

MINISTRY OF HEALTH



Uganda Cancer Institute

EXTERNAL ADVERT NO. 1/2019

Mandated by the Uganda Cancer Institute Act of 2016, the UCI is an autonomous body, with the mandate to, among others, undertake and coordinate the management of cancer and cancer-related diseases in Uganda. It is critical to the evolution of a National Centre of Excellence, providing specialized treatment and care for all types of cancer using all the available subspecialty expertise possible, as well as engineering oncology-centered research and training.

Applications are invited from suitably qualified Ugandans to fill the following vacant posts that exist at Uganda Cancer Institute, Mulago. Interested persons should address their applications including copies of their academic and professional transcripts, certificates, curriculum vitae, appointment/promotional letters where applicable to the **Executive Director Uganda Cancer Institute, P.O Box 3935 Kampala.**

The deadline for receiving the applications is **12th April 2019**. You can also download the same advert from the Institute's website; www.uci.or.ug

Post	:	Inventory Management Officer
Salary Scale	:	U4
Vacancies	:	01
Report To	:	Senior Officer

Person Specifications

Must have an Honors Bachelor's Degree in Business Administration or Commerce majoring in Procurements/Supplies/Logistics Management from a recognized awarding institution.

Or

An Honors Bachelor's degree in Procurement, or Professional qualification from a recognized awarding institute of Supplies Management (ISM), Certified Institute of Procurement and Supplies (CIPS), and Chartered Institute of Logistics and Transport (CILT) (UK)

Key Roles and Responsibilities

The incumbent will be under the general supervision of the senior performing the following duties;

- (i) To coordinate receipts and insurance of stores.
- (ii) To advise user Departments on stock levels.
- (iii) To ensure inventory are identified by use of unique coding system for easy location of item and accuracy of records.
- (iv) To manage the security of the stores.
- (v) To supervise the management of high value and sensitive stores.
- (vi) To authorize the insurance of low value stores.
- (vii) To prepare reports on the performance of the inventory unit and make recommendation for disposal of obsolete or unserviceable stores.
- (viii) Any other duties as may be assigned.

Post	:	Cancer Registrar
Salary Scale		U4
Vacancies	:	01
Report To	:	Head Research

Person Specifications

Must have Honor's bachelor's degree in a health-related discipline from a recognized university or institution. Must be proficient in health information technology, statistics and database management.

Key Roles and Responsibilities

- i. Compiles and maintains records of institute patients treated for cancer to provide data for health care workers and research studies.
- ii. Reviews hospital records to identify and compile patient data for use in cancer management programs in order to comply with government regulations.
- iii. Reviews patient's medical records, abstracts and codes information, such as demographic characteristics, history and extent of disease, diagnostic procedures and treatment, and enters data into database.
- iv. Prepares statistical/narrative reports and graphic presentations of tumor registry data for use by hospital staff, researchers, and other users of registry data.
- v. Coordinate with other registries in and out of the country.
- vi. Any other duties as may be assigned.

Post	:	Information Scientist
Salary Scale	:	U4
Vacancies	:	01
Report To	:	Senior ICT Officer
Person Specifications	:	

- (i) An Honor's Bachelor's degree in Information Science and related field from a recognized university or institution.

Key Roles and Responsibilities

The incumbent will be under the general supervision of the senior performing the following duties;

- i. Responsible for managing the Uganda Cancer Institute Information Centre.
- ii. managing electronic information and making sure that information systems meet data protection laws
- iii. Evaluating, organizing, cataloguing, classifying, managing and distributing information in a variety of formats.
- iv. Creating databases for cancer Information.
- v. Carrying out information audits, inquiries and internal commissions.
- vi. Responsible for receiving and answering enquiries from staff and external parties.

- vii. Training users on how to use information systems
- viii. Any other duties as may be assigned.

Post	:	Personal Secretary
Salary Scale	:	U4
Vacancies	:	01
Report To	:	Executive Director

Person Specifications :

- (i) An Honor's Bachelor's in Secretarial studies or related field from a recognized university or Institution.
- (ii) Proficient in Microsoft office products (Word, Excel, Outlook and Power Point) is a must.
- (iii) Must have high degree of confidentiality, integrity and good communication skills.

Key Roles and Responsibilities

- i. In consultation with the ED, organize board, administrative meetings and appointments.
- ii. Compiling and preparing minutes, reports, briefing papers, presentations and correspondence.
- iii. Implementing and maintaining procedures/administrative systems.
- iv. Booking and arranging travel, transport and accommodation
- v. Screening phone calls, enquiries and requests, and handling them when appropriate.
- vi. Sourcing and ordering stationery and office equipment.
- vii. Managing and reviewing filing and office systems.
- viii. Any other duties as may be assigned.