



UPIK
Service with Excellence



THE REPUBLIC OF UGANDA

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JOB OPPORTUNITIES:

Uganda Petroleum Institute Kigumba is a government aided tertiary institution established by the Government of Uganda (GoU) through the Ministry of Education and Sports (MoES) to undertake Oil and Gas technical training. UPIK derives its mandate from the Statutory Instrument (SI) No. 31 of 2011 namely "The Universities and Other Tertiary Institutions Act 2001. The Institute is calling for suitable candidates to fill up the vacant positions detailed in the table below.

Post	No.	KEY DUTIES & OUTPUTS	QUALIFICATION	SKILLS REQUIRED
Senior Accounts Assistant Reports to: Accountant. Duration: 5 years renewable upon satisfactory performance.	1	Key Duties <ul style="list-style-type: none"> Perform basic accounting processes involving preparing Books of Accounts and keep custody of accounting transaction records. Provide custody for accounting records and documents. Organize payments to Suppliers on a timely basis. Oversee the purchase ledger and credit control. Assist the Accountant/ Bursar with the day-to-day tasks. Post invoices and create payments. Prepare reports for review by Management. Prepare month-end bank reconciliations. Deal with a range of finance-related queries, both internal and external. Post entries of Accounts. Provide administrative support to the Accountant/Bursar Prepare Statutory Accounts. Calculate and check to make sure payments, amounts and records are correct. Prepare, compile and analyse Account information. Document and recommend financial actions by analysing accounting options. Post financial transactions, cashbooks and subsidiary ledgers to the General Ledger and update Books of Accounts. Provide custody of cash and imprest and effect payments. Prepare draft monthly reconciliation reports. Perform any other duties as may be assigned by the relevant authorities. 	<ul style="list-style-type: none"> Applicants must be holders of a Degree in Accounting and finance or related field from a recognized Institution with At least 5 years' relevant working experience in a reputable organization Registration with the relevant professional body is of an added advantage. 	The applicant must possess: <ul style="list-style-type: none"> Analytical and problem-solving skills Competent IT computer application skills. High level in accuracy Skills in teamwork Organizational skills Administrative skills He/she should be trustworthy and discreet when dealing with confidential information.
Estates Manager Reports to: Institute Secretary Duration: 5 years renewable upon satisfactory performance.	1	Key duties <ul style="list-style-type: none"> Overseeing smooth running of estate, working directly with principal to plan and execute a management plan of the property and grounds. Develop detailed designs. Carry out feasibility assessments and site inspections. Prepare and implement project plans. Carry out research and provide estimates for projects. Review government regulations and ordinances. Monitor and optimize safety procedures, production processes and regulatory compliance. Managing ground staff and contractors Ensuring that the Institute Property is maintained and all practical equipment is running smoothly Project management duties (manage budgets, resources and deadlines, acquire and compile quotes). 	<ul style="list-style-type: none"> Applicants must be holders of a Degree in Civil Engineering, Construction Management or Quantitative surveying from a recognized Institution with at least Five years' relevant working experience in a reputable organization. Registration with the relevant professional body is of an added advantage. 	The applicant must possess: <ul style="list-style-type: none"> Strong analytical and critical thinking skills. Excellent time management skills. Leadership skills Coordination skills. Creativity skills Effective communication skills Negotiation skills
ICT Technician Reports to: Systems Administrator Duration: 5years renewable upon satisfactory performance.	1	Key duties <ul style="list-style-type: none"> Perform routine preventive Maintenance and repair of ICT Systems/ Equipment Open and close the computer labs according to the IT Services schedule. Provide general technical guidance and support to end-users. Devise appropriate systems of security in relation to hardware and software. Advise on the purchase of spare parts for ICT equipment; Liaise with suppliers for repairs and/or maintenance of ICT equipment; and troubleshooting network problems. Troubleshoot network problems and support hardware or software-related issues including but not limited to Computers, printers, projectors, CCTV, IP Phones, Servers, Routers and interactive Panels for all users. Perform basic installations and configurations of software and hardware ICT equipment Ensure that all computer lab users observe IT Services rules. Maintain incoming technical support requests via email, telephone or in-person. Provide helpdesk assistance and efficient first-line support in resolving day-to-day problems related to networking and application software issues in a timely manner. Support and provide basic training sessions to students and staff which involve the use of technology Work proactively to ensure that equipment is protected from damage or misuse and to be vigilant in spotting unsafe or dangerous equipment and to take appropriate action Prepare and submit weekly/Monthly/Quarterly reports ICT Technician will be required to work outside normal working hours, as and when required. Perform such other duties directly related to the main duties listed above 	<ul style="list-style-type: none"> Applicant should hold a good Diploma in Computer Science or Information Technology from a recognized institution of higher learning. At least five years' experience in software and hardware support as an ICT Technician in a busy organization. Possession of professional Certifications as ICT Technician will be added advantage (e.g. CompTIA A+, CCNA, IT Essentials (ITE) and Microsoft Certified IT Professional) 	The applicant must: <ul style="list-style-type: none"> Have good organizational, interpersonal and communication skills. Be able to work under pressure and in a multi-disciplinary team. Have knowledge of a wide range of computer systems software, applications, hardware, networking, and communications. Be able to communicate technical guidance and instruction to users on the use of PC and/or mainframe applications and systems. Be able to work outside normal working hours, as and when required.

HOW TO APPLY:

Applications accompanied by detailed Curriculum Vitae, copies of certificates and testimonials and at least two competent referees, one of whom must be from your current or previous Employer should be received not later than **10th November, 2022**. They should be addressed to the Principal, Uganda Petroleum Institute, Kigumba, P.O Box 50, Kigumba.

Note: Only shortlisted applicants will be contacted.

Any form of canvassing shall lead to automatic disqualification of the Candidate.

Qualified applicant within the community are encouraged to apply.