

Telephone: General Lines: 0393290327

Registrar's Office 256-041-531653

Fax: 256-041-231572

Email: info@unmc.ug,
unmcouncil@yahoo.com

Website: www.unmc.ug

IN ANY CORRESPONDENCE ON
THIS SUBJECT PLEASE QUOTE NO:
UNMC/Recruit/HRM/25



Uganda Nurses and Midwives Council
Ministry of Health
P. O. Box 4046
Kampala
Uganda

UGANDA NURSES AND MIDWIVES COUNCIL ADVERT NO 2 2025

Date: 7th July, 2025

Job Opportunity

The Uganda Nurses and Midwives Council is a semi-autonomous Health Professional Regulatory and Supervisory body under the Ministry of Health, established by the Nurses and Midwives Act, 1996 (CAP 301), with the mandate to regulate the standards of the nursing and midwifery professions in Uganda for public safety. To effectively deliver its mandate, the Council seeks to recruit suitably qualified persons to fill the vacant position

Job Title: Finance and Administration Manager

Salary Scale: UNMC 2

Reports to: Registrar

Responsible for: Senior Administrative Officer, Senior Accountant, Senior Records Officer, Senior IT and Data Officer, Senior Procurement Officer and Senior Human Resource Officer

Job Purpose: To provide technical leadership and guidance in the management of financial resources and the administration of the Council.

Key Duties and Responsibilities:

1. Developing, planning, and implementing goals and objectives for the Finance and Administration Department, administering internal policies and procedures related to departmental programs.
2. Coordinating the preparations of departmental work plans and budgets.
3. Maintaining accurate and up-to-date accounting and financial records in compliance with regulatory requirements and coordinating a responsive and efficient administration function, preparing Budget and quarterly reports.
4. Advising the Registrar on Administrative matters.
5. Supervising the procurement unit to ensure that procurement processes are transparent and timely.
6. Coordinating the IT function for adherence to set policies and procedures.
7. Providing technical guidance in the recruitment, training, and performance management
8. Coordinating the management and maintenance of assets and stores in accordance with the institution's asset management framework
9. Providing technical guidance in the establishment and management of institutions' registry
10. Supervising and appraising staff.

Person Specifications

Qualifications:

1. Honor's Bachelor Degree in Finance and Accounting, Business Administration/Studies (Accounting Option) or Commerce (Accounting Option), statistics, or economics from a recognized University or institution plus full professional qualification in Accounting such as ACCA, APA, ACIS or CIMA obtained from a recognized awarding Institution/Body accredited by ICPAU
2. Master's degree in either Business Administration, economics, Management, or public administration
3. Certificate in Administrative Law.

Experience: At least six (6) years working experience, three of which should have been served at a senior accountant level or an equivalent level from a reputable organization.

Key Competencies:

- a) Financial management
- b) Human resource management
- c) Risk management
- d) Information communication technology
- e) Strategic thinking
- f) Leadership
- g) Concern for quality and standards
- h) Ethics and integrity
- i) Accountability
- j) Communicating effectively
- k) Problem solving and decision making

Job Title: Quality Assurance Officer

Salary Scale: UNMC 4

Reports to: Senior Inspection and Quality Assurance Officer

Responsible for: None

Job Purpose: To undertake quality assurance evaluation for compliance with the set professional standards.

Key Duties and Responsibilities

1. Compiling data for developing and reviewing quality assurance tools
2. Monitoring for compliance to the established quality assurance framework and procedures
3. Providing technical support to the council departments in the implementation and enhancement of quality assurance systems
4. Preparing and submitting periodic quality assurance reports
5. Sensitizing and training staff and other relevant stakeholders in quality management systems
6. Analyzing cumulative quality assessments and providing technical guidance to the relevant authorities

Person Specifications**Qualifications:**

1. Bachelor's degree in either Nursing or Midwifery from a recognized University
2. Must be registered with the Uganda Nurses and Midwives Council with a valid Practicing License

Experience: At least 2 years of working experience in a relevant field from a reputable organization.

Key Competencies:

- a) Quality assurance
- b) Inspection and evaluation
- c) Research and Analytical skills
- d) Regulatory compliance
- e) Records and Information Management
- f) Report writing.
- g) Concern for quality and standards
- h) Integrity and professionalism
- i) Accountability
- j) Communicating effectively
- k) Team work
- l) Creativity and innovative thinking

Job Title: Inspection Officer

Salary Scale: UNMC 4

Reports to: Senior Inspection and Quality Assurance Officer

Responsible for: None

Job Purpose: To inspect health units and health training institutions for compliance with the set professional standards.

Key Duties and Responsibilities

1. Monitoring the operation of nurses, midwives, health units, and training institutions for compliance to the set quality standards.
2. Developing inspection tools for data collection
3. Documenting inspection outcomes and submitting reports
4. Collecting and collating data
5. Drafting and submitting work plans and budgets
6. Training staff on the inspection methods and techniques

Person Specifications**Qualifications:**

1. Bachelor's degree in either Nursing or Midwifery from a recognized University
2. Must be registered with the Uganda Nurses and Midwives Council with a valid Practicing License

Experience: At least 2 years of working experience in a relevant field from a reputable organization.

Key Competencies:

- a) Quality assurance
- b) Research and Analytical skills
- c) Information communication technology
- d) Inspection and evaluation
- e) Regulatory compliance
- f) Report writing
- g) Creativity and innovative thinking
- h) Integrity and professionalism
- i) Accountability
- j) Communicating effectively
- k) Team work and collaboration
- l) Confidentiality

Job Title: Education and Registration Officer

Salary Scale: UNMC 4

Reports to: Senior Training and Registration Manager

Responsible for: None

Job Purpose: To implement the Education, Training, and Registration standards of Nurses and Midwives.

Key Duties and Responsibilities:

1. Interpreting training and development-related policies and procedures
2. Drafting training and development plans and programs in line with the identified needs
3. Providing technical support in assessing capacity of nursing and midwifery training institutions.
4. Providing technical guidance in the review of curriculum/ training programs
5. Organizing and implementing training programs, workshops, attachments, study tours to develop capacity of nurses and midwives.
6. Monitoring and evaluating activities to assess the impact of training and adherence to set standards and procedures
7. Preparing and submitting periodic reports on training activities and making recommendations for improvement, continuous learning and best practice documentation
8. Setting test items for online pre-licensure examination/ interviews
9. Collecting and analyzing research data on best practices of education, training, and registration

Person Specifications

Qualifications:

- 1) Bachelor's degree in either Nursing or Midwifery with a diploma in health tutorship or medical education from a recognized University/ institution.

- 2) Must be registered with the Uganda Nurses and Midwives Council with a valid Practicing License

Experience: At least 2 years working experience as a Nursing Officer or Health Tutor level from a recognized nursing or health training institution.

Key Competencies:

At least 2 years' working experience at a nursing officer or Health Tutor level from a recognised nursing or health training institution.

Key Competencies:

- a) Risk management
- b) Interdisciplinary Collaboration
- c) Information communication technology
- d) Research and Analytical skills
- e) Policy Development and Implementation
- f) Quality Assurance and Accreditation
- g) Advocacy and Public Relations
- h) Concern for quality and standards
- i) Ethics and integrity
- j) Accountability
- k) Leadership and Team Management
- l) Problem solving and decision making

Job Title: Office Attendant

Salary Scale: UNMC 8

Reports to: Administrative Officer

Responsible for: None

Job Purpose: To facilitate the effective operations of the offices and welfare

Key duties and responsibilities

- m) Filing documents in line with the organizational policy.
- n) Preparing and serving tea to staff.
- o) Receiving, registering, dispatching, and delivering mail and documents to all organizational stakeholders.
- p) Cleaning the offices at all times.
- q) Keeping the office organized at all times in line with the Council's administrative guidelines
- r) Preparing and serving tea to the staff as per company policy.

Person Specifications

Qualifications: Uganda Certificate of Education

Experience: Nil

Key Competencies

- a) Management of the organizational environment
- b) Effective communication
- c) Attention to detail
- d) Basic computing skills
- e) Time management
- f) Decision Making and Problem Solving
- g) Ethics and integrity
- h) Team work

Take note: For detailed information, please visit the website at <https://unmc.ug>

All interested applicants should submit their applications to the **Registrar** with the relevant testimonials, certified transcripts, certificates, appointment letters (Evidence of experience), and at least three referees, two of whom should be from the current workstation, by **12th August 2025 at 5:00 p.m.**



Nimwesiga Christine
REGISTRAR