



MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT

EXTERNAL JOB ADVERT, 2025

The Government of Uganda, through the Ministry of Gender, Labour and Social Development (MGLSD) is implementing numerous Programmes namely; i) Supporting Jua-Kali Enterprises to Transition into the Formal Economy, commonly known as Jua-Kali Programme, ii) Green Jobs Programme, iii) National Apprenticeship and Graduate Volunteer Programme and iv) Elimination of Child Labour and Child Drop-out Programme. These Programmes require personnel to support their implementations.

Relatedly, the Ministry established the Medical Arbitration Board (MAB) to provide an independent, impartial platform for resolving medical disputes related to employment, particularly those involving workplace injuries, occupational illnesses and disability claims in line with the Workers' Compensation Act Cap 233. The Board which is now functional requires technical officers to support its operations.

In line with the above, the MGLSD now invites suitably qualified and experienced individuals to fill the following vacancies under the following specific programmes:

A. Supporting Jua-Kali Enterprises to Transition into the Formal Economy (SENTE), commonly known as Jua-Kali Programme

- i. One (1) Quality and Productivity Engineer
- ii. One (1) Accountant, Projects and Programmes

B. National Apprenticeship and Graduate Volunteer Programme

- i. One (1) ICT Support Assistant
- ii. One (1) Labour Support Assistant

C. Elimination of Child Labour and School Dropout Programme

- i. One (1) Manager, Inspections and Compliance
- ii. One (1) Programme Officer, Child Labour, Modern Slavery, Forced Labour and Human Trafficking
- iii. One (1) Legal Officer
- iv. One (1) Process Server

D. Medical Arbitration Board

- i. One (1) Legal Officer
- ii. One (1) Office Assistant
- iii. One (1) Driver

Interested eligible applicants should submit applications including a cover letter, current Curriculum Vitae, a copy of the National ID, and copies of **Academic Certificates and Transcripts**, to be delivered at **MGLSD's General Registry on 2nd Floor, Gender and Labour House, Plot 2, George Street not later than 1700hrs on 20th November 2025**. Only shortlisted applicants will be contacted.

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JOB DESCRIPTION AND PERSONAL SPECIFICATIONS

1. Job Title: **Quality and Productivity Engineer**

Number of vacancies: One (1)
Reports: National Programme Coordinator
Duty Station: Headquarters (Kampala)
Terms: One-year Contract renewable based on performance

Job Purpose

Support the quality productivity engineering function across all aspects of the Programme, including monitoring and analyzing quality performance, inspecting and testing equipment, to ensure quality compliance.

Main duties and responsibilities:

- i. Develop the policy and legal frameworks including strategic plans and guidelines on the construction, equipping, accessibility and utilization of common-user facilities in the country
- ii. Develop and continuously update a catalogue of Toolkits and Equipment for informal sector businesses
- iii. Develop and implement Toolkits and Equipment Maintenance Plan
- iv. Work with the skills development and employability team to design and implement Training Programmes for informal sector businesses
- v. Identify, evaluate, and recommend changes or improvements in operational process, procedures, and equipment and provide analysis to support these changes
- vi. Assist users of equipment and tools in understanding and establishing baseline performance and work standards for products and services produced in the common-user facilities
- vii. Develop cost comparisons of alternate processes, parts, tooling, equipment, or systems within Operations
- viii. Perform cost studies, economic comparisons, and justification analysis through lowering the cost of production by eliminating waste in both manpower, raw materials and energy
- ix. Undertake research, develop and implement cost reduction actions
- x. Identify opportunities for continuous improvement by reviewing production processes and tooling to identify and implement processes that will reduce cycle times, process variation, defects, set up times, lead times, inventory, or costs
- xi. Undertake productivity assessments
- xii. Provide technical support to beneficiaries under the Programme

- xiii. Participate in the Programme monitoring and evaluation activities and generate monthly, quarterly and annual technical reports to support Programme management
- xiv. Review, recommend and implement developments in machinery and manufacturing techniques that will sustain effective and lasting change; and
- xv. Perform any other duties that may be assigned from time to time

Qualifications, Skills and Experience

- i. Applicants should be Ugandans holding an honours Bachelor's Degree in Mechanical Engineering, Electrical Engineering or Industrial Engineering from a recognized Institution;
- ii. Possession of a Master's Degree in the same field will be an added advantage.
- iii. Possess at least two (2) years' experience in Engineering in a public or private institution.

Personal Competencies:

- i. Ability to design, develop, implement and improve integrated systems that included people, materials, information, equipment and cost
- ii. Capable of performing root cause analysis to determine cause and solutions to various technical issues
- iii. Product costing knowledge and ability to identify opportunities for cost reduction.
- iv. Design skills, Project Management, Manufacturing Methods and Procedures, Process Improvement, Technical Understanding, Documentation Skills, Safety Management and Supervision

2. Job Title: Accountant, Projects and Programmes

Number of vacancies:	One (1)
Reports:	National Programme Coordinator
Duty Station:	Headquarters (Kampala)
Terms:	One-year Contract renewable based on performance

Job Purpose

The Accountant will to carry out financial management (FM) work in respect to all projects and programmes under the Department of Labour, Industrial Relations and Productivity. S/He will assist in management and monitoring of all the financial activities of the programmes in line with the international and the Government of Uganda (GoU) financial regulations.

Main duties and responsibilities

- i. Process payments to service providers and remit statutory deduction to relevant authorities in accordance with operating guidelines.
- ii. Prepare schedule of payments approved by the Head of Accounts indicating period taken to complete payment process.
- iii. Perform monthly bank reconciliation and prepare reconciliation statements for review by the Head of Department
- iv. Prepare staff payroll and statutory deductions for remittance to the relevant authorities
- v. Monitor the programmes' budgets, expenditures and costs and ensure control over funds use.
- vi. Carry out analysis of payment requests and reconcile them with approved documentation including Local Purchase Orders (LPO) and contracts.
- vii. Process and post payment invoices into financial management systems including IFMIS, PBS, E-CASH among others in line with approved work-plans.
- viii. Generate summary of LPO in the financial management system on monthly basis, prepare reports on outstanding payments / obligations and extract periodic commitment control Reports.
- ix. Update expenditure control cards for contractual payments and ensure no contract over-runs.
- x. Review reimbursement claims submitted by beneficiaries and project implementation unit and process payment in compliance with operational and financial procedures.
- xi. Reviewing expenditure accountability documentation for completeness, adequacy and compliance with financial and operational guidelines.
- xii. Perform monthly bank reconciliation and prepare reconciliation statements for review and approval.
- xiii. Participate in the preparation of periodic progress management reports in accordance with GoU and Specific Donor guidelines.
- xiv. Support preparation of annual statutory financial reports and accounts and audit processes

- xv. Participate in the preparation of audit schedules and supporting documentation required for internal and external audits.
- xvi. Liaise with auditors and respond to audit queries in a timely and professional manner
- xvii. Participate in assets verification and stock taking exercises and update the programmes assets register and stores records as appropriate
- xviii. Any other duties as will be assigned from time to time.

Qualifications

- a) Applicants should possess an Honors Bachelor's degree in Accounting or Finance, Commerce, Business Administration ALL with a major in accounts from a recognized University/Institution.
- b) Must possess a masters degree in Accounting or Finance.
- c) Must possess a Professional Qualification in Accountancy (e.g CPA, ACCA) and be Member of the Institute of Certified Public Accountants of Uganda (ICPAU).

Experience and Competencies

- (i) Minimum six (6) years of professional public/private sector experience in Finance and accounting.
- (ii) Proficient with Microsoft products (e.g. Excel, Access, word, PowerPoint, Outlook, Vision)
- (iii) Should have working knowledge of Government of Uganda Integrated Financial Management System (IFMS), Program Budgeting System (PBS) and other financial systems (e.g Sun, Oracle Financials, Navision).
- (iv) Excellent communication and report writing skills'
- (v) Proven high degree of honesty, integrity and versatility.
- (vi) Must be prepared to work under pressure to meet tight project targets'
- (vii) Good Interpersonal Skills and ability to relate well with a multiplicity of stakeholders.

Deliverables

- i. For the reports, the accountant should be in position to prepare the draft interim financial reports (IFRs) for submission to the FMS.
- ii. Should be in position to prepare the draft annual financial statements for submission to the FMS
- iii. Monthly report on outstanding invoices and payments to service providers.
- iv. Maintained filing system of payment documentation.
- v. Updated advance register & listing of accountability from components.
- vi. Monthly bank reconciliation statements.
- vii. Payroll and update on statutory deduction returns.
- viii. Updated assets register
- ix. Monthly expenditure reports on motor vehicle and telephone usage.

3. Job Title:	ICT Support Assistant
Number of vacancies:	One (1)
Reports:	National Programme Coordinator
Duty Station:	Headquarters (Kampala)
Terms:	One-year Contract renewable based on performance

Job Summary

The ICT Support Assistant will provide I.T technical assistance in the design, implementation, and monitoring of Work-Based Learning (WBL) initiatives under the National Apprenticeship and Graduate Volunteer Programme. He/she will support data management systems, digital tools, and reporting processes aligned with the Uganda National Apprenticeship Framework (UNAF), 2018. The role involves troubleshooting ICT issues, maintaining programme databases, and ensuring smooth information flow. The staff will also assist in virtual coordination and documentation of programme activities.

Main duties and responsibilities:

- i. Support digital implementation of Work-Based Learning (WBL) initiatives in line with UNAF 2018.
- ii. Maintain and update databases of apprentices, host institutions, and programme activities.
- iii. Provide ICT support during virtual meetings, trainings, and stakeholder engagements.
- iv. Troubleshoot and resolve ICT issues related to programme tools and systems.
- v. Ensure data backup and security for all programme-related digital records.
- vi. Support the design and rollout of digital monitoring and reporting tools.
- vii. Generate and compile ICT-based reports to support programme planning and review.
- viii. Assist in managing the programme website and other communication platforms.
- ix. Train staff and volunteers on the use of digital tools and systems used in programme implementation.
- x. Liaise with the Ministry's ICT Unit to ensure alignment with national ICT standards and protocols.

Qualifications and Experience

- i. The applicant should possess a Diploma in Information Technology or Computer Science from a recognized Institution.
- ii. Possess a valid Cisco certification such as CCNA, CCNP or the equivalent
- iii. At least two (2) years of relevant experience in providing ICT support.

Skills and Competencies:

- i. Proficiency in database management tools.
- ii. Experience in managing virtual meeting platforms (e.g., Zoom, Microsoft Teams) and supporting hybrid events or trainings.
- iii. Strong organizational and time management skills
- iv. Innovative and solutions-oriented approach
- v. Skilled in communication and fostering collaborative relationships
- vi. High integrity and attention to detail

4. Job Title: Labour Support Assistant

Number of Positions: One (1)
Reports to: National Programme Coordinator
Duty Station: MGLSD Headquarters (Kampala)
Duration of contract: One-year Contract; renewable based on performance

Job Purpose

The **Labour Support Assistant** will be responsible for the implementation of social safeguards policies and laws through workplace and infrastructure projects labour inspections, as well as training workers and employers.

Key Duties and Responsibilities:

- i. Undertake training and sensitization of employees, employers and the general public on Labour standards in line with the Programme Agenda;
- ii. Support the development of Community, workers and employers Engagement Strategy on Social Safeguards;
- iii. Facilitate community meetings, collect baseline data and information on community and workplace social safeguards;
- iv. Train workers and employees on Social Safeguards activities;
- v. Conduct labour inspections on infrastructure projects to assess whether safeguard policies are properly implemented and guidelines followed;
- vi. Support the development process and implementation of Productivity and Decent Work interventions;
- vii. Support enforcement the implementation of Labour laws and attendant Regulations to promote decent work and rights of workers;
- viii. Organize awareness-raising and training activities relating to social safeguards and green agenda; and
- ix. Perform any other relevant tasks as assigned by the supervisor.

Education, Experience and Minimum Qualifications

- i. Applicants should be Ugandans in possession of an Honours Bachelor's Degree in Social Sciences; Social Work and Social Administration; Law; Development Studies; or any other related field from a recognized University/Institution;
- ii. Possess at least three (3) years of experience in Social Work in a public or private institution;
- iii. Possess a Certificate of Administrative Law from from recognized a University/Institution.
- iv. Possess knowledge in Labour Laws and Policies and Labour Complaints handling.

Personal Competencies

- i. Ethics and Integrity
- ii. Excellent interpersonal skills
- iii. Good communication and computer Skills
- iv. High degree of innovation concern for quality, standards technical
- v. Ability to adapt to multi-cultural settings
- vi. Effective organisational and planning skills
- vii. Capacity for teamwork
- viii. Strategic thinking
- ix. Good negotiation skills
- x. Good team building, innovation and concern for quality and standards.

5. Job Title:	Programme Officer, Child Labour, School Drop-Out, Modern Slavery, Forced Labour and Human Trafficking
Number of vacancies:	One (1)
Reports:	National Programme Manager, Child Labour and School Drop-out Programme
Duty Station:	Headquarters (Kampala)
Terms:	One-year Contract renewable based on performance

Job Summary:

To coordinate and provide technical support for the design, implementation, monitoring, and evaluation of policies and programmes on Child Labour, School drop-out, Modern Slavery, Forced Labour and Human Trafficking

Key Job Descriptions/Duties;

- i. Support the Tripartite Constituents in the implementation, monitoring and reporting on the following outcome areas: Child Labour, School drop-out, Modern Slavery, Forced Labour and Human Trafficking.
- ii. Support the National Programme Manager to adopt an evidence-based targeted approach to eliminating Child Labour, School drop-out, Modern Slavery, Forced Labour and Human Trafficking including supporting the functionality of the high-level policy and technical coordination committees on Alliance 8.7 as well as National Steering Committee on Elimination of Child Labour
- iii. Support the Reporting Unit in formulation and reporting of National and ILO reports
- iv. Develop a National Policy Position Paper on Elimination of Child Labour, School drop-out, Modern Slavery, Forced Labour and Human Trafficking as well update a National Programme on the same;
- v. Take lead in the development / review of the Policy, Regulations, Guidelines, Plans and Checklist on Child Labour, School drop-out, Modern Slavery, Forced Labour and Human Trafficking
- vi. Undertake labour inspections and enforcement of labour standards on Child Labour, School drop-out, Modern Slavery, Forced Labour and Human Trafficking
- vii. Contribute to the preparation of the DWCP Implementation Plan, Results Framework and M&E Plan, and reporting; provide input and support the organisation of tripartite reviews (Task-Force meetings) of the DWCP.
- viii. Support the preparation of the annual outcome-based work-plan (OBW), periodic review of country programme outcomes (CPOs), contribute to

monitoring and updating of work-plans and budget, and prepare progress reports, final reports.

- ix. Collect data and information regarding the progress of achievement of programme indicators and outputs; prepare and submit reports on progress to the Head of Department.
- x. Draft and edit official correspondence, statements, and speeches regarding the eradication of Child Labour, School drop-out, Modern Slavery, Forced Labour and Human Trafficking while also preparing necessary procurement documents like Terms of References and Minute Sheets.
- xi. Coordinate necessary referral and counselling as part of the multi-staged intervention consisting of identification, referral, counselling, rehabilitation and monitoring of victims of Child Labour, School drop-out, Modern Slavery, Forced Labour and Human Trafficking
- xii. prepare briefs, background information, periodical reports on project activities and child labour. Follow-up on delayed documents, clarify information, and answer questions about clearance and processing requirements to support successful completion of agreed activities.
- xiii. Support the Partnership and Communication Officer to develop IEC (Information, Education and Communication materials for various audiences
- xiv. Develop and implement Training Programme for labour officers and other Government security officers, community development leaders, employers, workers organisations, NGOs/CSOs on child labour laws and identification
- xv. Work with the Prosecution and Investigation Units to investigate non conformities to enable prosecution

Qualifications and Experience

- i. Application should possess either bachelor's degree in Education, Social Work and Social Administration or Gender Studies. He/She must possess Master's Degree in either Education, Social Work and Social Administration or Gender Studies
- ii. Applicant should possess at least 5 -7 years of progressive experience in social development work and education administration. He/she should also be familiar with the national and international frameworks on elimination of child labour such as ILO Conventions 138 and 182.

Skills and Competencies

- i. Technical knowledge in child labour and child Protection
- ii. Policy and Strategies Planning
- iii. Programme and Project Management,
- iv. Monitoring, Evaluation and Research

- v. Stakeholders Coordination and Networking
- vi. Advocacy and Communication
- vii. Legal and Regulatory Knowledge
- viii. Leadership and Supervision
- ix. Resource Mobilization and Donor Engagement (Experience in proposal development, fundraising, and engaging with donors)

6. Job Title:	Manager, Inspections and Compliance
Number of vacancies:	One (1)
Reports:	Commissioner Labour, Industrial Relations and Productivity
Duty Station:	Headquarters (Kampala)
Terms:	One-year Contract renewable based on performance

Job Summary:

To lead, coordinate and oversee workplace inspections and enforcement of compliance with labour laws, regulations and international standards. The role entails developing inspection strategies, supervising inspection teams, ensuring adherence to legal and policy frameworks and providing guidance to stakeholder to promote decent work and safe working environments.

Key Responsibilities and Duties

- i. Carry out inspections for compliance with labour laws and standards including ensuring that Labour Standard Compliance Plans are adhered to;
- ii. Develop/review policies and laws, guidelines and plans on Labour Inspections, compliance and enforcement of labour standards, Elimination of Child labour, School Drop-out, forced labour, modern slavery and human trafficking, Improving working conditions of domestic workers, Disability-Inclusive Employment Promotion,
- iii. Develop annual and quarterly inspection work plans, strategies and schedules for labour inspection teams
- iv. Undertake training and sensitisation of employees and employers on labour laws and standards including Technical Supervision and Capacity Building of Labour Officers
- v. Develop and implement a National Programmes on Improving working conditions of domestic workers and Disability-Inclusive Employment Promotion
- vi. Design and operationalise Labour, Employment and Productivity Information Generation and Reporting System including liaising with UBOS in preparation of labour statistical data and production of the status of the Labour Market Information report;
- vii. Monitor the enforcement of labour laws and standards
- viii. Compile quarterly and annual labour reports from both the centre and local governments
- ix. Providing technical support supervision to staff in their division.

Qualification and Experience

- i. Applicants should be Ugandans holding an Honors Bachelor's Degree in Law from a recognized University or Institution recognized Institution and a Master's Degree in either Law or Human Rights from a recognized University /Institution.
- ii. Applicants should have a minimum of nine (9) years relevant working experience in Government or a reputable organization.

Skills and Competencies

- i. Strong leadership and people management skills
- ii. Excellent understanding of inspection methodologies and compliance enforcement
- iii. Deep knowledge of labour laws, international conventions and standards
- iv. Analytical, problem solving and decision making abilities
- v. Excellent communication, negotiation and stakeholder engagement skills
- vi. High integrity, professionalism and commitment to ethical standards

7. Job Title: Legal Officer

Number of vacancies:	Two (2)
Reports:	Manager, Child Labour and School Drop-out Programme
Duty Station:	Headquarters (Kampala)
Terms:	One-year Contract renewable based on performance

Job Summary:

To provide legal support or advice to the Programme Management Unit on Child Labour, School drop-out, Modern Slavery, Forced Labour and Human Trafficking or the Medical Arbitration Board

Job Descriptions

- i. Provide legal advice and interpretation of national labour laws and International Conventions and Recommendations
- ii. Draft and review legal documents, reports, and policy recommendations
- iii. Conduct Training Programs for Labour Officers and other Government Enforcement Officers, community development leaders, employers, workers organisations, NGOs/CSOs on child labour laws and identification
- iv. Conduct legal research
- v. Support development and submission of national and international reports
- vi. Work with the Prosecution and Investigation Units to investigate non-conformities to enable prosecution.
- vii. Support the development and review of labour legislation and guidelines.
- viii. Prepare periodic reports for submission to Management on the implementation of planned activities
- ix. Perform any other duties as may be assigned from time to time by Supervisors and Management.

Qualifications and Experience

- i. Applicants should be Ugandans holding an Honours Bachelor's Degree in Law from a recognized University or Institution and a Post Graduate Diploma in Legal Practice
- ii. Knowledge of labour laws, regulations, ILO Conventions

Skills and Competencies

- i. Strong legal research, writing, organisational and analytical skills
- ii. Excellent drafting and advocacy abilities
- iii. Strong interpersonal and communication skills
- iv. Ability to work under pressure and meet tight deadlines
- v. Ability to work under minimum supervision and supervise legal teams

8. Job Title: Process Server

Number of vacancies:	One (1)
Reports:	Manager Child Labour Unit
Duty Station:	Headquarters (Kampala)
Terms:	One-year Contract renewable based on performance

Job Summary:

To ensure timely and lawful communication between the Labour Office and external parties such as employers, employees, unions, and legal representatives. This will involve delivery of legal documents, notices, and summonses related to labour disputes, hearings, and industrial relations matters.

Job Descriptions

- i. Serve notifications/summonses, complaints, subpoenas, writs, and other legal documents to individuals and institutions as directed
- ii. Ensure proper documentation and proof of service (affidavits of service)
- iii. Locate individuals or parties to be served using approved methods
- iv. Maintain records of served and unserved documents
- v. File legal documents with courts or relevant authorities
- vi. Regularly update supervisors or legal officers on service progress and outcomes
- vii. Uphold confidentiality, integrity, and professionalism in handling all legal processes
- viii. Prepare and submit periodic reports to Management on schedule of duties

Qualifications and Experience:

- i. Applicants should possess a Diploma in law or Computer Science
- ii. Good knowledge of local geography and administrative areas
- iii. Ability to manage time effectively and work under minimal supervision

Skills and Competencies:

- i. Strong interpersonal and communication skills
- ii. High level of integrity and responsibility
- iii. Good record-keeping and reporting ability
- iv. Ability to handle sensitive legal documents with discretion
- v. Physically fit and able to travel extensively

9. Job Title:	Driver
Number of vacancies:	One (1)
Reports:	National Programme Coordinator
Duty Station:	Headquarters (Kampala)
Terms:	One-year Contract renewable based on performance

Job Summary

The Driver will be responsible for driving and maintaining the project motor vehicles in accordance with the MGLSD fleet management policy guidelines and as directed by the supervising officer.

Duties and Responsibilities

- i. Schedule annual vehicle examination for service vehicles with the transportation Department.
- ii. Determine when and what kind of maintenance the vehicle needs, keep track of general maintenance schedules, especially car tyre condition
- iii. Ensure sound running of the vehicles assigned and arrange minor repairs where necessary, check oil and tires properly and keep the service vehicles in clean condition, both inside and outside.
- iv. Keep track of timely car insurance renewals.
- v. Update monthly mileage records.
- vi. Maintain log book of each service vehicle on daily basis.
- vii. Distribute mail as needed, both incoming and outgoing.
- viii. Facilitate airport pickups for VIP visitors and transportation during official visits.
- ix. Any other duties as may be assigned from time to time

Qualifications and Experience

- i. A minimum of a Uganda Certificate of Education (UCE) with a Credit in English language.
- ii. Formal driver's training with a valid driver's license/certification to operate assigned vehicle following local rules and regulations.

Skills and Competencies

- i. Valid driving permit of class C, held for the last three years.
- ii. Driving experience in a reputable organization for at least five years.
- iii. Basic knowledge of mechanical and vehicle maintenance.
- iv. Certificate of Competence from the Ministry of Works and Transport
- v. Good driving record references.
- vi. Proactive, takes ownership, mature, flexible personality

- vii. Good record on ethics and integrity.
- viii. Team player and good people skills.
- ix. Good public relations and Customer care.
- x. Good Time Management

10. Job Title: Office Assistant

Number of vacancies:	One (1)
Reports:	Programme Administrator
Duty Station:	Headquarters (Kampala)
Terms:	One-year Contract renewable based on performance

Job Purpose

Ensure office management and by performing secretarial and office management duties to ensure that the workspace clean, orderly, and running smoothly.

Duties and Responsibilities:

- i. Managing cleanliness of the office and office equipment;
- ii. Preparing and serving tea to the staff as per the secretariat policy and guidelines;
- iii. Receiving, registering, dispatching and delivering mail and other correspondences in accordance with policies in place;
- iv. Cleaning all tea utensils;
- v. Filing office documents;
- vi. Keeping the office safe and secure by opening, closing and keeping the office keys;
- vii. Any other duties as may be assigned from time to time.

Qualifications and Experience

The applicant should be Ugandan holding a Uganda Certificate of Education (UCE) or its equivalent with at least a Credit in English Language

Skills and Competencies

- i. Proven experience in a similar role is a plus
- ii. Good communication skills
- iii. Ability to work independently and follow instructions
- iv. Punctual, responsible, and professional
- v. Physically fit to handle light lifting and movement