

**MINISTRY OF HEALTH
UGANDA CANCER INSTITUTE
EXTERNAL ADVERT NO. 2/2019**

Mandated by the Uganda Cancer Institute Act of 2016, the UCI is an autonomous body, with the mandate to, among others, undertake and coordinate the management of cancer and cancer-related diseases in Uganda. It is critical to the evolution of a National Centre of Excellence, providing specialized treatment and care for all types of cancer using all the available subspecialty expertise possible, as well as engineering oncology-centered research and training.

Through its external sourcing strategies, Uganda cancer Institute has planned to fill selected vacant posts to strengthen its human resource capacity by bringing on board professional, dynamic, self-motivated staff to complement its current manpower to efficiently and effectively contribute to its mandate. Interested persons should submit their applications including copies of their academic and professional transcripts, certificates, curriculum vitae, employment records to the **Executive Director Uganda Cancer Institute, P.O Box 3935 Kampala**.

The deadline for receiving the applications is 1st November, 2019.

1. RADIOTHERAPY

Post: Medical Officer

Salary Scale: U4

Reports to: Medical Officer Special Grade (Radiation Oncology)

Key Activities

- (i) Participating in diagnosis, treatment and management of patients;
- (ii) Evaluating of patients and referring them for specialized healthcare;
- (iii) Adhering to the professional code of conduct and ethics;
- (iv) Participating in outreach and community health programmes;
- (v) Participating in research activities and health data collection;
- (vi) Compiling and submitting periodic reports; and
- (vii) Carrying out any other duties as may be assigned from time to time.

Person Specifications

- (i) Must have an MBChB degree or its equivalent from a recognized university or institution;
- (ii) Should be fully registered with the Uganda Medical and Dental Practitioners Council;
- (iii) Must have a valid practicing license; and
- (iv) Must be willing to work in the Radiotherapy Department.

Post: Medical Physicist
Salary Scale: U4
Reports to: Senior Medical Physicist

Key Activities/ result areas

- (i) To carry out calibration of radiotherapy equipment;
- (ii) To carry out routine therapy and imaging machine performance tests;
- (iii) To plan for radiotherapy treatments;
- (iv) To handle radiotherapy patients in consultation with Radiation Oncologists, Radiation Therapy Officers and Radiotherapy Technicians;
- (v) To ensure radiation safety standards for environment and personnel;
- (vi) To assess and investigate different radiotherapy treatment regimens; and
- (vii) Carrying out any other duties as may be assigned by supervisor from time to time.

Person Specifications

- (i) Must possess a Bachelor of Science degree majoring in Physics from a recognized institution; and
- (ii) Clinical training in Medical Physics of at least one year at an accredited institution is an added advantage.

Post: Radiation Therapy Officer
Salary Scale: U4
Reports to: Senior Radiation Therapy Officer

Key Activities

- (i) To participate in treatment planning of cancer patients;
- (ii) To treat patients using radiotherapy machines;
- (iii) To liaise with clinics and laboratories in the preparation of patients for radiotherapy;
- (iv) To participate in monitoring of patients undergoing radiotherapy;
- (v) To ensure daily quality assurance and daily quality control of radiotherapy processes;
- (vi) To participate in research activities;
- (vii) Compiling and submitting periodic reports; and
- (viii) Carrying out any other duties as may be assigned from time to time.

Person Specifications

- (i) Must have a Degree in Therapy Radiography or its equivalent from a recognized institution; and
- (ii) Must be registered with the Allied Health Professionals Council

Post: Assistant Nursing Officer

Salary scale: U5

Reports to: Nursing Officer

Key Activities

- (i) Receive and triage patients
- (ii) Carry out health education and pass on information to clients concerning treatments, their outcomes, side effects and management;
- (iii) Participate in treatment planning of patients and clinical follow ups;
- (iv) Participate in brachytherapy insertions;
- (v) Prepare patients for treatments;
- (vi) Offer holistic care of cancer patients;
- (vii) Participate in management of palliative care patients and pain control;
- (viii) Attend departmental meetings;
- (ix) Assist Medical Officers and Radiation Oncologists when running clinics and clinical procedures;
- (x) Adhere to professional code of conduct; and
- (xi) Carry out any other duties as may be assigned from time to time.

Person Specifications

- (i) Must be trained at a Registered Level (Diploma) as a Nurse in a Recognized Institution;
- (ii) Must be registered with the Nurses and Midwives Council;
- (iii) Should be patient, focused and have a pleasant personality; and

Post: ICT Officer
Salary Scale: U4
Reports to: Senior Hospital Administrator

Key Activities

- (i) To analyze information, software design, documentation, testing, programming and development of Radiotherapy ICT equipment;
- (ii) To prepare and install solutions by designing and determining system specifications, standards and programming;
- (iii) To maintain and troubleshoot all networks and computer related issues;
- (iv) To integrate security, physical, control solutions for all confidential systems and data;
- (v) To integrate and configure computer network for best performance;
- (vi) To test and evaluate all new ICT technology;
- (vii) To enhance the department ICT systems through appropriate upgrades and advise on required changes or improvements;
- (viii) To conduct electrical safety checks on all ICT equipment in the department; and
- (xii) To carry out any other duties as may be assigned from time to time.

Person Specifications

Must have a Bachelor's degree in Software Engineering

Post: Maintenance Technician (Electrical)
Salary Scale: U5
Reports to: Senior Biomedical Engineer

Key Activities/ result areas

Key Activities:

The applicant should be able:-

- (i) To participate in the installation, repair and maintenance of machinery and equipment in the workshop;
- (ii) To participate in the servicing and repair of highly complex, high value radiotherapy machines and the auxiliary imaging equipment; dosimetry equipment and ICT systems;

- (iii) Inspects and detects faulty equipment and recommends remedial actions; and
- (iv) Performing any other duties as may be assigned from time to time.

Person specifications

Must have an Ordinary Diploma in Electrical or Electronic Engineering or the equivalent from a recognized Institution; and

- (i) Additional training in medical equipment maintenance and or experience is added advantage.

2. FINANCE AND ADMINISTRATION

Post: Internal Auditor

Salary Scale: U4

Reports to: Senior Internal Auditor

Key Activities

- (i) Identifies major financial and accounting systems
- (ii) Reviews internal control procedures to assess their adequacy and compliance including; spotting and elimination of weaknesses
- (iii) Verifying assets within the Institute to safeguard them
- (iv) Auditing GoU and all Donor funds with the Institute to ensure proper accountability
- (v) Conduct special investigations of audit nature
- (vi) Writes audit reports for submission to the Director

Person specifications

- (i) Must have an Honours Bachelor's Degree in Commerce or Business Administration(Accounting/Finance Option) or Bsc Accounting and Finance or full CPA or ACCA from a recognized University or Institution

Post: Accountant

Salary Scale: U4

Reports to: Senior Accountant

Key Activities

- (i) Maintaining main and subsidiary accounts
- (ii) Verifying and authorizing financial transaction
- (iii) Preparing budget estimates
- (iv) Preparing financial accounts (or statements) and reports
- (v) Answering audit queries
- (vi) Advises on financial matters
- (vii) Ensures timely payment for goods and services
- (viii) Planning work schedules, monitoring and controlling expenditure
- (ix) Supervising and evaluating performance of subordinate staff

- (x) Compiles and submits periodic reports of the department

Carrying out any other duties as may be assigned by supervisor from time to time.

Person specifications

- (ii) Must have an Honours Bachelor's Degree in Commerce or Business Administration(Accounting) or Bsc Accounting and Finance or full CPA or ACCA from a recognized University or Institution

Post: Senior Assistant Accountant

Salary Scale: U5

Reports to: Accountant

Key Activities

- (i) Verifying payment vouchers in accordance with existing financial/accounting rules, regulations and instructions
- (ii) Collating financial estimates
- (iii) Bookkeeping and reconciling transactions
- (iv) Providing accounting advice
- (v) Computerizing data/information and production process
- (vi) Monitoring subordinate work schedules and ensuring compliance
- (vii) Compiles and submits periodic reports of the department
- (viii) Carrying out any other duties as may be assigned by supervisor from time to time.

Person specifications

- (i) Must have a diploma in Commerce or Business Administration(Accounting) or Bsc Accounting and Finance from a recognized University or Institution
- (ii) Should have at least three years' experience at the level of Assistant Accountant