



## **EXTERNAL ADVERT NO. 1 OF OCTOBER, 2025**

Applications are invited from suitably qualified applicants to fill the vacant posts tenable at the **Uganda Health Professions Assessment Board**. The applications should be filled on the PSC Form 3 and submitted to the Executive Secretary, Uganda Health Professions Assessment Board on **Plot 157, Ssebowa Road, Kiwatule, P.O. Box 236, Ntinda not later than 5.00 pm on Friday 14<sup>th</sup> November, 2025.**

### **Instructions**

#### **1. Applicants are advised to:**

- a) Complete Public Service Form 3 (PSF 3) in triplicate.
- b) Attach one (1) recent coloured passport size photograph on each form and a detailed Curriculum Vitae
- c) Indicate title of the post on the application form and reference number against the post.

#### **2. Relevant Documents required include the following:**

- a) Certified Academic documents (Master's Degree Certificate and Transcript, Post Graduate Diploma Certificate and Transcript, Bachelor's Degree Certificate and Transcript, Diploma Certificate and Transcript, UACE, UCE.
- b) Certified Registration Certificates and valid Practicing Licenses for health workers who are required by law to register with relevant Professional Councils.
- c) Evidence of training and practice in specialized areas where applicable.
- d) National and Current Institutional Identity Cards.
- e) Priority should be given to only the relevant documents in the job specifications.
- f) All applicants will have the opportunity to present additional relevant qualifications.

#### **3. It is emphasized that:**

- a) Only shortlisted applicants will be contacted.
- b) Shortlisted applicants shall be required to bring at the oral interview their original Academic and Professional Documents, letters of appointment and confirmation.
- c) Candidates who will present forged Certificates shall be handed over to the Police for appropriate action.
- d) Applicants who are on long term training of one year and above should not apply.

**Equal opportunity is given to all applicants.**

**Detailed information on the advert is provided on the website at [www.uhpab.go.ug](http://www.uhpab.go.ug)**

## SUMMARY OF POSITIONS

| S/N | POST                             | NUMBER OF POSITIONS |
|-----|----------------------------------|---------------------|
| 1.  | Principal Planner                | 1                   |
| 2.  | Principal Internal Auditor       | 1                   |
| 3.  | Principal Information Technology | 1                   |
| 4.  | Senior Accountant                | 1                   |
| 5.  | Assessment Officer               | 6                   |
| 6.  | Executive Assistant              | 2                   |
|     | <b>Total</b>                     | <b>12</b>           |

| INSTITUTION: UGANDA HEALTH PROFESSIONS ASSESSMENT BOARD |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                      | <b>Post:</b>                        | <b>Principal Planner - 1 Post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                         | <b>Reference:</b>                   | <b>UHPAB/HRM/PP/001/25</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                         | <b>Salary Scale:</b>                | <b>UHPAB3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                         | <b>Reports to:</b>                  | <b>Senior Manager Finance and Administration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                         | <b>Job purpose:</b>                 | To provide technical leadership in the development, monitoring and evaluation of comprehensive and integrated plans of the Board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                         | <b>Qualifications:</b>              | <ol style="list-style-type: none"> <li>1. A Honors Bachelor's Degree in either Economics or Commerce or Business Administration from a recognized University or Institution.</li> <li>2. A Master's Degree in either Economics or Commerce or Business Administration or Economic Planning and Policy from a recognized University or Institution.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                         | <b>Experience:</b>                  | A minimum of six (6) years of working experience as a Planner in a reputable organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                         | <b>Duties and Responsibilities:</b> | <ol style="list-style-type: none"> <li>1. Coordinating the formulation and execution of public expenditure priorities.</li> <li>2. Provide technical expertise and support in the preparation of Board's Investment, Strategic Plans, Budget Framework paper and periodic reports.</li> <li>3. Coordinate the conduct of Mid-term reviews.</li> <li>4. Coordinate the conduct of Economic research activities for economic development.</li> <li>5. Provide technical guidance and support to the Board regarding strategic allocation of resources.</li> <li>6. To coordinate and review Economic plans and programs based on risk profile of the Board.</li> <li>7. Set up and maintain a functional Monitoring and Evaluation system.</li> </ol> |
| 2                                                       | <b>Post:</b>                        | <b>Principal Internal Auditor – 1 Post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                         | <b>Reference:</b>                   | <b>UHPAB/HRM/PIA/002/25</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                         | <b>Salary Scale:</b>                | <b>UHPAB3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                         | <b>Reports to:</b>                  | <b>Executive Secretary</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                         | <b>Job purpose:</b>                 | To provide technical leadership and guidance relating to financial, performance, forensic and IT audits and coordinate the implementation of Internal Audit engagements in liaison with Audit Committee to ensure sound management of internal audit functions of UHPAB.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                                                         | <b>Qualifications:</b>              | <ol style="list-style-type: none"> <li>1. An Honours Bachelor's Degree in Finance and Accounting or Business Administration (Accounting or Finance) or Commerce</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|           |                                     | <p>(Accounting option) from a recognized awarding Institution.</p> <ol style="list-style-type: none"> <li>2. A Master's Degree in Financial Management or Accountancy or Business Administration or a Management related field obtained from a recognized awarding Institution</li> <li>3. A full professional qualification in Accountancy or Audit obtained from a recognized awarding body.</li> <li>4. Must be a Member of the Institute of Certified Public Accountants of Uganda (ICPAU).</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>1. Full professional qualification in Accountancy or Audit obtained from a recognized awarding institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU).</li> <li>2. A Master's Degree in Management related field (in case of non-1<sup>st</sup> degree holders).</li> <li>3. Must be a Member of the Institute of Certified Public Accountants of Uganda (ICPAU).</li> </ol> |
|           | <b>Experience:</b>                  | A minimum of six (6) years relevant working experience, three (3) of which should have served as Senior Internal Auditor in Government or equivalent level of experience from a reputable organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|           | <b>Duties and Responsibilities:</b> | <ol style="list-style-type: none"> <li>1. Coordinate and review audit plans and programs based on risk profile of an organization.</li> <li>2. Monitor compliance to rules and regulations in all Audit engagements.</li> <li>3. Guide, direct and supervise audit execution.</li> <li>4. Review and issue internal audit reports.</li> <li>5. Coordinate internal Audit activities with Audit Committees and other relevant stakeholders.</li> <li>6. Assess implementation of audit recommendations.</li> <li>7. Appraise and develop internal audit staff.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>3.</b> | <b>Post:</b>                        | <b>Principal Information Technology Officer – 1 Post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|           | <b>Reference:</b>                   | <b>UHPAB/HRM/PITO/003/25</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|           | <b>Salary Scale:</b>                | <b>UHPAB3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|           | <b>Reports to:</b>                  | <b>Manager Information Technology and Reprographics</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|           | <b>Job purpose:</b>                 | To provide technical leadership and guidance in the management of day to day running of all ICT systems at UHPAB.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           | <b>Qualifications:</b>              | <ol style="list-style-type: none"> <li>1. A Honors Bachelor's Degree in Computer Science or Information Technology or Information Systems or Computer Engineering or Software Engineering or Computer Programming or Fine Arts in Digital Media from a recognized awarding Institution.</li> <li>2. A Master's Degree in Computer Science or Information</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|           |                                     | Technology or Information Systems.<br>3. Recognized professional IT certifications will be an added advantage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|           | <b>Experience:</b>                  | A minimum of six (6) years working experience in providing IT services with a reputable public or private organization, three (3) of should have been served at Senior.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           | <b>Duties and Responsibilities:</b> | <ol style="list-style-type: none"> <li>1. To provide technical support to the ICT team in project evaluation, budgets and risk assessment.</li> <li>2. Supervise, coach and mentor the staff in ICT and build a highly skilled and motivated team to deliver UHPAB's ICT performance targets.</li> <li>3. Provide technical support to the development and implementation of ICT policies, procedures and guidelines to support the UHPAB's operations and enable it achieve its strategic objectives.</li> <li>4. Plan and coordinate all ICT development projects to support the achievement of UHPAB's strategy.</li> <li>5. Provide technical support to the designing and implementation of controls and procedures that ensure accuracy and reliability in Data Capture, Data Processing and Dissemination of Information.</li> <li>6. Design and implement information security procedures base on corporate ICT security policies covering information system applications and infrastructure.</li> <li>7. Responsible for developing processes and assigning resources to provide support to all users in a timely manner.</li> <li>8. Develop, deploy and maintain appropriate and adequate IT security systems that ensure coverage from internal and external security threats that is maintained at all areas under the ICT domain including but not limited to data, infrastructure, networks etc.</li> <li>9. Provide support to different departmental systems implementations by working in close collaboration with these unit heads, the project teams and third-party vendors to enable the systems are implemented on time, on budget and scope.</li> <li>10. Conduct routine reviews of the systems to ensure optimum interactions between the system and users.</li> </ol> |
| <b>4.</b> | <b>Post:</b>                        | <b>Senior Accountant - 1 Post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|           | <b>Reference:</b>                   | <b>UHPAB/HRM/SA/004/25</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|           | <b>Scale:</b>                       | <b>UHPAB 3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|    | <b>Reports to:</b>                  | <b>Principal Accountant</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|    | <b>Job purpose:</b>                 | To provide technical expertise and guidance on management of all financial related matters of the UHPAB.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|    | <b>Qualifications:</b>              | <ol style="list-style-type: none"> <li>1. An Honours Bachelor's degree in Finance and Accounting, Financial Management, Accountancy, or Business Administration (Accounting, Commerce (Accounting)) from a recognized awarding Institution,</li> <li>2. A full professional qualification in Accountancy obtained from a recognised awarding body,</li> <li>3. Member of the Institute of Certified Public Accountants (ICPAU).</li> </ol> <p>Or</p> <p>For non-1<sup>st</sup> degree holders</p> <ol style="list-style-type: none"> <li>1. Full professional qualification in Accountancy obtained from a recognized awarding Institution accredited by the Institute of Certified Public Accountants of Uganda (ICPAU) plus</li> <li>2. Member of the Institute of Certified Public Accountants (ICPAU).</li> </ol> |
|    | <b>Experience:</b>                  | A minimum of three (3) years relevant working experience at the level of Accountant in Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|    | <b>Duties and Responsibilities:</b> | <ol style="list-style-type: none"> <li>1. Verify completeness of payment requisitions, justification and documentation of financial transactions;</li> <li>2. Supervise periodic reconciliations of ledgers and cashbooks to account statements; non-tax revenue to URA provisional returns and providing advice on appropriate actions;</li> <li>3. Produce routine financial management information and draft periodic financial statements and reports for management use;</li> <li>4. Prepare draft periodic statements and reports for compilation of final accounts;</li> <li>5. Coordinate preparation of draft responses to audit activities or queries and oversight issues;</li> <li>6. Prepare requests for funding;</li> <li>7. Oversee day to day operations of Accounts Unit;</li> </ol>                |
| 5. | <b>Post:</b>                        | <b>Assessment Officer - 6 Posts</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | <b>Reference:</b>                   | <b>UHPAB/HRM/AO/005/25</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|    | <b>Scale</b>                        | <b>UHPAB 5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|    | <b>Reports to:</b>                  | <b>Senior Assessment Officer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|  | <b>Job purpose:</b>                 | To implement plans and programs for management and administration of examinations for the Health Professionals in Uganda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|  | <b>Qualifications:</b>              | <ol style="list-style-type: none"> <li>1. An Honors Bachelors of Science degree in Nursing or Midwifery or any Allied Health field or Medical Education from a recognized University/Institution.</li> <li>2. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Allied Health Professionals Council.</li> </ol> <p><b>OR (For Staff who were awarded Advanced/Higher Diploma before 2002)</b></p> <ol style="list-style-type: none"> <li>1. An Advanced/Higher Diploma in Nursing or Midwifery or any Allied Health field from a recognized University/Institution.</li> <li>2. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Allied Health Professionals Council.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|  | <b>Duties and Responsibilities:</b> | <ol style="list-style-type: none"> <li>1. Inspect examinations centres for accreditation and validation.</li> <li>2. Provide support in registration of candidates for examinations.</li> <li>3. Supervise the preparation of examination materials including; production of examination cards and albums, receive and crosscheck them for accuracy and authenticity</li> <li>4. Initiate the procurement of examination booklets for all registered candidates</li> <li>5. Provide support in the preparation of examinations time table.</li> <li>6. Scheduling of examiners, invigilators and centre coordinators and invite them for the respective activities.</li> <li>7. Prepare and issue examination materials to the stakeholders in readiness to the conduct of examinations.</li> <li>8. Labelled examination bags by name and code of schools, pack, bag them and attach functional padlocks with keys and chains.</li> <li>9. Identify persons to write on the envelopes, and supervises the process of writing of examination envelopes, ensures that envelopes are written and segregated as per the time and packing list generate from registration of candidates.</li> <li>10. Prepare for and provide support in briefing examination stakeholders to ensure that quality work is done during the conduct of examinations</li> </ol> |

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|           |                                     | 11.Prepare the schedule and identify officers to deliver examinations to the various police stations country-wide for safe custody in readiness for the conduct<br>12.Supervise examination centres to inspect the conduct of examination<br>13.Manage Examination Marking centres and actual marking of examinations<br>14.Supervise data entry<br>15.Update the examiners data base                                                                                                                                                                                                                                          |
| <b>6.</b> | <b>Post:</b>                        | <b>Executive Assistant - 2 Posts</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|           | <b>Reference:</b>                   | <b>UHPAB/HRM/EA/007/25</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|           | <b>Scale:</b>                       | <b>UHPAB 5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|           | <b>Job purpose:</b>                 | To perform administrative and secretarial activities for the Immediate Supervisor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|           | <b>Qualifications:</b>              | A Honors Bachelor's Degree in either Secretarial Studies or Information and Office Management or Education or Public Administration or Social Sciences and Social Administration from a recognized Institution.                                                                                                                                                                                                                                                                                                                                                                                                                |
|           | <b>Duties and Responsibilities:</b> | 1. Take dictation, transcribe and present accurate and error free work,<br>2. Provide timely responses to inquiries and correspondences to the office.<br>3. Organize meetings, taking minutes and conveying decisions of such meetings to the relevant Officers/offices.<br>4. Draft letters of routine nature for the Executive Secretary.<br>5. Managing records in the Office of the Executive Secretary following established security and records management procedures and guidelines.<br>6. Manage office stationery and equipment.<br>7. Receive and Dispatch mails that are Confidential to the Executive Secretary. |