



Office of the Principal

25th July, 2024

JOB ADVERT

Uganda Technical College – Kichwamba (UTC- Ki) is a Public Tertiary Institution of Higher learning offering National Diploma and International Technical Certificates Courses in the Engineering fields. It reports to the Ministry of Education and Sports under the Department of TVET -OM. UTC-Ki is seeking to hire a qualified self-motivated individual to fill the position of Office attendant

Job Title: Office Attendant (01)

Reports to: Administrative Assistant

Salary Scale:U8

Age:20-40 years

Responsibilities

- Office tea prepared and served
- Sorting and distributing communications in a timely manner
- General office cleaning , inside and outside surroundings
- Disposing off rubbish
- Official errands timely done
- Perform reception duties when needed
- Ensuring that the office is properly locked
- Create and update office records
- Reporting to office as early as possible to avoid inconveniencies in doing office errands

Education and Training

- Minimum of **Five passes** at Ordinary Level (UCE) with a **credit in English**
- Training in Computer studies, Secretarial studies, Records management is added advantage.

Skills and Experience

- Outstanding Organizational skills
- Good interpersonal skills
- Good written and verbal communication Skills

Application not later than 9th August, 2024 should be addressed to:

**Principal
Uganda Technical College Kichwamba
P.O Box 33
Fort Portal**