



JOB OPPORTUNITIES

Uganda Technical College – Kichwamba 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.

The Governing Council and Management are seeking to fill up the following vacancies. *Applications are invited from suitably qualified Ugandans to fill the following vacant positions.*

S/N	JOB TITTLE	JOB PURPOSE	JOB DESCRIPTION	QUALIFICATIONS	KEY OUT PUTS	PERSONAL SKILLS
1	LECTURS (2) (MECHANICAL AND ELECTRICAL DEP'T) Reports to: Dean of Students Age: 25-45 years	To organise and oversee student learning and trainings	<ul style="list-style-type: none"> Plan, prepare and conduct lectures/ practical / field work in your area of specialisation Carry out continuous assessment and evaluation of student's performance Carry out relevant research Guide and counsel students Supervise students' field work and research projects Giving and marking the required progressive assignments/tests as required by the College 	<ul style="list-style-type: none"> Bachelor's Degree in relevant Field A qualification in teaching 	<ul style="list-style-type: none"> Well planned lectures Proper record of assessment Innovations Students' field work and research projects supervised 	<ul style="list-style-type: none"> Ability to deliver Team work Innovative Ethical Cheer leader Problem solver Independent

2	Warden (1) Salary Scale: U5L Reports to: Dean of Students Age: 25-45 years	To provide general administration of the Hostels including students' welfare and discipline	<ul style="list-style-type: none"> • Receive students' admission lists and allocate them hostels of residence. • Provides all requirements to students as stipulated in the Admission Form. • Monitor that all hostels are generally clean, organized and well maintained. • Keep updated records of all students/persons residing in Hostels. • Provide psycho-socio support to students. • Ensure general cleanliness in the Hostels • Initiate the development and implementation of plans and budgets for hostels. • Develop and keep updated inventory of accommodation/hostel facilities. • Enforce College rules and regulations that apply to hostels. • Coordinate with students' leaders to ensure effective administration of hostels and provision of welfare services. • Attends to meetings arranged by the Dean of Students. 	Diploma in Education, Social Sciences, or Public Administration.	<ul style="list-style-type: none"> • Students' accommodation lists kept. • Students hostel requirements provided and records kept. • Clean, organized and maintained hostels. • Updated hostels inventory. • Psycho-Socio support records kept and monitored. • Hostel plans and budgets developed and implemented. • Students' discipline enforcement records kept. 	<ul style="list-style-type: none"> • Punctuality • Mentally strong • Long hours working capacity • Be positive with students. • Availability • Ethical • Patient • Trustworthy • Cheer leader • Problem solver • Independent
3	Office Attendant (1) Salary scale U8 Reports to: Administrative Assistant	To maintain high level of hygiene of Offices	<ul style="list-style-type: none"> • Office tea prepared and served • Sorting and distributing communications in a timely manner • General office cleaning , inside and outside surroundings 	UCE Certificate	<ul style="list-style-type: none"> • Cleaned and healthy sanitary equipment. • Cleaned and dry floor, 	<ul style="list-style-type: none"> • Attention to detail • Punctual • Reliable • Trustworthy • Able to work alone and in teams.

	Age:20-40 years		<ul style="list-style-type: none"> • 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 		<p>walls and ceiling surfaces.</p> <ul style="list-style-type: none"> • Equipped sanitary areas. • Cleaned and tidy environment. 	<ul style="list-style-type: none"> • Reading skills for following instructions • Reasonable level of fitness • Trainable
4	Kitchen Attendant (1) Salary scale U8 Reports to: Head Cook Age:20-40 years		<ul style="list-style-type: none"> • Cleaning of Food preparation areas • Utensils and dishes well washed and stored properly • Organized linen laundry 		<ul style="list-style-type: none"> • Safe food prepared • Well cleaned utensils 	<ul style="list-style-type: none"> • Meal prepping • Health and safety • Team work • Food safety

*Applications should be addressed to the Secretary Governing Council - Uganda Technical College Kichwamba
P.O Box 33 Fort portal not later than Friday 12th, 2024*
