UGANDA INSTITUTE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

EXTERNAL VACANCIES ANNOUNCEMENT

Uganda Institute of Information and Communications Technology (UICT) is a Public Tertiary Institution established by Statutory Instrument No. 79 of October 2005. The Institute is under the Ministry of ICT and National Guidance, operated and managed by the Uganda Communications Commission (UCC) the regulator of the Communications Sector in Uganda.

The Institute located at Plot 9 –21 Port Bell Road is destined to become a Centre of Excellence, particularly in education and human resources capacity building in the field of ICTs and related disciplines.

Management invites the eligible applicants to apply for the following vacant positions existing in Uganda Institute of Information and Communications Technology (UICT).

1.	Consultant Business Development, Projects and Partnerships (1)	2.	Manager Digital Transformation (1)
3.	Senior Officer Procurement (1)	4.	Academic Head of Department ICT (1)
5.	Senior Officer Legal (1)	6.	Senior Officer Internal Audit (1)
7.	Senior Consultant Research, Innovation & Projects (1)	8.	Officer Research and Innovation (1)
9.	Officer Administration (1)	10.	Custodian (1)
11.	Registry Assistant (1)	12.	Accounts Assistant
13.	Driver (1)	14.	Officer Quality Assurance (1)
15.	Senior Library Assistant	16.	Customer Relations Assistant
17.	Lecturer (ICT & Eng) (4)	18.	Assistant Lecturer (ICT & Eng) (1)
19.	Chief Laboratory Technician (1)		

How to Apply

Interested candidates should fill the online application form and attach the CV and required documents on this link: https://forms.gle/oMjWiRkPD7uJvaUA7. All inquiries should be through recruitment@uict.ac.ug or Tel No. 0762944050 and the closing date for the application is Thursday **31st July 2025 at 11.59 pm**.

Note:

(i) The eligible applicants are encouraged to submit before the deadline.

(ii) Hand delivered and or any other applications sent to any other e-mail other than filling the link provided above will not be accepted.

(iii) Only shortlisted applicants will be contacted.

(iv) Any form of canvassing will automatically lead to disqualification of a candidate.

(v) Positions not provided for in this advert or previously advertised and deadline is over should not be applied for.

(vi) All applicants will be considered fairly and equitably, without discrimination based on gender, race, disability, religion, or any other protected characteristic.

(vii) The Institute promotes an inclusive work environment and welcomes candidates from diverse backgrounds to foster innovation and representation.

(viii) Women and persons with disabilities are encouraged to apply, and commits to providing reasonable accommodations during the recruitment process.

(ix) Personal data submitted through applications will be handled securely and used only for recruitment purposes, in compliance with relevant data protection regulations.

For more information about the Institute in general and the job in particular visit our website: www.uict.ac.ug.

Note that the advert which was in the New Vision newspaper of Tuesday 15th July 2025 contained an error on the submission deadline date. Please disregard.

JOB DETAILS

Principal's Office

1. Consultant Business Development, Projects and Partnerships

Department: Principal's Office

Grade: UICT/3b

Reports to: Principal

Supervises: Senior Consultant

Main Purpose of the Job:

Provide leadership and direction to the Business Development Unit. Develop and implement business development strategies and programs geared to business growth and identifying business opportunities.

Duties and Responsibilities

1. **Business development and Partnerships**
   a) Identify gaps/ opportunities for business development services.
   b) Lead the development of new business opportunities and concepts, ensuring that business proposals for the new ideas are developed, approved and executed.
   c) Compile information on the funding required for project conception, implementation and management and design proposals for external stakeholders funding.
   d) Link business growth directly to skills development, innovation projects, and strategic ICT ecosystems.
   e) Emphasize partnerships with ICT incubators, hubs, government and private sector for sustainability.

2. **Strategy development, execution and monitoring**
   a) Develop the Business Plan in line with UICT's strategic objectives.
   b) Conduct regular monitoring of the developed strategies to ensure achievement of set targets and outputs.
   c) Execute the business development plans by working closely with internal as well as external stakeholders.
   d) Resolve high level and or sensitive client queries, complaints or requests.
   e) Prepare and periodically review and evaluate the department budget in line with both the Institute's Strategic Plan and the prevailing market condition; and ensure that each activity / spend achieves the value for money principal.

3. **Monitoring and Control**
   a) Plan and ensure execution of a good and reliable contributions collection mechanisms
   b) inclusive of ensuring growth as a basis of sustaining the Fund membership as well as timely update of member accounts.
   c) Ensure a constant and consistent mechanism to improve the monitoring of all recalcitrant employers as mandated by the existing Fund policies and laws.
   d) Develop, implement and review Business service standards, processes, systems and policies to realize the highest level of customer experience in the Fund.
   e) Keep the general public aware of the Institute's services and products.

4. **Budget preparation and execution.**
   a) Collect data that supports the development of budgets and work plans for the department.
   b) Partnership Development.
   c) Develop and present project and partnering proposals for funding.
   d) Explore opportunities offered by partnering with other public and private organisations that could enhance the growth of ICT skills.
   e) Identify stakeholders and sensitise them on the available business opportunities.

5. **Reporting**
   a) Prepare periodic reports for different partners including; UCC, ISACA, EoN Virtual Reality, JICA, Coursera Inc, MoICT & NG, International Telecommunication Union (ITU), AFRALTI, Federation Small and Medium Enterprise (FSME) in digital citizenship training, ISBAT, CISCO, and St. Lawrence University etc
   b) Prepare periodic reports for the Principal, Management and GC.

6. Develop mentorship and coaching programs for the business department for the purpose of succession planning.

7. Actively drive the recruitment, appointment and retention of qualified and talented staff which would also include staff to lead various projects or assignments.

Key Result Areas (KRAs)

(i) Business Development & Growth
(ii) Strategic Planning & Execution
(iii) Operational Efficiency & Compliance
(iv) Financial Planning & Budgeting

(v) Stakeholder & Partnership Management
(vi) Reporting & Accountability
(vii) Talent Development & Workforce Management

Person Specification

a) Minimum of Master's degree in Economics, Business, Development Studies, Social Sciences, or related
b) Bachelor's degree in Economics, Business, Development Studies, Social Sciences, or related discipline.
c) A Postgraduate Diploma in Project Planning and Management is an added advantage.
d) Five years' experience in strategy, business development and innovation, three years in a supervisory role.
e) Knowledge of project planning and proposal writing is an advantage.

Skills and Attributes

(i) Analytical and problem-solving skills.
(ii) Research and report writing skills.
(iii) Project management and implementation.
(iv) Good communication and interpersonal skills.
(v) Leadership and team building skills.)

2. Manager Digital Transformation

Department: Principal's Office

Grade: UICT/4

Reports to: Principal

Supervises: Systems Administrator, Solutions Developer, Data Scientist

Main Purpose

The Manager, Digital Transformation is responsible for leading the institution's digital strategy, overseeing the adoption of new technologies, and ensuring seamless integration of digital solutions into academic, administrative, and operational functions. The role involves driving innovation, optimizing digital services, and fostering a technology-driven culture that enhances learning, research, and institutional efficiency.

Duties and Responsibilities

1. Digital Strategy Development & Execution
   a) Develop and implement the institution's digital transformation strategy in alignment with its vision and objectives.

b) Identify and recommend digital technologies that enhance academic, research, and administrative processes.
c) Establish policies and frameworks to guide digital transformation initiatives.
d) Reinforce the Institute's leadership in deploying and modeling digital transformation best practices within education.
e) Position UICT as a Centre of Excellence for digital skilling and innovation adoption.

2. Technology Integration & System Optimization
   a. Oversee the implementation of enterprise digital solutions such as Learning Management Systems (LMS), Open, Distance, and e-Learning (ODeL) Caucus, HRMIS, BOL and other ICT platforms within UICT.
   b. Ensure seamless integration of digital tools across departments and functions.
   c. Monitor and optimize the performance of digital systems to enhance efficiency and user experience.
3. Innovation & Emerging Technologies
   a) Research and introduce emerging technologies such as AI, cloud computing, big data analytics, and blockchain for academic and administrative applications.
   b) Foster a culture of innovation by engaging departments, sections, students, and staff in digital projects.
   c) Drive digital research initiatives that contribute to the institution's technological advancement.
   d) Pilot emerging tech for teaching (AI tutors, AR/VR, EdTech tools).

4. Cybersecurity & Data Governance
   a) Develop and enforce digital security policies to protect institutional data and systems.
   b) Ensure compliance with data protection laws and ICT regulatory standards.
   c) Monitor cybersecurity threats and implement proactive measures to mitigate risks.
5. Digital Literacy & Capacity Building
   a) Conduct training programs for faculty, students, and staff on digital tools and best practices.
   b) Promote a digitally competent workforce by enhancing skills in data management, cybersecurity, and emerging technologies.
   c) Provide technical guidance on ICT adoption and digital culture within the institution.
6. ICT Infrastructure & Cloud Solutions Management
   a) Oversee the deployment and maintenance of ICT infrastructure, cloud-based services, and virtual learning environments.

b) Ensure accessibility and reliability of digital platforms for learning and institutional operations.
c) Optimize the use of cloud computing and virtualization for cost-effective digital solutions.

7. Stakeholder Engagement & Partnerships
   a) Collaborate with academic and administrative units to identify digital transformation needs.
   b) Build strategic partnerships with technology providers, government agencies, and industry stakeholders.
   c) Represent the institution in digital forums, workshops, and research collaborations.
8. Performance Monitoring & Reporting
   a) Define key performance indicators (KPIs) for digital transformation initiatives.
   b) Prepare reports on digital progress, adoption rates, and impact assessments.
   c) Provide recommendations for continuous improvement in digital transformation efforts.

Key Result Areas

(i) Successful execution of the institution's digital transformation roadmap.
(ii) Effective integration and utilization of digital tools across academic and administrative functions.
(iii) Development and deployment of emerging technologies to enhance learning, research, and administration.
(iv) Implementation of strong cybersecurity measures and adherence to ICT regulations.
(v) Increased digital competency among staff, students, and faculty.
(vi) Reliable and scalable ICT infrastructure and cloud-based solutions.
(vii) Successful collaborations with technology providers and industry players.
(viii) Regular evaluation of digital initiatives with data-driven improvements.

Person Specifications

a) Bachelor's degree in Computer Science, Information Technology, Digital Transformation, Engineering, or a related field.
b) Master's degree in ICT, Digital Innovation, Business Technology, or a relevant field.
c) Professional certifications in IT governance, cybersecurity, cloud computing, or project management (e.g., ITIL, PMP, CISSP, AWS, or Microsoft certifications) are desirable.
d) Minimum **5 years** of experience in ICT leadership, digital transformation, or technology management.

e) Proven track record of managing digital projects, implementing enterprise IT systems, and driving technology adoption.
f) Experience in cybersecurity, data governance, and compliance with ICT regulations.
g) Prior experience in an academic or research institution is an added advantage.

Skills and Attributes

a) Strong knowledge of digital transformation frameworks and IT governance.
b) Expertise in cloud computing, data analytics, cybersecurity, and enterprise IT systems.
c) Hands-on experience with Learning Management Systems (LMS), Student Information Systems (SIS), and ERP solutions.
d) Ability to evaluate and implement emerging technologies such as AI, IoT, and blockchain.
e) Strategic Thinking & Innovation
f) Leadership & Change Management
g) Problem-Solving & Decision-Making
h) Communication & Stakeholder Engagement
i) Cybersecurity Awareness
j) Analytical & Project Management Skills
k) High ethical standards in handling digital assets and sensitive information.
l) Ability to work in a fast-paced, technology-driven environment.
m) Willingness to stay updated with emerging digital trends and best practices.

3. Senior Officer Procurement (UICT5)

Department: Principal's Office

Grade: UICT/5

Reports to: Principal

Supervises: Officer Procurement

Main Purpose

The Senior Procurement Officer is responsible for overseeing the procurement process, ensuring compliance with procurement regulations, and managing supplier relationships to achieve value for money. The role involves strategic sourcing, contract management, and ensuring transparency and efficiency in the procurement of goods and services.

Duties and Responsibilities

1. **Procurement Planning & Strategy**
   a) Develop and implement procurement plans in alignment with the institution's strategic objectives.

b) Conduct market research and supplier analysis to identify cost-effective purchasing opportunities.

2. **Procurement Process Management**
   a) Oversee the end-to-end procurement process, including requisition processing, bid evaluation, and contract awarding.
   b) Ensure compliance with public procurement regulations, institutional policies, and best practices.
   c) Manage and monitor procurement workflows to enhance efficiency and minimize risks.
3. **Supplier & Contract Management**
   a) Identify, evaluate, and negotiate with suppliers to secure the best quality and pricing for goods and services.
   b) Develop and manage contracts, ensuring adherence to terms and conditions.
   c) Maintain strong supplier relationships and resolve procurement-related disputes.
4. **Budgeting & Cost Control**
   a) Ensure that procurement activities align with budgetary allocations and financial regulations.
   b) Identify cost-saving opportunities and implement strategies to optimize procurement expenditures.
5. **Compliance & Risk Management**
   a) Ensure procurement processes comply with national and institutional procurement laws and policies.
   b) Monitor and mitigate risks associated with procurement, fraud, and conflicts of interest.
   c) Maintain accurate procurement records and support internal and external audit processes.
6. **Reporting & Documentation**
   a) Prepare procurement reports, including supplier performance evaluations, spending analysis, and contract status updates.
   b) Maintain proper records of procurement activities for accountability and transparency.
7. **Stakeholder Engagement & Coordination**
   a) Work closely with internal departments to understand procurement needs and ensure timely service delivery.
   b) Provide procurement advisory services to management and other stakeholders.
8. **Team Leadership & Capacity Building**
   a) Supervise and mentor junior procurement staff to enhance their skills and efficiency.
   b) Conduct training sessions on procurement policies, procedures, and best practices.
9. **Digital Transition in Procurement Processes:**

a) Implement and manage e-procurement systems for supplier selection, bidding, and contract management.
b) Promote automation of procurement workflows to improve efficiency and reduce paperwork.
c) Train procurement staff and vendors on digital procurement platforms.

10. IT & Cybersecurity Compliance in Procurement:

a) Ensure procurement systems comply with cybersecurity and data protection standards.
b) Conduct risk assessments of IT-related procurement contracts and vendor systems.
c) Collaborate with internal audit and IT teams to enhance digital security in procurement.

11. Regulatory & Contract Compliance:

a) Ensure adherence to procurement laws, policies, and ethical sourcing standards.
b) Monitor supplier contracts for compliance with institutional and regulatory requirements.
c) Prepare procurement compliance reports and recommend process improvements.

Key Result Areas

(i) Procurement Planning & Strategy
(ii) Procurement Process Management
(iii) Supplier & Contract Management
(iv) Budgeting & Cost Control
(v) Compliance & Risk Management
(vi) Reporting & Documentation
(vii) Stakeholder Engagement & Coordination
(viii) Team Leadership & Capacity Building
(ix) Successful implementation and management of digital procurement systems.
(x) Strengthened compliance with procurement regulations and cybersecurity standards.
(xi) Increased efficiency and transparency in procurement processes through automation.
(xii) Risk reduction in IT-related procurement contracts and vendor partnerships.

Person Specification

a) A Bachelor's degree in Procurement and Supply Chain Management, Business Administration, Commerce, or a closely related discipline from a recognized institution.

b) A Master's degree in Procurement, Supply Chain Management, Business Administration, or a related field is required.
c) Possession of a recognized professional certification in procurement, such as CIPS (Chartered Institute of Procurement and Supply), CPSP (Certified Procurement and Supply Professional), or an equivalent qualification.
d) Membership in a recognized professional procurement body is highly desirable.
e) A minimum of seven (7) years of relevant professional experience in procurement, including at least three (3) years in a senior or supervisory role.
f) Demonstrated experience in managing end-to-end procurement processes, preferably within an academic institution or the public sector.
g) Solid expertise in contract management, supplier negotiation, and ensuring compliance with procurement regulations and standards.

Skills and attributes

a) Strong knowledge of procurement laws, regulations, and best practices.
b) Proficiency in procurement software and Enterprise Resource Planning (ERP) systems.
c) Competency in financial management, budgeting, and cost control.
d) Ability to analyze procurement data and prepare comprehensive reports.
e) Familiarity with e-procurement systems and digital procurement tools
f) Strong Negotiation Skills
g) Attention to Detail
h) Analytical and Problem-Solving Skills
i) Decision-Making Ability
j) Communication & Interpersonal Skills
k) Integrity and Ethics
l) Leadership & Team Management
m) Ability to work under pressure and meet tight deadlines.
n) Willingness to stay updated with new procurement trends and regulatory changes.

4. Senior Internal Auditor

Department: Principal's Office
Grade: UICT5
Reports to: Principal
Supervises: Internal Auditor

Main Purpose of the position:
The Senior Internal Auditor is responsible for leading and overseeing internal audit activities within the institution, ensuring comprehensive evaluations of financial, operational, and compliance processes. This role plays a critical part in

enhancing governance, risk management, and internal control frameworks, providing strategic recommendations to improve efficiency and accountability.

Duties and Responsibilities:

1. **Audit Planning and Strategy:**
    a) Develop and execute a strategic, risk-based internal audit plan.
    b) Oversee the planning and execution of financial, operational, and compliance audits.
    c) Ensure audits align with institutional objectives and regulatory requirements.
2. **IT Systems Audit & Cybersecurity Risk Management:**
    a) Conduct audits of IT systems to assess security controls, data integrity, and compliance with industry standards.
    b) Perform cybersecurity risk assessments and recommend mitigation measures.
    c) Review adherence to intellectual property (IP) policies and data protection laws.
3. **Enhancing Digital Audit & Compliance Processes:**
    a) Support the transition to automated audit tools and digital reporting systems.
    b) Utilize data analytics and digital dashboards for risk identification and audit tracking.
    c) Train audit teams on digital tools and best practices for IT compliance.
4. **Regulatory Compliance & Risk Oversight:**
    a) Ensure adherence to IT governance frameworks and cybersecurity regulations.
    b) Provide risk assessment reports and recommendations to management.
    c) Work closely with IT and legal departments to strengthen digital compliance controls.
    d) Lead risk assessment processes to identify key financial and operational risks.
    e) Ensure compliance with institutional policies, government regulations, and best practices.
    f) Monitor adherence to financial, procurement, and administrative controls.
5. **Financial Auditing and Control:**
    a) Supervise audits of financial statements, transactions, and accounting records.
    b) Evaluate financial reporting mechanisms for accuracy and transparency.
    c) Assess the efficiency of budgetary controls and expenditure management.
6. **Operational Audits and Institutional Governance:**
    a) Evaluate the effectiveness of institutional governance structures and administrative processes.

b) Assess resource utilization to ensure optimal performance and sustainability.
c) Recommend policy and procedural enhancements for improved institutional efficiency.

7. **Fraud Detection and Investigation:**
   a) Lead investigations into potential fraud, misconduct, and unethical practices.
   b) Develop fraud prevention strategies and internal control mechanisms.
   c) Provide recommendations for corrective and preventive measures.
8. **Reporting and Advisory:**
   a) Prepare detailed audit reports with insights and strategic recommendations.
   b) Present findings to senior management, the Governing Council, and relevant committees.
   c) Ensure timely follow-up on the implementation of audit recommendations.
9. **Leadership and Capacity Building:**
   a) Supervise and mentor junior auditors, ensuring high-quality audit performance.
   b) Conduct training on financial management, compliance, and risk mitigation.
   c) Collaborate with external auditors and regulatory bodies.

Key Result Areas

(i) Audit planning and execution
(ii) Risk management and compliance
(iii) Financial oversight and internal controls
(iv) Institutional governance and operational efficiency
(v) Fraud detection and investigations
(vi) Reporting and advisory
(vii) Leadership and team development
(viii) Effective oversight of IT systems audits and cybersecurity risk reviews.
(ix) Strengthened compliance with IT governance and data protection policies.
(x) Increased use of digital tools in audit processes and risk management.
(xi) Timely and actionable audit reports with clear risk mitigation strategies.

Qualifications and Experience

a) Master's degree in Accounting, Finance, Business Administration, or a related field.
b) Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
c) Professional certification such as CIA, CPA, ACCA, or CISA is required.

d) Minimum of 7 years of progressive experience in auditing, preferably in a higher education or public sector institution.
e) In-depth knowledge of auditing standards, financial regulations, and risk management frameworks.
f) Experience in leading audit teams and managing complex audits.

Skills and Attributes

a) Strong leadership and decision-making skills.
b) High ethical standards and professional integrity.
c) Excellent analytical, problem-solving, and strategic thinking abilities.
d) Strong communication, presentation, and report-writing skills.
e) Proficiency in accounting and auditing software.

5. Senior Officer Legal

Department: Principal's Office
Grade: (UICT6)
Reports to: Principal
Supervises: Nil

Main Purpose of the position:
To provide legal guidance, ensure compliance with laws and regulations, and safeguard the legal interests of the institute. The role involves advising the Governing Council and management on legal matters, drafting and reviewing contracts, representing the institution in legal proceedings, and ensuring compliance with governance and regulatory frameworks.

Duties and Responsibilities

1. **Legal Advisory Services**
   a) Provide legal advice on institutional policies, contracts, agreements, and regulatory compliance.
   b) Interpret and apply relevant laws, regulations, and institutional guidelines.
   c) Advise management on legal risks and mitigation strategies.
2. **Contract Management**
   a) Draft, review, and negotiate contracts, MOUs, and agreements.
   b) Ensure institutional contracts are legally sound and protect the institution's interests.
   c) Maintain and manage contract records and renewals.
3. **Regulatory Compliance and Governance**
   a) Ensure the institution complies with statutory and regulatory requirements.
   b) Monitor legal developments affecting higher education institutions.

c) Assist in policy formulation to align with legal and governance frameworks.

4. **Litigation and Dispute Resolution**
   a) Represent the institution in legal proceedings.
   b) Handle disputes, disciplinary matters, and alternative dispute resolution processes.
   c) Prepare legal documentation and defense strategies for litigation cases.
5. **Intellectual Property and Legal Documentation**
   a) Safeguard the institution's intellectual property rights.
   b) Draft and review legal documents, reports, and institutional policies.
   c) Ensure proper legal documentation of institutional assets and transactions.
6. **Stakeholder Engagement and Training**
   a) Conduct training and sensitization on legal matters affecting the institution.
   b) Engage with external legal bodies, government agencies, and regulatory authorities.
   c) Provide legal support to different departments within the institution.

Key Result Areas

(i) Legal Advisory and Risk Management
(ii) Contract Management
(iii) Litigation and Dispute Resolution
(iv) Regulatory Compliance and Governance
(v) Legal Training and Institutional Support

Qualifications and Experience:

a) Bachelor's degree in Law (LL.B) from a recognized institution.
b) A postgraduate diploma in legal practice
c) Minimum of 5-7 years of legal experience, preferably in an academic or public sector institution.
d) Strong knowledge of contract law, labor law, governance, and compliance.

Skills and Attributes

a) Strong analytical and problem-solving skills.
b) High ethical standards and professional integrity.
c) Excellent legal drafting, negotiation, and communication skills.
d) Ability to work independently and handle multiple legal matters.
e) Proficiency in legal research and litigation procedures.

Research and Innovation Department

6. Senior Consultant Research and Projects

Department: Research, Innovation and Projects
Grade: UICT5
Reports to: Manager Research and Innovation
Supervises: Officer Research and Innovation

Main Purpose of the position:
The main purpose is to provide strategic leadership in research initiatives, project management, and innovation and also to develop research policies, secure funding, oversee project execution, and ensure alignment with institutional objectives and national development goals.

Duties and Responsibilities

1. **Research Development and Management**
    a) Lead and coordinate research initiatives across various academic disciplines.
    b) Develop research policies and guidelines in line with institutional and national research frameworks.
    c) Oversee ethical compliance in research activities.
    d) Coordinate tech transfer, patenting, and prototyping activities.

2. **Project Planning and Implementation**
    a) Design and manage research-based projects from inception to completion.
    b) Ensure projects align with institutional strategic goals and stakeholder expectations.
    c) Monitor project progress, ensuring adherence to timelines and budgets.

3. **Funding and Grants Acquisition**
    a) Identify and secure research grants and project funding from local and international sources.
    b) Develop proposals and funding applications to support institutional research and projects.
    c) Maintain relationships with funding agencies and donors.
    d) Participate in the securing of collaborative research grants with industry and other HEIs.

4. **Capacity Building and Knowledge Transfer**

a) Provide mentorship and training to lecturers and students on research methodologies and project management.
b) Organize workshops, seminars, and conferences to promote research excellence.
c) Facilitate knowledge transfer and commercialization of research findings.

5. **Stakeholder Engagement and Partnerships**
   a) Collaborate with government agencies, industry partners, and academic institutions on research initiatives.
   b) Establish networks for interdisciplinary and cross-institutional research.
   c) Represent the institution in research and innovation forums.
6. **Monitoring, Evaluation, and Reporting**
   a) Develop monitoring and evaluation frameworks for research projects.
   b) Prepare reports on research impact, funding utilization, and project outcomes.
   c) Ensure accountability and transparency in project execution.

Key Result Areas

(i) Research Excellence and Innovation
(ii) Project Management and Execution
(iii) Funding and Grants Acquisition
(iv) Capacity Building and Institutional Support
(v) Stakeholder Engagement and Collaboration
(vi) Monitoring and Evaluation
(vii) Impactful publications, conferences, and commercialization.

Qualifications and Experience:

a) Master's degree in Project Management, Research Methods, Data Science, Statistics, Innovation Management, Computer Science, Engineering, or any ICT related field.
b) Bachelor's degree in Research Methods, Data Science, Statistics, Innovation Management, Computer Science, Engineering, or any ICT related field.
c) Additional training in research methodologies, innovation management, or project management is desirable.
d) Professional/ Industry IT Certification in one of these i.e ITIL4, MCSE, CISSP, CISM, CGEIT, CRISC, PMP etc is desirable
e) Certification in Research Administration such as Certified Research Administrator (CRA) is an added advantage
f) Minimum of 5-10 years of experience in research, project management, or consultancy.
g) Proven track record of securing and managing research grants and projects.

h) Strong knowledge of research methodologies, project management frameworks, and funding procedures.
i) Experience in leading or coordinating research projects, particularly in ICT and innovation.
j) Familiarity with academic writing, policy briefs, and research dissemination.
k) Hands-on experience with data analysis tools and research management software.

Key Skills and Attributes

a) Excellent analytical and problem-solving skills.
b) Strong leadership and strategic planning abilities.
c) Exceptional proposal writing and grant acquisition skills.
d) Effective communication, negotiation, and stakeholder management skills.
e) Proficiency in research software and project management tools.

7. Officer Research and Innovations (UICT7)

Department: Research, Innovations and Projects

Grade: UICT/07

Reports to: Manager, Research and Innovations

Supervises: Nil

Main Purpose of the Position:

The main purpose of the role will be to contribute to the coordination activities required for research projects undertaken by the Institute. It will be mainly performing research i.e., data collection, data entry; compiling specific parts of the project, interpreting and applying rules and regulations, and participating developing innovative solutions to enable meeting the department's key deliverables.

Duties and Responsibilities

1. **To a**lign research activities with UICT's strategic focus and lead the automation of research management.
2. To create and implement applied research models, innovative solutions, and tools based on academic research and theory.
3. To develop and execute action research projects, including identifying knowledge gaps and opportunities for UICT's participation.
4. To draft research reports, policy briefs, executive summaries, and research abstracts for internal and external use.
5. To facilitate forums for stakeholder collaboration, present research findings, and coordinate the dissemination of research through publications and meetings.

6. To conduct research on innovative approaches, develop norms, standards, and tools to advance UICT's programs, and support integration of ICT in various initiatives.
7. To work with other departments and partners to incorporate technical research aspects, scale up evidence-based innovations, and support digital educational technologies.
8. To assist in research-related partnerships, technical cooperation initiatives.
9. Encourage interdisciplinary research involving ICT and other sectors (health, agri, etc.).
10. Manage innovation challenges, hackathons, and student incubators.
11. To perform any other duties as assigned from time to time.

Key Result Areas

(i) Develop and Implement Research Strategies
(ii) Applied Research and Innovation
(iii) Research Planning and Execution
(iv) Research Documentation and Publications
(v) Stakeholder Engagement and Knowledge Sharing
(vi) Technical Research and Development
(vii) Collaboration and Partnerships
(viii) General Support and Other Duties

Person Specifications

a) Bachelor's degree in Research Methods, Data Science, Statistics, Innovation Management, Computer Science, Engineering, or any ICT related field.
b) Master's degree in any of the above fields is an added advantage.
c) Additional training in research methodologies, innovation management, or project management is desirable.
d) Professional/ Industry IT Certification such as ITIL, MCSE, CISSP, CISM, CGEIT, CRISC, PMP etc. are an added advantage
e) Certification in Research Administration such as Certified Research Administrator (CRA) is an added advantage
f) At least 2 years of experience in research, innovation, or related roles within an academic or ICT-based institution.
g) Proven experience in conducting applied research, developing research models, and publishing research findings.
h) Strong knowledge of research methodologies, project management frameworks, and funding procedures.

Skills and Attributes

a) Strong knowledge of research methodologies, action research, and data collection techniques.
b) Proficiency in statistical and research analysis software (e.g., SPSS, R, Python, Stata).

c) Knowledge of ICT-based innovations, digital transformation, and emerging technologies.
d) Ability to conceptualize, design, and implement research projects.
e) Experience in developing and securing research funding proposals.
f) Analytical and Critical Thinking
g) Project Management Skills
h) Communication and Writing Skills
i) Collaboration and Networking
j) Problem-Solving Skills
k) Attention to Detail
l) Adaptability and Continuous Learning

Bursar's Office

8. Accounts Assistant

Department: Bursar's Office

Grade: UICT/08

Reports to: Accountant

Supervises: None

Main Purpose of the Position:

To support the financial management function of UICT by processing payments, maintaining up-to-date and accurate financial records, supporting budget implementation, and ensuring compliance with financial policies, procedures, and regulations.

Key Responsibilities:

1. **Financial Transactions Processing**
   a) Prepare payment vouchers, receipts, and journal entries in line with approved budgets and guidelines.
   b) Ensure that all payments are fully supported with required documentation and approvals.
2. **Bookkeeping and Record Keeping**
   a) Post financial transactions into the accounting system.
   b) Maintain proper and updated ledger accounts and financial records.
   c) File all financial documents in an orderly and retrievable manner.
3. **Cash and Bank Management**
   a) Assist in cash management including petty cash operations and reconciliation.
   b) Participate in bank reconciliations and follow up on outstanding items.
4. **Budget and Expenditure Monitoring**

a) Assist in tracking departmental expenditures against budget allocations.
b) Prepare budget utilization reports for review by the Accountant.

5. **Statutory Compliance**
   a) Prepare supporting documentation for statutory deductions such as PAYE, NSSF, and Local Service Tax.
   b) Assist in the timely preparation and submission of statutory returns.
6. **Audit and Reporting Support**
   a) Provide support during internal and external audits by availing requested documents and explanations.
   b) Assist in the preparation of periodic financial reports.
7. **Procurement and Inventory Support**
   a) Provide financial documentation for procurement processes.
   b) Work with the stores team to reconcile financial records with stock movements and balances.

Key Result Areas

a) Financial Transactions Processing
b) Bookkeeping and Record Keeping
c) Cash and Bank Management
d) Budget and Expenditure Monitoring
e) Statutory Compliance
f) Audit and Reporting Support
g) Procurement and Inventory Support

Qualifications and Experience:

a) Diploma in Accounting, Finance, Business Administration (Accounting option) or a related field from a recognized institution.
b) Bachelor's degree in Accounting, Finance, or Business Administration is an added advantage.
c) Part professional qualification (Level I or II of CPA, ACCA) is an added advantage.
d) At least 2 years of relevant working experience in a similar role, preferably in a public or academic institution.

Skills and Attributes

a) Technical Skills
b) Personal Attributes
c) Interpersonal Skills

<u>Institute Secretary's Office</u>

1. **Officer Administration**

Department: Institute Secretary's Office
Grade: UICT7
Reports to: Senior Officer Administration
Supervises: Nil

Main Purpose of the position:

To provide administrative support to the Office of the Institute Secretary, ensuring efficient operations, compliance with institutional policies, and coordination of governance-related activities. The role involves managing office operations, records, correspondence, meetings, and facilitating communication between the Institute Secretary and stakeholders.

Duties and Responsibilities

1. **Administrative Support and Office Management:**
    a) Manage daily administrative operations of the Office of the Institute Secretary.
    b) Organize and maintain official records, documents, and correspondence.
    c) Handle confidential information and ensure proper documentation and filing.
2. **Governance and Compliance Support:**
    a) Assist in the preparation of reports, policy documents, and meeting minutes.
    b) Ensure compliance with institutional policies, regulations, and governance procedures.
    c) Support the implementation of decisions made by the Governing Council and Management.
3. **Meeting Coordination and Event Management:**
    a) Organize and coordinate meetings, workshops, and official events.
    b) Prepare agendas, minutes, and follow-up action points from meetings.
    c) Liaise with relevant departments for logistical arrangements.

4. **Correspondence and Communication:**
    a) Draft and manage official correspondence, emails, and internal communications.
    b) Facilitate communication between the Institute Secretary's Office and other departments.
    c) Respond to inquiries and requests directed to the Institute Secretary.
5. **Records and Information Management:**
    a) Maintain an efficient filing and records management system for the office.
    b) Ensure accessibility and security of institutional records.
    c) Support the digitization and archiving of critical documents.

6. **Stakeholder Engagement and Liaison:**
    a) Serve as a point of contact for stakeholders engaging with the Institute Secretary's Office.
    b) Facilitate engagement with other departments/sections and other stakeholders.
    c) Assist in handling legal and regulatory compliance-related tasks.
7. **General Institutional Support:**
    a) Contribute to institutional planning and policy implementation.
    b) Support in procurement, budgeting, and resource allocation for the office.
    c) Assist in staff welfare and administrative policy coordination.
8. **E-Filing and Digital Correspondence**
    a) Maintain and update electronic filing systems for efficient document management.
    b) Manage digital correspondence, ensuring timely responses and proper record-keeping.
    c) Utilize facility management software to track maintenance requests and operational workflows.

Key Result Areas

(i) Efficiency in Administrative Operations
(ii) Governance and Compliance Support
(iii) Meeting and Event Coordination
(iv) Records and Information Management
(v) Stakeholder Engagement and Communication
(vi) General Institutional Support

Qualifications and Experience:

a) Bachelor's degree in Public Administration, Business Administration, Management, Social work and Social Administration, Human Resource Management or a related field.
b) Minimum of 3-5 years of relevant administrative experience, preferably in a higher education institution.
c) Knowledge of institutional governance, compliance, and policy implementation.
d) Proficiency in office management software and administrative tools.

Skills and Attributes

a) Strong organizational and coordination skills.
b) Excellent communication and interpersonal skills.
c) High level of integrity, confidentiality, and professionalism.
d) Ability to multitask and prioritize work effectively.
e) Strong analytical and problem-solving abilities.

2. Registry Assistant

Department: Institute Secretary's Office
Grade: UICT8
Reports to: Officer Central Registry
Supervises: Nil

Main Purpose of the position:
The Registry Assistant is responsible for managing and maintaining institutional records, ensuring proper filing, retrieval, and security of documents. The role involves digital records management, e-filing, and administrative support to enhance efficiency and compliance with institutional policies.

Duties and Responsibilities:

1. **Records Management and Documentation:**
    a) Maintain an organized and secure filing system for both physical and digital records.
    b) Implement and manage an e-filing system for efficient document storage and retrieval.
    c) Ensure proper classification, indexing, and archiving of documents in accordance with institutional policies.
2. **Digital Records and Correspondence:**
    a) Oversee the transition from manual record-keeping to digital records management systems.
    b) Ensure data accuracy and integrity within digital records management systems.
    c) Assist in scanning, digitizing, and uploading documents to the institution's database.
    d) Manage official correspondence, both physical and digital, ensuring timely distribution and responses.
3. **Compliance and Confidentiality:**
    a) Ensure compliance with records retention policies and regulatory requirements.
    b) Maintain confidentiality and security of institutional records.
    c) Support audit processes by ensuring easy retrieval of required documents.
4. **Administrative Support:**
    a) Assist in the preparation and distribution of reports, memos, and other official documents.
    b) Respond to internal and external requests for records and information.
    c) Coordinate with various departments to ensure efficient document flow.
5. **Customer Service and Stakeholder Engagement:**

a) Provide support to staff, students, and external stakeholders in accessing records.
b) Offer guidance on record management policies and best practices.
c) Handle inquiries related to records and documentation processes.

Key Result Areas

(i) Efficiency in Digital Records Management
(ii) Compliance and Security
(iii) Operational Effectiveness
(iv) Customer Service Excellence

Qualifications and Experience:

a) Diploma in Records and Archives Management, Library and Information Science, or a related field.
b) Bachelor's degree in the relevant field is an added advantage.
c) At least 2 years of experience in records management, administration, or a similar role.
d) Proficiency in digital records management systems and e-filing.
e) Strong knowledge of document control procedures and compliance regulations.
f) Excellent organizational, analytical, and communication skills.

Skills and Attributes

a) Attention to detail and accuracy.
b) Strong ICT skills, including proficiency in Microsoft Office and database management.
c) Confidentiality and integrity in handling sensitive information.
d) Ability to work independently and collaboratively.
e) Excellent time management and multitasking abilities.

3. Custodian (UICT8)

Department: Institute Secretary's Office

Grade: UICT8

Reports to: Senior Officer Students Affairs

Supervises: Nil

Main Purpose: Ensure a safe and conducive accommodation environment in the Students Hostel and performing day-to-day basis activities for proper maintenance, functioning and discipline in the hostel.

Main duties and Responsibilities

1. To be responsible for all Student Hostel accommodation and ensure cleanliness for all Students Hostel owned by Institute
2. To keep safe custody of all keys and assets in Hostels
3. To keep up-to-date inventory of all assets in the Hostels
4. To keep up-to-date records of all Hostel occupants and ensure prompt payment of hostel fee
5. To maintain law and order and ensure availability of hostel policies, procedures, rules and regulations in Hostels and offer counseling to students.
6. To attend meetings and prepare regular status reports on hostel activities as well as working closely with Institute Secretary and Senior Officer Students Affairs to ensure student welfare
7. To participate in planning, budgeting and organizing Institute functions.
8. To maintain discipline in accordance with the policy and refer cases requiring higher discretion to the supervisor.
9. Implement smart hostel management tools for student record-keeping, room assignments, and facility monitoring.
10. Enforce digital fee payment systems, ensuring compliance and timely collections.
11. Oversee security and maintenance protocols using automated tracking systems.
12. And any other duty assigned to you from time to time.

Key Result Areas

a) Student Accommodation Management
b) Asset & Inventory Management
c) Student Records & Financial Accountability
d) Discipline & Welfare Management
e) Reporting & Coordination
f) Planning & Budgeting
g) General Administrative Support and execution of any additional duties as assigned.
h) Use of smart tools

Person Specification

a) Minimum of a Diploma or general education degree in social sciences or any relevant area of study
b) A bachelor's degree is an added advantage.
c) Minimum of three (03) years' experience in the same area of work

Skills and Attributes

(i) High level of maturity and decisiveness at handling issues a broad
(ii) Result-oriented and possesses
(iii) Good inter-personal, communication (both oral and written)
(iv) Analytical and problem-solving skills

(v) People management and engagement skills
(vi) Customer focus
(vii) Initiative & working with minimal supervision.

4. Driver (UICT9)

Department: Institute Secretary

Unit: Administration

Grade: UICT/09

Reports to: Senior Officer Administration

Supervises: Nil

Main Purpose: To provide various transportation services for the Institute, vehicle maintenance and handle pickups and deliveries in a timely manner.

Duties and Responsibilities

1. To transport clients and/or deliver packages to and from destinations as instructed in timely manner
2. To keep time and arrive at destinations on schedule
3. To fulfil administrative needs, like office pickups
4. To research and plan for traffic and other unforeseen obstacles that may interfere with the plan such as weather, closed roads, roadblocks, etc. by using a navigation application to determine the best route
5. To interact with clients professionally at all times
6. To ensure that the vehicle is always fuelled and ready for use and report and arrange for vehicle repairs as needed
7. To keep mileage records and repair records up-to-date
8. To operate fleet tracking systems to monitor vehicle locations and optimize routes.
9. To maintain digital logbooks for trip records, fuel usage, and maintenance schedules.
10. To ensure compliance with safety and efficiency standards using automated reporting tools.
11. Any other duty assigned from time to time

Key Result Areas

a) Timely and safe transportation
b) Administrative support
c) Route planning & navigation
d) Professional client interaction
e) Vehicle maintenance & safety

f) Record-keeping & compliance
g) General duties & flexibility

Person Specifications
Minimum of Ordinary Level Certificate of Education with at least a pass in English Language plus a valid driving permit of Class B (minimum).
a) Minimum of three (3) years relevant working experience from a reputable organization.
b) Practical knowledge of motor mechanics will be an added advantage.

Skills and Attributes
(i) Strong driving record
(ii) Skilled enough to handle any situation on the road
(iii) Customer service
(iv) Basic maintenance knowledge
(v) Physical fitness and strength
(vi) Problem solving
(vii) Detail oriented and concentration
(viii) Knowledge of safety regulations and traffic laws
(ix) Defensive driving skills

5. Customer Relations Assistant (UICT8)

Department: ***Institute Secretary***
Scale: UICT8
Reports to: Institute Secretary
Supervises: ***Nil***

Main Purpose of the position:
To provide professional front desk and customer service support at UICT by receiving and directing visitors, handling telephone and email inquiries, and offering administrative support to ensure smooth communication and a positive institutional image.

Duties and Responsibilities

1. **Front Desk Operations**
   a) Receive and attend to all visitors and clients courteously and professionally.
   b) Maintain the reception area in a clean and orderly manner.
2. **Communication Handling**
   a) Receive, screen, and direct telephone calls to the appropriate offices or departments.

   b) Receive and respond to inquiries through email and in-person, or direct them to the relevant officers.
3. **Visitor and Appointment Management**
   a) Manage the visitor logbook and issue visitor passes.
   b) Schedule and confirm appointments for staff when requested.
4. **Mail and Courier Services**
   a) Receive, sort, and distribute incoming mail and deliveries.
   b) Coordinate dispatch of outgoing mail and parcels.
5. **Information and Assistance**
   a) Provide accurate information about the Institute's services, programs, and contacts to visitors and callers.
   b) Handle inquiries from students, staff, and the public in a timely manner.
6. **Administrative Support**
   a) Perform basic clerical duties such as filing, photocopying, and data entry.
   b) Support administrative events such as open days, workshops, and meetings.
7. **Security and Access Control**
   a) Ensure only authorized persons access certain sections of the premises.
   b) Report any unusual or suspicious behavior at the reception area.

Key Result Areas

a) Visitor Reception and Management
b) Communication Handling
c) Mail and Courier Services
d) Administrative Support
e) Front Desk Cleanliness and Orderliness
f) Information Dissemination

Qualifications and Experience:

a) Diploma in Secretarial Studies, Office Management, Public Relations, Business Administration, or a related field from a recognized institution.
b) Training in customer care or front office management is an added advantage.
c) At least 2 years of relevant working experience in a front desk or customer service role, preferably in a public institution or academic environment.

Skills and Attributes

a) Technical Skills
b) Communication and Interpersonal Skills
c) Organizational and Personal Attributes
d) Ability to remain calm under pressure.
e) Team-oriented and able to work with staff across departments.

f) Knowledge of institutional procedures and services is an added advantage.

Academic Registrar's Office

6. Academic Head of Department ICT & Eng

Department: Academics
Grade: UICT 3(b)
Report to: Academic Registrar
Supervises Lecturers – ICT & Engineering

Main purpose

To support the department by offering effective leadership and management, fostering excellence in teaching/learning, research and innovation, compliance with legal and regulatory frameworks, curriculum review and development, quality assurance, human resource management, strategic/operational planning, budgeting and reporting, performance management, marketing and publicity within the context of the operation and strategic development of the Institute.

Main duties and responsibilities

1. Provide effective leadership and management through establishing an enabling environment that inspires staff and students to effectively and efficiently deliver the departmental strategic/operational plans s to achieve the Institute Mandate.
2. Supervise the development and implementation of the research and innovation agenda and strategic/operational plans to achieve national and international initiatives in alignment to the ICT sector goals.
3. Provide excellent administration and accountability for effective organization of the department to assure quality/valuable service delivery, enabling work processes and smooth running of day-to-day operations in compliance to standards and regulatory/policy/legal frameworks.
4. Ensure excellence in delivery of relevant market driven ICT or management skills-based competence education, skills retooling and short specialized training programmes to increase ready workforce to support national ICT initiatives. Lead in the planning, designing, reviewing, development and implementation of education, skills retooling, short specialized training programme curricula that meet job market demands.

5. Manage and supervise the quality assurance processes for teaching and learning for physical/online, teaching aids and resources, progressive assessment/examinations, research and innovations, students' performance, graduation, standards and policy reforms and formulation
6. Participate in the implementation of the institute branding/marketing/publicity strategic/operational plans and outreach and community engagement programmes in collaboration with other stakeholders.
7. Ensure effective human resource management in the areas of; development of departmental work plans and individual target, recruitment, performance management, training and development, people management, team building and management, mentorship/coaching, and counselling in accordance to standards/policy procedural guidelines/regulatory/legal frameworks.
8. Spearhead the development and implementation of departmental strategic/operational plans, budget in alignment with the institutional strategic plan and ensure effective budget management, accountability and reporting.
9. Provide technical guidance in the curriculum review and development every 2–3 years aligned with industry and sector trends and set advisory teams to ensure for curriculum relevance.
10. Provide leadership in setting up industry advisory boards for curriculum relevance.

Key Result Areas

a) Leadership and management.
b) Research and Innovation
c) Administration and accountability
d) Standards, policy, regulations and legal frameworks
e) Curricular review and development
f) Teaching/learning, skills retooling and training
g) Quality assurance systems
h) Branding, marketing and publicity strategic/operational plans
i) Human resource management
j) Planning, budget and reporting
k) Publication output, community engagement, and skills retooling.

Person Specifications

a) A minimum of Master's Degree in any of the following; Computer Science, Information Technology, Information Systems, Computer Engineering, Telecommunications Engineering, Electrical and Electronics Engineering.
b) Bachelor's Degree in any of the following; Computer Science, Information Technology, Information Systems, Computer Engineering, Telecommunications Engineering, Electrical and Electronics Engineering.
c) Professional certification or short course training certificate in relevant Leadership and Management area will be essential.
d) A PhD in related field will be an added advantage
e) Minimum of 8 years of teaching in a recognized institution of higher learning where; 3 years of which should be at managerial or supervisory level
f) At least one (01) relevant publication in referred journals or professional bulletins.
g) Proven experience on a research project and leadership in driving research and innovation mandate in a reputable organization.

Skills and attributes

(i) Excellent communication and public relations skills
(ii) Organizational skills
(iii) Leadership and managerial skills
(iv) Strategic and operational planning skills
(v) Budgeting and Resource mobilization
(vi) Marketing skills
(vii) Student management skills

7. Senior Library Assistant

Department: Academics
Grade: UICT7
Reports to: Librarian
Supervises: None

Main Purpose of the position:

To support the delivery of quality library and documentation services at UICT through effective coordination of daily library operations, provision of user support and resource management.

Duties and Responsibilities:

1. **Daily Library Operations**

a) Supervise routine circulation services such as check-ins, check-outs, reservations, and shelving.
b) Ensure the library is orderly, functional, and conducive for study and research.
c) Maintain updated records of library transactions and usage statistics.

2. **User Support and Information Services**
   a) Assist students, staff, and researchers in locating and accessing print and electronic resources.
   b) Provide reference services and answer user inquiries both physically and via digital platforms.
   c) Conduct library orientation and information literacy sessions for new users.
3. **Cataloguing and Classification**
   a) Catalog and classify new acquisitions using standard library systems such as DDC and MARC21.
   b) Maintain the integrity of the Online Public Access Catalogue (OPAC).
4. **Supervision and Staff Support**
   a) Guide and oversee junior library staff and interns in carrying out their duties.
   b) Participate in staff mentoring, scheduling, and capacity building.
5. **Collection Development and Maintenance**
   a) Participate in selection, acquisition, and weeding of library materials.
   b) Assist in conducting periodic stock-taking and inventory management.
   c) Ensure proper care, preservation, and security of library resources.
6. **Digital Resources and ICT Integration**
   a) Support access to electronic databases, e-books, journals, and institutional repository systems.
   b) Assist in the maintenance and update of the library's digital platforms and tools.
7. **Reporting and Documentation**
   a) Prepare periodic reports on library usage, acquisitions, cataloguing, and user feedback.
   b) Document and file library correspondence, policies, and service records.

Key Result Areas (KRAs):

(i) Library Operations Management
(ii) User Services and support
(iii) Cataloguing and Classification
(iv) Resource Management
(v) Information Literacy Support
(vi) Reporting and Documentation

Qualifications and Experience

a) A Bachelor's degree in Library and Information Science or related field from a recognized institution.
b) At least 3 years of relevant working experience in a library or information centre, preferably in an academic or research environment.

Key Attributes and Competencies:

a) Technical Competence in library practices
b) Organizational Skills
c) Communication Skills
d) Customer Service Orientation
e) Supervisory Skills
f) ICT Proficiency
g) Attention to Detail
h) Adaptability
i) Ethical Conduct

8. Chief Laboratory Technician

Department: ICT & Engineering
Grade: UICT/06
Report to: Chief Laboratory Technician
Supervises: Senior Lab Technician, Lab Technician and Education Technology Technician

Main Purpose of the post
Effective management, operation, and maintenance of all laboratories at the Institute. The role ensures that the labs meet industry standards, support training and research activities, and provide a safe and conducive environment for learning and innovation.

Duties and Responsibilities

1. **Laboratory Management and Supervision**
   a) Oversee the daily operations of all technical laboratories.
   b) Participate in the development of plans and budgets for the lab equipment
   c) Ensure all labs are equipped with the necessary tools, materials, and resources.
   d) Develop and implement standard operating procedures (SOPs) for the laboratories.
   e) Provide support to build innovation lab ecosystems and industry-grade simulation labs.

2. **Technical Support and Training**
    a) Organize and conduct training sessions on lab equipment usage and safety procedures.
    b) Provide technical guidance on the latest trends in ICT, electronics, and multimedia.
    c) Encourage participation in student project exhibitions, skills bootcamps, etc.

3. **Equipment Maintenance and Safety Compliance**
    a) Develop and implement a preventive maintenance plan for all lab equipment.
    b) Conduct routine inspections and calibrations to ensure equipment is in optimal working condition.
    c) Ensure compliance with health, safety, and environmental regulations in all labs.
4. **Inventory and Procurement Management**
    a) Maintain an up-to-date inventory of all lab equipment, tools, and consumables.
    b) Work with the academic departments and procurement team to acquire new equipment and materials as needed.
    c) Monitor and control the use of laboratory resources to minimize waste and misuse.
5. **Research and Development Support**
    a) Support students and faculty in research and innovation projects.
    b) Stay updated with advancements in ICT, electronics, and related fields to improve lab offerings.
    c) Foster collaboration with industry partners for research and practical training opportunities.
6. **Team Leadership and Administration**
    a) Supervise and mentor Lab technicians, Education Technology Technician and other support staff.
    b) Prepare and submit periodic reports on lab activities, maintenance, and requirements.
    c) Participate in curriculum development to enhance the practical training component.

Key Result Areas

(i) Operational Efficiency
(ii) Technical Training Support
(iii) Equipment Maintenance & Safety
(iv) Inventory Management
(v) Research & Innovation Support
(vi) Team Leadership & Reporting

Qualifications & Experience

a) A Bachelor's degree in Electrical Engineering, Electronics, IT, Telecommunications, or a related field.
b) A minimum of **5 years** of experience in a technical laboratory setting, with at least **2 years** in a supervisory role.
c) Strong knowledge of laboratory equipment, maintenance, and safety protocols.
d) Proficiency in ICT systems, multimedia tools, and fibre optic technologies is an added advantage.

Key Skills & Competencies

a) Strong leadership and management skills.
b) Hands-on experience with laboratory equipment and troubleshooting.
c) Excellent problem-solving and analytical skills.
d) Ability to train and mentor technical staff and students.
e) Good communication and teamwork abilities.

9. Lecturer (ICT & Eng) (UICT6)

Department: ICT & Engineering
Unit: ICT
Grade: UICT/06
Reporting to: Head of Department – ICT & Engineering
Supervises: None

Main purpose of the post:

1. Design and deliver quality teaching, research and consultancy services and programs in line with the Departmental mandate.
2. Develop new programmes and courses and review existing ones to meet existing demand
3. Scholarly engage in activities involving the development of teaching- and-learning materials and the publication of textbooks
4. Deliver courses and conduct teaching and learning activity, set, mark examinations and submit student performance records to Head of Department
5. Contribute to the program and administrative development of the Department related to student's admissions, induction and involvement in committees to Market courses and consultancy services
6. Undertake individual and collaborative research projects that are published in peer-reviewed journals and actively contribute to UICT's research profile and also guide and supervise student research and innovation
7. Research, develop and prepare bids and proposals to attract funding to your department for a range of research projects.

8. Contribute to professional conferences and seminars in your field of expertise to establish collaborative links with other institutions, as well as with industrial, commercial and public organizations
9. Participate and contribute in Departmental meetings
10. Participate in the development, implementation and maintenance of academic quality assurance arrangements

Key Results Areas

a) Develops marketable programs in area of specialization
b) Develops curricular and quality teaching materials
c) Undertakes research and participate in innovations
d) Sources for funding for research
e) Demonstrates acceptable knowledge and skills in program delivery
f) Sets and marks student's examinations in timely manner
g) Participates effectively in program and institutional development
h) Demonstrates effective team membership skills and
i) Demonstrates initiative for self-development

Person Specification

a) Minimum of a bachelors' Degree in Information Technology, Information Systems, Computer Science or any other related field.
b) Professional qualifications are required
c) Master's degree is an added advantage
d) Minimum of two (02) year of teaching in a recognized institution of higher learning or Industrial experience.
e) Good research record or evidence of research potential or industry experience

Skills and Attributes

(i) Effective communication, presentation and interpersonal skills
(ii) Ability to initiate work independently
(iii) Ability to support and guide students in real life projects
(iv) Ability to prioritize and respond effectively to new situations and problems
(v) Ability and willingness to work as part of a team on teaching programmes and Departmental initiatives
(vi) Ability to develop effective working relationships with a variety of colleagues and students
(vii) Ability to come up with innovations and develop bankable projects

10. Assistant Lecturer (ICT & Eng) (UICT7)

Department: ICT & Engineering
Unit: Engineering

Grade: UICT/07
Reporting to: Head of Department – ICT & Engineering
Supervises: None

Main purpose of the post:
Design and deliver quality teaching, research and consultancy services and programs in line with the Departmental mandate.

Main Duties and Responsibilities

1. Design and deliver courses assigned using interactive and online platforms such as Moodle, Coursera, and other digital tools as deemed appropriate and usse innovative teaching methods to enhance student engagement and learning outcomes.
2. Develop course materials that incorporate real-world ICT applications and problem-solving.
3. Carrying out both theory and practical assessments, monitoring and evaluation of examinations work, sand providing an academic and consultative support to students in their learning activities
4. Providing academic input on existing and new courses, course development
5. Engaging in research, consultancy and development work as appropriate and supervise students' real life projects and internships/field attachments
6. Participating in committees appropriate to courses and meetings convened by management
7. Participating in the development, implementation and maintenance of academic quality assurance arrangements
8. Participating in appropriate activities necessary to the development of the department
9. Write bankable proposals and come up with innovations to support the core mandate of the institute
10. Any other duty assigned to you from time to time

Key Results Areas

a) Develops curricular and quality teaching materials
b) Demonstrates acceptable knowledge and skills in program delivery
c) Sets and marks student's examinations in timely manner
d) Participates effectively in program and institutional development
e) Demonstrates initiative for self-development and writing proposals
f) Conduct research and supervise student's projects

Person Specifications

a) Minimum of a bachelors' Degree in Electrical, Telecommunications, Electronics Engineering or any other related field
b) Minimum of one (01) year of teaching in a recognized institution of higher learning or one (01) years of industrial experience.

c) Good research record or evidence of research potential or industry experience

Skills and Attributes

a) Effective communication, presentation and interpersonal skills
b) Ability to initiate work independently
c) Ability to support and guide students in real life projects
d) Ability to prioritize and respond effectively to new situations and problems
e) Ability and willingness to work as part of a team on teaching programmes and Departmental initiatives
f) Ability to develop effective working relationships with a variety of colleagues and students
g) Ability to come up with innovations and develop bankable projects.

11. Officer Quality Assurance (UICT7)

Department: ***Academic Registrar***
Scale: UICT7
Reports to: Manager, Quality Assurance / Academic Registrar
Supervises: ***Nil***

Main Purpose

The Officer, Quality Assurance, is responsible for ensuring that teaching, learning, and assessment activities align with institutional policies, regulatory requirements, and best practices in education. The role involves monitoring academic standards, implementing quality assurance frameworks, and supporting continuous improvement initiatives to enhance educational excellence.

Key Duties and Responsibilities

1. **Quality Assurance & Compliance**
   a) Develop, implement, and monitor quality assurance policies, procedures, and standards.
   b) Ensure compliance with accreditation and regulatory requirements set by relevant authorities.
   c) Conduct periodic audits and evaluations of teaching and learning processes.
   d) Manage external audits, self-assessment reports and tracer studies

2. **Curriculum & Academic Standards Monitoring**
   a) Assist in reviewing and updating curricula to ensure alignment with industry standards and academic requirements.

b) Ensure consistency in course delivery, assessment, and grading across departments.
c) Support academic departments in developing quality teaching and assessment methods.

3. **Data Collection & Reporting**
   a) Gather, analyze, and interpret data on academic performance, student satisfaction, and program effectiveness.
   b) Prepare reports and recommendations for institutional leadership on quality assurance matters.

4. **Stakeholder Engagement & Training**
   a) Conduct training sessions and workshops for academic staff on quality assurance best practices.
   b) Collaborate with academic departments to identify areas for improvement.
   c) Serve as a liaison between the institution and external quality assurance bodies.

5. **Evaluation & Continuous Improvement**
   a) Implement mechanisms for monitoring and improving teaching and learning experiences.
   b) Recommend and track corrective actions to address identified gaps in quality standards.
   c) Promote a culture of continuous quality enhancement in academic programs.

6. **Accreditation & Institutional Reviews**
   a) Support the institution in preparing for accreditation and external audits.
   b) Ensure documentation and compliance with national and international education standards.

7. **General Administrative Duties**
   a) Maintain accurate records of quality assurance activities.
   b) Participate in institutional planning and policy development related to quality enhancement.
   c) Guide on the use of QA analytics tools and how to build dashboards for decision-making.
   d) Perform any other duties assigned by the supervisor.

Key Result Areas

a) Quality Assurance Implementation & Compliance
b) Curriculum & Academic Standards Monitoring
c) Data Management & Reporting

d) Stakeholder Engagement & Capacity Building
e) Evaluation & Continuous Improvement
f) Accreditation & Institutional Reviews
g) Administrative Support & Institutional Development

Person Specification

a) Bachelor's degree in Education, Quality Assurance, Institutional Management or related to Management
b) Master's degree in Education, Quality Assurance, Business Administration, Management related or ICT related is an added advantage
c) At least 3 years of experience in quality assurance, academic administration, or a related role in an educational institution.
d) Familiarity with national and international accreditation and quality assurance frameworks.
e) Experience in data analysis, report writing, and academic audits is an added advantage.

Key Competencies & Skills

(i) Strong analytical and problem-solving skills.
(ii) Excellent written and verbal communication abilities.
(iii) Attention to detail and ability to work with large datasets.
(iv) Ability to work collaboratively with all staff, and external stakeholders.
(v) Proficiency in Microsoft Office and quality assurance software.