



UGANDA VOCATIONAL AND TECHNICAL ASSESSMENT BOARD (UVTAB)

EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

27TH FEBRUARY, 2026

1. BACKGROUND

The Uganda Vocational and Technical Assessment Board (UVTAB) is a national TVET assessment body established by an Act of Parliament (TVET Act 2025), operationalised by Statutory Instrument No. 25 of 2025 to provide a standardized, credible, and inclusive framework for the development and management of TVET curriculum, assess, and certify competencies in the Technical and Vocational Education and Training (TVET).

Established in 2025, UVTAB is committed to building a strong reputation for high-quality, credible, and transparent assessment and certification services. The Board aims to provide individuals and the world of work with recognized skills and qualifications that promote industrial productivity, employability, and socio-economic transformation in line with Uganda's National Development Plan IV (NDP IV) and Uganda Vision 2040.

In fulfilling its mandate, the Board upholds the values of integrity, professionalism, confidentiality, teamwork and collaborations, transparency and accountability, quality and innovation, inclusiveness, and continuous improvement, ensuring that assessment systems remain responsive to the dynamic needs of the world of work and emerging occupational standards.

2. EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

In accordance with Section 2.5(c) of the UVTAB Human Resource Management Manual, which provides for recruitment through various methods, including external Advertisement, the Board seeks to strengthen its human resource capacity by filling existing vacancies.

Accordingly, Uganda Vocational and Technical Assessment Board (UVTAB) hereby invites applications from eligible person(s) to apply for the following vacant positions:

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

A: IT DIVISION

(1) MANAGER -IT (1 POST)

Ref No:	UVTAB/REC-EXT/001/01/2026
Job Title	: Manager - ICT
Salary Scale	: UVTAB 2 (ii)
Division	: Division of IT
Reports to	: Executive Secretary
Responsible for	: Principal IT Officer Principal Digital Learning and Training Support Officer

Job Purpose:

To provide strategic leadership and guidance in the management of the IT function.

Key Duties and Responsibilities

1. Coordinating the formulation review and implementation of IT policies, plans, strategies, standards and guidelines
2. Identifying and reporting on performance, integrity and security of the institution's IT database systems
3. Coordinating the preparation of annual budgets and work plans in accordance with the UVTAB Strategic Plan.
4. Monitoring and upgrade of database management systems in line with manufacture upgrades and releases
5. Designing, developing, testing, and maintaining software for the Board

6. Providing and ensuring timely production of Assessment materials and awards.
7. Administering database objects to achieve optimum utilization
8. Monitoring usage, transaction volumes, response times and concurrency levels
9. Providing technical leadership in the development and maintenance of a data base of Assessment.
10. Maintaining technical database documentation, including data standards, procedures and definitions
11. Providing proactive and reactive database management support and training services to users.
12. Providing information to the Awards and Examination Committee Meetings for decision-making.
13. Developing and testing backup and recovery plans
14. Preparing and submitting periodic IT Infrastructure status reports for the Board.

Person Specifications

a) Qualification

- (1) An Honors Bachelor's degree in either Computer Science, Information Technology, Information Systems, Software Engineering and Computer Engineering, Information Security, Business Computing, Statistics (with focus on Statistical computing), Telecom Engineering, Electrical Engineering or Science (with a focus on Computer Science, Mathematics)
- (2) Recognized professional ICT certification
- (3) A Master's Degree in any of the above from a recognized University/Institution.

b) Experience

A minimum of 9 (nine) years working experience in the IT field, 3 (three) of which should have been served at the Principal IT Officer level in Government or an equivalent level from a reputable organization

c) Competences

(i) Technical

1. Strategic Management
2. Leadership skills
3. Professionalism

4. Knowledge in handling examination matters at Institutional level.
5. Human Resource Management Skills
6. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

(2) PRINCIPAL IT OFFICER (1 POST)

Ref No:	UVTAB/REC-EXT/002/01/2026
Job Title	: Principal IT Officer
Salary Scale	: UVTAB 3
Division	: IT Division
Reports to	: Manager- IT
Responsible for	: Senior IT Officer

Job Purpose:

To provide technical leadership and guidance in the management and day-to-day running of all ICT systems at UVTAB.

Key Duties and Responsibilities

1. Reviewing, developing and implementing an ICT Strategy that is aligned to the overall UVTAB strategy
2. Providing strategic leadership to the ICT team, coordinating strategic activities, setting targets and KPIs, monitoring and tracking progress of overall department performance against the regional strategy and business plan
3. Providing technical guidance to the ICT Team in project evaluation, budgets and risk assessment
4. Developing and implementing ICT policies, procedures and guidelines to support the UVTAB's operations and to enable it to achieve its strategic objectives
5. Planning and coordinating all ICT development projects to support the achievement of UVTAB's strategy
6. Designing and implementing controls and procedures that ensure accuracy and reliability in Data Capture, Data Processing and Dissemination of Information
7. Designing and implementing information security procedures based on corporate ICT security policies covering information system applications and infrastructure
8. Responsible for developing processes and assigning resources to provide support to all users promptly
9. Developing, deploying and maintaining appropriate and adequate IT security systems that ensure coverage from internal and external security threats is

maintained in all areas under the ICT domain including but not limited to data, infrastructure, networks etc.

10. Providing support to the different departmental systems implementations by working in close collaboration with these unit heads, the project teams, and third-party vendors to enable the systems to be implemented on time, on budget, and within scope
11. Managing acquisition and implementation of new hardware and software for UVTAB and managing Vendor relations.
12. Preparing annual ICT budget
13. Conducting routine reviews of the systems to ensure optimum interactions between the system and users
14. Supervising, coaching and mentoring the staff in ICT and building a highly skilled and motivated team to deliver UVTAB's ICT performance targets

Person Specifications

a) Qualifications

1. An Honors Bachelor's Degree in either Computer Science, Information Technology, Information Systems, Computer Engineering, Software Engineering or Computer Programming from a recognized awarding Institution.
2. A Master's degree in any of the above fields from a recognized University or awarding Institution.
3. Recognized professional ICT certification will be an added advantage

b) Experience

At least six (6) years' experience in providing IT services with a reputable public or private organization, three (3) of which should have been at the Senior level.

c) Competencies

(i) Technical

1. Policy management
2. Risk Management
3. Human Resource Management
4. Information Communication Technology

(ii) Behavioural

1. Decision Making and Problem Solving
2. Concern for quality and standards
3. Communicating effectively
4. Negotiations and mediation skills
5. Ethics and integrity

**(3) SENIOR IT OFFICER (WEBSITE DESIGN AND MAINTENANCE)
– (1 POST)**

Ref No: UVTAB/REC-EXT/003/01/2026
Job Title : Senior IT Officer (Website Design and Maintenance)
Salary Scale : UVTAB 4
Division : Division of Information Technology
Reports to : Principal IT Officer
Responsible for : IT Officer

Job Purpose:

To design, develop, update, and maintain the UVTAB website and related digital platforms.

Key Duties and Responsibilities

1. Designing, updating, and maintaining the UVTAB website in line with modern standards and organizational needs.
2. Ensuring website design reflects the UVTAB brand identity, user-friendliness, and responsiveness across devices. Monitoring the performance of website and related digital platforms and ensuring smooth and efficient operation.
3. Monitoring website traffic and usage through analytics tools to improve user experience.
4. Providing technical support for troubleshooting and routine maintenance of the website printing systems.
5. Implementing preventive measures to minimize machine downtime and ensure consistent production systems.
6. Collaborating and liaising with IT and Communication units to integrate digital platforms with organizational systems.
7. Ensure all website operations comply with safety standards and regulations.
8. Keep abreast of emerging trends in web design, development, and digital communication.

Person Qualification

a) Qualifications

- 1) An Honors Bachelor's Degree in either Computer Science, Information Technology, Information Systems, Computer Engineering, Software Engineering, Computer Programming from a recognized awarding Institution.
- 2) A Master degree in any of the above from a recognized awarding institution
- 3) Recognized professional ICT certifications will be an added advantage.

b) Experience

At least three (3) years working experience in web designing and at IT Officer level in Government or a reputable organization.

c) Competencies

(i) Technical

1. Financial management
2. Research and analytical skills
3. Risk Management
4. Human Resource Management
5. Information Communication Technology

(ii) Behavioural

1. Decision Making and Problem Solving
2. Concern for quality and standards
3. Communicating effectively
4. Negotiations and mediation skills
5. Ethics and integrity

(4) SENIOR IT OFFICER (COMPUTER PROGRAMMER) – (1 POST)

Ref No:	UVTAB/REC-EXT/004/01/2026
Job Title	: Senior IT Officer (Computer Programmer)
Salary Scale	: UVTAB 4
Division	: Division of Information Technology
Reports to	: Principal IT Officer
Responsible for	: IT Officer

Job Purpose:

To design, develop, implement, customize, and maintain secure, scalable, and efficient software applications and information systems that support UVTAB's operational, assessment, examination, certification, and administrative functions.

Key Duties and Responsibilities

1. Design, develop, customize, and maintain in-house software applications and systems in line with UVTAB business processes and strategic objectives.
2. Participate in systems analysis, requirements gathering, and translation of user needs into functional technical solutions.
3. Develop and maintain core institutional systems, portals, and other operational platforms.
4. Ensure integration and interoperability between internal systems and external government platforms where applicable.
5. Conduct system testing, debugging, optimization, and performance tuning to ensure reliability and efficiency.
6. Prepare and maintain comprehensive technical documentation, user manuals, and system architecture diagrams.
7. Provide second-line technical support for developed applications and resolve system-related incidents and bugs.
8. Implement and enforce application security controls, data protection measures, and secure coding standards.
9. Participate in system upgrades, enhancements, and migration projects.
10. Support database design, development, optimization, and backup strategies for institutional systems.
11. Collaborate with network, systems, and cybersecurity teams to ensure high availability and secure application environments.
12. Mentor junior programmers and provide technical guidance within the ICT team.

13. Participate in ICT project planning, implementation, monitoring, and reporting.
14. Ensure compliance with NITA-U guidelines, government ICT standards, and UVTAB policies.
15. Develop and maintain the systems architecture and infrastructure of the organization, ensuring its stability, scalability, and reliability.
16. Design, code, test, and debug complex computer systems and applications using various programming languages and tools.
17. Perform any other ICT-related duties as assigned by the Supervisor.

Person Qualification

Qualifications

- 1) An Honors Bachelor's Degree in either Computer Science, Information Technology, Information Systems, Computer Engineering, Software Engineering, Computer Programming from a recognized awarding Institution.
- 2) A Master degree in any of the above from a recognized awarding institution
- 3) Recognized professional ICT certifications will be an added advantage

Experience

At least three (3) years working experience in Computer Programming and at IT Officer level in Government or a reputable organization.

Competencies

(i) Technical

1. Financial management
2. Research and analytical skills
3. Risk Management
4. Human Resource Management
5. Information Communication and Technology

(ii) Behavioural

1. Decision Making and Problem Solving
2. Concern for quality and standards
3. Communicating effectively
4. Negotiations and mediation skills
5. Ethics and integrity

(5) IT OFFICER WEBSITE DESIGN AND MAINTENANCE (1 POST)

Ref No:	UVTAB/REC-EXT/005/01/2026
Job Title	: IT Officer (Website Design and Maintenance)
Salary Scale	: UVTAB 5
Division	: Database Management and IT
Reports to	: Senior IT Officer
Responsible for	: Nil

Job Purpose:

To design, develop, manage, secure, and continuously update the UVTAB website and related web platforms to ensure accurate information dissemination, service delivery, stakeholder engagement, and compliance with government ICT standards.

Key Duties and Responsibilities

1. Design, develop, update, and maintain the official UVTAB website and related web portals in line with institutional branding and communication standards.
2. Ensure website content is accurate, current, accessible, and aligned with UVTAB mandates and stakeholder needs.
3. Implement and manage content management systems (CMS) and website back-end functionalities.
4. Ensure website availability, performance optimization, and responsiveness across devices and browsers.
5. Implement website security measures, including secure hosting, SSL certificates, access controls, and vulnerability mitigation.
6. Support integration of the website with internal systems and external platforms where applicable.
7. Monitor website analytics and prepare periodic performance and usage reports.
8. Coordinate with departments to publish notices, circulars, adverts, results, and official communications.
9. Ensure compliance with NITA-U guidelines, Government Web Standards, and UVTAB ICT policies.
10. Conduct routine backups, updates, and upgrades of website platforms and plugins.

11. Provide technical support related to website functionality and content publishing.
12. Participate in ICT projects involving web-based systems and digital platforms.
13. Maintain proper documentation for website architecture, configurations, and procedures.
14. Perform any other ICT-related duties as assigned by the Supervisor.

Person Qualification

a) Qualifications

1. An Honors Bachelor's Degree in either Computer Science, Information Technology, Information Systems, Computer Engineering, Software Engineering or Computer Programming from a recognized awarding Institution.

b) Experience

Nil

c) Competencies

(i) Technical

1. Adherence to quality standards
2. Innovativeness
3. Analytical Skills
4. Public Relations and Customer Care
5. Confidentiality

(ii) Behavioural

1. Decision Making and Problem Solving
2. Communicating effectively
3. Negotiations and mediation skills
4. Ethics and integrity

(6) SENIOR DIGITAL LEARNING AND TRAINING SUPPORT OFFICER (1 POST)

Ref No: UVTAB/REC-EXT/006/01/2026
Job Title : Senior Digital Learning and Training Support Officer
Salary Scale : UVTAB 4
Division : IT
Reports to : Principal Digital Learning and Training Support Officer
Responsible for : Digital Learning and Training Support Officer

Job Purpose:

To provide technical leadership and coordination in the design, delivery, and monitoring of UVTAB's digital learning and training programs.

Key duties and responsibilities:

1. Coordinating the design and development of e-learning content and digital training modules.
2. Managing and monitoring the performance of UVTAB's digital learning platforms, ensuring functionality and accessibility.
3. Providing technical support and mentorship to Digital Learning and Training Support Officers.
4. Organizing and delivering training workshops to build the digital learning capacity of staff, researchers, and stakeholders.
5. Developing and implementing quality assurance measures for digital training materials and platforms.
6. Collaborating with departments to integrate e-learning into institutional programs and research dissemination.
7. Preparing technical reports, documentation, and recommendations on digital learning progress.
8. Carrying out research and recommending emerging tools, systems, and practices for improving UVTAB's digital training environment.

Person Specifications

a) Qualification

1. An Honors Bachelor's Degree in either Education Technology, Instructional Design, Information Technology, Computer Science or Digital Learning from a recognized University or Institution.

2. Master's Degree in either Education Technology, Instructional Design, Information Technology, Computer Science or Digital Learning from a recognized Institution.
3. Professional certification in digital training platforms, content development, or LMS administration.

b) Experience

At least three (3) years working experience in a related field from a training institution.

c) Competencies

(i) Technical

1. Professionalism
2. Knowledge in handling examination matters at Institutional level
3. Good communication skills

(ii) Behavioural

1. Efficiency and effectiveness
2. Integrity
3. Teamwork
4. Resilience
5. Time management
6. Confidentiality

(7) DIGITAL LEARNING AND TRAINING SUPPORT OFFICER (1 POST)

Ref No: UVTAB/REC-EXT/007/01/2026
Job Title : Digital Learning and Training Support Officer
Salary Scale : UVTAB 5
Division : IT
Reports to : Senior Digital Learning and Training Support Officer
Responsible for : None

Job Purpose:

To implement and provide technical support in the development, delivery, and maintenance of UVTAB's digital learning systems and training programs.

Key duties and responsibilities:

1. Assisting in the development and uploading of e-learning resources, training materials, and multimedia content.
2. Managing and updating UVTAB's Learning Management System (LMS) and related platforms
3. Providing direct technical support to staff, researchers, and stakeholders on e-learning tools and platforms
4. Facilitating user training sessions and workshops on digital learning applications.
5. Troubleshooting system challenges and escalating complex issues for resolution
6. Collecting and analyzing user feedback to support improvements in digital training systems.
7. Maintaining accurate records of digital learning activities and preparing periodic progress reports
8. Ensuring an up to-date on new trends and tools in e-learning to support continuous improvement.

Person Specifications

a) Qualification

An Honors Bachelor's Degree in either Education Technology, Instructional Design, Information Technology, Computer Science or Digital Learning from a recognized University or Institution.

b) Experience

Nil

c) Competencies

(i) Technical

1. Professionalism
2. Good communication skills

(ii) Behavioural

1. Integrity
2. Teamwork
3. Resilience
4. Time management
5. Confidentiality

B. LEGAL AND BOARD AFFAIRS UNIT

(8) SENIOR LEGAL OFFICER - BOARD AFFAIRS (1 POST)

REF:	UVTAB/REC-EXT/008/01/2026
Job Title	: Senior Legal Officer - Board Affairs
Salary Scale	: UVTAB 4
Department	: Office of the Executive Secretary
Reports to	: Executive Secretary
Responsible for	: Legal Officer

Job Purpose:

To provide legal support in UVTAB's Board affairs by ensuring compliance, reviewing documents, supporting operations, and advising on legal and policy matters for transparency and effective decision-making.

Key Duties and Responsibilities

- 1) Coordinating legal and governance support for UTVAB's Board and its committees.
- 2) Drafting, reviewing, and interpreting legal documents, contracts and agreements.
- 3) Ensuring compliance with applicable laws, regulations and governance frameworks in Board operations.
- 4) Preparing and maintaining accurate records of Board meetings, resolutions, and statutory documents.
- 5) Advising the Board and management on legal risks, governance issues and compliance obligations.
- 6) Supporting the development and implementation of policies, rules and procedures that strengthen governance.
- 7) Liaising with external legal bodies, regulators, and stakeholders on legal matters affecting UVTAB.
- 8) Representing UVTAB in legal matters and proceedings as may be assigned.
- 9) Mentoring and supervising legal officers in Board and governance support tasks.

Person Specifications

a) Qualifications

- (1) An Honors Bachelor's degree in Law (LLB) from a recognized Institution or University.
- (2) A Masters degree in Law from a recognized institution or University
- (3) A Post Graduate Diploma in Legal practice.

b) Experience

A minimum of three (3) years working experience at Officer Level in a similar role in a reputable organization.

c) Competencies

(i) Technical Competencies

1. Policy Management
2. Planning, Organizing and Coordination
3. Information Communication Technology
4. Decision making and problem solving
5. Teamwork

(ii) Behavioral Competences

1. Effective Communication
2. Results Oriented
3. Time Management
4. Ethics and Integrity
5. Flexibility
6. Confidentiality

(9) LEGAL OFFICER (1 POST)

REF:	UVTAB/REC-EXT/009/01/2026
Job Title	: Legal Officer
Salary Scale	: UVTAB 5
Department	: Office of the Executive Secretary
Reports to	: Executive Secretary
Responsible for	: None

Job Purpose:

To provide legal advice and guidance on all matters related to the board's operations.

Key Duties and Responsibilities

1. Providing legal advice to the Board, management, and staff on matters affecting the operations of the Board.
2. Providing technical support in interpreting and applying relevant laws, regulations, and policies governing the Uganda Vocational and Technical Assessment Board.
3. Drafting contracts and agreements involving the Board in liaison with the Ministry of Justice and Constitutional Affairs, including service contracts, partnership agreements, and Memoranda of Understanding (MOUs).
4. Providing technical support and guidance in managing legal disputes involving the Board, including those related to the examination process, registration of candidates, and professional conduct matters.
5. Monitoring changes in legislation affecting the assessment of Vocational and Technical fields and ensuring the Board is in compliance with such changes.
6. Advising on the implementation of new legal requirements and regulations to ensure the Board's operations remain lawful.
7. Conduct research on emerging legal issues and provide insights on the legal aspects of the Board's functions.
8. Maintaining a comprehensive understanding of relevant laws, regulations, and judicial decisions that impact the Board.
9. Enhancing awareness of legal risks and compliance among staff and stakeholders.

10. Providing technical support in the maintenance of legal documents, including contracts, agreements, and legal correspondence, ensuring proper documentation and record-keeping practices.

Person Specifications

a) Qualifications

- (1) An Honors Bachelor's degree in Law (LLB) from a recognized Institution or University.
- (2) A Post Graduate Diploma in Legal practice.

b) Experience

Nil.

c) Competencies

(i) Technical Competencies

1. Strong knowledge of Ugandan laws, regulations, and policies
2. Ability to think critically and provide sound legal advice.
3. Strong research and analytical skills
4. Shorthand skills
5. Records and Information Management

(ii) Behavioral Competences

1. Excellent communication and interpersonal skills.
2. High attention to detail and accuracy in legal documentation
3. Confidentiality
4. Ethics and Integrity
5. Time management

(10) SENIOR COMMUNICATIONS OFFICER (1 POST)

REF: UVTAB/REC-EXT/010/01/2026
Job Title : Senior Communications Officer
Salary Scale : UVTAB 4
Department : Office of the Executive Secretary
Reports to : Principal Communications Officer
Responsible for : Communications Officer

Job Purpose:

To implement communication, information dissemination and public relations plans and programs of UVTAB.

Key Duties and Responsibilities

1. Providing technical support and guidance in the management of communication issues and usage of different communication guidelines.
2. Participating in the development and implementation of the Communication, Branding, CSR Advocacy and customer care strategies and plans for UVTAB,
3. Developing and implementing implementation communication guidelines and standards for UVTAB,
4. Producing and managing public Education programmes and dialogue sessions, press briefings and publications in all available fora.
5. Assisting in the coordination of information flow within the board and stakeholders.
6. Participating in media and publicity activities at the national and regional levels.
7. Maintaining proper updated documentation on both print and electronic media.
8. Preparing and submitting work plans, budgets and performance reports to relevant authorities.

Person Specifications

a) Qualifications

- (1) An Honors Bachelor's Degree in either Mass Communication or Journalism or Communication Studies or Public Relations from a recognized University or Institution.
- (2) A Master's Degree in any of the above fields from a recognized University or Institution.

b) Experience

A minimum of three (3) years working experience at Officer Level in a similar role in a reputable organization.

c) Competencies

(i) Technical Competences

1. Planning organizing and coordinating
2. Adherence to quality standards
3. Innovativeness
4. Analytical Skills
5. Written and oral communication skills
6. Public Relations and Customer Care
7. Confidentiality

(ii) Behavioural Competencies

1. Teamwork
2. Leadership
3. Networking
4. Ethics and Integrity
5. Time Management
6. Accountability

(11) INTERNAL AUDITOR (1 POST)

REF: UVTAB/REC-EXT/011/01/2026
Job Title : Internal Auditor
Salary Scale : UVTAB 5
Department : Office of the Executive Secretary
Reports to : Principal Internal Auditor
Responsible for : None

Job Purpose:

To conduct routine Internal Audit engagements in accordance with existing regulations and guidelines.

Key Duties and Responsibilities

1. Examining the correctness of payment requests, completeness of documentation and certifying requisition or transactions for further processing.
2. Verifying receipts, matching and undertaking online reconciliation of invoices and Local Purchase Orders for goods and services procured prior to effecting payments.
3. Compiling accountability returns and verifying and retire advance ledgers.
4. Maintaining primary financial records and up-to-date books of accounts.
5. Preparing periodic reconciliations of financial statements and carry out monthly cash book reconciliations to bank statements.
6. Verifying payroll change requests and reports to ensure correctness of computations, payments and deductions; certify and follow-up approval and payment to beneficiaries.

Person Specifications

a) Qualifications

EITHER

An Honors Bachelor degree in Finance and Accounting, Business Administration (Accounting option); or Commerce (Accounting option) from a recognized University or Institution.

OR

Full professional qualification in Accountancy and Audit obtained from a recognized awarding Institution/body.

b) Experience

Nil.

c) Competencies

(i) Technical

1. Risk, Control and Governance
2. Audit Execution
3. Information Communication and Technology

(ii) Behavioural

1. Integrity
2. Innovative and Proactive
3. Inter-personal relations
4. Transparency
5. Decision Making and Problem Solving
6. Effective Communication
7. Intra-personal Management
8. Leadership

DEPARTMENT OF TVET ASSESSMENT

DIVISION OF ASSESSMENT AND DATA MANAGEMENT

(12) MANAGER – ASSESSMENT AND DATA MANAGEMENT (1 POST)

REF:	UVTAB/REC-EXT/012/01/2026
Job Title	: Manager – Assessment and Data Management
Salary Scale	: UVTAB 2 (ii)
Division	: Division of Assessment and Data Management
Reports to	: Deputy Executive Secretary – TVET Assessment

Job Purpose:

To provide leadership in managing UVTAB's assessment data systems by ensuring accuracy, integrity, security, and transparency in data collection, analysis, storage, and reporting to support evidence-based decision-making and efficient TVET assessment processes.

Key Duties and Responsibilities

1. Leading the development, implementation, and management of UVTAB's assessment data systems.
2. Overseeing accurate collection, entry, processing, and validation of assessment data.
3. Ensuring data security, confidentiality, and integrity in all assessment processes.
4. Coordinating the analysis and reporting of assessment data to support evidence-based decision-making.
5. Supervising staff, handling assessment data management and providing technical guidance.
6. Developing and enforcing policies, procedures, and standards for data management and reporting.
7. Monitoring compliance with national standards and institutional requirements in assessment data handling.
8. Coordinating the use of digital tools and technologies to improve efficiency in data management.
9. Preparing and presenting periodic reports on assessment data trends, risks, and performance.

10. Liaising with internal and external stakeholders to ensure transparency, accountability, and continuous improvement in assessment data management.

Person Specifications

a) Qualifications

Either

1) An Honors Bachelor's of degree in either Statistics, Data Science, Quantitative Economics, Information Systems, Computer Science, Educational Management from a recognized University/Institution.

OR

2) A Master's degree in any of the above fields from a recognized University/Institution.

b) Experience

Minimum of nine (9) years of working experience in education management, assessment, or a related field, three (3) years of which should be at Principal officer level in an Examination setting institution or training institution.

c) Competences

(i) Technical

1. Strategic Management
2. Financial Management
3. Leadership skills
4. Professionalism
5. Knowledge in handling Assessment matters at Institutional level
6. Human Resource Management Skills
7. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

(13) DATA ANALYST (2 POSTS)

REF:	UVTAB/REC-EXT/013/01/2026
Job Title	: Data Analyst
Salary Scale	: UVTAB 5
Division	: Division of Assessment and Data Management
Reports to	: Senior Data Analyst
Responsible for	: Data Entry Clerk

Job Purpose:

To collect, process/assemble, manage, interpret and present data and information for social economic development planning for UVTAB.

Key Duties and Responsibilities

1. Planning, budgeting, and coordinating data collection and management;
2. Updating and maintaining the Management Information System of the Board;
3. Preparing statistical data for analysis by the examination department.
4. Collecting and analyzing data on the different fields of the Board.
5. Implementing measures for maintaining data security;
6. Providing technical support in conducting research activities and programs,
7. Coaching and mentoring staff on information and data management;
8. Interpreting the data professionally and ensuring that the right decisions are made based on the results.
9. Compiling and submitting reports on Information Management; and
10. Managing and accounting for allocated resources.

Person Specifications

a) Academic Qualifications

An Honor's Bachelor's degree in either Statistics, Mathematics, Economics or Quantitative Economics from a recognized University /Institution.

b) Work Experience

NIL

c) Required Competences

(i) Technical

1. Research and Analytical skills
2. Critical-thinking skills
3. Detail oriented
4. Math/statistical modeling skills
5. Report preparation and presentation

(ii) Behavioral

1. Ethics and intergrity
2. Communication skills
3. Professionalism
4. Innovation and self-initiative
5. Time management
6. Ability to mentor, coach colleagues,; penalties.

(14) DATA ENTRY CLERK (2 POSTS)

REF: UVTAB/REC-EXT/014/01/2026
Job Title : Data Entry Clerk
Salary Scale : UVTAB 6
Division : Assessment Data Management
Reports to : Data Analyst
Responsible for : None

Job Purpose:

To gather data and capture the information into databases.

Key Duties and Responsibilities

1. Transferring data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
2. Accurately entering data into corresponding fields within various software programs
3. Verifying information by reviewing, correcting, deleting, and reentering data.
4. Creating spreadsheets with large numbers of figures without mistakes.
5. Retrieving data from the database and electronic files as requested.
6. Securing information and performing regular backups to ensure data preservation
7. Sorting and organizing paperwork after entering data to ensure it is not lost.
8. Providing general data entry support across many teams on an ad-hoc basis
9. Preparing relevant reports as needed.

Person Qualifications

a) Qualifications

An ordinary diploma in any field examinable by the Board from a recognized University /Institution.

b) Experience

NIL

c) Competences

(i) Technical

1. Security consciousness
2. Information Communication Technology
3. Records and Information Management

(ii) Behavioral

1. Confidentiality,
2. Professionalism,
3. Efficiency & Effectiveness,
4. Team work,
5. Integrity

(15) PERSONAL ASSISTANT (1 POST)

REF: UVTAB/REC-EXT/015/01/2026

Job Title : Personal Assistant

Salary Scale : UVTAB 5

Department : Office of Deputy Executive Secretary- TVET Assessment

Reports to : Deputy Executive Secretary TVET Assessment

Responsible for : None

JOB PURPOSE:

To perform administrative and secretarial activities for UVTAB and other administrative responsibilities.

Key Duties and Responsibilities

1. **Taking** dictation, transcribing and presenting accurate and error-free work.
2. **Providing** timely responses to inquiries and correspondences to the office;
3. **Receiving** and dispatching mail, letters and any other documents.
4. **Assisting** in the day-to-day office operations.
5. Assist in handling/updating office records.
6. **Ensuring** proper filing of documents
7. **Ensuring** that office utilities and other facilities are administered.
8. **Maintaining** a clean environment, and security at the workplace.
9. **Assisting** in the preparation of documents for meetings and workshops

Person Specifications

a) Qualifications

An Honor's Bachelor's Degree in either Secretarial Studies or Information and Office Management or Public Administration or Social Sciences or Social Administration from a recognized Institution.

b) Experience

Nil.

c) Competencies

(i) Technical Competencies

1. Shorthand skills
2. Information Communication Technology
3. Effective Coordination of Meetings
4. Records and Information Management
5. Integrity

(ii) Behavioral Competences

1. Effective Communication
2. Results Oriented
3. Time Management
4. Ethics and Integrity
5. Public Relations and Customer Care
6. Flexibility
7. Confidentiality

ACCREDITATION UNIT

(16) PRINCIPAL ACCREDITATION OFFICER (1 POST)

REF:	UVTAB/REC-EXT/016/01/2026
Job Title	: Principal Accreditation Officer
Salary Scale	: UVTAB 3
Division	: Division of Accreditation and Registration
Reports to	: Manager – Accreditation and Registration
Responsible for	: Senior Accreditation Officer

Job Purpose:

To provide technical leadership, oversight, and guidance in developing and implementing accreditation policies, procedures, and standards at UVTAB, ensuring that institutions, programs, and qualifications meet national quality and regulatory requirements.

Key Duties and Responsibilities

1. Leading the development, implementation, and review of accreditation policies, procedures and standards.
2. Supervising and mentoring Senior and Officer-level accreditation staff to ensure quality service delivery.
3. Coordinating institutional and program evaluations to assess compliance with national standards.
4. Advising UVTAB management on accreditation strategies, emerging trends, and quality improvement initiatives
5. Managing stakeholder relations with government agencies, training institutions, and industry partners.
6. Overseeing audits, inspections, and risk assessments of institutions and programs.
7. Preparing strategic reports, briefs, and recommendations on accreditation outcomes.
8. Promoting continuous improvement in institutional internal controls systems
9. Ensuring integrity, transparency, and fairness in all accreditation processes.

Person Specifications

a) Qualifications

1. An Honors Bachelor degree in either Education or TVET from a recognized University/Institution.
2. A Master's Degree in any of the above fields from a recognized University/Institution.

b) Experience

At least six (6) years of working experience in education management, assessment, or a related field, three (3) years of which should be at senior level in an Examination setting institution or training institution.

c) Competences

(i) Technical

1. Strategic Management
2. Financial Management
3. Leadership skills
4. Professionalism
5. Knowledge in handling Assessment matters at Institutional level
6. Human Resource Management Skills
7. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

REGISTRATION UNIT

(17) ASSISTANT REGISTRATION OFFICER (5 POSTS)

REF:	UVTAB/REC-EXT/017/01/2026
Job Title	: Assistant Registration Officer
Salary Scale	: UVTAB 6
Division	: Division of Accreditation and Registration
Reports to	: Registration Officer
Responsible for	: Nil

Job Purpose:

To support in implementing UVTAB's accreditation policies, procedures, and standards.

Key Duties and Responsibilities

1. Assisting in the registration of institutions, programs, and learners.
2. Supporting the verification and maintenance of registration records.
3. Providing administrative and technical support to the Registration team.
4. Assisting in compliance monitoring and reporting of registration activities.
5. Supporting stakeholder communication and responding to basic registration queries.

Person Specifications

a) Qualifications

1. A Diploma in either Education or TVET from a recognized University/Institution.
2. A certificate in technical teacher education or diploma in instructor technical teacher education is an added advantage.

b) Experience

Nil

c) Competences

(i) Technical

1. Basic computer knowledge in Microsoft Office and use of internet.
2. Confidentiality,

3. Professionalism,
4. Efficiency & Effectiveness,
5. Teamwork,
6. Integrity,
7. Security consciousness

(ii) Behavioral

1. Integrity,
2. Teamwork,
3. Resilience,
4. Time management,
5. Confidentiality

DIVISION OF TEST ITEM DEVELOPMENT AND ASSESSMENT

(18) MANAGER – TEST ITEM DEVELOPMENT AND ASSESSMENT (1 POST)

REF:	UVTAB/REC-EXT/018/01/2026
Job Title	: Manager – Test Item Development and Assessment
Salary Scale	: UVTAB 2 (ii)
Division	: Division of Test Item Development and Assessment
Reports to	: Deputy Executive Secretary – TVET Assessment
Responsible for	: Principal Assessment Officer

Job Purpose:

To provide technical leadership in the strategic management and administration of all matters of Assessment development for all fields within the Uganda Vocational and Technical Assessment Board (UVTAB).

Key Duties and Responsibilities

1. Developing annual and monthly operating budgets and work plans for the Division.
2. Operationalizing and standardizing assessment policies and regulations formulated by the board and ensure interpretation and dissemination to staff and other stakeholders;
3. Coordinating the management of assessment for fields categorized under Technical Education Assessment.
4. Supervising the processing and preparation of assessment results
5. Developing assessment question papers
6. Preparing reports about assessment to the relevant authorities.
7. Carrying out training of assessors
8. Monitoring compliance with assessment regulations
9. Coordinate the update and maintenance of assessors database
10. Monitoring adherence to the internal control systems of the assessment processes
11. Coordinating the management of queries relating to candidate's results.

Person Qualifications

a) Qualifications

- 1) An Honors Bachelor's Degree in any field examinable by the Board from a recognized institution.
- 2) A Master's Degree in any of the above from a recognized institution;

3) Experience

Minimum of nine (9) years relevant work experience in the related field, three (3) years of which should be at Principal officer level in an assessment board or in recognised a training institution.

4) Competences

(i) Technical

1. Strategic Management
2. Financial Management
3. Leadership skills
4. Professionalism
5. Knowledge in handling Assessment matters at Institutional level
6. Human Resource Management Skills
7. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

(19) PRINCIPAL ASSESSMENT OFFICER - BUSINESS EDUCATION AND TRAINING (1 POST)

REF:	UVTAB/REC-EXT/019/01/2026
Job Title	: Principal Assessment Officer – Business Education and Training
Salary Scale	: UVTAB 3
Division	: Division of Test Item Development and Assessment
Reports to	: Manager – Test Item Development and Assessment
Responsible for	: Senior Assessment Officer - Business Education and Training

Job Purpose:

To plan, coordinate assessment and provide technical support and guidance in the execution of all assessment administration and management activities in all the Business Education and Training fields within UVTAB.

Key Duties and Responsibilities

- 1) Developing assessment policies and regulations and ensure interpretation and dissemination to staff and other stakeholders;
- 2) Planning and coordinating management of all assessment activities including development, moderation, typing and proof reading of test items in the Business Education and Training fields assessed within UVTAB and ensure they are conducted in line with rules and regulations;
- 3) Developing assessment syllabi, tools, manuals and guidelines in all the Business Education and Training fields assessed within UVTAB;
- 4) Coordinating the streamlining of the different academic programs in all the Business Education and Training fields assessed within UVTAB.
- 5) Establishing systems for verification of continuous assessment marks, results candidates in all the Business Education and Training fields assessed within UVTAB;
- 6) Ensuring timely preparation and development of consolidated work plans, budgets and activity progress reports;
- 7) Providing professional insight in analyzing policy, standards, examination time-tables and circulars for all the Business Education and Training fields assessed within UVTAB;

- 8) Developing circulars and time-tables for all the Business Education and Training fields assessed within UVTAB;
- 9) Maintaining and managing functional database of academic programmes all the Business Education and Training field assessed within UVTAB;
- 10) Planning and coordinating the periodic training of assessors in technical and physical sciences fields.

Person Specifications

a) Qualification

- 1) An Honours Bachelor's Degree in Business Administration or Commerce or Accounting and Finance or Economics or Statistics or Procurement from a recognized institution
- 2) A Master's Degree in any of the above field from a recognized University/Institution.

3) Experience

At least six (6) years of working experience in setting, moderating and marking of the written and practical examinations, three (3) years of which should be at senior level in a training institution.

4) Competences

(i) Technical

- (1) Leadership skills
- (2) Professionalism
- (3) Knowledge in handling examination matters at Institutional level.
- (4) Good communication skills

(ii) Behavioral

- (1) Efficiency and effectiveness,
- (2) Integrity,
- (3) Teamwork,
- (4) Resilience,
- (5) Time management,
- (6) Confidentiality

20. SENIOR ASSESSMENT OFFICER - LANDS AND SURVEY (1 POST)

REF:	UVTAB/REC-EXT/020/01/2026
Job Title	: Senior Assessment Officer – Lands and Survey
Salary Scale	: UVTAB 4
Division	: Division of TVET Assessment
Reports to	: Principal Assessment Officer
Responsible for	: Assessment Officer

Job Purpose:

To implement examination management and administration plans and programs for all Lands and Survey fields assessed within UVTAB.

Key Duties and Responsibilities

1. Supervising the process of development, moderation, typing and proofreading of test items in the fields assessed within UVTAB and ensure they are conducted in line with rules and regulations.
2. Participating in the process of development of assessment syllabi, tools, manuals and guidelines in the Lands and Survey fields assessed within UVTAB.
3. Participating in verification of continuous assessment marks/results candidates in the Lands and Survey fields assessed within UVTAB.
4. Ensuring timely preparation and development of unit work plans, budgets and activity progress reports.
5. Providing all necessary information for analyzing and development of policy, manuals, standards, examination time-tables and circulars for all the Lands and Survey fields assessed within UVTAB.
6. Providing all technical input in the process of Registration of candidates (verification and enrolment) and actively participate in marking exercise.
7. Maintaining and updating the database of academic programmes;
8. Participating in the preparation and implementation of Registration of candidates (verification and enrolment), supervision and marking of assessment.
9. Coordinating and preparing for awards meetings.

Person Specifications

a) Qualifications

- 1) An Honors Bachelor's degree in Land Surveying & Geomatics or Land Economics, Meteorology from a recognized institution
- 2) A Master's Degree in any of the above from a recognized University/Institution.

b) Experience

At least three (3) years of which should be at an officer level in a training institution.

c) Competences

(i) Technical

1. Professionalism
2. Knowledge in handling examination matters at Institutional level.
3. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

**(21) SENIOR ASSESSMENT OFFICER – HOME SCIENCE
EDUCATION AND TRAINING (TET) – (1 POST)**

REF:	UVTAB/REC-EXT/021/01/2026
Job Title	: Senior Assessment Officer - Home Science Education and Training (VET)
Salary Scale	: UVTAB 4
Division	: Division of TVET Assessment
Reports to	: Principal Assessment Officer
Responsible for	: Assessment Officer - Home Science Education and Training (TET)

Job Purpose:

To implement assessment management and administration plans and programs all the Home Education and Training fields assessed within UVTAB.

Key Duties and Responsibilities

1. Supervising the process of development, moderation, typing and proofreading of test items in the Home Education and Training fields assessed within UVTAB and ensure they are conducted in line with rules and regulations;
2. Participating in the process of development of assessment syllabi, tools, manuals and guidelines in the Home Education and Training fields assessed within UVTAB;
3. Participating in verification of continuous assessment marks/results candidates in the Home Education and Training fields assessed within UVTAB;
4. Ensuring timely preparation and development of unit work plans, budgets and activity progress reports;
5. Providing all necessary information for analyzing and development of policy, manuals, standards, examination time-tables and circulars for all the Home Education and Training fields assessed within UVTAB;
6. Providing all technical input in the process Registration of candidates (verification and enrolment), and actively participate in marking exercise;
7. Maintaining and update the database of academic programmes;

8. Participating in the preparation and implementation of Registration of candidates (verification and enrolment), supervision and marking of assessment;
9. Coordinating and the preparing for awards meetings.

Person Specifications

a) Qualifications

- 1) An Honors Bachelor's degree in Home Science fields from a recognized University/Institution.
- 2) A Master's Degree in any of the above from a recognized University/Institution.

b) Experience

- 1) At least three (3) years of which should be at an officer level in a training institution.

c) Competences

(i) Technical

1. Professionalism
2. Knowledge in handling examination matters at Institutional level.
3. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

**(22) SENIOR ASSESSMENT OFFICER – AGRICULTURE EDUCATION
AND TRAINING (TET & VET) – (2 POSTS)**

REF:	UVTAB/REC-EXT/022/01/2026
Job Title	: Senior Assessment Officer – Agriculture Education and Training (TET & VET)
Salary Scale	: UVTAB 4
Division	: Division of TVET Assessment
Reports to	: Principal Assessment Officer
Responsible for	: Assessment Officer - Agriculture Education and Training (TET)

Job Purpose:

To implement assessment management and administration plans and programs for all the Agricultural Education and Training fields assessed within UVTAB.

Key Duties and Responsibilities

1. Supervising the process of development, moderation, typing and proofreading of test items in the Agricultural Education and Training fields assessed within UVTAB and ensure they are conducted in line with rules and regulations;
2. Participating in the process of development of assessment syllabi, tools, manuals and guidelines in the Agricultural Education and Training fields assessed within UVTAB;
3. Participating in verification of continuous assessment marks/results candidates in the Agricultural Education and Training fields assessed within UVTAB;
4. Ensuring timely preparation and development of unit work plans, budgets and activity progress reports;
5. Providing all necessary information for analyzing and development of policy, manuals, standards, examination time-tables and circulars for all the Agricultural Education and Training fields assessed within UVTAB;
6. Providing all technical input in the process Registration of candidates (verification and enrolment), and actively participate in marking exercise;
7. Maintaining and update the database of academic programmes;

8. Participating in the preparation and implementation of Registration of candidates (verification and enrolment), supervision and marking of assessment;
9. Coordinating and the preparing for awards meetings.

Person Specifications

a) Qualifications

- 1) An Honours Bachelor's Degree in Agriculture or Animal Science or Crop Science or Veterinary Medicine or Agricultural Land use and Management or Vocational Studies in Agriculture from a recognised institution
- 2) A Master's Degree in any of the above from a recognized University/Institution

b) Experience

At least three (3) years of which should be at an officer level in a training institution.

c) Competences

(i) Technical

1. Professionalism
2. Knowledge in handling examination matters at Institutional level.
3. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

(23) SENIOR ASSESSMENT OFFICER – FULL OCCUPATION (1 POST)

REF:	UVTAB/REC-EXT/023/01/2026
Job Title	: Senior Assessment Officer – Full Occupation
Salary Scale	: UVTAB 4
Division	: Division of TVET Assessment
Reports to	: Principal Assessment Officer
Responsible for	: Assessment Officer – Full Occupation

Job Purpose:

To implement assessment management and administration plans and programs for all the Full Occupation fields assessed within UVTAB.

Key Duties and Responsibilities

1. Supervising the process of development, moderation, typing and proofreading of test items in the Full Occupation fields assessed within UVTAB and ensure they are conducted in line with rules and regulations;
2. Participating in the process of development of assessment syllabi, tools, manuals and guidelines in the Full Occupation fields assessed within UVTAB;
3. Participating in verification of continuous assessment marks/results candidates in the Full Occupation fields assessed within UVTAB;
4. Ensuring timely preparation and development of unit work plans, budgets and activity progress reports;
5. Providing all necessary information for analyzing and development of policy, manuals, standards, examination time-tables and circulars for all the Full Occupation fields assessed within UVTAB;
6. Providing all technical input in the process Registration of candidates (verification and enrolment), and actively participate in marking exercise;
7. Maintaining and update the database of academic programmes;
8. Participating in the preparation and implementation of Registration of candidates (verification and enrolment), supervision and marking of assessment;
9. Coordinating and the preparing for awards meetings.

Person Specifications

a) Qualifications

- 1) An Honors Bachelor's degree in any field examinable by Board from a recognized University/Institution.
- 2) A Master's Degree in any of the above from a recognized University/Institution.

b) Experience

- 1) At least three (3) years of which should be at senior level in a training institution.

c) Competences

(i) Technical

1. Professionalism
2. Knowledge in handling examination matters at Institutional level.
3. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

(24) ASSESSMENT OFFICER – AGRICULTURE EDUCATION & TRAINING VET & TET (2 POSTS)

REF: UVTAB/REC-EXT/024/01/2026
Job Title : Assessment Officer – Agriculture Education & Training
Salary Scale : UVTAB 5
Division : Division of Test Item Development and Assessment
Reports to : Senior Assessment Officer – Agriculture Education & Training
Responsible for : Nil

Job Purpose:

To ensure the quality and relevance of technical training programs are in line with the plans and programs for management and administration of examinations and awards.

Key Duties and Responsibilities

1. Participating and implementing approved process and procedures in item development, moderation, typing and proof reading of test items and ensure they are conducted in line with rules and regulations;
2. Implementing the approved assessment syllabi, tools, manuals and guidelines;
3. Participating in verification of continuous assessment marks/results for candidates;
4. Gathering all the necessary information and data in preparation and development of unit work plans, budgets and activity progress reports;
5. Collecting and critically analyzing data for development of policies, Manuals, standards;
6. Providing all technical input in the process of Registration of candidates (Verification and enrolment), examination time-tables and circulars;
7. participating in all approved activities of the department including marking exercise, supervision of examinations, inspection and monitoring of real-life projects and industrial training for candidates;

8. Collecting accurate data on institutions for accreditation as examination centres;
9. Implementing approved set standards and guidelines in execution of assessment processes;
10. Collecting all the data for the verification of continuous assessment marks/results candidates;
11. Verifying entry forms/candidate's registration data, compute assessment fees and register candidates.

Person Specifications

a) Qualifications

- b) An Honours Bachelor's Degree in Agriculture or Animal Science or Crop Science or Veterinary Medicine or Agricultural Land use and Management or Vocational Studies in Agriculture from a recognised University/institution

c) Experience

Nil

d) Competences

(i) Technical

1. Professionalism
2. Good communication skills

(ii) Behavioral

1. Integrity,
2. Teamwork,
3. Resilience,
4. Time management,
5. Confidentiality

(25) ASSESSMENT OFFICER – TECHNOLOGY EDUCATION & TRAINING 5 POSTS (CIVIL ENGINEERING-3 POSTS, ELECTRICAL & ELECTRONICS -1 POST AND MECHANICAL ENGINEERING -1 POST)

REF:	UVTAB/REC-EXT/025/01/2026
Job Title	: Assessment Officer – Technology Education & Training
Salary Scale	: UVTAB 5
Division	: Division of Test Item Development and Assessment
Reports to	: Senior Assessment Officer – Technology Education & Training
Responsible for	: Nil

Job Purpose:

To ensure the quality and relevance of technical training programs are in line with the plans and programs for management and administration of examinations and awards.

Key Duties and Responsibilities

1. Participating and implementing approved process and procedures in development, moderation, typing and proof reading of test items and ensure they are conducted in line with rules and regulations;
2. Implementing the approved assessment syllabi, tools, manuals and guidelines;
3. Participating in verification of continuous assessment marks/results for candidates;
4. Gathering all the necessary information and data in preparation and development of unit work plans, budgets and activity progress reports;
5. Collecting and critically analyzing data for development of policies, Manuals, standards;
6. Providing all technical input in the process of Registration of candidates (Verification and enrolment), examination time-tables and circulars;
7. participating in all approved activities of the department including marking exercise, supervision of examinations, inspection and monitoring of real-life projects and industrial training for candidates;

8. Collecting accurate data on institutions for accreditation as examination centres;
9. Implementing approved set standards and guidelines in execution of assessment processes;
10. Collecting all the data for the verification of continuous assessment marks/results candidates;
11. Verifying entry forms/candidate's registration data, compute assessment fees and register candidates.

Person Specifications

a) Qualifications

An Honours Bachelor's Degree in the field of Civil and Building Engineering field (i.e. Civil Engineering or Architecture or Highway Engineering or Structural Engineering and Construction Engineering) or **Electrical and/ or Electronics Engineering** from a recognized University/Institution.

b) Experience

Nil

c) Competences

(i) Technical

1. Professionalism
2. Good communication skills

(ii) Behavioral

1. Integrity,
2. Teamwork,
3. Resilience,
4. Time management,
5. Confidentiality

(26). ASSESSMENT OFFICER – FULL OCCUPATION (1 POST)

REF:	UVTAB/REC-EXT/026/01/2026
Job Title	: Assessment Officer – Full Occupation
Salary Scale	: UVTAB 5
Division	: Division of Test Item Development and Assessment
Reports to	: Senior Assessment Officer – Full occupation
Responsible for	: Nil

Job Purpose:

To ensure the quality and relevance of technical training programs are in line with the plans and programs for management and administration of examinations and awards.

Key Duties and Responsibilities

1. Participating and implementing approved process and procedures in development, moderation, typing and proof reading of test items and ensure they are conducted in line with rules and regulations;
2. Implementing the approved assessment syllabi, tools, manuals and guidelines;
3. Participating in verification of continuous assessment marks/results for candidates;
4. Gathering all the necessary information and data in preparation and development of unit work plans, budgets and activity progress reports;
5. Collecting and critically analyzing data for development of policies, Manuals, standards;
6. Providing all technical input in the process of Registration of candidates (Verification and enrolment), examination time-tables and circulars;
7. participating in all approved activities of the department including marking exercise, supervision of examinations, inspection and monitoring of real-life projects and industrial training for candidates;
8. Collecting accurate data on institutions for accreditation as examination centres;
9. Implementing approved set standards and guidelines in execution of assessment processes;

10. Collecting all the data for the verification of continuous assessment marks/results candidates;
12. Verifying entry forms/candidate's registration data, compute assessment fees and register candidates.

Person Specifications

a) Qualifications

An Honors Bachelor's degree in any field examinable by the Board from a recognized University/Institution.

b) Experience

Nil

c) Competences

(i) Technical

1. Professionalism
2. Good communication skills

(ii) Behavioral

1. Integrity,
2. Teamwork,
3. Resilience,
4. Time management,
5. Confidentiality

(27)ASSESSMENT OFFICER – HOME SCIENCE EDUCATION AND TRAINING TET & VET (FASHION & DESIGN FIELD AND HOTEL & INSTITUTIONAL CATERING FIELD (3 POSTS)

REF:	UVTAB/REC-EXT/027/01/2026
Job Title	: Assessment Officer – Home Science Education and Training
Salary Scale	: UVTAB 5
Division	: Division of Test Item Development and Assessment
Reports to	: Senior Assessment Officer – Home Science Education and Training
Responsible for	: Nil

Job Purpose:

To ensure the quality and relevance of technical training programs are in line with the plans and programs for management and administration of examinations and awards.

Key Duties and Responsibilities

1. Participating and implementing approved process and procedures in development, moderation, typing and proof reading of test items and ensure they are conducted in line with rules and regulations;
2. Implementing the approved assessment syllabi, tools, manuals and guidelines;
3. Participating in verification of continuous assessment marks/results for candidates;
4. Gathering all the necessary information and data in preparation and development of unit work plans, budgets and activity progress reports;
5. Collecting and critically analyzing data for development of policies, Manuals, standards;
6. Providing all technical input in the process of Registration of candidates (Verification and enrolment), examination time-tables and circulars;
7. participating in all approved activities of the department including marking exercise, supervision of examinations, inspection and monitoring of real-life projects and industrial training for candidates;

8. Collecting accurate data on institutions for accreditation as examination centres;
9. Implementing approved set standards and guidelines in execution of assessment processes;
10. Collecting all the data for the verification of continuous assessment marks/results candidates;
11. Verifying entry forms/candidate's registration data, compute assessment fees and register candidates.

Person Specifications

a) Qualifications

An Honors Bachelor's degree in;

- i) Hotel & Institutional Catering or Tourism & Hospitality Management and;
- ii) An Honours Bachelor's Degree in Fashion & Design or Interior Design & Fine Art or Textile from a recognised University/Institution.

b) Experience

Nil

(i) Technical

1. Professionalism
2. Good communication skills

(ii) Behavioral

1. Integrity,
2. Teamwork,
3. Resilience,
4. Time management,
5. Confidentiality

(28)ASSESSMENT OFFICER – BUSINESS EDUCATION AND TRAINING VET & TET (2 POSTS)

REF:	UVTAB/REC-EXT/028/01/2026
Job Title	: Assessment Officer – Business Education and Training
Salary Scale	: UVTAB 5
Division	: Division of Test Item Development and Assessment
Reports to	: Senior Assessment Officer – Business Education and Training
Responsible for	: Nil

Job Purpose:

To ensure the quality and relevance of technical training programs are in line with the plans and programs for management and administration of examinations and awards.

Key Duties and Responsibilities

1. Participating and implementing approved process and procedures in development, moderation, typing and proof reading of test items and ensure they are conducted in line with rules and regulations;
2. Implementing the approved assessment syllabi, tools, manuals and guidelines;
3. Participating in verification of continuous assessment marks/results for candidates;
4. Gathering all the necessary information and data in preparation and development of unit work plans, budgets and activity progress reports;
5. Collecting and critically analyzing data for development of policies, Manuals, standards;
6. Providing all technical input in the process of Registration of candidates (Verification and enrolment), examination time-tables and circulars;
7. participating in all approved activities of the department including marking exercise, supervision of examinations, inspection and monitoring of real-life projects and industrial training for candidates;
8. Collecting accurate data on institutions for accreditation as examination centres;

9. Implementing approved set standards and guidelines in execution of assessment processes;
10. Collecting all the data for the verification of continuous assessment marks/results candidates;
11. Verifying entry forms/candidate's registration data, compute assessment fees and register candidates.

Person Specifications

a) Qualifications

An Honours Bachelor's Degree in Business Administration or Commerce or Accounting and Finance or Public Administration, or Secretarial Studies or Economics or Statistics or Procurement from a recognized University/Institution.

b) Experience

Nil

(i) Technical

1. Professionalism
2. Good communication skills

(ii) Behavioral

1. Integrity,
2. Teamwork,
3. Resilience,
4. Time management,
5. Confidentiality

SPECIAL NEEDS UNIT

(29)ASSESSMENT OFFICER – SPECIAL NEEDS (1 POST)

REF:	UVTAB/REC-EXT/029/01/2026
Job Title	: Assessment Officer – Special Needs
Salary Scale	: UVTAB 4
Division	: Test Item Development and Assessment
Reports to	: Senios Assessment Officer – Special Needs
Responsible for	: Nil

Job Purpose:

To identify the educational special needs of candidates and recommend a safe, stimulating and supportive assessment environment for such students to reach their full potential.

Key Duties and Responsibilities

1. Designing appropriate assessment strategies for candidates with special needs;
2. Developing programmes of assessment activities for candidates with special educational needs;
3. Assisting in the preparation of assessment items of candidates with special educational needs;
4. Preparing and adapting tools, facilities and materials for candidates with special educational needs;
5. Participating in training institutions on making use of special facilities and/or equipment in the assessment of candidates with special needs;
6. Checking and assessing candidate's performance and give feedback to institutions;
7. Encouraging personnel development via training and workshops;
8. Monitoring, evaluating and documenting candidates progress utilizing appropriate measurements and assessment devices;
9. Providing support in linking UVTAB with institutions and candidates by means of email, phone calls, conferences and progress reports.

Person Specifications

a) Qualifications

An Honors Bachelor's Degree in Education or Community and Adult Education or Special Needs Education or Guidance and Counselling from a recognized institution.

b) Experience

Nil

c) Competences

(i) Technical

- (1) Professionalism
- (2) Knowledge in handling examination matters at Institutional level.
- (3) Good communication skills

(ii) Behavioral

- (1) Efficiency and effectiveness,
- (2) Integrity,
- (3) Team work,
- (4) Resilience,
- (5) Time management,
- (6) Confidentiality

DEPARTMENT OF CURRICULUM DEVELOPMENT AND MANAGEMENT

(30) SENIOR CURRICULUM SPECIALIST (3 POSTS)

REF:	UVTAB/REC-EXT/030/01/2026
Job Title	: Senior Curriculum Specialist
Salary Scale	: UVTAB 4
Division	: Department of Curriculum Development and Management
Reports to	: Principal Curriculum Specialist
Responsible for	: Curriculum Specialist

Job Purpose:

To provide expertise in the development and review of the Curriculum and; investigate and evaluate the need for TVET syllabus revision and curriculum reform.

Key Duties and Responsibilities

1. Providing technical support in the development and review of policies and procedures related to curriculum development and qualification recognition.
2. Providing technical support in drafting training schemes, textbooks, training manuals and assessment syllabuses, in consultation with Sector Skills Expert Committee and TVET providers.
3. Participating in designing and developing training aids and instruction materials.
4. Preparing reports and recommendations regarding the equivalence of foreign qualifications.
5. Providing technical support in the development of guidelines and processes for evaluating foreign qualifications.
6. Maintaining up-to-date records of foreign qualifications and curriculum development projects.
7. Ensuring proper documentation of evaluation reports, policy recommendations, and curriculum revisions.
8. Providing technical support to educational institutions and training bodies, on curriculum development and foreign qualification recognition.

9. Supporting the organization of workshops and seminars to build capacity in curriculum development and recognition processes.
10. Conducting research to stay informed about global trends in technical and technical education and professional standards.
11. Providing technical support in monitoring and evaluating the effectiveness of curricula in improving the competency of TVET trainers.
12. Supporting the development of reports on the outcomes of curriculum changes and foreign qualification recognitions.

Person Specifications

a) Qualifications

1. An Honors Bachelor's of Degree in any field examinable by the Board from a recognized institution.
2. A Master's Degree in any field examinable by the Board from a recognized institution.
3. A certificate/Diploma in TVET Training shall be an added advantage

b) Experience

At least three (3) years' working experience in curriculum development.

c) Competences

(i) Technical

1. Professionalism
2. Knowledge in handling curriculum development.
3. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

(31)CURRICULUM SPECIALIST (3 POSTS)

REF:	UVTAB/REC-EXT/031/01/2026
Job Title	: Curriculum Specialist
Salary Scale	: UVTAB 5
Division	: Department of Curriculum Development and Management
Reports to	: Senior Curriculum Specialist
Responsible for	: None

Job Purpose:

To provide technical support in ensuring that educational programs and assessments are aligned with industry standards and requirements.

Key Duties and Responsibilities

1. Ensuring that curriculum and assessments meet quality assurance standards and requirements.
2. Conducting research on curriculum and assessment trends, best practices, and industry developments
3. Participate in standardization activities to ensure consistency and comparability of assessments
4. Organizing and engaging with education providers to ensure they understand curriculum standards and assessment requirements
5. Participating in providing technical support in drafting training schemes, textbooks, training manuals and assessment syllabuses, in consultation with Sector Skills Expert Committee and TVET providers;
6. Keeping proper documentation of evaluation reports, policy recommendations, and curriculum revisions.
7. Organizing scheduled workshops and seminars to build capacity in curriculum development and recognition processes.

Person Specifications

a) Qualifications

- i) An Honors Bachelor's of Degree in any field examinable by the Board from a recognized institution.
- ii) A certificate in teaching in a TVET institution shall be an added advantage

b) Experience

Nil

c) Competences

(i) Technical

1. Professionalism
2. Knowledge in handling curriculum development.
3. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

(32)THE PRINCIPAL CURRICULUM SPECIALIST – ATP (1 POST)

REF:	UVTAB/REC-EXT/032/01/2026
Job Title	: Principal Curriculum Specialist - ATP
Salary Scale	: UVTAB 3
Division	: Division of Curriculum Development and Management
Reports to	: Manager - Curriculum Development and Management
Responsible for	: Senior Curriculum Specialist - ATP

Job Purpose:

To provide technical guidance and support in the development, review and the implementation of the Curricula for the fields in Vocational and Technical Education as prescribed in the Uganda Qualification Framework.

Key Duties and Responsibilities

1. Identifying need for review and development of policies related to curricula development and qualifications equivalence
2. Providing technical guidance in the review and developing curricula for vocational and technical Education in line with national and international best practices.
3. Conducting consultations with academic institutions, professional bodies, and stakeholders to align with national and international standards.
4. Reviewing and evaluating qualifications obtained from international institutions to determine their equivalence to Uganda's professional standards.
5. Providing technical expertise in the development and implementation of guidelines for the recognition of foreign qualifications.
6. Providing recommendations for the recognition or adjustment of qualifications in line with national policies.
7. Providing technical support in conducting research to understand emerging trends in Technical Education curricula and educational standards
8. Conducting training and capacity-building for educational institutions, regulatory bodies, and other stakeholders on changes in curricula.
9. Providing guidance and mentorship to other officers and staff involved in curriculum development.

10. Providing technical support in the development and implementation of systems for monitoring and evaluating the effectiveness of curricula.
11. Assessing the impact of curriculum changes on the competency of TVET trainers.

Person Specifications

a) Qualifications

1. An Honors Bachelor's of Degree in any field examinable by the Board from a recognized institution.
2. A Master's Degree in any field examinable by the Board from a recognized institution.
3. Diploma/Certificate in TVET Education shall be an added advantage

b) Experience

At least six (6) years working experience in curriculum development, three (3) years of which should be at a senior level in an Education or assessment institution.

c) Competences

(i) Technical

1. Leadership skills
2. Professionalism
3. Knowledge in handling curriculum development.
4. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

(33) SENIOR CURRICULUM SPECIALIST – ATP (3 POSTS)

REF:	UVTAB/REC-EXT/033/01/2026
Job Title	: Senior Curriculum Specialist - ATP
Salary Scale	: UVTAB 4
Division	: Department of Curriculum Development and Management
Reports to	: Principal Curriculum Specialist - ATP
Responsible for	: Curriculum Specialist - ATP

Job Purpose:

To provide expertise in the development and review of the Curriculum and; investigate and evaluate the need for TVET syllabus revision and curriculum reform.

Key Duties and Responsibilities

1. Providing technical support in the development and review of policies and procedures related to curriculum development and qualification recognition.
2. Providing technical support in drafting training schemes, textbooks, training manuals and assessment syllabuses, in consultation with Sector Skills Expert Committee and TVET providers;
3. Participating in designing and developing training aids and instruction materials.
4. Preparing reports and recommendations regarding the equivalence of foreign qualifications.
5. Providing technical support in the development of guidelines and processes for evaluating foreign qualifications.
6. Maintaining up-to-date records of foreign qualifications and curriculum development projects.
7. Ensuring proper documentation of evaluation reports, policy recommendations, and curriculum revisions.
8. Providing technical support to educational institutions and training bodies, on curriculum development and foreign qualification recognition.
9. Supporting the organization of workshops and seminars to build capacity in curriculum development and recognition processes.
10. Conducting research to stay informed about global trends in technical and technical education and professional standards.

11. Providing technical support in monitoring and evaluating the effectiveness of curricula in improving the competency of TVET trainers.
12. Supporting the development of reports on the outcomes of curriculum changes and foreign qualification recognitions.

Person Specifications

a) Qualifications

1. An Honors Bachelor's of Degree Education or any field examinable by the Board from a recognized institution.
2. A Master's Degree in any field examinable by the Board from a recognized institution.

b) Experience

At least three (3) years' working experience in curriculum development.

c) Competences

(i) Technical

1. Professionalism
2. Knowledge in handling curriculum development.
3. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

(34)CURRICULUM SPECIALIST – ATP (5 POSTS)

REF:	UVTAB/REC-EXT/034/01/2026
Job Title	: Curriculum Specialist - ATP
Salary Scale	: UVTAB 5
Division	: Department of Curriculum Development and Management
Reports to	: Senior Curriculum Specialist - ATP
Responsible for	: None

Job Purpose:

To provide technical support in ensuring that educational programs and assessments are aligned with industry standards and requirements.

Key Duties and Responsibilities

1. Ensuring that curriculum and assessments meet quality assurance standards and requirements.
2. Conducting research on curriculum and assessment trends, best practices, and industry developments
3. Participate in standardization activities to ensure consistency and comparability of assessments
4. Organizing and engaging with education providers to ensure they understand curriculum standards and assessment requirements
5. Participating in providing technical support in drafting training schemes, textbooks, training manuals and assessment syllabuses, in consultation with Sector Skills Expert Committee and TVET providers;
6. Keeping proper documentation of evaluation reports, policy recommendations, and curriculum revisions.
7. Organizing scheduled workshops and seminars to build capacity in curriculum development and recognition processes.

Person Specifications

a) Qualifications

An Honors Bachelor's of Degree in any field examinable by the Board from a recognized institution.

b) Experience

Nil

c) Competences

(i) Technical

1. Professionalism
2. Knowledge in handling curriculum development.
3. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

**(35) SENIOR CURRICULUM SPECIALIST – ATP (SPECIAL NEEDS)
– (1 POST)**

REF:	UVTAB/REC-EXT/035/01/2026
Job Title	: Senior Curriculum Specialist – Special Needs
Salary Scale	: UVTAB 4
Division	: Department of Curriculum Development and Management
Reports to	: Principal Curriculum Specialist - Special Needs
Responsible for	: Curriculum Specialist - Special Needs

Job Purpose:

To provide expertise in the development and review of the Curriculum, investigate and evaluate the need for TVET syllabus revision and curriculum reform.

Key Duties and Responsibilities

1. Providing technical support in the development and review of policies and procedures related to curriculum development and qualification recognition.
2. Providing technical support in drafting training schemes, textbooks, training manuals and assessment syllabuses, in consultation with Sector Skills Expert Committee and TVET providers;
3. Participating in designing and developing training aids and instruction materials.
4. Preparing reports and recommendations regarding the equivalence of foreign qualifications.
5. Providing technical support in the development of guidelines and processes for evaluating foreign qualifications.
6. Maintaining up-to-date records of foreign qualifications and curriculum development projects.
7. Ensuring proper documentation of evaluation reports, policy recommendations, and curriculum revisions.
8. Providing technical support to educational institutions and training bodies, on curriculum development and foreign qualification recognition.
9. Supporting the organization of workshops and seminars to build capacity in curriculum development and recognition processes.

10. Conducting research to stay informed about global trends in technical and technical education and professional standards.
11. Providing technical support in monitoring and evaluating the effectiveness of curricula in improving the competency of TVET trainers.
12. Supporting the development of reports on the outcomes of curriculum changes and foreign qualification recognitions.

Person Specifications

a) Qualifications

1. An Honours Bachelor's Degree in Education or Community and Adult Education or Special Needs Education or Guidance and Counselling from a recognised University/institution.
2. A Master's Degree from any of the above from a recognized University/institution.

b) Experience

At least three (3) years' working experience in handling special needs aspects in an Education or assessment institution.

c) Competences

(i) Technical

1. Professionalism
2. Knowledge in handling curriculum development.
3. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

(36)CURRICULUM SPECIALIST – ATP (SPECIAL NEEDS) – (1 POST)

REF:	UVTAB/REC-EXT/036/01/2026
Job Title	: Curriculum Specialist – ATP (Special Needs)
Salary Scale	: UVTAB 5
Division	: Department of Curriculum Development and Management
Reports to	: Senior Curriculum Specialist – ATP (Special Needs)
Responsible for	: None

Job Purpose:

To provide technical support in ensuring that educational programs and assessments are aligned with industry standards and requirements.

Key Duties and Responsibilities

1. Ensuring that curriculum and assessments meet quality assurance standards and requirements.
2. Conducting research on curriculum and assessment trends, best practices, and industry developments
3. Participate in standardization activities to ensure consistency and comparability of assessments
4. Organizing and engaging with education providers to ensure they understand curriculum standards and assessment requirements
5. Participating in providing technical support in drafting training schemes, textbooks, training manuals and assessment syllabuses, in consultation with Sector Skills Expert Committee and TVET providers;
6. Keeping proper documentation of evaluation reports, policy recommendations, and curriculum revisions.
7. Organizing scheduled workshops and seminars to build capacity in curriculum development and recognition processes.

Person Specifications

a) Qualifications

- b) An Honours Bachelor's Degree in Education or Community and Adult Education or Special Needs Education or Guidance and Counselling from a recognised University/institution.

c) Experience

Nil

d) Competences

(i) Technical

1. Professionalism
2. Knowledge in handling curriculum development.
3. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

(37)MANAGER - RESEARCH AND INNOVATION – (1 POST)

REF:	UVTAB/REC-EXT/037/01/2026
Job Title	: Manager – Research and Innovation
Salary Scale	: UVTAB 2(ii)
Division	: Division of Research and Innovation
Reports to	: Deputy Executive Secretary
Responsible for	: Principal Research and Innovation Officer

Job Purpose:

To provide strategic leadership and technical guidance in planning, implementing, and managing research and innovation functions at UTVAB.

Key Duties and Responsibilities

1. Developing and implementing research and innovation policies, strategies, and frameworks.
2. Designing and coordinating research studies, tracer studies, and labour market analyses to inform TVET planning.
3. Leading the identification, incubation, and scaling of innovative approaches, technologies, and practices in TVET.
4. Coordinating collaborations with training institutions, industry partners, and other stakeholders on joint research and innovation projects.
5. Managing the dissemination of research findings, reports, and policy briefs to support evidence-based decision-making.
6. Supervising, mentoring, and guiding staff within the Research and Innovation function.
7. Monitoring and evaluating the impact of research and innovation initiatives on UVTAB programs and national TVET Systems.
8. Preparing reports, briefs, and recommendations for management and stakeholders.
9. Staying updated on emerging trends, global best practices, and innovations in TVET research and innovation.
10. Ensuring integrity, accuracy, and professionalism in all research and innovation activities.

Person Specifications

a) Qualifications

1. An Honors Bachelors degree in Social Sciences; or Social Work and Social Administration (SWASA); or Public Policy; or Law; or Economics; or Quantitative Economics; or Statistics from a recognized University/Institution.
2. A Master's Degree in any of the above fields from a recognized University/Institution.

b) Experience

Experience of at least nine (9) years in managing and carrying out research for three (3) years of which should be at the Principal Officer level in a recognized training institution.

c) Competences

(i) Technical

1. Strategic Management
2. Financial Management
3. Leadership skills
4. Professionalism
5. Knowledge in handling examination matters at Institutional level.
6. Human Resource Management Skills
7. Good communication skills

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

(38) SENIOR RESEARCH AND INNOVATION OFFICER (1 POST)

REF: UVTAB/REC-EXT/038/01/2026
Job Title : Senior Research and Innovation Officer
Salary Scale : UVTAB 4
Division : Division of Research and Innovation
Reports to : Principal Research and Innovation Officer
Responsible for : Research and Innovation Officer

Job Purpose:

To provide technical expertise in the implementation of research plans and agendas for UVTAB.

Key Duties and Responsibilities

1. Enforcing procedures put in place for the conduct of research and dissemination of knowledge.
2. Assessing draft research proposals.
3. Participating in the development of the examination assessment tools/manuals.
4. Analyzing feedback reports.
5. Participate in the development and revision of examination policies and guidelines.
6. Participating in the development of policy briefs and position papers.
7. Preparing baseline surveys on Board activities to support policy development.

Person Specifications

a) Qualifications

- 1) An Honors Bachelor's of degree in Social Sciences; or Social Work and Social Administration (SWASA); or Public Policy; or Law; or Economics; or Quantitative Economics; or Statistics from a recognized University/Institution.
- 2) A Master's Degree in any of the above field from a recognized University/Institution.

b) Experience

At least three (3) years' experience in a Research related field in a training institution of Examination setting institution.

c) Competences

(i) Technical

- (1) Proficiency in using STATA (9-10). SPSS, EPI info Data and other data analysis packages
- (2) Concern for Quality
- (3) Strong computer skills including Microsoft Office and databases
- (4) Knowledge of tools, concepts and methodologies of Research
- (5) Records and information management

(ii) Behavioral

- (1) Efficiency and effectiveness,
- (2) Integrity,
- (3) Teamwork,
- (4) Resilience,
- (5) Time management,
- (6) Confidentiality

(39)RESEARCH AND INNOVATION OFFICER (2 POSTS)

REF:	UVTAB/REC-EXT/039/01/2026
Job Title	: Research and Innovation Officer
Salary Scale	: UVTAB 5
Division	: Division of Research and Innovation
Reports to	: Senior Research and Innovation Officer
Responsible for	: None

Job Purpose:

To implement research plans and agendas for UVTAB.

Key Duties and Responsibilities

1. Collecting data on the UVTAB activities to support policy development.
2. Assisting in the generation of statistics reports on examinations
3. Storing research reports
4. Identifying potential partners and build strong relationships with them.
5. Developing grant proposals and assist in grant submission processes.
6. Performing any other duties assigned by the supervisor.
7. Collecting data on the UVTAB activities to support policy development.
8. Assisting in the generation of statistics reports on examinations.
9. Stringing research reports.

Person Specifications

a) Qualifications

1. An Honours Bachelors of degree in Social Sciences; or Social Work and Social Administration (SWASA); or Public Policy; or Law; or Economics; or Quantitative Economics; or Statistics from a recognized University/Institution.

b) Experience

Nil

c) Competences

(i) Technical

1. Concern about Quality
2. Strong computer skills including Microsoft Office and databases
3. Knowledge of tools, concepts and methodologies of Research
4. Records and information management

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

(40) SENIOR QUALITY ASSURANCE OFFICER (1 POST)

REF: UVTAB/REC-EXT/040/01/2026
Job Title : Senior Quality Assurance Officer
Salary Scale : UVTAB 4
Division : Division of Quality Assurance
Reports to : Principal Quality Assurance Officer
Responsible for : Quality Assurance Officer

Job Purpose:

To implement quality assurance programs and plans for UVTAB.

Key Duties and Responsibilities

1. Initiating the development and review of the Board's quality assurance protocols and mechanism;
2. Auditing and assessing the examination question papers in line with curriculum content and test item development guidelines;
3. Checking out for duplication and plagiarism in student research papers and advising accordingly;
4. Conducting Quality Assurance workshops/sessions for staff and examiners.
5. Providing technical support in the validation and accreditation of examination centres.
6. Creating and maintaining a database for accredited Training Institutions.
7. Reviewing quality assurance instruments in the examination processes.
8. Providing technical support in the validation of examination results by the Quality Assurance Committee
9. Collecting, analyzing and presenting data on the performance of UVTAB activities and processes.

Person Specification

a) Qualifications

- 1) An Honors Bachelors of degree in Social Sciences; or Social Work and Social Administration (SWASA); or Public Policy; or Law; or Economics; or Quantitative Economics; Monitoring and Evaluation; Arts or Statistics from a recognized University/Institution.
- 2) A Master's Degree in any of the above field from a recognized University/Institution.

b) Experience

Experience of at least three (3) years in managing examinations at Officer level in a training or Examination setting institution.

c) Competences

(i) Technical

1. Knowledge of tools, concepts and methodologies of Quality Assurance
2. Strong computer skills including Microsoft Office and databases

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Confidentiality
6. Time management

(41)QUALITY ASSURANCE OFFICER (2 POSTS)

REF:	UVTAB/REC-EXT/041/01/2026
Job Title	: Quality Assurance Officer
Salary Scale	: UVTAB 5
Division	: Division of Quality Assurance
Reports to	: Senior Quality Assurance Officer
Responsible for	: None

Job Purpose:

To support the implementation of quality assurance programs and plans for UVTAB.

Key Duties and Responsibilities

1. Assessing the examination question papers in line with curriculum content and test development guidelines.
2. Conducting checks for duplication and plagiarism in student research papers
3. Conducting Quality Assurance sensitization workshops/sessions for staff and examiners.
4. Supporting the inspection of examination centres for validation and accreditation.
5. Monitoring and inspecting to set standards and regulations

Person Specification

a) Qualifications

An Honors Bachelor's of degree in Social Sciences; or Social Work and Social Administration (SWASA); or Public Policy; or Law; or Economics; or Quantitative Economics; Monitoring and Evaluation; Arts or Statistics from a recognized University/Institution.

b) Experience

Nil

c) Competences

(i) Technical

1. Strong computer skills including Microsoft Office and databases
2. Ability to comply

(ii) Behavioral

1. Efficiency and effectiveness,
2. Integrity,
3. Teamwork,
4. Resilience,
5. Time management,
6. Confidentiality

DEPARTMENT OF FINANCE HUMAN RESOURCE AND ADMINISTRATION

(42) SENIOR HUMAN RESOURCE AND ADMINISTRATION (1 POST)

REF: UVTAB/REC-EXT/042/01/2026
Job Title : Senior Human Resource and Administration
Salary Scale : UVTAB 4
Division : Human Resource Management and Administration
Reports to : Senior Manager - Finance and Administration
Responsible for : Human Resource Officer

Job Purpose:

To implement, interpret and give technical guidance in regard to Human Resource Policies and procedures and efficient Human Resource functions.

Key duties and responsibilities:

1. Ensuring the development and implementation of human resource policies, regulations, plans and budgets,
2. Maintaining up-to-date personnel data in form of staff list, and other personnel tools such as leave roster, probationers' register and schedule of staff on training;
3. Providing technical support in analyzing the organizational structure, business processes and workplace relationships in order to strengthen opportunities for increased collaboration through flexible work teams,
4. Coordinating recruitment and selection in order to ensure that UVTAB has a critical mass of qualified human resources,
5. Carrying out staff induction and on-the-job orientation programmes aimed at providing new staff with relevant information about technical and social aspects of their work,
6. Coordinating resolution of employee grievances and disciplinary cases,
7. Assessing training needs to design and implement relevant training programmes,
8. Coordinating the implementation of the performance management system.

Person specifications

a) Qualifications

- 1) An Honors Bachelor's degree in either Human Resources, Public Administration (Human Resource Management), Industrial Psychology, Business Administration (Human Resource or Management Options), Social Sciences or Social Work and Administration, from a recognized university of institution.
- 2) A Master's degree in Human Resources Management, Industrial Psychology, Business Administration, Public Administration or any Management related field from a recognized university of institution.

b) Experience

At least six (6) years working experience three of which should have been served at the Officer level or an equivalent level from a reputable organization

c) Competencies

(i) Technical

1. Policy management
2. Financial management
3. Knowledge management
4. Risk Management
5. Human Resource Management
6. Information Communication Technology
7. Strategic thinking

(ii) Behavioural

1. Leadership
2. Decision Making and Problem Solving
3. Concern for quality and standards
4. Communicating effectively
5. Negotiations and mediation skills
6. Ethics and integrity

(43)HUMAN RESOURCE OFFICER (1 POST)

REF: UVTAB/REC-EXT/043/01/2026
Job Title : Human Resource Officer
Salary Scale : UVTAB 5
Division : Human Resource Management Section
Reports to : Senior Human Resource Officer
Responsible for : Nil

Job Purpose:

To implement the Human Resource Management plans of the Board.

Key duties and responsibilities:

1. Identifying the training needs of the staff and developing a training plan.
2. Participating in planning and operationalization of staff welfare.
3. Participating in performance management processes, counselling and staff discipline.
4. Preparing and updating information related to staff duty allocation and job analysis.
5. Coordinating the internal staff performance plan and appraisal system to ensure that it is done on time;
6. Organizing training workshops, seminars, retreats, conferences and induction of staff;
7. Monitor and verify the monthly payroll performance;
8. Updating personnel records like staff list and a schedule of staff on training;
9. Advising staff on matters relating to their terms and conditions of service;
10. Participating in the preparation of internal deployment schedules of staff in the UVTAB Secretariat.
11. Organizing staff meetings, workshops, Induction and staff social functions;
12. Participating in updating HR Information Management Systems and its implementation.

Person specifications

a) Qualifications

An Honors Bachelor's degree in either Human Resource, Public Administration (Human Resource Management), Industrial Psychology, Business Administration (Human Resource or Management Options), Social Sciences or Social Work and Administration from a recognized university of institution.

b) Experience

Nil

c) Competencies

(i) Technical

1. Knowledge management
2. Human Resource Management
3. Information Communication Technology

(ii) Behavioural

1. Decision Making and Problem Solving
2. Concern for quality and standards
3. Communicating effectively
4. Negotiations and mediation skills
5. Ethics and integrity

ADMINISTRATION UNIT

(44)PRINCIPAL ADMINISTRATIVE OFFICER (1 POST)

REF: UVTAB/REC-EXT/044/01/2026
Job Title : Principal Administrative Officer
Salary Scale : UVTAB 3
Division : HR and Administration
Reports to : Manager - HR and Administration
Responsible for : Senior Administrative Officer

JOB PURPOSE:

To provide technical leadership in the administrative and logistical activities of the UVTAB.

Key Duties and Responsibilities

1. Providing technical guidance in the day-to-day administrative support services to all Departments or Units which include logistics, management of the Estates and provision of office supplies among others,
2. Participating in the preparation of Budgets and responding to Audit Queries,
3. Compiling the Boards' progress reports i.e. monthly or quarterly or annually,
4. Ensuring general compliance with hygiene and security at UVTAB Secretariat offices,
5. Appraising and evaluating inventory of real property and equipment through maintenance of an Asset Register for the Board and advise management on the relevant course of action,
6. Providing technical guidance in the development and implementation of UVTAB Policy documents,
7. Provide technical guidance in organizing workshops and conferences.
8. Coordinating and maintaining a record of utility bills,
9. Supervising the maintenance of all UVTAB assets, equipment and other office utilities.
10. Providing secretarial services to Top Management Meetings
11. Ensuring proper management of the Fleet

Person Specifications

a) Qualifications

- (1) An Honors Bachelor's Degree in Social Sciences or Arts or Public Administration or Development Studies or Law from a recognized University.
- (2) A Master's Degree in Public Administration or Management Sciences or Humanities from a recognized Institution or University is a Must.
- (3) A Certificate in Administrative Officer's Law Course from Law Development Centre

b) Experience

At least six (6) years relevant working experience in the administrative role or field, three (3) years of which should be at a senior officer level in a reputable organization

c) Competencies

(i) Technical Competencies

1. Leadership and supervisory skills,
2. Professionalism,
3. Human Resource Management,
4. Teamwork,
5. Efficiency & Effectiveness,

(ii) Behavioral Competences

1. Integrity
2. Effective Communication
3. Results Oriented
4. Time Management
5. Ethics and Integrity
6. Public Relations
7. Flexibility
8. Confidentiality

(45)ESTATES AND WORKS OFFICER (2 POSTS)

REF:	UVTAB/REC-EXT/045/01/2026
Job Title	: Estates and Works Officer
Salary Scale	: UVTAB 5
Division	: Administration
Reports to	: Senior Administrative Officer
Responsible for	: Nil

Job Purpose:

To plan and supervise the civil construction and maintenance works in the Board

Key Duties and Responsibilities

1. Maintaining infrastructure including buildings, roads, bridges, trails, tracks, trenches, fences, firebreaks/lines and boundary marks.
2. Developing and implementing infrastructure maintenance plans.
3. Provide technical guidance for the development of building plans and bills of quantities (BoQs) for works.
4. Review and evaluate works and infrastructure development proposals.
5. Supervising the construction of new infrastructure as per the approved plans
6. Conducting inspections on all building projects to determine unsafe buildings, drainage systems, and roads, and recommend options for repair or demolition.
7. Providing technical advice to managers and staff on all aspects of civil engineering works in accordance to building regulations, guidelines, environmental standards, and health and safety requirements.
8. Preparing bid documents for tenders, supervising project teams and giving progress reports to the relevant authorities.
9. Providing technical support in conducting assessments and evaluation of electrical works and making appropriate reports.
10. Developing and sharing design ideas using CAD software.

Person Specifications

a) Qualifications

An Honors Bachelor's Degree in Civil Engineering from a recognized University.
An Honours Bachelor's Degree in a Civil Engineering and Building Engineering field (i.e. Civil Engineering or Architecture or Highway Engineering or Structural Engineering and Construction Engineering) from a recognised University/institution

b) Experience

Nil

c) Competencies

(i) Technical Competencies

1. Efficiency & Effectiveness
2. Confidentiality,
3. Professionalism,
4. Teamwork

(ii) Behavioral Competences

1. Integrity
2. Effective Communication
3. Results Oriented
4. Time Management
5. Ethics and Integrity
6. Flexibility

(46)FRONT DESK OFFICER (1 POST)

REF:	UVTAB/REC-EXT/046/01/2026
Job Title	: Front Desk Officer
Salary Scale	: UVTAB 5
Division	: HR and Administration
Reports to	: Senior Administrative Officer
Responsible for	: Nil

Job Purpose:

To receive clients, provide them with information, address inquiries and handle any other front desk services.

Key duties and responsibilities:

1. Monitoring the movement of equipment in and out of the office premises;
2. Communicate courteously with clients by email, telephone, letter and or verbally
3. Welcoming visitors by greeting them, in person or on the telephone; answering or referring inquiries.
4. Directing visitors by maintaining employee and departmental directories.
5. Receiving and recording correspondences and forward to the registry / relevant offices;
6. Operating the switchboard; report and follow up repairs for faulty lines and extensions;
7. Dealing with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail
8. Maintaining security by following procedures; monitoring logbook; issuing visitor badges.
9. Maintaining safe and clean reception area by complying with procedures, rules, and regulations; and,

Person Specifications

a) Qualifications

An Honors Degree in Social Sciences, Marketing or Hospitality Management or any Humanities from a recognized University/Institution.

b) Experience

Nil.

c) Competencies

(i) Technical

1. Excellent interpersonal and communication skills
2. Time management
3. Interpersonal/networking skills
4. Customer care skills
5. Ethics and integrity
6. Computer skills

(ii) Behavioural

1. Precision and attention to detail,
2. Ability to multi-task,
3. Diplomacy and sensitivity when working with clients,
4. Confident and self-motivated,
5. Decency,
6. Excellent time keeping and attendance,
7. Confidentiality

(47)SECURITY GUARD SUPERVISOR (1 POST)

REF: UVTAB/REC-EXT/047/01/2026
Job Title : Security Guard Supervisor
Salary Scale : UVTAB 8
Department : HR and Administration
Reports to : Administrative Officer
Responsible for : Security personnel

JOB PURPOSE

To supervise, coordinate, and monitor security guard operations in order to ensure the safety and security of UVTAB staff, visitors, premises, assets, and information in accordance with institutional policies and procedures.

Key Duties and Responsibilities

1. Supervise and coordinate the day-to-day activities of security guards across UVTAB premises.
2. Prepare duty rosters, deployment schedules, and supervise guard attendance and discipline.
3. Ensure strict adherence to security procedures, post instructions, and access control measures.
4. Monitor entry and exit of staff, visitors, and vehicles to ensure proper authorization.
5. Conduct regular patrols and inspections to ensure safety of buildings, equipment, and assets.
6. Report and investigate security incidents, breaches, and suspicious activities, and submit timely reports.
7. Ensure proper handover procedures between shifts and maintain occurrence books and security records.
8. Liaise with management, local authorities, and emergency services where necessary.
9. Ensure security equipment (CCTV, alarms, radios, access control systems) is properly used and safeguarded.
10. Train, guide, and mentor security guards on professionalism, conduct, and emergency response.
11. Enforce compliance with UVTAB security policies, safety regulations, and codes of conduct.
12. Assist in emergency preparedness, evacuation drills, and incident response.

13. Safeguard confidential information and ensure integrity in all security operations.
14. Perform any other duties as assigned by the Supervisor.

Person Specifications:

(a) Qualifications

- (1) A diploma from a recognized university /institution is a requirement and any other qualifications/ certification in security and risk management trainings is an added advantage

(b) Experience

- (1) Minimum of 5 years relevant experience in security and of which 2 years at supervisory role.
- (2) CCTV, alarm, biometrics and access control management knowledge with a minimum of 2 years' experience in managing security systems.

(c) Competences

(i) Technical Competences

1. Surveillance skills,
2. Deals with uncertainty & emergencies,
3. Computer skills,
4. Reporting, writing and presentation skills.
5. Safety management,
6. Ability to build functioning working relationships across all levels of the organization and external stakeholders.

(ii) Behavioral Competences

1. Emotional control,
2. Integrity,
3. Professionalism,
4. Team player
5. Customer oriented (Internal & External)

(48)OFFICE ASSISTANT (4 POSTS)

REF:	UVTAB/REC-EXT/048/01/2026
Job Title	: Office Assistant
Salary Scale	: UVTAB 8
Division	: HR and Administration
Reports to	: Administrative Asistant
Responsible for	: None

JOB PURPOSE:

To maintain office cleanliness and provide other office support functions as instructed by the supervisor.

Key duties and responsibilities:

1. opening and locking the office and keeping in safe custody all office keys;
2. Maintaining orderliness and cleanliness of office premises
3. Collect and deliver office items, documents, mail and parcels to appropriate destinations;
4. Preparing and serving tea/refreshments to staff and visitors;
5. Undertake any official errands outside the office;
6. Photocopy, scan and bind documents;
7. protecting office property while in office premises; and
8. Performing any other duty as assigned by the supervisor.

Person Specifications

a) Qualifications

A Uganda Certificate of Education (UCE) with pass in English Language.

b) Experience

Nil.

c) Competencies

1. Effective communication,
2. Customer Care,
3. Confidentiality,
4. Integrity,
5. Time Management
6. Teamwork

(49)DRIVER (5 POSTS)

REF:	UVTAB/REC-EXT/049/01/2026
Job Title	: Driver
Salary Scale	: UVTAB 8
Division	: HR and Administration
Reports to	: Administrative Officer
Responsible for	: None

JOB PURPOSE:

To safeguard and maintain the vehicle assigned and ensure safety and security of the occupants.

Key duties and responsibilities:

1. Transporting staff and official visitors to prescribed destinations
2. Ensuring the vehicle is driven as assigned
3. Securing the safety of the vehicle and vehicle documents at all times
4. Maintaining the vehicle in a good mechanical condition
5. Ensuring the vehicle is serviced in time and maintain an updated service and repairs register
6. Reporting any mechanical malfunctions and accidents to the Principal Administrative Officer and/or Police
7. Filling and process all vehicle movement documentation, e.g., Travel log book
8. Maintaining daily transportation activity records and account for parking tickets where applicable.
9. Receiving all incoming calls on behalf of the Executive Secretary in case in a meeting or other official engagement.
10. Updating the logbook with all the mileage records
11. Ensuring cleanliness of the vehicle

Person Specifications

a) Qualifications

- 1) A Uganda Certificate of Education (UCE) with pass in English Language.
- 2) A Valid Driving Permit of the Class of the vehicle

b) Experience

Nil.

c) Competencies

1. Basic Knowledge of mechanical and vehicle maintenance,
2. Clean driving record, Public Relations and Customer Care,
3. Time Management, Flexibility,
4. Confidentiality,
5. Integrity,
6. Teamwork,
7. Efficiency & Effectiveness

RECORDS UNIT

(50)LIBRARIAN (1 POST)

REF: UVTAB/REC-EXT/050/01/2026
Job Title : Librarian
Salary Scale : UVTAB 5
Division : Records and Information Management Unit
Reports to : Senior Records Officer
Responsible for : Assistant Librarian

JOB PURPOSE:

To provide access to information, social and technological programming to user

Key duties and responsibilities:

1. Cataloguing books by author, and subject reference, for quick information search and retrieval, with the aid of the literature database – MIST.
2. Developing and maintaining an effective library database for easy access and retrieval of information
3. Classifying books and records in accordance with the Dewey decimal classification (DDC) scheme for proper shelving, setting up and re-organization of the library for effective use
4. Developing guidelines for library use.
5. Identifying user needs and recommending materials for acquisition in the library
6. Carrying out annual stocktaking of the library information resources to ensure the security of library property.
7. Establishing and maintaining a proper and effective system of borrowing and returning library stock
8. Assembling and indexing data bases of library materials for easy tracing and retrieval
9. Compiling and submitting quarterly reports on the status of library information use
10. Managing clientele, all library activities and maintaining proper order of the facility.

Person specifications

a) Qualifications

An Honors Bachelor's Degree in Records and Archives Management or Library and Information Science or Information science from a recognized University.

b) Experience

Nil.

c) Competencies

(i) Technical

1. Records and Information Management
2. Knowledge management
3. Professionalism
4. Information Communication Technology

(ii) Behavioural

1. Confidentiality
2. Concern for quality and standards
3. Communicating effectively
4. Negotiations and mediation skills
5. Ethics and integrity

FINANCE AND ACCOUNTS UNIT

(51) ACCOUNTANT (1 POST)

REF:	UVTAB/REC-EXT/051/01/2026
Job Title	: Accountant
Salary Scale	: UVTAB 5
Department	: Finance and Accounts Section
Reports to	: Senior Accountant
Responsible for	: Senior Assistant Accountant

JOB PURPOSE:

To provide technical expertise and guidance on the management of all financial-related matters of the UVTAB.

Key Duties and Responsibilities

1. Verifying completeness of payment requisitions, justification and documentation of financial transactions;
2. Supervising periodic reconciliations of ledgers and cashbooks to account statements; non-tax revenue to URA provisional returns and providing advice on appropriate actions;
3. Producing routine financial management information and drafting periodic financial statements and reports for management use;
4. Preparing draft periodic statements and reports for compilation of final accounts;
5. Coordinating preparation of draft responses to audit activities or queries and oversight issues;
6. Preparing requests for funding;
7. Overseeing day-to-day operations of the Accounts Unit;

Person Specifications:

a) Qualifications

Either

- (1) An Honors Bachelor's degree in Finance and Accounting, Financial Management, Accountancy, or Business Administration (Accounting or

Finance), Commerce (Accounting or Finance) from a recognized awarding Institution,

Or

For non-1st degree holders

- (2) Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU)

b) Experience

Nil

c) Competences

(i) Technical Competences

1. Ability to plan and budget
2. Knowledge of expenditure management and budgetary control
3. Financial Reporting
4. Risk management and Assurance
5. Ability to use IT systems

(ii) Behavioral Competences

1. Innovativeness and Proactive
2. Decision Making and Problem Solving
3. Effective communication
4. Good planning skills
5. Ethics and Integrity
6. Intra-personal Management
7. Result oriented
8. Self-confidence

APPLICATION PROCEDURE

Interested applicants can access the full job descriptions and specifications on the **UVTAB WEBSITE**. This should contain a Curriculum vitae with telephone contacts, emails, and any other information that may be required, names and addresses of referees, **copies of relevant academic documents certified within a period not later than June 2025**, addresses, most recent and clear scanned passport-size photograph should be attached not later than **Monday, 16th March, 2026 at 5:00 pm**.

Applications should be addressed to the Executive Secretary, Uganda Vocational and Technical Assessment Board (UVTAB). The Job title and Reference Number should be clearly indicated.

Note: Kindly merge your application and all supporting academic documents into a single PDF file not exceeding 5MB.

Note: Only one combined PDF (maximum 5MB) should be uploaded.

Interested individuals should click the link below to fill the application form:
<https://uvtab.jugglehire.com/jobs>

EXECUTIVE SECRETARY/UVTAB