



THE REPUBLIC OF UGANDA

Ministry of Gender, Labour & Social Development

INTERNAL ADVERT

The Ministry of Gender, Labour and Social Development, invites suitably qualified Persons to apply for the vacant positions below:

Job Title 1: **Instructor tailoring and garment designing**

Number of Vacancies: Two (2)

Reports to: Rehabilitation Officer

Duty station: Ruti (Mbarara) and Ocoko (Arua)

Terms: One Year Contract

Purpose of the job: Impart knowledge and skills of tailoring to Persons with Disabilities

Key Result Areas

- Knowledge and skills in tailoring passed on to trainees
- Training materials identified and procured
- Trainees continuously assessed
- Workshop well organized and suitable for working conditions of PWDs
- Trainees presented for D.I.T final assessment

Job Duties and Responsibilities

- Training PWDs in tailoring skills
- Requisitioning of training materials
- Preparing schemes of work and lesson plans
- Preparing progress reports on trainees
- Continuous assessment of trainee's performance
- Preparing students for internal exams and D.I.T final assessment
- Making reports on trainees' performance
- Guidance and counseling
- Any other duty as assigned

Qualifications:

- A Ugandan in possession of a diploma in tailoring and garment cutting from a recognized institution or level III certificate of Directorate of Industrial Training (D.I.T) in the same field.

Competencies:

- Job knowledge
- Communication skills
- Guidance and counseling skills
- Teamwork
- Report writing
- Ability to live and work with persons with disabilities.

Job Title 2: **Assistant Instructor tailoring and garment designing**

Number of Vacancies: Two (2)

Reports to: Instructor tailoring and garment designing

Duty station: Ruti (Mbarara) and Ocoko (Arua)

Terms: One Year Contract

Purpose of the job: Assist in imparting knowledge and skills of tailoring to Persons with Disabilities

Key Result Areas

- Knowledge and skills in tailoring passed on to trainees
- Training materials identified and procured
- Trainees continuously assessed
- Workshop well organized and suitable for working conditions of PWDs
- Trainees presented for D.I.T final assessment

Job Duties and Responsibilities

- Training PWDs in tailoring skills
- Requisitioning of training materials
- Preparing schemes of work and lesson plans
- Preparing progress reports on trainees
- Continuous assessment of trainee's performance
- Preparing students for internal exams and D.I.T final assessment
- Making reports on trainees' performance
- Guidance and counseling
- Any other duty as assigned

Qualifications:

- A Ugandan in possession of a certificate in tailoring and garment cutting from a recognized institution or level III certificate of Directorate of Industrial Training (D.I.T) in the same field.

Competencies:

- Job knowledge
- Communication skills
- Guidance and counseling skills
- Teamwork
- Report writing
- Ability to live and work with persons with disabilities.

Job Title 3: **Instructor knitting and weaving**

Number of Vacancies: Three (3)

Duty station: Ruti (Mbarara), Ocoko (Arua) and Kireka (Kampala)

Reports to: Rehabilitation Officer

Terms: One Year Contract

Purpose of the job: Impart knowledge and skills of knitting and weaving to Persons with Disabilities

- **Key Result Areas**
- Knowledge and skills in weaving and knitting passed on to trainees
- Training materials identified and procured
- Trainees continuously assessed
- Workshop well organized and suitable for working conditions of PWDs
- Trainees presented for D.I.T final assessment

Job Duties and Responsibilities

- Training PWDs in knitting and weaving skills
- Requisitioning of training materials
- Preparing schemes of work and lesson plans
- Preparing progress reports on trainees
- Continuous assessment of trainee’s performance
- Preparing students for internal exams and D.I.T final assessment
- Making reports on trainees’ performance
- Guidance and counseling
- Any other duty as assigned

Qualifications:

- A Ugandan in possession of a diploma in handcraft from a recognized institution or level III certificate of Directorate of Industrial Training (D.I.T) in the same field.

Competencies:

- Job knowledge
- Communication skills
- Guidance and counseling skills
- Teamwork
- Report writing
- Ability to live and work with persons with disabilities.
- Sign language is an added advantage.

Job Title 4: **Assistant Instructor knitting and weaving**

Number of vacancies: Two (2)

Duty station: Mpumudde (Jinja) and Ruti (Mbarara)

Reports to: Instructor knitting and weaving

Terms: One Year Contract

Purpose of the job: Assist in imparting knowledge and skills of knitting and weaving to Persons with Disabilities

Key Result Areas

- Knowledge and skills in weaving and knitting passed on to trainees
- Training materials identified and procured
- Trainees continuously assessed
- Workshop well organized and suitable for working conditions of PWDs
- Trainees presented for D.I.T final assessment

Job Duties and Responsibilities

- Training PWDs in knitting and weaving skills
- Requisitioning of training materials
- Preparing schemes of work and lesson plans
- Preparing progress reports on trainees
- Continuous assessment of trainee's performance
- Preparing students for internal exams and D.I.T final assessment
- Making reports on trainees' performance
- Any other duty as assigned
- Guidance and counseling
- Any other duty as assigned

Qualifications:

- A Ugandan in possession of a certificate in handcraft from a recognized institution or level III certificate of Directorate of Industrial Training (D.I.T) in the same field.

Competencies:

- Job knowledge
- Communication skills
- Guidance and counseling skills
- Teamwork
- Report writing
- Ability to live and work with persons with disabilities.
- Sign language is an added advantage.

Job Title 5: **Instructor leather tanning and shoe making**

Number of Vacancies: one (1)

Reports to: Rehabilitation Officer

Duty station: Ocoko (Arua)

Purpose of the job: Impart knowledge and skills of leather works to Persons with Disabilities

Key Result Areas

- Knowledge and skills in leather works passed on to trainees
- Training materials identified and procured
- Trainees continuously assessed
- Workshop well organized and suitable for working conditions of PWDs
- Trainees presented for D.I.T final assessment

Job Duties and Responsibilities

- Training PWDs in leather works skills
- Requisitioning of training materials
- Preparing schemes of work and lesson plans
- Preparing progress reports on trainees
- Continuous assessment of trainees' performance
- Preparing students for internal exams and D.I.T final assessment
- Making reports on trainees' performance
- Guidance and counseling
- Any other duty as assigned

Qualifications:

- A Ugandan in possession of a diploma in leather works from a recognized institution or level III certificate of Directorate of Industrial Training (D.I.T) in the same field.

Competencies:

- Job knowledge
- Communication skills
- Guidance and counseling skills
- Teamwork
- Report writing
- Ability to live and work with persons with disabilities.
- Sign language is an added advantage.

Job Title 6: **Instructor Bakery and Pastry**

Number of Vacancies: Four (4)

Duty station: Kireka (Kampala), Lweza (Kampala), Mpumudde (Jinja) and Ruti (Mbarara)

Reports to: Rehabilitation Officer

Terms: One Year Contract

Purpose of the job: Impart knowledge and skills of bakery and pastry to Persons with Disabilities

Key Result Areas

- Knowledge and skills in bakery and pastry passed on to trainees
- Training materials identified and procured
- Trainees continuously assessed
- Workshop well organized and suitable for working conditions of PWDs
- Trainees presented for D.I.T final assessment

Job Duties and Responsibilities

- Training PWDs in bakery and pastry skills
- Requisitioning of training materials
- Preparing schemes of work and lesson plans
- Preparing progress reports on trainees
- Continuous assessment of trainees' performance
- Preparing students for internal exams and D.I.T final assessment
- Making reports on trainees' performance
- Guidance and counseling
- Any other duty as assigned

Qualifications:

- A Ugandan in possession of a diploma in bakery and pastry from a recognized institution or level III certificate of Directorate of Industrial Training (D.I.T) in the same field.

Competencies:

- Job knowledge
- Communication skills
- Guidance and counseling skills
- Teamwork
- Report writing
- Ability to live and work with persons with disabilities.
- Sign language is an added advantage.

Job Title 7: **Assistant Instructor Bakery and Pastry**
Number of Vacancies: One (1)
Duty station: Ruti (Mbarara)
Reports to: Instructor Bakery and Pastry
Terms: One Year Contract

Purpose of the job: Assist in imparting knowledge and skills of bakery and pastry to Persons with Disabilities

Key Result Areas

- Knowledge and skills in bakery and pastry passed on to trainees
- Training materials identified and procured
- Trainees continuously assessed
- Workshop well organized and suitable for working conditions of PWDs
- Trainees presented for D.I.T final assessment

Job Duties and Responsibilities

- Training PWDs in bakery and pastry skills
- Requisitioning of training materials
- Preparing schemes of work and lesson plans
- Preparing progress reports on trainees
- Continuous assessment of trainees' performance
- Preparing students for internal exams and D.I.T final assessment
- Making reports on trainees' performance
- Guidance and counseling
- Any other duty as assigned

Qualifications:

- A Ugandan in possession of a certificate in bakery and pastry from a recognized institution or level III certificate of Directorate of Industrial Training (D.I.T) in the same field.

Competencies

- Job knowledge
- Communication skills
- Guidance and counseling skills
- Teamwork
- Report writing
- Ability to live and work with persons with disabilities.
- Sign language is an added advantage

Job Title 8: **Instructor Cosmetology and hair dressing**
Number of Vacancies: Two (2)
Duty station: Lweza (Kampala) and Ruti (Mbarara)
Reports to: Rehabilitation Officer
Terms: One Year Contract

Purpose of the job: Impart knowledge and skills of cosmetology and hairdressing to Persons with Disabilities

Key Result Areas

- Knowledge and skills in cosmetology and hairdressing passed on to trainees
- Training materials identified and procured
- Trainees continuously assessed
- Workshop well organized and suitable for working conditions of PWDs
- Trainees presented for D.I.T final assessment

Job Duties and Responsibilities

- Training PWDs in cosmetology and hairdressing skills
- Requisitioning of training materials
- Preparing schemes of work and lesson plans
- Preparing progress reports on trainees
- Continuous assessment of trainees' performance
- Preparing students for internal exams and D.I.T final assessment
- Making reports on trainees' performance
- Guidance and counseling
- Any other duty as assigned

Qualifications:

- A Ugandan in possession of a diploma in cosmetology and hairdressing from a recognized institution or level III certificate of Directorate of Industrial Training (D.I.T) in the same field, or a certificate from a recognized institution

Competencies:

- Job knowledge
- Communication skills
- Guidance and counseling skills
- Teamwork
- Report writing
- Ability to live and work with persons with disabilities.
- Sign language is an added advantage.

Job Title 9:	Assistant Instructor Cosmetology and hair dressing
Number of Vacancies:	One (1)
Duty station:	Ruti (Mbarara)
Reports to:	Instructor Cosmetology and hair dressing
Terms:	One Year Contract

Purpose of the job: Assist impart knowledge and skills of cosmetology and hairdressing to Persons with Disabilities

Key Result Areas

- Knowledge and skills in cosmetology and hairdressing passed on to trainees
- Training materials identified and procured
- Trainees continuously assessed
- Workshop well organized and suitable for working conditions of PWDs
- Trainees presented for D.I.T final assessment

Job Duties and Responsibilities

- Training PWDs in cosmetology and hairdressing skills
- Requisitioning of training materials
- Preparing schemes of work and lesson plans
- Preparing progress reports on trainees
- Continuous assessment of trainees' performance
- Preparing students for internal exams and D.I.T final assessment
- Making reports on trainees' performance
- Guidance and counseling
- Any other duty as assigned

Qualifications:

- A Ugandan in possession of a certificate in cosmetology and hairdressing from a recognized institution or level III certificate of Directorate of Industrial Training (D.I.T) in the same field, or a certificate from a recognized institution

Competencies:

- Job knowledge
- Communication skills
- Guidance and counseling skills
- Teamwork
- Report writing
- Ability to live and work with persons with disabilities.
- Sign language is an added advantage.

Job Title 10: **Instructor carpentry and woodwork technology**

Number of Vacancies: One (1)

Duty station: Kireka (Kampala)

Reports to: Rehabilitation Officer

Terms: One Year Contract

Purpose of the job: Impart knowledge and skills of Carpentry and Joinery to Persons with Disabilities

Key Result Areas

- Knowledge and skills in carpentry and joinery passed on to trainees
- Training materials identified and procured
- Trainees continuously assessed
- Workshop well organized and suitable for working conditions of PWDs
- Trainees presented for D.I.T final assessment

Job Duties and Responsibilities

- Training PWDs in Carpentry and Joinery skills
- Requisitioning of training materials
- Preparing schemes of work and lesson plans
- Preparing progress reports on trainees
- Continuous assessment of trainees' performance
- Preparing students for internal exams and D.I.T final assessment
- Making reports on trainees' performance
- Guidance and counseling
- Any other duty as assigned

Qualifications:

- A Ugandan in possession of a diploma in carpentry and Joinery from a recognized institution or level III certificate of Directorate of Industrial Training (D.I.T) in the same field.

Competencies:

- Job knowledge
- Communication skills
- Guidance and counseling skills
- Teamwork
- Report writing
- Ability to live and work with persons with disabilities.
- Sign language is an added advantage.

Job Title 11:	Askari
Number of Vacancies:	Two (2)
Duty station:	Kireka (Kampala) and Ocoko (Arua)
Reports to:	Rehabilitation Officer/Centre Manager
Terms:	One Year Contract

Purpose of the job: Securing premises, personnel and patrolling government property

Key Result Areas

- Government property, premises and personnel patrolled and secured
- Entrance and departure of employees, visitors and other persons monitored.
- Losses and damages prevented by reporting irregularities
- Security against theft maintained

Job Duties and Responsibilities

- Patrolling government property, premises and personnel
- Monitoring the entrance and departure of employees, visitors and other persons
- Reporting losses and damages to prevent irregularities
- Maintaining security against theft
- Making reports on security of the institution
- Opening and closing the gate for staff and visitors
- Any other duty as assigned

Qualifications:

- A Ugandan in possession of an O' level certificate from Uganda National Examination Board. Those who are former security officers like police and army stand a high advantage.

Competencies:

- Job knowledge
- Communication skills
- Teamwork
- Report writing
- Ability to live and work with persons with disabilities

Job Title 12: **Assistant Instructor Welding and Metal Fabrications**

Number of Vacancies: One (1)

Duty station: Ocoko (Arua)

Reports to: Instructor Welding and Metal Fabrication

Terms: one year contract

Purpose of the job: Impart knowledge and skills of tailoring to Persons with Disabilities

Key Result Areas

- Knowledge and skills in Welding and metal fabrication passed on to trainees
- Training materials identified and procured
- Trainees continuously assessed
- Workshop well organized and suitable for working conditions of all categories of trainees with Disabilities
- Professionally prepared trainees, presented for D.I.T final assessment

Job Duties and Responsibilities:

- Training PWDs in Welding and metal fabrication skills
- Requisitioning of training materials
- Preparing schemes of work and lesson plans
- Preparing progress reports on trainees
- Continuous assessment of trainees performance
- Preparing students for internal exams and D.I.T final assessment
- Making reports on trainees performance
- Guidance and counseling
- Any other duty as assigned

Qualifications:

- Should be a Ugandan in possession of a minimum of a certificate in welding and metal fabrication from a recognized institution or craft/ DIT certificate in the related field from a recognized institution. Should have at

least two years' experience in similar work. Knowledge of sign language or and braille will be an added advantage.

Competencies:

- Job knowledge
- Communication skills
- Guidance and counseling skills
- Teamwork
- Report writing
- Ability to live and work with persons with disabilities

Job Title 13: **Kitchen Attendant**
Number of Vacancies: One (1)
Duty station: Ocoko (Arua)
Reports to: Center Manager/Rehabilitation Officer
Terms: One year contract

Purpose of the job: Preparing food for the students and staff in the institution

Key Result Areas

- The kitchen and surrounding areas kept clean
- Food for students and staff prepared
- Meals served on time
- Hygiene promotion
- Kitchen equipment cleaned and safely kept

Job Duties and Responsibilities

- Serving students and staff food on time
- Keeping the kitchen and surrounding area clean
- Splitting firewood
- Keeping saucepans and other kitchen equipment clean and safe
- Any other duty as assigned

Qualifications:

- A Ugandan in possession an O' level certificate from Uganda National Examination Board. Those with experience in cooking for big organizations have an added advantage.

Competencies:

- Job knowledge
- Communication skills
- Teamwork
- Report writing
- Ability to live and work with persons with disabilities

Job Title 14: **Sign language Interpreters**
Number of Vacancies: Four (4)

Duty station: Ocoko (Arua), Ruti (Mbarara), Mpumudde (Jinja) and Kireka
Reports to: Center Manager/Rehabilitation Officer
Terms: Six Months

Purpose of the job: Impart knowledge and skills of Sign language to all Vocational Rehabilitation Center staff, will emphasis on Instructors.

Key Result Areas

- Knowledge and skills in sign language passed on to trainees (Center instructors and other participants)
- Training handouts and other sign language tools identified and distributed to supplement individual learning.
- Trainees continuously assessed to confirm transfer of basic sign language skills
- Bi-weekly reports submitted on sign language modules completed and assessed
- Sign language learner’s handbook designed and shared with all center staff in consultation with UNAD and Kyambogo University.

Job Duties and Responsibilities:

- Training vocational rehabilitation center staff in sign language and meaningful inclusion
- Requisitioning of training materials
- Preparing schemes of work and lesson plans
- Preparing progress reports on trainees
- Continuous assessment of trainees performance
- Preparing students for monthly assessments in consultation with UNAD and Kyambogo University
- Making reports on trainees performance
- Guidance and counseling
- Any other duty as assigned

Qualifications:

- Should be a Ugandan in possession of a minimum of a diploma in sign Language from a recognized institution. Should have at least three years’ experience in similar work. Knowledge of braille will be an added advantage.

Competencies

- Job knowledge
- Communication skills
- Guidance and counseling skills
- Teamwork
- Report writing
- Ability to live and work with persons with disabilities.

APPLICATION PROCEDURE:

Those interested and meet the requirements please apply to the, Permanent Secretary Ministry of Gender, Labour and Social Development and deliver your applications to Security Registry. **Deadline is 27th January, 2023.**