and Midwives Council
	Experience:	Should have trained Nurses or Midwives at Certificate or Diploma level in a Training Institution or Health facility for at least a period of five (5) years.

	Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Identify the assigned topics in the curriculum. 2. Set the assigned numbers of multiple choice questions, fill in blanks, short answer questions and long answer questions. 3. Ensure that items set are exhaustive of the area of the curriculum content assigned. 4. Prepare a comprehensive marking guide for each of the set test item. 5. Set the OSPE scenarios and prepare the checklists.
4	Post:	Moderator- 100 Posts
	Reference:	UNMEB/HRM/MOD/004/24
	Reports to:	Executive Secretary
	Qualifications:	<ul style="list-style-type: none"> • Diploma in Nursing or Midwifery, (Public Health Nursing, Mental Health Nursing, Pediatric and Child Health Nursing, Palliative Care Nursing and Comprehensive Nursing) from a recognized institution. <p>OR</p> <p>Bachelor's Degree in Nursing or Midwifery or Public Health Nursing from a recognized University.</p> <ul style="list-style-type: none"> • Must have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor's Degree in Medical Education or Post Graduate Diploma in Medical Education). • Must be registered and in possession of a valid practicing License from Uganda Nurses and Midwives Council
	Experience:	<ul style="list-style-type: none"> • Must be a Senior Nurse or Midwifery Tutor • Should have trained Nurses or Midwives at Certificate or Diploma level in a Training Institution or Health facility for at least a period of seven (7) years.
	Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Agree on the blue print of each question paper assigned in relation to the distribution of question papers per topic or course units making up the paper and level on Bloom's Taxonomy. 2. Identify the files that have the appropriate curriculum content items for the specific question papers to moderate. 3. Follow the blue print to select questions. 4. Moderate the assigned sets of question papers without repeating the questions. 5. Scrutinize the questions for curriculum coverage, clarity, content validity, and correct language. 6. Harmonize the marking guide with the set questions.

		7. Observe the security and confidentiality of all examination materials used in the moderation process.
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