



Uganda Cancer Institute

JOB POSTING

Background:

The Government of the Republic of Uganda received a loan financing from the African Development Fund (ADF) towards a project for establishing the East Africa Oncology Institute at Uganda Cancer Institute Mulago Kampala.

The overall objective of the project is to address the crucial labour market shortages in highly skilled professional in oncology sciences and cancer management in Uganda and the EAC region in general. Component one of the project includes expansion and Improvement of the Infrastructure and Equipment at the Uganda Cancer Institute (UCI) as a centre of excellence in cancer research and management.

This will involve among others expansion of infrastructure at the UCI to provide required research laboratories, training facilities for post graduate and doctoral training, faculty and research scholar offices, conference facility, adequate ancillary spaces to enable the institution to offer state of the art training and provision of medical equipment for laboratories and training facilities.

Uganda Cancer Institute is recruiting for the following positions

Job Title:	Training Officer(2)
Reports to:	Academics Officer
Period	24 months

General Summary:



Uganda Cancer Institute

JOB POSTING

The training officer will support the Academic programmes officer in execution of the training activities of the project including support to the fellowship training programmes and support to students funded for training by the Uganda Cancer Institute with support from the African Development Bank. The Training officer will also assist the Academic Programmes Officer in development and establishment of training programmes including short training courses and other programmes that may arise as per institutional training plan. The training officer will also work with the fellowship directors in day to day management of the oncology fellowship training programmes.

Responsibilities:

- i. Work closely with the project academic programmes officer, the PCU and the training directorate at the UCI to ensure that the project and departmental outputs/outcomes are achieved as identified in the project document and as advised by the Project Steering Committee (PSC). These include:
- ii. Support Academic Programmes Officer to plan and deliver training programmes (In-post staff training, Masters, PhD, fellowships etc.)
- iii. Work with the Academic Programmes Officer to coordinate project funded training programmes including the Oncology Fellowship Training Programmes, short courses and the Oncology certification programmes.
- iv. Work with the Academic Programmes Officer and the Head of the Training directorate to develop training needs and requirements for students funded by the UCI
- v. Work with Academic Programmes Officer to review existing training materials produced by third parties to determine appropriateness, relevance and potential adoption by the Institute
- vi. Work with other content experts in the field to modify or create course materials and training manuals to meet specific training needs of the UCI for both students matriculating at UCI and students of other institutions rotating at the UCI.



Uganda Cancer Institute

JOB POSTING

- vii. Organise training sessions for both UCI staff and students as may be relevant to establishment of the Centre of Excellence
- viii. Monitors training programmes and manuals to ensure that they are effective and up-to-date and coordinate with the Academic Programme Officer and the Head of the Training Directorate to makes updates as necessary
- ix. Work with fellowship directors to address learning issues, instruction problems, or new educational needs regarding specific trainees or departments
- x. Works with head of directorate to plan and manages costs for all training programmes, productions, and publications
- xi. Works with head of directorate to prepare and develop a report to management and Bank as may be necessary.
- xii. Work closely with the Academic Programmes Officer and the Project Coordinator to identify necessary action for the current and follow-up activities to ensure compliance with specific project objectives
- xiii. Other duties as may be decided by the supervisor

Personal qualifications and competencies

Qualifications:

- i. Must possess a Bachelor's Degree in a Health-Related discipline preferably nursing;
- ii. Must be registered with the Uganda Nurses and Midwives Council
- iii. Should have working experience of at least two (2) years in the higher Medical education sub-sector with particular expertise and knowledge in oncology related specialties;
- iv. Should have working knowledge in interpreting higher education quality assurance frameworks

Competencies

- i. Good communication skills both oral and written.



Uganda Cancer Institute

JOB POSTING

- ii. Good interpersonal skills accompanied by self-motivation and a demonstrable and unquestionable level of integrity.
- iii. Ability to plan, organize, implement, monitor and evaluate tasks and to deliver outputs to meet required deadlines
- iv. Ability to relate well with management and stakeholders
- v. Computer literacy and ability to effectively use personal computer applications such as Microsoft Office and office information technology equipment.

The successful candidates shall be paid a competitive, negotiated and agreed monthly salary commensurate with qualification in accordance with the project financing provisions.

To apply:

Qualified and interested persons who wish to apply may hand deliver their application letter with a detailed CV naming at least two professional referees to:

The Director, Uganda Cancer Institute

Upper Hill Road Mulago

P.O Box 3935, Kampala

Deadline for receipt of applications is Friday 22nd December 2017