



THE REPUBLIC OF UGANDA



## **EXTERNAL ADVERT NO. 1 OF APRIL, 2026**

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 20<sup>th</sup> May, 2026.**

### **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.
- d) Select one or two posts which you qualify.

#### **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) Letters of appointment, confirmation and promotion where applicable.
- e) National and Current Institutional Identity Cards.
- f) Priority should be given to only the relevant academic documents in the job specifications.
- g) 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.
- e) Equal opportunity is given to all applicants.

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

## SUMMARY OF POSITIONS

The table below summarizes the 68 positions advertised according to hierarchy:

S/N	POST	SALARY SCALE	POSITIONS
1.	Senior	UHPAB 4	8
2.	Officer	UHPAB 5	46
3.	Assistant staff and Clerk	UHPAB 6	14
	<b>Total</b>		<b>68</b>

### LIST OF DECLARED VACANT POSITIONS IN THE UHPAB ORGANIZATION STRUCTURE

The table below shows a list of vacant positions in the UHPAB organisation structure declared for filling:

S/N	POST	NUMBER OF POSITIONS
1.	Senior Curriculum Officer	1
2.	Senior Research Officer	1
3.	Senior Assessment Officer, Assessment	1
4.	Senior Assessment Officer, Registration	1
5.	Senior Assessment Officer, Test Development and Moderation (Nursing and Midwifery)	1
6.	Senior Human Resource Officer	1
7.	Senior Planner	1
8.	Senior Information Technology Officer (Web Printing)	1
9.	Legal Officer	1
10.	Executive Assistant	1
11.	Curriculum Officer	4
12.	Research Officer	1
13.	Quality Assurance Officer	2
14.	Assessment Officer, Assessment	4
15.	Assessment Officer, Accreditation	2
16.	Assessment Officer, Registration	2
17.	Assessment Officer, Test Development and Moderation (Nursing and Midwifery)	2
18.	Assessment Officer, Test Development and Moderation (Allied Health Professional)	2
19.	Awards and Certification Officer	1
20.	Records Officer	1
21.	Librarian	1
22.	Statistician	1

23.	Information Technology Officer (Examination Processing)	1
24.	Information Technology Officer (Web Printing)	1
25.	Information Technology Officer (Systems and Network)	6
26.	Data Entry Management Officer	13
27.	Assessment Clerk	8
28.	Awards and Certification Clerk	1
29.	Assistant Records Officer	4
30.	Assistant Inventory Management Officer	1
	<b>Total</b>	<b>68</b>

**INSTITUTION: UGANDA HEALTH PROFESSIONS BOARD**

<b>1.</b>	<b>Post:</b>	<b>Senior Curriculum Officer – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/SCO/001/26</b>
	<b>Scale</b>	<b>UHPAB 4</b>
	<b>Reports to:</b>	<b>Principal Curriculum Officer</b>
	<b>Job purpose:</b>	To provide expertise in the development and review of the curriculum for non-graduate Nurses, Midwives and Allied Health Professionals and equation of Academic qualifications from non-Ugandan Institutions in Nursing Midwifery and Allied Health Disciplines.
	<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. A Honors Bachelor’s Degree of Science in either Nursing or Midwifery or any Allied Health field or Medical Education from a recognized University/Institution.</li> <li>2. Must have Advanced Tutors Diploma or Post Graduate Diploma in Medical Education in case he or she lacks a basic degree in Medical Education.</li> <li>3. Must be registered and in possession of a valid Practicing License from Uganda Nurses and Midwives Council or Uganda Allied Health Professionals Council.</li> </ol> <p><b>OR (For staff who were awarded Advanced Diploma/Higher Diploma before 2002)</b></p> <ol style="list-style-type: none"> <li>1. An Advanced or Higher Diploma in Nursing or Midwifery or any Allied Health field from a recognized University/Institution.</li> <li>2. Must have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor’s Degree in Medical Education or Post Graduate Diploma in Medical Education).</li> <li>3. Must be registered and in possession of a valid Practicing License from Uganda Nurses and Midwives Council or Uganda Allied Health Professionals Council.</li> </ol>
	<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Should have trained Nurses or Midwives or Allied Health Professionals at Certificate or Diploma level in a Health Professionals’ Training Institution for at least a period of five (5) years.</li> <li>• At least three (3) years working experience in setting, moderating and marking of the written and practical Assessments at Officer level in a Health Professionals’ Assessment institution.</li> </ul>

	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Provide technical support in the development and review of policies and procedures related to curriculum development and qualification recognition.</li> <li>2. Provide technical support in reviewing and revising curricula for Nurses, Midwives and Allied Health Professionals.</li> <li>3. Liaise with academic institutions, training providers and stakeholders to integrate feedback into curricula updates.</li> <li>4. Evaluate foreign qualifications to determine if they meet Uganda's standards for Nurses, Midwives and Allied Health Professionals.</li> <li>5. Prepare reports and recommendations regarding the equivalence of foreign qualifications.</li> <li>6. Provide technical support in the development of guidelines and processes for evaluating foreign qualifications.</li> <li>7. Maintain up to date records of foreign qualifications and curriculum development projects.</li> <li>8. Ensure proper documentation of evaluation reports, policy recommendations and curriculum revisions.</li> <li>9. Provide technical support to educational institutions, training bodies and health professionals on curriculum development and foreign qualification recognition.</li> <li>10. Support the organization of workshops and seminars to build capacity in curriculum development and recognition processes.</li> <li>11. Conduct research to stay informed about global trends in health care education and professional standards.</li> <li>12. Provide technical support in monitoring and evaluating the effectiveness of curricula in improving the competency of health care professionals.</li> <li>13. Support the development of reports on the outcomes of curriculum changes and foreign qualification recognitions.</li> </ol>
2.	<b>Post:</b>	<b>Senior Research Officer – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/SRO/002/26</b>
	<b>Scale</b>	<b>UHPAB 4</b>
	<b>Reports to:</b>	<b>Principal Research Officer</b>
	<b>Job purpose:</b>	To provide technical expertise in implementation of research plans and agendas for UHPAB.
	<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. A Honors Bachelor's Degree of Science in Nursing or Midwifery or any Allied Health field or Medical Education from a recognized University/Institution.</li> <li>2. Must have Advanced Tutors Diploma or Post Graduate Diploma in Medical Education in case he or she lacks a basic degree in Medical Education.</li> <li>3. Post Graduate qualification in Statistics or Monitoring and Evaluation or any Research related field is an added</li> </ol>

		<p>advantage.</p> <p>4. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda Allied Health Professionals Council.</p> <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 have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor’s Degree in Medical Education or Post Graduate Diploma in Medical Education).</li> <li>3. Post Graduate qualification in Statistics or Monitoring and Evaluation or any Research related field is an added advantage.</li> <li>4. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda Allied Health Professionals Council.</li> </ol>
	<p><b>Experience:</b></p>	<ul style="list-style-type: none"> <li>• At least five (5) years working experience in a Health Research related field in a Health Professionals’ training institution or Health Professionals’ Assessment institution.</li> </ul>
	<p><b>Duties and Responsibilities:</b></p>	<ol style="list-style-type: none"> <li>1. Enforce procedures put in place for the conduct of research and dissemination of knowledge.</li> <li>2. Review the draft Assessment report and incorporate the necessary changes.</li> <li>3. Assess draft research proposals.</li> <li>4. Participate in the development of the assessment tools/manuals.</li> <li>5. Analyze feedback reports.</li> <li>6. Participate in the development and revision of Assessment policies and guidelines.</li> <li>7. Participate in the development of policy briefs and position papers.</li> <li>8. Prepare baseline surveys on Board activities to support policy development.</li> <li>9. Supervise and appraise the Research Officer.</li> </ol>

<b>3.</b>	<b>Post:</b>	<b>Senior Assessment Officer, Assessment – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/SAO/003/26</b>
	<b>Scale</b>	<b>UHPAB 4</b>
	<b>Reports to:</b>	<b>Principal Assessment Officer, Assessment, Accreditation and Registration</b>
	<b>Job purpose:</b>	To implement assessment management and administration plans and programs of the UHPAB assessment processes.
	<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. A Honors Bachelor’s Degree of Science in Nursing or Midwifery or any Allied Health field or Medical Education from a recognized University/Institution.</li> <li>2. Must have Advanced Tutors Diploma or Post Graduate Diploma in Medical Education in case he or she lacks a basic degree in Medical Education.</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda 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 have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor’s Degree in Medical Education or Post Graduate Diploma in Medical Education).</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda Allied Health Professionals Council.</li> </ol>
	<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Should have trained Nurses or Midwives or Allied Health Professionals at Certificate or Diploma level in a Health Professionals Training Institution for at least a period of five (5) years.</li> <li>• At least three (3) years working experience in setting, moderating and marking of the written and practical Assessments at Officer level in a Health Professionals’ Assessment institution.</li> </ul>

	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Provide technical support in designing and implementing assessment processes.</li> <li>2. Identify and advise on persons to participate in Assessment processes.</li> <li>3. Supervise assessment teams conducting theoretical and practical assessments.</li> <li>4. Collaborate with training institutions and stakeholders to maintain objective and transparent assessment standards.</li> <li>5. Provide technical support in data collection/analysis and generation of assessment reports to inform policy and improvement.</li> <li>6. Monitor trainee registration framework, verify eligibility and ensure data integrity across institutions.</li> <li>7. Supervise registration workflows and troubleshoot operational challenges with stakeholders.</li> <li>8. Provide technical support in management of managing registers and apply quality assurance controls to prevent errors or omissions.</li> <li>9. Provide technical support in inspection protocols and assess infrastructure, staffing levels and equipment adequacy for compliance.</li> <li>10. Coordinate accreditation processes, site visits and ensure institutions meet UHPAB’s operating standards.</li> <li>11. Prepare reports to inform accreditation decisions, manage follow-up actions and corrective measures.</li> <li>12. Maintain an updated register of accreditations.</li> </ol>
4.	<b>Post:</b>	<b>Senior Assessment Officer, Registration – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/SAO/004/26</b>
	<b>Scale</b>	<b>UHPAB 4</b>
	<b>Reports to:</b>	<b>Principal Assessment Officer, Assessment, Accreditation and Registration</b>
	<b>Job purpose:</b>	To provide technical expertise in the management of the Health Training Identification Number (HTIN) during the registration of trainees and candidates for assessment in accordance with the Uganda Health Professions Assessment Board Standards and Guidelines in order to ensure accuracy of the trainees’ and candidates’ data and their eligibility for assessment.

<p><b>Qualifications:</b></p>	<ol style="list-style-type: none"> <li>1. A Honors Bachelor’s Degree of Science in Nursing or Midwifery or any Allied Health field or Medical Education from a recognized University/Institution.</li> <li>2. Must have Advanced Tutors Diploma or Post Graduate Diploma in Medical Education in case he or she lacks a basic degree in Medical Education.</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda 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 have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor’s Degree in Medical Education or Post Graduate Diploma in Medical Education).</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda Allied Health Professionals Council.</li> </ol>
<p><b>Experience:</b></p>	<ul style="list-style-type: none"> <li>• Should have trained Nurses or Midwives or Allied Health Professionals at Certificate or Diploma level in a Health Professionals Training Institution for at least a period of five (5) years.</li> <li>• At least three (3) years working experience in setting, moderating and marking of the written and practical Assessments at Officer level in a Health Professionals’ Assessment institution.</li> </ul>
<p><b>Duties and Responsibilities:</b></p>	<ol style="list-style-type: none"> <li>1. Provide technical support in designing and implementing assessment processes.</li> <li>2. Identify and advise on persons to participate in Assessment processes.</li> <li>3. Supervise assessment teams conducting theoretical and practical assessments.</li> <li>4. Collaborate with training institutions and stakeholders to maintain objective and transparent assessment standards.</li> <li>5. Provide technical support in data collection/analysis and generation of assessment reports to inform policy and improvement.</li> </ol>

		<ol style="list-style-type: none"> <li>6. Monitor trainee registration framework, verify eligibility and ensure data integrity across institutions.</li> <li>7. Supervise registration workflows and troubleshoot operational challenges with stakeholders.</li> <li>8. Provide technical support in management of managing registers and apply quality assurance controls to prevent errors or omissions.</li> <li>9. Provide technical support in inspection protocols and assess infrastructure, staffing levels and equipment adequacy for compliance.</li> <li>10. Coordinate accreditation processes, site visits and ensure institutions meet UHPAB's operating standards.</li> <li>11. Prepare reports to inform accreditation decisions, manage follow-up actions and corrective measures.</li> <li>12. Maintain an updated register of accreditations.</li> </ol>
<b>5.</b>	<b>Post:</b>	<b>Senior Assessment Officer Test Development and Moderation (Nursing and Midwifery) – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/SAO/005/26</b>
	<b>Scale</b>	<b>UHPAB 4</b>
	<b>Reports to:</b>	<b>Principal Assessment Officer, Test Development and Moderation (Nursing and Midwifery)</b>
	<b>Job purpose:</b>	To mobilize for test items, pack examinations in readiness for dispatch to examination centers and prepare materials in readiness for marking exercise for Nursing and Midwifery Assessment.
	<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. A Honors Bachelor's Degree in Nursing or Midwifery or Medical Education from a recognized University/Institution.</li> <li>2. Must have Advanced Tutors Diploma or Post Graduate Diploma in Medical Education in case he or she lacks a basic degree in Medical Education.</li> <li>3. Must be registered and in possession of a valid Practicing License from Uganda Nurses and Midwives Council.</li> </ol> <p><b>OR (For staff who were awarded Advanced Diploma/Higher Diploma before 2002)</b></p> <ol style="list-style-type: none"> <li>1. An Advanced or Higher Diploma in Nursing or Midwifery from a recognized University/Institution.</li> <li>2. Must have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor's Degree in Medical Education or Post Graduate Diploma in Medical Education).</li> </ol>

		<p>3. Must be registered and in possession of a valid Practicing License from Uganda Nurses and Midwives Council.</p>
	<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Should have trained Nurses or Midwives at Certificate or Diploma level in a Health Professionals Training Institution for at least a period of five (5) years.</li> <li>• At least three (3) years working experience in setting, moderating and marking of the written and Objective Structured Practical Examination (OSPE) or Objective Structured Clinical Examination (OSCE) for Nursing and Midwifery at Officer level in a Health Professionals' Assessment institution.</li> </ul>
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Monitor the setting of Test Items and filing them according to course units and forwards to supervisor.</li> <li>2. Monitor the envelope writing process for the envelopes that hold individual question papers in readiness for print (Year, Semester, Program, Paper name and Code plus number of scripts to be printed) for Nursing and Midwifery Assessment.</li> <li>3. Monitor packing of Nursing and Midwives examinations and ensure safe environment for packing examinations in collaboration with the Principal Assessment Officer (Test Development).</li> <li>4. Administer oath of secrecy prior to packing of examinations for Nursing and Midwifery.</li> <li>5. Retooling and capacity building of the team invited to pack examination papers for Nursing and Midwifery.</li> <li>6. Check and verify that the examination envelopes tally with the code of the examination paper to be packed at a time until all exams have been packed for Nursing and Midwifery.</li> <li>7. Liaise with the IT Section to confirm the number of new registrations for Nursing and Midwifery Students.</li> <li>8. Verify the number of packages and scripts for Centers for Nursing and Midwifery Assessment as per the packing list.</li> <li>9. Monitor the packing process including appropriate number of return bags for Nursing and Midwifery examinations.</li> <li>10. Monitor in safe storage of the examination bags in the strong room according to the designated routes.</li> <li>11. Supervise the team members in data entry for item analysis for multiple choice questions and submits to the supervisor.</li> </ol>
<b>6.</b>	<b>Post:</b>	<b>Senior Human Resource Officer – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/SHRO/006/26</b>
	<b>Scale</b>	<b>UHPAB 4</b>
	<b>Reports to:</b>	Principal Human Resource Officer
	<b>Job purpose:</b>	To support in the implementation of the Human Resource Management plans of the Board.

	<b>Qualifications:</b>	A Honors Bachelor's Degree in either Human Resource, Public Administration (Human Resource Management option), Industrial Psychology, Business Administration (Human Resource or Management Options), Social Sciences or Social Work and Administration from a recognized university of institution.
	<b>Experience:</b>	At least three (3) years working experience in Human Resource Management at Officer level in Government or a reputable organization.
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Provide support in the management of staff performance for UHPAB.</li> <li>2. Support the internal staff performance planning and appraisal system to ensure that it is done on time.</li> <li>3. Participate in organizing training workshops, seminars, retreats and conferences.</li> <li>4. Support the preparation of draft submissions to the Board for appointments, confirmation, discipline and study leave for staff.</li> <li>5. Support in the implementation of the decisions of the Board.</li> <li>6. Participate in advising staff on matters relating to their terms and conditions of service.</li> <li>7. Support staff with the declaration of Assets and liabilities to the Inspector General of Government.</li> <li>8. Maintain up to date personnel data in the form of staff list and other personnel tools such as leave roster, probationers' register and schedule of staff on training.</li> </ol>
<b>7.</b>	<b>Post:</b>	<b>Senior Planner – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/SP/007/26</b>
	<b>Scale</b>	<b>UHPAB 4</b>
	<b>Reports to:</b>	<b>Principal Planner</b>
	<b>Job purpose:</b>	To develop comprehensive and integrated Board Plans, monitor and evaluate their implementation.
	<b>Qualifications:</b>	A Honors Bachelor's Degree in either Economics or Commerce or Business Administration from a recognized university or institution.
	<b>Experience:</b>	A minimum of three (3) years working experience as a Planner in a reputable organization.
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Provide support in the formulation and execution of public expenditure priorities.</li> </ol>

		<ol style="list-style-type: none"> <li>2. Support the preparation of the Board’s Investment, strategic Plans, Budget Framework Paper and periodic reports.</li> <li>3. Participate in Mid-term reviews.</li> <li>4. To initiate and participate in Economic research activities for economic development.</li> <li>5. Participate in providing guidance to the Board on strategic allocation of resources.</li> <li>6. Provide support in the review of Economic plans and programs based on risk profile of the Board.</li> <li>7. Participate in the preparation of the M&amp;E plans of the Board.</li> </ol>
<b>8.</b>	<b>Post:</b>	<b>Senior IT Officer, Web Printing – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/SSITO/008/26</b>
	<b>Scale</b>	<b>UHPAB 4</b>
	<b>Reports to:</b>	<b>Principal IT Officer</b>
	<b>Job purpose:</b>	To oversee the operation, troubleshooting, and maintenance of web printing systems.
	<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. Recognized professional ICT certifications will be an added advantage.</li> </ol>
	<b>Experience:</b>	At least three (3) years working experience in IT machine operation at IT Officer level in Government or a reputable organization.
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Monitor the performance of web printing machines, ensuring smooth and efficient operation.</li> <li>2. Manage machine configuration, software and hardware integration to optimize performance.</li> <li>3. Provide technical support for troubleshooting and routine maintenance of the web printing systems.</li> <li>4. Implement preventive measures to minimize machine downtime and ensure consistent production output.</li> <li>5. Collaborate with IT teams to integrate new software and hardware upgrades for web printing systems.</li> </ol>

		<p>6. Generate and analyze reports on machine performance, downtime and operational efficiency.</p> <p>7. Ensure all web printer operations comply with safety standards and regulations.</p>
<b>9.</b>	<b>Post:</b>	<b>Legal Officer– 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/LGO/009/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Executive Secretary</b>
	<b>Job purpose:</b>	To provide legal advice and guidance on all matters related to the Boards operations.
	<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. A Honors Bachelor’s Degree in Law (LLB) from a recognized awarding University.</li> <li>2. A Diploma in legal practice.</li> </ol>
	<b>Experience:</b>	Not Necessary
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Provide legal advice to the Board and management on matters affecting the operations of the institution.</li> <li>2. Interpret and apply relevant laws, regulations, and policies governing the assessment of Nursing, Midwifery and Allied Health Professionals in Uganda.</li> <li>3. Advise on legal implications of policies, procedures and decisions made by the Board.</li> <li>4. Draft contracts and agreements involving the Board including service contracts, partnership agreements and memorandum of understanding (MOU) in liaison with the Ministry of Justice and Constitutional Affairs.</li> <li>5. Prepare and provide necessary content and facts on specified legal cases involving the institution to the Ministry of Justice and Constitutional Affairs.</li> <li>6. Provide 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.</li> <li>7. Monitor the changes in legislation affecting the assessment of Nursing, Midwifery and Allied Health Professionals and ensure the Board is in compliance with such changes.</li> <li>8. Advise on the implementation of new legal requirements and regulations to ensure the Boards operations remain lawful.</li> <li>9. Conduct research on emerging legal issues and provide the insights on the legal aspects of the Boards functions.</li> <li>10. Maintain a comprehensive understanding of relevant laws, regulations and judicial decisions that impact the Board.</li> <li>11. Enhance awareness of legal risks and compliance among staff</li> </ol>

		<p>and stakeholders.</p> <p>12. Provide technical support and guidance in the development, review and implementation of the Boards internal policies, ensuring they comply with the national laws and international best practices.</p> <p>13. Provide technical support in the maintenance of legal documents, including contracts, agreements and legal correspondence, ensuring proper documentation and record keeping practices.</p>
<b>10.</b>	<b>Post:</b>	<b>Executive Assistant – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/EA/010/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Immediate Supervisor</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>Experience:</b>	Not Necessary
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Take dictation, transcribe and present accurate and error free work.</li> <li>2. Provide timely responses to inquiries and correspondences to the office.</li> <li>3. Organize meetings, taking minutes and conveying decisions of such meetings to the relevant Officers/offices.</li> <li>4. Draft letters of routine nature for the supervisor.</li> <li>5. Managing records in the Office of the supervisor following established security and records management procedures and guidelines.</li> <li>6. Manage office stationery and equipment.</li> <li>7. Receive and Dispatch mails that are Confidential to the supervisor.</li> </ol>

<b>11.</b>	<b>Post:</b>	<b>Curriculum Officer – 4 Posts</b>
	<b>Reference:</b>	<b>UHPAB/HRM/CO/011/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior Curriculum Officer</b>
	<b>Job purpose:</b>	To undertake the development and review of the Curricula for non-graduate Nurses, Midwives and Allied Health Professionals; and equation of Academic Qualifications from non-Ugandan Institutions in Nursing, Midwifery and Allied Health Disciplines.
	<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. A Honors Bachelor’s Degree of Science in either Nursing or Midwifery or any Allied Health field or Medical Education from a recognized University/Institution.</li> <li>2. Must have Advanced Tutors Diploma or Post Graduate Diploma in Medical Education in case he or she lacks a basic degree in Medical Education.</li> <li>3. Must be registered and in possession of a valid practicing license from Uganda Nurses and Midwives Council or Uganda 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 have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor’s Degree in Medical Education or Post Graduate Diploma in Medical Education).</li> <li>3. Must be registered and in possession of a valid practicing license from Uganda Nurses and Midwives Council or Uganda Allied Health Professionals Council.</li> </ol>
	<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Should have trained Nurses or Midwives or Allied Health Professionals at Certificate or Diploma level in a Health Professionals Training Institution for at least a period of three (3) years.</li> <li>• At least two (2) years working experience in setting, moderating and marking of the written and practical Assessments in a Health Professionals’ Assessment institution.</li> </ul>
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Study necessary literature to support the review and development of curricula for Nurses, Midwives and Allied Health Professionals.</li> </ol>

		<ol style="list-style-type: none"> <li>2. Liaise with academic institutions, training providers and stakeholders to integrate feedback into curricula updates.</li> <li>3. Study and evaluate foreign qualifications to determine if they meet Uganda's standards for Nurses, Midwives and Allied Health Professionals.</li> <li>4. Prepare reports and recommendations regarding the equivalence of foreign qualifications.</li> <li>5. Update records of foreign qualifications and curricula development projects.</li> <li>6. Provide technical support to educational institutions, training bodies and health professionals on curricula development and foreign qualification recognition.</li> <li>7. Support the organization of workshops and seminars to build capacity in curricula development and recognition processes.</li> <li>8. Undertake monitoring and evaluation of the effectiveness of curricula in improving the competency of healthcare professionals.</li> <li>9. Support the development of reports on the outcomes of curricula changes and foreign qualification recognitions.</li> </ol>
<b>12.</b>	<b>Post:</b>	<b>Research Officer – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/OFC/012/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior Research Officer</b>
	<b>Job purpose:</b>	To implement research plans and agendas for UHPAB.
	<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. A Honors Bachelor's Degree of Science in Nursing or Midwifery or any Allied Health field or Medical Education from a recognized University/Institution.</li> <li>2. Must have Advanced Tutors Diploma or Post Graduate Diploma in Medical Education in case he or she lacks a basic degree in Medical Education.</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda 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 have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor’s Degree in Medical Education or Post Graduate Diploma in Medical Education).</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda Allied Health Professionals Council.</li> </ol>
	<b>Experience:</b>	At least three (3) years working experience in a Health Research related field in a Health Professionals’ training institution or Health Professionals Assessment institution.
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Collect data on the UHPAB activities to support policy development.</li> <li>2. Assist in the generation of statistics reports on Assessments.</li> <li>3. Store research reports.</li> <li>4. Identify potential partners and build strong relationships with them.</li> <li>5. Develop grant proposals and assist in grant submission processes.</li> <li>6. Perform any other duties assigned by the supervisor.</li> <li>7. Collect data on the UHPAB activities to support policy development.</li> <li>8. Assist in the generation of statistics reports on Assessments.</li> <li>9. Store research reports.</li> <li>10. Identify potential partners and build strong relationships with them.</li> <li>11. Develop grant proposals and assist in grant submission processes.</li> </ol>
<b>13.</b>	<b>Post:</b>	<b>Quality Assurance Officer – 2 Posts</b>
	<b>Reference:</b>	<b>UHPAB/HRM/QAO/013/25</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior Quality Assurance Officer</b>
	<b>Job purpose:</b>	To support the implementation of quality assurance programs and plans for UHPAB.

	<p><b>Qualifications:</b></p>	<ol style="list-style-type: none"> <li>1. A Honors Bachelor’s Degree of Science in Nursing; or Midwifery; or any Allied Health field or Medical Education from a recognized University/Institution.</li> <li>2. Must have Advanced Tutors Diploma or Post Graduate Diploma in Medical Education in case he or she lacks a basic degree in Medical Education.</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda 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 have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor’s Degree in Medical Education or Post Graduate Diploma in Medical Education).</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda Allied Health Professionals Council.</li> </ol>
	<p><b>Experience:</b></p>	<ul style="list-style-type: none"> <li>• Should have trained Nurses or Midwives or Allied Health Professionals at Certificate or Diploma level in a Health Professionals Training Institution for at least a period of three (3) years.</li> <li>• At least two (2) years working experience in setting, moderating and marking of the written and practical Assessments in a Health Professionals’ Assessment institution.</li> </ul>
	<p><b>Duties and Responsibilities:</b></p>	<ol style="list-style-type: none"> <li>1. Assess the Assessment question papers in line with curriculum content and test development guidelines.</li> <li>2. Conduct checks for duplication and plagiarism in student research papers.</li> <li>3. Conduct Quality Assurance sensitization workshops/sessions for staff and examiners.</li> <li>4. Support the inspection of Assessments centres in for validation and accreditation.</li> <li>5. Monitor and inspect to set standards and regulations.</li> </ol>

<b>14.</b>	<b>Post:</b>	<b>Assessment Officer, Assessment – 4 Posts</b>
	<b>Reference:</b>	<b>UHPAB/HRM/AOA/014/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior Assessment Officer, Assessment</b>
	<b>Job purpose:</b>	To implement plans and programs for management and administration of examinations and awards for the Health Professionals in Uganda.
	<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. A Honors Bachelors Degree of Science in Nursing or Midwifery or any Allied Health field or Medical Education from a recognized University/Institution.</li> <li>2. Must have Advanced Tutors Diploma or Post Graduate Diploma in Medical Education in case he or she lacks a basic degree in Medical Education.</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda 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 have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor’s Degree in Medical Education or Post Graduate Diploma in Medical Education).</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda Allied Health Professionals Council.</li> </ol>
	<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Should have trained Nurses or Midwives or Allied Health Professionals at Certificate or Diploma level in a Health Professionals Training Institution for at least a period of three (3) years.</li> <li>• At least two (2) years working experience in setting, moderating and marking of the written and practical Assessments in a Health Professionals’ Assessment institution.</li> </ul>
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Execute assessment activities (both practical &amp; theoretical).</li> <li>2. Coordinate logistics for assessments materials, venues, invigilators and practical examiners.</li> </ol>

		<ol style="list-style-type: none"> <li>3. Provided support in marking, scoring, administrative data, collection and ensuring consistency.</li> <li>4. Handle day-to-day registration tasks: verify trainees' data, manage entries into registers and process registration documents.</li> <li>5. Update and maintain accurate trainee records in accordance with guidelines.</li> <li>6. Receive and respond to trainee or institution queries regarding registration status.</li> <li>7. Conduct on-site validation checks to assess institutional readiness for examinations.</li> <li>8. Document compliance against UHPAB standards and prepare reports for senior officers.</li> <li>9. Assist with accreditation recommendations and follow-up communication.</li> <li>10. Update the Assessors and trainees' data base.</li> </ol>
<b>15.</b>	<b>Post:</b>	<b>Assessment Officer, Accreditation – 2 Posts</b>
	<b>Reference:</b>	<b>UHPAB/HRM/AOAC/015/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior Assessment Officer, Accreditation</b>
	<b>Job purpose:</b>	To participate in the implementation of quality assessments and accreditation activities for the Uganda Health Professionals Assessment Board.
	<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. A Honors Bachelors Degree of Science in Nursing or Midwifery or any Allied Health field or Medical Education from a recognized University/Institution.</li> <li>2. Must have Advanced Tutors Diploma or Post Graduate Diploma in Medical Education in case he or she lacks a basic degree in Medical Education.</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda 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> </ol>

		<ol style="list-style-type: none"> <li>2. Must have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor’s Degree in Medical Education or Post Graduate Diploma in Medical Education).</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda Allied Health Professionals Council.</li> </ol>
	<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Should have trained Nurses or Midwives or Allied Health Professionals at Certificate or Diploma level in a Health Professionals Training Institution for at least a period of three (3) years.</li> <li>• At least two (2) years working experience in setting, moderating and marking of the written and practical Assessments in a Health Professionals’ Assessment institution.</li> </ul>
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Execute assessment activities (both practical &amp; theoretical).</li> <li>2. Coordinate logistics for assessments materials, venues, invigilators and practical examiners.</li> <li>3. Provided support in marking, scoring, administrative data, collection and ensuring consistency.</li> <li>4. Handle day-to-day registration tasks: verify trainees’ data, manage entries into registers and process registration documents.</li> <li>5. Update and maintain accurate trainee records in accordance with guidelines.</li> <li>6. Receive and respond to trainee or institution queries regarding registration status.</li> <li>7. Conduct on-site validation checks to assess institutional readiness for examinations.</li> <li>8. Document compliance against UHPAB standards and prepare reports for senior officers.</li> <li>9. Assist with accreditation recommendations and follow-up communication.</li> <li>10. Update the Assessors and trainees’ data base.</li> </ol>
<b>16.</b>	<b>Post:</b>	<b>Assessment Officer, Registration – 2 Posts</b>
	<b>Reference:</b>	<b>UHPAB/HRM/OFC/016/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior Assessment Officer, Registration</b>
	<b>Job purpose:</b>	To manage the Health Training Identification Number (HTIN) during the registration of trainees and candidates for assessment in accordance with the Uganda Health Professions Assessment Board

		Standards and Guidelines in order to ensure accuracy of the trainees' and candidates' data and their eligibility for assessment.
	<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. A Honors Bachelor's of Science Degree in Nursing or Midwifery or any Allied Health field or Medical Education from a recognized University/Institution.</li> <li>2. Must have Advanced Tutors Diploma or Post Graduate Diploma in Medical Education in case he or she lacks a basic degree in Medical Education.</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda 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 have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor's Degree in Medical Education or Post Graduate Diploma in Medical Education).</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda Allied Health Professionals Council.</li> </ol>
	<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Should have trained Nurses or Midwives or Allied Health Professionals at Certificate or Diploma level in a Health Professionals Training Institution for at least a period of three (3) years.</li> <li>• At least two (2) years working experience in setting, moderating and marking of the written and practical Assessments in a Health Professionals' Assessment institution.</li> </ul>
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Execute assessment activities (both practical &amp; theoretical).</li> <li>2. Coordinate logistics for assessments materials, venues, invigilators and practical examiners.</li> <li>3. Provided support in marking, scoring, administrative data, collection and ensuring consistency.</li> <li>4. Handle day-to-day registration tasks: verify trainees' data, manage entries into registers and process registration documents.</li> <li>5. Update and maintain accurate trainee records in accordance with guidelines.</li> <li>6. Receive and respond to trainee or institution queries regarding registration status.</li> <li>7. Conduct on-site validation checks to assess institutional readiness for examinations.</li> </ol>

		<p>8. Document compliance against UHPAB standards and prepare reports for senior officers.</p> <p>9. Assist with accreditation recommendations and follow-up communication.</p> <p>10. Update the Assessors and trainees' data base.</p>
<b>17.</b>	<b>Post:</b>	<b>Assessment Officer, Test Development and Moderation (Nursing and Midwifery) – 2 Posts</b>
	<b>Reference:</b>	<b>UHPAB/HRM/AOTDN/017/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior Assessment Officer, Test Development and Moderation (Nursing and Midwifery)</b>
	<b>Job purpose:</b>	To plan and conduct item writers' workshop and manage examination processes for Nursing and Midwifery Assessment programs.
	<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. A Honors Bachelor's Degree of Science in either Nursing or Midwifery or Medical Education from a recognized University/Institution.</li> <li>2. Must have Advanced Tutors Diploma or Post Graduate Diploma in Medical Education in case he or she lacks a basic degree in Medical Education.</li> <li>3. Must be registered and in possession of a valid Practicing License from Uganda Nurses and Midwives Council.</li> </ol> <p><b>OR (For staff who were awarded Advanced Diploma/Higher Diploma before 2002)</b></p> <ol style="list-style-type: none"> <li>1. An Advanced or Higher Diploma in Nursing or Midwifery from a recognized University/Institution.</li> <li>2. Must have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor's Degree in Medical Education or Post Graduate Diploma in Medical Education).</li> <li>3. Must be registered and in possession of a valid Practicing License from Uganda Nurses and Midwives Council.</li> </ol>
	<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Should have trained Nurses or Midwives at Certificate or Diploma level in a Health Professionals Training Institution for at least a period of three (3) years.</li> <li>• At least two (2) years working experience in setting, moderating and marking of the written and Objective Structured Practical Examination (OSPE) or Objective Structured Clinical Examination (OSCE) for Nursing and Midwifery in a Health Professionals' Assessment institution.</li> </ul>

	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Set test items for Nursing and Midwifery Assessment and file them according to course units and forwards to the supervisor.</li> <li>2. Write envelopes for that hold individual question papers for Nursing and Midwifery Assessment in readiness for print (Year, Semester, program, paper name and code plus number of scripts to be printed.</li> <li>3. Pack examinations for Nursing and Midwifery Assessment and maintain a safe environment for packing examinations in collaboration with the Senior Examinations Officer.</li> <li>4. Liaise with the Senior Examinations Officer to verify that the examinations envelopes for Nursing and Midwifery Assessment tally with the code of the examination paper to be packed at a time until all the exams have been packed.</li> <li>5. Conduct checks to verify each Nursing and Midwifery Assessment center has the correct number of packages and scripts as per the packing list.</li> <li>6. Provide technical support in the bagging process including appropriate numbers of return bags.</li> <li>7. Conduct data entry for item analysis for multiple choice questions and submits to the supervisor.</li> </ol>
18.	<b>Post:</b>	<b>Assessment Officer, Test Development and Moderation (Allied Health Professionals) – 2 Posts</b>
	<b>Reference:</b>	<b>UHPAB/HRM/AOTDA/018/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior Assessment Officer, Test Development and Moderation (Allied Health Professionals)</b>
	<b>Job purpose:</b>	To plan and conduct item writers’ workshop and manage examination processes for Allied Health Professionals Assessment programs.
	<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. A Honors Bachelor’s Degree of Science in any Allied Health field or Medical Education from a recognized University/Institution.</li> <li>2. Must have Advanced Tutors Diploma or Post Graduate Diploma in Medical Education in case he or she lacks a basic degree in Medical Education.</li> <li>3. Must be registered and in possession of a valid Practicing License from Uganda Allied Health Professionals Council.</li> </ol> <p><b>OR (For staff who were awarded Advanced Diploma/Higher Diploma before 2002)</b></p> <ol style="list-style-type: none"> <li>1. An Advanced or Higher Diploma in any Allied Health field from a recognized University/Institution.</li> </ol>

		<ol style="list-style-type: none"> <li>2. Must have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor's Degree in Medical Education or Post Graduate Diploma in Medical Education).</li> <li>3. Must be registered and in possession of a valid Practicing License from Uganda Allied Health Professionals Council.</li> </ol>
	<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Should have trained Allied Health Professionals at Certificate or Diploma level in a Health Professionals Training Institution for at least a period of three (3) years.</li> <li>• At least two (2) years working experience in setting, moderating and marking of the written and Objective Structured Practical Examination (OSPE) or Objective Structured Clinical Examination (OSCE) for Allied Health Professionals in a Health Professionals' Assessment institution.</li> </ul>
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Set test items for Allied Health Professionals Assessment and file them according to course units and forwards to the supervisor.</li> <li>2. Write envelopes for that hold individual question papers for Allied Health Professionals Assessment in readiness for print (Year, Semester, program, paper name and code plus number of scripts to be printed).</li> <li>3. Pack examinations for Allied Health Professionals Assessment and maintain a safe environment for packing examinations in collaboration with the Senior Examinations Officer.</li> <li>4. Liaise with the Senior Examinations Officer to verify that the examinations envelopes for Allied Health Professionals Assessment tally with the code of the examination paper to be packed at a time until all the exams have been packed.</li> <li>5. Conduct checks to verify each Allied Health Professionals Assessment center has the correct number of packages and scripts as per the packing list.</li> <li>6. Provide technical support in the bagging process including appropriate numbers of return bags.</li> <li>7. Conduct data entry for item analysis for multiple choice questions and submits to the supervisor.</li> </ol>
<b>19.</b>	<b>Post:</b>	<b>Awards and Certification Officer – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/ACO/019/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior Awards Officer</b>
	<b>Job purpose:</b>	To implement plans and programs for awards and certification.

<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. An Honours Bachelor’s Degree in Nursing or Midwifery or any Allied Health field or Medical Education from a recognized University/Institution.</li> <li>2. Must have Advanced Tutors Diploma or Post Graduate Diploma in Medical Education in case he or she lacks a basic degree in Medical Education.</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda 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 have a qualification in Medical Education (Advanced Tutors Diploma or Bachelor’s Degree in Medical Education or Post Graduate Diploma in Medical Education).</li> <li>3. Must be registered and in possession of a valid practicing license from the Uganda Nurses and Midwives Council or Uganda Allied Health Professionals Council.</li> </ol>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Should have trained Nurses or Midwives or Allied Health Professionals at Certificate or Diploma level in a Health Professionals’ Training Institution for at least a period of three (3) years.</li> <li>• At least two (2) years working experience in setting, moderating and marking of the written and practical Assessments in a Health Professionals’ Assessment institution.</li> </ul>
<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Review dummy transcripts and certificates to confirm consistency with information in the candidate albums and other relevant records submitted by the health TVET provider.</li> <li>2. Ascertain the authenticity of the transcripts and certificates by verifying the principle attributes such as: Logo, ES and chairperson’s signature, stamp and seal.</li> <li>3. Prepares and submits transcripts to the Senior Awards Officer, who then forwards them to the principal. The principal subsequently submits them to the Executive Secretary for endorsement and authentication.</li> <li>4. Identify and correct discrepancies in documents.</li> <li>5. Verify academic content and cross check results with internal system.</li> </ol>

		<p>6. Guide and oversee the work of TVET Awards Clerks.</p> <p>7. Handle queries from institutions and candidates.</p> <p>8. Input accurate data into the awards system.</p> <p>9. Ensure secure and traceable handling of documents.</p> <p>10. Maintain high standards of accuracy, integrity and client service in all certification and verification processes.</p> <p>11. Record client personal details and obtain signature acknowledgements for accountability.</p>
<b>20.</b>	<b>Post:</b>	<b>Records Officer – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/RO/020/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior Records Officer</b>
	<b>Job purpose:</b>	To index, classify, store and assist in determining records due for weeding and disposal.
	<b>Qualifications:</b>	A Honors Bachelor's Degree in Records and Archives Management or Library and Information Science or Information science from a recognized University.
	<b>Experience:</b>	Note necessary
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Ensure records are properly recorded at the receiving and issuing out such that they are easily traced in case there is need.</li> <li>2. Tracking file movement and ensuring security of the records.</li> <li>3. Indexing and classifying subject files, personal files and maintaining a compliant records management system in a manner that is orderly and accessible.</li> <li>4. Identifying records due for weeding and liaise with Records Officer and Assistant Records Officer to ensure semi-active records are transferred to the records Centre.</li> <li>5. Keep the Board registry in systematic order by ensuring an up-to-date register of all active, semi-active and in-active files.</li> <li>6. Maintain records of all the received mails and documents for filing in respective locations.</li> <li>7. Maintain and manage the Board's Archives.</li> <li>8. Monitor file movement and carry out assessment of files for weeding and disposal.</li> </ol>

<b>21.</b>	<b>Post:</b>	<b>Librarian – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/LBN/021/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior Records Officer</b>
	<b>Job purpose:</b>	To provide access to information, social and technological programming to user.
	<b>Qualifications:</b>	A Honors Bachelor’s Degree in Records and Archives Management or Library and Information Science or Information science from a recognized University.
	<b>Experience:</b>	Note necessary
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Cataloging books by author and subject reference for quick information search and retrieval, with the aid of the literature database – MIST.</li> <li>2. Developing and maintaining an effective library database for easy access and retrieval of information.</li> <li>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.</li> <li>4. Developing guidelines for library use.</li> <li>5. Identifying user needs and recommending materials for acquisition in the library.</li> <li>6. Carrying out annual stocking of the library information resources to ensure the security of library property.</li> <li>7. Establishing and maintaining a proper and effective system of borrowing and returning library stock.</li> <li>8. Assembling and indexing databases of library materials for easy tracing and retrieval.</li> <li>9. Compiling and submitting quarterly reports on the status of library information use.</li> <li>10. Managing clientele, all library activities and maintaining proper order of the facility.</li> </ol>
<b>22.</b>	<b>Post:</b>	<b>Statistician – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/STC/022/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior Planner</b>
	<b>Job purpose:</b>	To collect and manage data to support the development and review of the organization’s strategy and decision making in line with UHPAB mandate.
	<b>Qualifications:</b>	An honor’s Bachelor’s Degree in either Statistics or Mathematics or Quantitative Economics or Actuarial Science or Data Analytics from a recognized university/institution of higher learning.

	<b>Experience:</b>	Note necessary
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Collect and compile corporate data and key statistical information in line with the National and UHPAB Mandate.</li> <li>2. Supervise the management and dissemination of data to key stakeholders.</li> <li>3. Supervise the development of data storage and management systems to effectively respond to user needs.</li> <li>4. Develop and implement data quality monitoring and enhancement tools.</li> <li>5. Develop data management standards and procedure manuals.</li> <li>6. Preparing and publish statistical bulletins and abstracts.</li> <li>7. Coordinate with the Uganda Bureau of Statistics in the implementation of national statistical development programs and execution of National censuses and surveys.</li> </ol>
23.	<b>Post:</b>	<b>Information Technology Officer (Systems and Network)– 6 Posts</b>
	<b>Reference:</b>	<b>UHPAB/HRM/ITSN/023/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior IT Officer, Systems Administration</b>
	<b>Job purpose:</b>	To provide technical support in the maintenance of ICT resources.
	<b>Qualifications:</b>	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.
	<b>Experience:</b>	Not necessary
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Manage and supervise the capture and processing of UHPAB data on to the IT systems.</li> <li>2. Conduct checks for correctness and completeness of all data captured and processed on the systems.</li> <li>3. Supervise the processing and printing of all reports (enrollment, registration, assessment and statistical data) by the IT Unit.</li> <li>4. Prepare and submit electronic and printed reports (enrollment, registration, assessment and statistical data) to other units for further use and reporting in a timely manner.</li> <li>5. Monitor and control any fraudulent input and processing of wrong information on the system.</li> </ol>

		<ol style="list-style-type: none"> <li>6. Set and manage dates for registration of all candidates.</li> <li>7. Train, orient and support staff and all other users in capture and processing of UHPAB data.</li> <li>8. Conduct the cleaning, correcting and validation of system data.</li> <li>9. Prepare statistical data for analysis by Assessment Department.</li> <li>10. Identify gaps and propose improvements in the IT Systems.</li> <li>11. Conduct information backup and restoration activities.</li> <li>12. Conduct binding of all answer booklets used by candidates.</li> </ol>
<b>24.</b>	<b>Post:</b>	<b>Information Technology Officer (Examination Processing) – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/ITOW/024/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior IT Officer, Database Management</b>
	<b>Job purpose:</b>	To provide technical support in the processing of examination materials.
	<b>Qualifications:</b>	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.
	<b>Experience:</b>	Not necessary
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Manage and supervise the capture and processing of UHPAB data on to the IT systems.</li> <li>2. Conduct checks for correctness and completeness of all data captured and processed on the systems.</li> <li>3. Supervise the processing and printing of all reports (enrollment, registration, assessment and statistical data) by the IT Unit.</li> <li>4. Prepare and submit electronic and printed reports (enrollment, registration, assessment and statistical data) to other units for further use and reporting in a timely manner.</li> <li>5. Monitor and control any fraudulent input and processing of wrong information on the system.</li> <li>6. Set and manage dates for registration of all candidates.</li> <li>7. Train, orient and support staff and all other users in capture and processing of UHPAB data.</li> <li>8. Conduct the cleaning, correcting and validation of system data.</li> <li>9. Prepare statistical data for analysis by Assessment department.</li> </ol>

		<p>10. Identify gaps and propose improvements in the IT Systems.</p> <p>11. Conduct information backup and restoration activities.</p> <p>12. Conduct binding of all answer booklets used by candidates.</p>
<b>25.</b>	<b>Post:</b>	<b>Information Technology Officer (Web Printing) – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/ITOW/025/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Senior IT Officer, Web Printing</b>
	<b>Job purpose:</b>	To provide technical support in the printing of the Transcripts and Certificates.
	<b>Qualifications:</b>	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.
	<b>Experience:</b>	Not necessary
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Manage and supervise the capture and processing of UHPAB data on to the IT systems.</li> <li>2. Conduct checks for correctness and completeness of all data captured and processed on the systems.</li> <li>3. Supervise the processing and printing of all reports (enrollment, registration, assessment and statistical data) by the IT Unit.</li> <li>4. Prepare and submit electronic and printed reports (enrollment, registration, assessment and statistical) to other units for further use and reporting in a timely manner.</li> <li>5. Monitor and control any fraudulent input and processing of wrong information on the system.</li> <li>6. Set and manage dates for registration of all candidates.</li> <li>7. Train, orient and support staff and all other users in capture and processing of UHPAB data.</li> <li>8. Conduct the cleaning, correcting and validation of system data.</li> <li>9. Prepare statistical data for analysis by Assessment Department.</li> <li>10. Identify gaps and propose improvements in the IT Systems.</li> <li>11. Conduct information backup and restoration activities.</li> <li>12. Routine operation of the web printer machine.</li> <li>13. Conduct binding of all answer booklets used by candidates.</li> </ol>

<b>26</b>	<b>Post:</b>	<b>Data Entry Management Officer – 13 Posts</b>
	<b>Reference:</b>	<b>UHPAB/HRM/DEMO/026/26</b>
	<b>Scale</b>	<b>UHPAB 5</b>
	<b>Reports to:</b>	<b>Information Technology Officer (Examination Processing)</b>
	<b>Job purpose:</b>	To provide quality management of students' data for UHPAB.
	<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. A Honors Bachelors' Degree in any field from a recognized University/Institute.</li> <li>2. Knowledge in computer and computer application usage.</li> </ol>
	<b>Experience:</b>	Not necessary
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Verify student's registration reports from TVET Council and the scanned copies from schools.</li> <li>2. Carry out data entry of the organization's records.</li> <li>3. Clean and update assessment data by printing system generated registration forms and compare them with forms from schools.</li> <li>4. Update late registered students on the system.</li> <li>5. Generate and prepare candidate's assessment cards &amp; album.</li> <li>6. Assign assessment numbers to the candidate.</li> <li>7. Guide schools all through registration process.</li> <li>8. Amend any identified errors on the cards &amp; albums.</li> <li>9. Generate mark sheet 3 from the system for validation of the data entered.</li> <li>10. Confirm correctness of electronic mark sheet 3 with written mark sheet 1.</li> <li>11. Provide support to outsourced data entrants.</li> <li>12. Print final mark sheet and generate the results book.</li> </ol>
<b>27</b>	<b>Post:</b>	<b>Assessment Clerk – 8 Posts</b>
	<b>Reference:</b>	<b>UHPAB/HRM/AC/027/26</b>
	<b>Scale</b>	<b>UHPAB 6</b>
	<b>Reports to:</b>	<b>Assessment Officer, Assessment</b>
	<b>Job purpose:</b>	To provide administrative support to the Board in the processing and administration of quality assessments.
	<b>Qualifications:</b>	A diploma in IT or records management from a recognized University or Institution.
	<b>Experience:</b>	Not necessary

	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Review, sort and maintain students' records both electronically and filing hard copies.</li> <li>2. Perform routine administrative roles in the preparation and conduct of exams such as: registration of students, production of assessment cards and student albums, typing and printing of assessment scripts/materials, packing of scripts and other assessment material.</li> <li>3. Collect, sort and arrange scripts in the order of the Assessment Centre.</li> <li>4. Analyze, validate and compile students' results.</li> <li>5. Pack Assessment materials such as assessments cards in preparation for assessments conduct.</li> <li>6. Photocopy necessary documents and file them accordingly.</li> <li>7. Collect required information by phone, letter, email or in person.</li> <li>8. Prepare and manage registration forms, reports and other necessary documentation for the Board's operations.</li> </ol>
<b>28</b>	<b>Post:</b>	<b>Assistant Records Officer – 4 Posts</b>
	<b>Reference:</b>	<b>UHPAB/HRM/ARO/028/26</b>
	<b>Scale</b>	<b>UHPAB 6</b>
	<b>Reports to:</b>	<b>Records Officer</b>
	<b>Job purpose:</b>	To receive, file, store and assist in retrieving and accessing records.
	<b>Qualifications:</b>	A Diploma in Records and Archives Management or Library and Information Science or Information Science from a recognized Institution.
	<b>Experience:</b>	Not necessary
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Open, close subject files, personal files and routing files to officers responsible for action.</li> <li>2. Receive and sort in coming documents/correspondences and distribute or file them according to filing systems.</li> <li>3. Classify documents for filing.</li> <li>4. Receive registration forms, Health Training Identification Number (HTIN) forms and research reports.</li> <li>5. Receiving office e-mails, guiding clients on the processes of their requests and providing them with the necessary information for example office account details, questions on the requirements to certify documents etc.</li> <li>6. Receive queries about candidates' documents.</li> <li>7. Collect closed files from different Departments.</li> </ol>

		8. Sort records according to their subjects. 9. Register, reference and classify records. 10. Identify the retention period of records and the records due for destruction. 11. Data entry, storage and retrieval of the records.
<b>29.</b>	<b>Post:</b>	<b>Awards and Certification Clerk – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/ACC/029/25</b>
	<b>Scale</b>	<b>UHPAB 6</b>
	<b>Reports to:</b>	<b>Awards and Certification Officer</b>
	<b>Job purpose:</b>	To provides administrative support to Awards Unit in the processing and administration of quality Transcripts and Certificates.
	<b>Qualifications:</b>	A Diploma in IT or Records Management from a recognized University or Institution.
	<b>Experience:</b>	Not necessary
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Receive and forwards client’s requests to the Awards Officer.</li> <li>2. Prepares for issuance of assessment results, Transcripts and Certificates to stakeholders under the supervision of an Awards officer.</li> <li>3. File and maintain physical and digital award records.</li> <li>4. Ensure security and confidentiality of documents.</li> <li>5. Validate dummy transcripts to confirm consistency with information in the student’s albums and other relevant records submitted by the Health TVET Provider.</li> <li>6. Channel complex queries to Awards Officer.</li> <li>7. Maintains a proper record of Transcripts and Certificates that have been printed and issued out to the Health TVET Provider.</li> <li>8. Provide feedback to inquiries on emails regarding certification and verification.</li> <li>9. Photocopy necessary documents and file them accordingly.</li> </ol>

<b>30.</b>	<b>Post:</b>	<b>Assistant Inventory Management Officer – 1 Post</b>
	<b>Reference:</b>	<b>UHPAB/HRM/AIMO/030/26</b>
	<b>Scale</b>	<b>UHPAB 6</b>
	<b>Reports to:</b>	<b>Inventory Management Officer</b>
	<b>Job purpose:</b>	To receive, issue and record stores in the organization.
	<b>Qualifications:</b>	A Diploma in Stores/Supplies Management or Procurement from a recognized Institution.
	<b>Experience:</b>	Not Necessary
	<b>Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Receive, keep, retrieve and issue stores in accordance with the established procedures.</li> <li>2. Receive and compile requisition orders. <ol style="list-style-type: none"> <li>1. Verify invoices against goods received notes.</li> <li>2. Post and maintain stores records.</li> <li>3. Undertake stock-taking and stock-inspection</li> </ol> </li> </ol>