



BUKEDEA HEALTH INSTITUTE

Job advertisement

Background

Dedicated to elevating healthcare standards in Uganda, Bukedea Health Institute was established to transform health care delivery through training, research, and healthcare. The institute has been licensed by Ministry of Education and Sports and will open for the first academic Year in July, 2024. The institute is conveniently and strategically located in the Eastern part of Uganda in Bukedea district, Bukedea Town, at approximately 2 kilometers on Bukedea – Kumi highway opposite Tamula Muslim Primary School. In order to build a human resource committed to run the institution, we are looking for qualified individuals for the following available positions; Academic Registrar, Librarian, Information and Communication Technology (ICT) Officer, Secretary/ Receptionist, Catering Officer, and Security Officer. Detailed job descriptions and required qualifications can be accessed on our website www.bukedeahi.com.

Application procedure

All candidates should hand deliver or email bukedeaealthinstitute@gmail.com their applications, enclosed with curriculum Vitae (CV) indicating contact details of (03) referees and copies of relevant academic qualifications. All applications should be addressed to; The Principal, Bukedea Health Institute, and delivered to the Institute offices along Bukedea – Kumi Highway, opposite Tamula Muslim Primary School, P.O. Box 96, Kumi – Uganda. For inquiries, call 0772 922788 or 0778 919624.

All applications should be received by close of business Tuesday 11th June, 2024. Only shortlisted candidates will be contacted.

NO.	JOB TITLE	REQUIRED NO. OF STAFF	MINIMUM QUALIFICATION & EXPERIENCE
1	<p>ACADEMIC REGISTRER</p> <p>Reports to: Principal</p>	1	<p>Minimum qualification</p> <p>Bachelor’s degree in Education (Arts or Science), or Education Planning and Management. Post Graduate Diploma in a relevant field e.g. Health Sciences Tutorship will be an added advantage.</p> <p>Experience</p> <p>Minimum of 3 years of experience in carrying out similar assignment.</p> <p>Duties and responsibilities</p> <ol style="list-style-type: none"> 1. Provide overall leadership and management of the Academic Registrar’s Department, which includes: advertising programs and courses, handling students’ applications, admissions, registration, curriculum development, teaching and learning, and assessment. 2. Responsible for production of students’ academic documents, Graduation ceremonies and alumni-related activities. 3. Manage all academic matters, admissions, and registration of Certificates, and Diploma Students. 4. Ensure Management, maintenance and development of the students’ database and records system. 5. Responsible for coordination and management of all Institute Examination Processes, Research, Regulations, Syllabus and Staff Development. 6. Serve as Secretary to academic, student affairs and disciplinary Committees.

			<ol style="list-style-type: none"> 7. Ensure that academic ceremonies such as graduations are successfully organized. 8. Responsible for the initiation of academic policies, and providing technical guidance to Governing Council. 9. Responsible for collaborative linkages with other institutions and organizations whose mandate relates to health sciences Education. 10. Carry out any other duties as may be assigned from time to time
2	<p>LIBRARIAN</p> <p>Reports to: Academic Registrar</p>	1	<p>Minimum qualifications Bachelor's degree in Library and information Science, or related field Previous experience of 3 year required.</p> <p>Duties and responsibilities</p> <ol style="list-style-type: none"> 1. Develop and manage collections of books, journals (both paper and electronic) and websites 2. Select, acquire and catalogue information using library and information software 3. Create, update and manage electronic and printed information resources 4. Coordinate and deliver information and digital literacy sessions to students, researchers and staff 5. Contribute to academic course development and liaise with academic departments 6. Assist researchers with literature searches using databases, printed resources and the internet 7. Establish and maintain effective working relationships with academic staff and students, as well as external bodies such as suppliers 8. Take on responsibility, for archives and other special collections 9. Deal with user enquiries, which may involve one-on-one advice sessions

			<p>10. Keep up to date with developments in the library sector and participate in professional groups or networks.</p> <p>11. Carry out any other duties as may be assigned from time to time</p>
3	<p>IINFORMATION AND COMMUNICATION TEACHNOLOGY (ICT) OFFICER</p> <p>Reports to: Academic Registrar</p>	1	<p>Minimum qualifications</p> <p>Bachelor’s degree in information technology, Computer Science, Computer Engineering, or related field.</p> <p>Previous experience of at least 3 years in similar assignment is required.</p> <p>Duties and responsibilities</p> <ul style="list-style-type: none"> • System Administration Install, configure, maintain, and upgrade, application software and computer hardware • Install, configure, and manage network servers. • Test, perform upgrades and patches to installed operating systems and software • Maintain reliability of the ICT infrastructure (Hardware and Software) by monitoring, running tests, and troubleshooting. • Evaluate and recommend new or existing system improvements and/or solutions. • Create and maintain system documentation of processes, procedures, plans, and configurations. • Maintain ICT inventories including Media Library, Software Assets, Hardware Assets, Communications Lines etc. • Preparing specifications of ICT Software and Hardware to be procured. • Maintain relationships with vendors to escalate and resolve system issues • Administer user accounts, permissions, and access to the LAN and ICT Resources.

			<ul style="list-style-type: none"> • Implement and monitor backup and recovery of the Authority's systems in accordance with the approved business continuity plan. • Administer and maintain the institute website • Implement and maintain change control procedures ensuring appropriate documentation has been completed and sign off attained. • Offer technical support to users <p>Network Administration</p> <ul style="list-style-type: none"> • Maintain LAN and WAN systems in accordance with industry standards. • Install and configure network equipment to update or fix hardware or software issues. <p>IT Security</p> <ul style="list-style-type: none"> • Conduct periodic vulnerability assessment and manage threats to ICT assets • Analyzing the logs of various systems for initiating preventive mechanisms • Ensure the safe disposal/movement of ICT equipment in accordance with ICT Policy • Monitor adherence to information security policies and standards. • Document and report information security incidents <p>Other Duties</p> <ul style="list-style-type: none"> • Carry out any other duties as may be assigned from time to time
4	SECRETARY/ RECEPTIONIST Reports to: Administrative Officer	1	<p>Minimum qualifications Diploma in Secretarial Studies, or Business Administration and Management. The job holder should possess excellent communication and demonstrable role in office administration</p>

			<p>Previous experience in similar assignment of at least 2 years is required.</p> <p>Duties and responsibilities</p> <ol style="list-style-type: none"> 1. Performing secretarial duties. 2. Processing, typing, editing, and formatting reports and documents. 3. Filing documents, as well as entering data and maintaining databases. 4. Liaising with internal departments and communicating with the public. 5. Directing internal and external calls, and emails to designated departments. 6. Arranging and scheduling appointments, meetings, and events. 7. Monitoring office supplies and ordering replacements. 8. Assisting with copying, scanning, emailing, note-taking, and travel bookings. 9. Preparing facilities and arranging refreshments for events, if required. 10. Observing the best business practices and etiquette. 11. Carry out any other duties as may be assigned from time to time
5	<p>CATERING OFFICER</p> <p>Reports to: Administrative Officer</p>	1	<p>Minimum qualifications</p> <p>Certificate in Catering/ Hotel Management</p> <p>Previous experience and knowledge of at least 2 years in similar assignment is required</p> <p>Duties and responsibilities</p>

			<ol style="list-style-type: none"> 1. Plan food and beverage menus considering students' preferences and special requests (healthy meals for students) 2. Determine requirements in ingredients and set portions 3. Schedule cooking staff shifts 4. Train and manage cooking staff and kitchen personnel 5. Oversee food preparations and student service 6. Report on expenses in relation to kitchen department 7. Manage stock and place orders as needed 8. Ensure compliance with nutrition standards, health and safety regulations 9. Carry out any other duties as may be assigned from time to time
6	<p>SECURITY OFFICER</p> <p>Reports to: Administrative Officer</p>	3	<p>Minimum qualification Uganda Certificate of Education (UCE) and National ID Previous experience in similar assignment will be an added advantage</p> <p>The purpose of this position is to ensure the safety, security, and welfare of all students, staff, and visitors. This position will work to foster positive relationships with students and the learning community while also working in tandem with existing Administrative practices.</p> <p>Duties and responsibilities</p> <ol style="list-style-type: none"> 1. Ensures the security, safety, and well-being of all personnel, visitors and the premises. 2. Patrols and monitors assigned areas of the school buildings, grounds and parking lots to deter, detect, report and stop violations of the law and/or school policies. 3. Secures premises and personnel by controlling entry and screening all visitors as required.

			<ol style="list-style-type: none">4. Detects, investigates, and reports unauthorized or suspicious persons, vehicles and activities.5. Monitors surveillance and security panel alarm systems, communicating necessary information to prompt required investigation and facilitating the appropriate emergency response.6. Notifies the administrative staff, police, fire department, or other appropriate authorities of security or emergency situations.7. Assists administrators and staff in crisis and emergency situations.8. Assists with planning, coordinating and working special events and projects.9. Assists with investigations as needed and assigned (for example, student residency).10. Works closely with law enforcement agencies to conduct and participate in any and all training as determined appropriate.11. Responds to incoming security calls according to established procedures.12.14. Responds to critical incidents and investigates to determine cause then takes appropriate action.13. Regularly patrols school perimeter and facilities, including security checks of school sites including the school buildings, ensuring that access is limited to approved and specified points of entry, as well as school grounds, athletic facilities, and parking areas.14. Supervises or provides crowd control for student, adult, and community events/activities (as assigned) to ensure compliance with school safety and security procedures and Policies.15. Carry out any other duties as may be assigned from time to time
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