**UBTS IN PARTNERSIP WITH CUAMM WITH SUPPORT FROM IRISH EMBASSY IN UGANDA**

**Post :** Senior Assistant Nursing Officer

**Number of Vacancies :** One (01) Post

**Salary Scale :** U4 Med

**Reports to :** Principal Nursing Officer

**Duty Location**  : Moroto Blood Collection Center

**Nature of Employment :** Contract

**Minimum Qualifications:**

* Must be double trained at a registered level or its equivalent from a recognised institution. Must be registered with the Nurses and Midwives Council. Must have served for at least three (3) years as Assistant Nursing Officer.

**Other Requirements**

* Leadership, counseling, Communication skills, team building, coaching, mentoring and problem solving skills

**Duties and Responsibilities**

* Team Leader;
* Providing supervision in the provision of nursing care;
* Managing and accounting for allocated resources;
* Requesting for essential equipment and supplies;
* Ensuring equipment is secure, functional and well maintained;
* Participating in research activities;
* Imparting knowledge and skills to the staff;
* Ensuring that staff adhere to Professional Code of Conduct and Ethics;
* Counselling Blood Donors before and after blood donation;
* Provide Nursing care;
* Any other duties as be assigned from time to time

**UBTS IN PARTNERSIP WITH CUAMM WITH SUPPORT FROM IRISH EMBASSY IN UGANDA**

**Post :** Blood Donor Recruiter

**Number of Vacancies :** One (01) Post

**Salary Scale :** U4 SC

**Reports to :** Principal Blood Donor Recruiter

**Duty Location**  : Moroto Blood Collection Center

**Nature of Employment :** Contract

**Minimum Qualifications:**

* Bachelors’ degree in social work and social administration, Development Studies, Social Sciences, Bachelor of Arts or its equivalent from a recognized university/ institution.

**Other Requirements**

* Communication, team building, interpersonal, leadership and social mobilization skills.

**Duties and Responsibilities**

* Organise session schedules;
* Implement the national policy on blood transfusion;
* Give educational talks before blood collection;
* Coordinate with community mobilisers during camp organisations;
* Ensure that teams are well facilitated in terms of logistics;
* Arrange for donor clubs, educational and visits to headquarters;
* Prepare teams’ weekly and monthly reports;
* Supervise team members;
* Maintain Blood Donor Data Bank;
* Where necessary assist with donor care;
* Any other duties as be assigned from time to time.

**UBTS IN PARTNERSIP WITH CUAMM WITH SUPPORT FROM IRISH EMBASSY IN UGANDA**

**Post :** Assistant Nursing Officer

**Number of Vacancies :** One (01) Post

**Salary Scale :** U5 MED

**Reports to :** Senior Assistant Nursing Officer

**Duty Location**  : Moroto Blood Collection Center

**Nature of Employment :** Contract

**Minimum Qualifications:**

* Must be trained at Registered level or its equivalent from a recognized Institution. Must be registered with the Nurses and Midwives Council.

**Other Requirements**

* Communication skills (team building), counseling, nursing care, customer care, cold chain management, phlebotomy.

**Duties and Responsibilities**

* Receiving blood donors;
* Providing Nursing care services to Blood Donors;
* Keeping Blood Donors comfortable and ensure a health environment;
* Preparing and carrying out aseptic procedures;
* Managing and accounting for allocated resources;
* Participating in research activities;
* Imparting knowledge and skills to Donor Clerks;
* Adhering to Professional Code of Conduct and Ethics;
* Check Blood Donors before donation;
* Adhering to quality standards and procedures
* Counselling Blood Donors before and after donation;
* Any other duties as be assigned from time to time

**UBTS IN PARTNERSIP WITH CUAMM WITH SUPPORT FROM IRISH EMBASSY IN UGANDA**

**Post :** Laboratory Technician

**Number of Vacancies :** Two (02) Posts

**Salary Scale :** U5 MED

**Reports to :** Senior Laboratory Technician

**Duty Location**  : Moroto Blood Collection Center

**Nature of Employment :** Contract

**Minimum Qualifications:**

* Must have National Diploma in Medical Laboratory Techniques or its equivalent from a recognized Institution. Must be registered with the Allied Health Professionals Council.

**Other Requirements**

* Planning, organizing and coordinating; communication skills (team building); ethics and integrity; and concern for quality and standards.

**Duties and Responsibilities**

* Participating in proper collection, handling and transportation of blood to the laboratory;
* Carry out laboratory analysis, interpret results and submit reports;
* Requisition for equipment and other laboratory supplies;
* Ensure that equipment is functional and well maintained, including cleaning;
* Ensure safety measures against hazards;
* Participate in quality assurance for laboratories;
* Participate in research activities;
* Managing and accounting for allocated resources;
* Adhering to Professional Code of Conduct and Ethics;
* Any other duties as be assigned from time to time.

**UBTS IN PARTNERSIP WITH CUAMM WITH SUPPORT FROM IRISH EMBASSY IN UGANDA**

**Post :** Enrolled Nurse

**Number of Vacancies :** One (01) Post

**Salary Scale :** U7 MED

**Reports to :** Senior Assistant Nursing Officer

**Duty Location**  : Moroto Blood Collection Center

**Nature of Employment :** Contract

**Minimum Qualifications:**

* Must have Enrolled Nursing Certificate or its equivalent from a recognized Institution. Must be registered with the Nurses and Midwives Council

**Other Requirements**

* Communication skills (team building), Nursing and care giving, customer care.

**Duties and Responsibilities**

* Do Phlebotomy;
* Providing Nursing care services to Blood Donors;
* Carrying out observations, keeping proper records and ensuring safety of blood donors;
* Keeping Blood Donors comfortable and ensure a health environment;
* Managing and accounting for allocated resources;
* Carrying out health education to blood donors;
* Participating in research activities;
* Packaging of blood and ensure proper cold chain
* Equipment maintenance and storage
* Adhering to Professional Code of Conduct and Ethics;
* Cleaning blood collection equipment;
* Adhering to quality standards
* Any other duties as be assigned from time to time

**UBTS IN PARTNERSIP WITH CUAMM WITH SUPPORT FROM IRISH EMBASSY IN UGANDA**

**Post :** Donor Clerk

**Number of Vacancies :** One (01) Post

**Salary Scale :** U7

**Reports to :** Senior Assistant Nursing Officer

**Duty Location**  : Moroto Blood Collection Center

**Nature of Employment :** Contract

**Minimum Qualifications:**

* O’ Level Certificate with a credit in English. Certificate in Secretarial Studies, Certificate in Computer studies or its equivalent.

**Other Requirements**

* Communication skills, team building, computer skills, accuracy and good listening.

**Duties and Responsibilities**

* In charge of Donor Registration prior to Donation
* Takes weight from prospective donors to ensure whether they qualify
* Accounts for Donor awards
* Prepares session summary forms indicating potential donors, units collected, awards issued, blood history of Donor
* Keeps up to date donor register and BSIS
* Any other duties as may be assigned.

**UBTS IN PARTNERSIP WITH CUAMM WITH SUPPORT FROM IRISH EMBASSY IN UGANDA**

**Post :** Office Attendant

**Number of Vacancies :** One (01) Post

**Salary Scale :** U8

**Reports to :** Blood Donor Recruiter

**Duty Location**  : Moroto Blood Collection Center

**Nature of Employment :** Contract

**Minimum Qualifications:**

* O’ Level certificate with at least a pass in English language.

**Other Requirements**

* Good customer care and interpersonal skills.

**Duties and Responsibilities**

* Cleans up offices;
* Carries mail and correspondence within the Ministry and outside office;
* Keeps the office environment tidy;
* Operates the photocopying machine and other equipment;
* Prepare and serves tea in the office and meeting;
* Opens offices and ensure that are properly locked at the end of the day;
* Any other duties that may be assigned;

**UBTS IN PARTNERSIP WITH CUAMM WITH SUPPORT FROM IRISH EMBASSY IN UGANDA**

**Post :** Driver

**Number of Vacancies :** One (01) Post

**Salary Scale :** U8

**Reports to :** Senior Assistant Nursing Officer

**Duty Location**  : Moroto Blood Collection Center

**Nature of Employment :** Contract

**Minimum Qualifications:**

* O’ Level Certificate with a pass in English language, plus a valid driving Permit of Class C or D. Knowledge in Mechanics is an added Advantage. Accomplished and passed the Ministry of Works driving competence test

**Other Requirements**

* Communicative skills (team building), Interpersonal skills, driving skills, car maintenance - basic Knowledge of mechanical and vehicle maintenance; Clean driving record; public relations and Customer Care; time management; flexibility; resilience.

**Duties and Responsibilities**

* Drives vehicles for official duty and assignments as directed by the supervisor;
* Ensures compliance with traffic regulations;
* Keeps vehicles in good running order and clean;
* Makes minor repairs, basic maintenance and cleanliness of the vehicle;
* Maintaining basic records regarding the vehicles as instructed; and
* Ensuring the safety of the vehicle while on duty
* Reporting major technical mechanical faults to the supervising officer;
* Any other duties that may be assigned