



Uganda Hotel and Tourism Training Institute

EXTERNAL JOB ADVERT NO. 1 OF 2023

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

JOB TITLE : **PRINCIPAL**
Salary Scale : **UHTTI- 1**
Report to : **Board of Directors**
Responsible for : **Deputy Principal;**

Hotel Manager

Human Resource Manager

Finance Manager

Internal Auditor;

Procurement Officer

Marketing officer

PRO

Job Purpose

To provide strategic leadership to develop, review, monitor, and implement policies, plans, strategies, and programs of the Institute and provide for the proper use and accountability of the resources.

Key duties and responsibilities

1. Coordinate and administer the Institute's activities and resources to achieve its objective.
2. Oversee academic and other institute operational strategies, budgets, plans, and programs.
3. Oversee the Institute resources, business, and students' affairs.
4. Oversee and enhance collaborative mechanisms and linkages with all stakeholders and sector development partners.
5. Coordinate and monitor academic, welfare, and student development programs.
6. Put in place a system of accounting for the utilization of Institute's resources

7. Ensure that the institute meets all the legal requirements and conforms to established laws and regulations.
8. Communicate and maintain trust relationships with stakeholders, business partners, and authorities.
9. Supervise and appraise all supervisees
10. Any other duties as assigned by the appointing authority.

Person Specifications

Qualifications

- i. Honors Degree in Business Administration, Hotel Management or Tourism, leisure and hospitality or Education from a recognized University/institution.
- ii. Master's Degree in either Education Planning and management or Business Administration, Hotel management or Tourism, leisure and hospitality from a recognized University/Institution

Working Experience

Twelve (12) years working experience with the professional knowledge and experience in hotel, tourism and education, five years (5) of which should have been at either the level of Deputy Principal or equivalent level of Principal Instructor, Head of Department in the same field from a reputable organization.

Competencies

Technical

- i. Policy management
- ii. Management of institutional networking and collaboration linkages
- iii. Pedagogical skills,
- iv. Financial management skills,
- v. Computer literacy skills,
- vi. Curriculum Development, Comprehension and Interpretation,
- vii. Managing Employee Performance
- viii. Networking, advocacy and negotiation skills
- ix. Knowledge of government procedures
- x. Experience in managing cross-cultural relationship skills
- xi. Excellent conflict management and escalation skills
- xii. Research and report writing skills.
- xiii. Coaching and mentoring skills

Behavioral

- i. Effective Listening and Communication
- ii. Reliability and self-confidence

- iii. Ethics and integrity
- iv. Public relations and customer care
- v. Time Management
- vi. High moral character
- vii. Thoroughness and concern for excellence

JOB TITLE : HUMAN RESOURCE MANAGER

Salary Scale : UHTTI- 3

Report to : Principal

Responsible for : Human Resource Assistant

Job purpose

To coordinate the implementation and management of Human Resource function in the institution.

Key duties and responsibilities

1. To ensure the implementation of existing HR policies, regulations and practices and monitor their implications in their Public Service Agency;
2. To coordinate the recruitment and selection process in the institute;
3. To coordinate Staff training and Development (Human Resource Development) programmes;
4. To manage and process salary and payroll of the institute;
5. To implement Staff welfare and terminal benefits programmes;
6. To coordinate the formulation and implementation Human Resource planning programmes;
7. To interpret, implement and propose the review of Human Resource policies, regulations and practices;
8. To receive and attend to matters pertaining to employee relations, grievances and complaints;
9. To approve and make submissions on pensions, gratuity and other terminal benefits;
10. To provide guidance and counseling to staff on Human Resource Management issues;
11. To gather information on HR policies, rules, regulations for dissemination to management and staff;

Person Specifications

Qualifications

- i. An Honors Bachelor's Degree in either Human Resource Management; or Social Sciences or Business Administration with a recognized bias in HR field such as HRD or HRM or Organizational Development studies;
- ii. Post Graduate Diploma in Human Resource Management
- iii. Master's degree in either Human Resource management or Business Administration or Public Administration from a recognized university/institution

Work Experience

At least Six (6) years in Human Resource Management, three (3) of which should have been served at senior level in a reputable organization

Competencies

Technical

- i. Policy Management
- ii. Managing employee performance
- iii. Human Resource Management
- iv. Coaching and mentoring
- v. Records and information management

Behavioural

- i. Public Relations and customer care
- ii. Ethics and integrity
- iii. Confidentiality
- iv. Concern for quality and standards
- v. Results Orientation
- vi. Empathy
- vii. Team Work
- viii. Time Management

JOB TITLE : **LEGAL OFFICER**
Salary Scale : **HTTI-4**
Reports to : **Principal**

Job purpose

To advice the institution on legal matters and procedures.

Key duties and responsibilities

1. Assess legal implications in the Organization's dealings with licensed entities.
2. Assist management in arbitration and conflict resolution options to reduce possible litigation.
3. Draft and review all contracts, MoUs and agreements to which UHTTI is a party
4. Ensure safe custody of UHTTI legal documents
5. Represent UHTTI in court cases as may be required
6. Ensure timely preparation of the institute legal documents such as contracts, leases, loans and other agreements
7. Coordinates and ensures the institutionalization of the institution prosecutor cases
8. Supervise regular reviews of UHTTI bye-laws
9. Manage and supervise budget preparation for the legal unit

Person Specifications

Minimum qualifications

- i. An Honors Bachelor's degree of Laws from a recognized University.
- ii. Post Graduate Diploma in Law from LDC
- iii. Possession of a valid practicing certificate
- iv. Must a member of Uganda law society.

Working Experience

Three (3) years working experience in various courts of Uganda in legal practice

Competencies

Technical

- Knowledge of legal and regulatory provisions
- Strategic Planning and Implementation
- Negotiation skills
- Ability to interpret and apply applicable laws
- A higher degree in Confidentiality
- confidence
- Analytical skills

Behavioural

- Communication skills
- Leadership skills
- Decision making

JOB TITLE : **SENIOR ICT OFFICER**
Salary Scale : **UHTTI-3**
Reports to : **Principal**
Responsible for : **ICT Technicians**

Job purpose

To provide technical support in the management of the ICT function of the institute.

Key duties and responsibilities:

1. Ensure efficient and effective provision of ICT support services.
2. Support the functions of ICT services and End User support.
3. Support the development of ICT security policies and oversee the implementation of efforts aimed at keeping ICT security up to standard.
4. Develop and oversee implementation of service level agreements with contractors.

5. Ensure the growth of LANs and WANs in the Institute for wider ICT linkages.
6. Generate both periodic and ad hoc reports on ICT service.
7. Formulate and review information technology standards of operational hardware and software.
8. Ensure the acquisition and use of appropriate technologies to support institution Programme needs.
9. Identify areas of ICT development and offer advice accordingly.

Person Specifications

Qualifications:

- i. An Honors Bachelor Degree in Information Technology or Computer Science, from a recognized University/Institution.
- ii. A Masters Degree in any of the above or related fields from a recognized University/Institution.

Work experience:

six (6) years working experience in the ICT field from a reputable organization three of which should have been served at supervisory level.

Competencies:

Technical

- Information Communication Technology
- Management of organizational environment
- Planning, Organizing and coordination

Behavioral

- Innovativeness
- Concern for quality standard
- Accountability
- Knowledge management
- Communicating effective
- Flexibility

JOB TITLE : QUALITY ASSURANCE MANAGER

Salary Scale : UHTTI-3

Reports to : Principal

Job purpose

Responsible for quality assurance of Institute processes products and services.

Key duties and responsibilities

1. Facilitate the formulation and implementation of quality assurance policy guidelines
2. Initiate and operationalize quality assurance performance indicators and code of conduct,

3. Coordinate operations relating to QA of academic programs
4. Advise UHTTI management on QA matters relating to teaching learning assessment research and consultancy among other forms of service deliver
5. Be responsible for the management of staff training for performance management.
6. Carry out routine and continuous assessment in respect of service delivery by varied units of the Institute including student/ staff evaluation exercises
7. Facilitate the development of a culture of continuous quality improvement
8. Produce quality assurance quarterly reports for board and Management
9. Monitor and evaluate UHTTIs quality assurance strategy from time to time

Person Specifications

Qualifications

- i. Honors degree in Tourism, Hotel Management, Education, Business Administration, or a related course from a recognized Institution
- ii. Masters Degree in any of the above Disciplines from a recognized Institution

Work Experience

Nine (9) years of working experience six (6) of which should have been served in a busy organization

Competencies

Technical

- Data collection and analysis
- Coaching and mentoring
- Analytical skills
- Knowledge of ISO certifications
- Information Communication Technology (ICT)
- Negotiation and mediation
- Planning, organizing and coordinating
- Records and Information Management

Behavioral

- i. Accountability
- ii. Impartiality
- iii. Effective Communication

- iv. Concern for quality and standards
- v. Ethics and Integrity
- vi. Judgment, Decision making and problem solving
- vii. Knowledge Management
- viii. Results orientation
- ix. Time management

JOB TITLE : **SECURITY OFFICER**
Salary Scale : **HTTI- 5**
Report to : **Deputy Principal**

Security Guards

Job purpose

To manage and provide security services to UHTTI.

Key duties and responsibilities

1. Oversees Institute's security and maintain law and order.
2. Monitor security staff and assign work areas and maintain security records
3. Carry out risk assessments and make recommendations to senior management
4. Develop security budgets.
5. Advise management on confidential or sensitive matters
6. Receive and deal with any information that has a security dimension
7. Writes and submit security reports to management
8. Ensure all security systems and burglar alarms are in good working condition
9. Carry out security surveillance monitor cctv cameras and report suspicious movements and
10. Carry out daily security drill and training
11. Supervise and appraises supervisees.

Person Specifications

Qualifications

A Diploma from a recognized Institution plus a certificate in policing or security training.

Work Experience

5 years working experience in a security organisation

Competencies

Technical

- i. Crime investigation and surveillance
- ii. Knowledge of Criminal Law applicable to Uganda
- iii. Decision-making and Problem-solving
- iv. Able to observe situations and make appropriate response

Behavioural Competencies

- i. Physically fit
- ii. Concern for quality and standards
- iii. Effective communication
- iv. Innovative and Proactive

JOB TITLE : **FINANCE MANAGER**

Salary Scale : **UHTTI- 3**

Report to : **Principal**

Responsible for : **Inventory Management Officer**
Cost Controller (F&B)
Assistant Accountant

Job purpose

To manage finances, account for resources and ensure effective office administration

Key duties and responsibilities

1. Manage all phases of Accounts Payable, Receivable and the institute budget.
2. Developing and putting in place financial accounting systems
3. Liaise with AOG's office for the conduct of audit and preparation of audit reports
4. Crosschecking that all financial commitments and payments by the Institute are properly authorized settled in a timely manner and that value is received for all in accordance with financial procedures
5. Supervise the maintenance of accounting Records Vouchers and other documentations and record all financial transactions of the Institute in line with Financial procedures and accounting standards
6. Supervise the collection and banking of all revenues due to the Institute in accordance with the financial procedures
7. Verify recorded [transactions](#) and report irregularities to management.
8. Preparing budget estimates;

9. Monitoring the utilization of released funds and Ensuring availability, distribution and effective utilization of logistics;
10. Advise the Principal, Management and Board of Directors financial matters of the Institute
11. Be responsible management and recovery

Person Specifications

Qualifications

- i. An Honours Bachelor degree in either Finance and Accounting, Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies. (Accounting option) from a recognized university/institution
- ii. Master's degree in either business administration, finance and accounting or management
- iii. MUST be a Member of CPA/ACCA

Work Experience

Ten (10) years' experience and (3) as a Senior Accountant in Government or, an equivalent level of Accounting work experience from a reputable organization.

Competencies

Technical

- i. Planning and Budgeting
- ii. Expenditure management and Budgetary control
- iii. Financial record keeping (Accounting/book-keeping)
- iv. Financial reporting
- v. Risk management and Assurance
- vi. Knowledge of public Accounting Regulations.
- vii. Information and Communications Technology

Behavioural

- i. Concern for quality and standards
- ii. Decision Making and Problem Solving
- iii. Effective communication
- iv. Leadership
- v. Strategic thinking
- vi. Ethics and Integrity

Job Title : **Marketing and Sales Manager**
Salary Scale : **HTTI- 3**
Report to : **Principal**
Responsible for : **External Relations Officer**

Job purpose

To develop and foster business through pro-active direct sales and [marketing](#),

Key duties and responsibilities

1. Develop work plans and budget for the marketing department.
2. Co-ordinate, plan and produce marketing materials and activities.
3. Co-ordinate and develop evaluation methods of products and services and make recommendations.
4. Manage quality control measures for marketing materials and coordinate the development Institute's branding material.
5. Develop and implement marketing campaigns to drive Institute's targets.
6. Conduct market research to identify opportunities for promotion and growth
7. Organize a calendar of marketing events.
8. Supervise and appraise supervisees.

Person Specifications

Qualifications

- i. An honor's bachelor's degree in either Business Administration or BCOM (Marketing option) or Marketing from a recognized University/institution.
- ii. A master's degree in either Business Administration or Marketing or BCOM from a recognized University/institution

Work Experience

At least six (6) years' experience 3 of which should be at senior level in recognized hospitality organization

Competencies

Technical

- i. Excellent sales and marketing skills
- ii. Business oriented skills
- iii. ICT
- iv. Emotional Intelligence
- v. Scientific Computing
- vi. Research Skills
- vii. Data Base management
- viii. Content management
- ix. Managing partnerships
- x. Brand positioning and strategy

Behavioural

- i. Public Relations and customer care
- ii. Ethics and integrity
- iii. Effective communication skills
- iv. Concern for quality and standards
- v. Results Orientation
- vi. excellent persuasive skills
- vii. Creativity
- viii. Team Work
- ix. Time Management

Job Title : **Estates Manager**

Salary Scale : **UHTTI- 4**

Report to : **Deputy Principal**

Responsible for: **Electrician**
Plumber
Drivers

Job Purpose

To manage and supervise maintenance of the institution estate

Key duties and responsibilities

1. Responsible for safe custody of Institute’s assets
2. Provide strategic leadership and ensure efficient and effective leadership of the estates section

3. Develop and formulate strategic technical specification plans and budgets for the Institute plant and equipment
4. Manage the daily operations and inspect the Institute facilities.
5. Supervise and appraise the supervisees.
6. Manage all installations, maintenance, repairs, and renovations to buildings and estate grounds.
7. Initiate and processing payment of utility bills of the Institute.
8. Lead the implementation of safety, emergency and security measures for all works and fleet management including provision of equipment or accessories like fire and intruder alarms, emergency
9. Lead the Inspection and commissioning of completed construction and maintenance contracts

Person Specifications

Qualifications

An honor's Bachelor's degree in either Civil engineering or Architecture

Work Experience

Three (3) year experience in building construction and maintenance

Competencies

Technical

- i. Coaching and mentoring
- ii. Human Resource Management (HRM)
- iii. Information Communication Technology (ICT)
- iv. Negotiation and mediation
- v. Planning, organizing and coordinating
- vi. Procurement, Disposal and Contract management
- vii. Project management
- viii. Records and Information Management

Behavioral

- i. Accountability
- ii. Communicating effectively
- iii. Concern for quality and standards
- iv. Ethics and Integrity
- v. Judgment, Decision making and problem solving
- vi. Knowledge Management

- vii. Results orientation
- viii. Time management

Job title : **Assistant Nursing Officer**
Salary Scale : **UHTTI-5**
Reports to : **Dean of Students**

Job purpose

Plan and provide medical and nursing care to students

Key duties and responsibilities

1. Plan, organize and conduct; health education, and healthcare.
2. Conduct medical examination.
3. Provide first Aid to students
4. Diagnose, prescribe and give appropriate treatment according to clinical guidelines.
5. Check on sick students in the hostel.
6. Refer all emergencies to the nearest hospital in good time.
7. Coordinates with the Health Officer for vaccination programs.
8. Conduct counseling sessions for students and staff.
9. Inspect advice and recommend to management, practical health.

Person specifications

Academic Qualifications

A diploma in Nursing from a recognized Institution, Registration with Uganda Nursing and Midwifery Council

Work Experience

At least 3 years' experience in patient care and management from a recognized institution

Competencies

Technical

- i. Guidance and Counseling,
- ii. Care and Compassion

- iii. Demonstrate knowledge in medical management,
- iv. Computer literacy,
- v. Report writing.

Behavioural Competencies

- i. Good communication and interpersonal skills
- ii. Concern for quality and standards
- iii. Reliability and self-confidence
- iv. Confidentiality
- v. Ethics and integrity
- vi. empathy
- vii. Time Management

Job Title : **Librarian**
Salary Scale : **UHTTI- 4**
Report to : **Deputy Principal**

Job purpose

To coordinate and manage the provision of efficient and effective library and information services in the Institute.

Key duties and responsibilities

1. Search standard reference materials, including on-line sources and the Internet, in order to answer users' reference questions.
2. Review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.
3. Develop library policies and procedures in line with Library Services Management Rules, Regulations and Principles;
4. Conduct library promotional activities and newsletters to attract more readers.
5. Provide a conducive atmosphere and support for students and staff while conducting research.
6. Assemble and index databases of library materials for easy tracing and retrieval;
7. Prepare and submit to the relevant authorities' work plans, budgets procurement plans and reports for the library;
8. Select, develop, catalogue and classify library resources;
9. Train and supervise library and assistants in their job duties.

Person specifications

Academic Qualifications

An Honors Bachelor's degree in either Library and Information Science or Records and Archives Management from a recognized university or awarding institution.

Competences

Technical

- i. Planning, Organizing and Coordinating
- ii. Information and Records management
- iii. Research and reporting
- iv. Information and Communication Technology
- v. Coaching, Mentoring and Supervision

Behavioral

- i. Effective listening and Communication
- ii. Time management
- iii. Inter and Intra-personal relations management
- iv. Team Work and Team Leadership
- v. Ethics and Integrity

Job title : **Career Guidance and Counselling Officer**

Salary Scale : **HTTI-4**

Reports to : **Dean of Students**

Job purpose

To aid students in building future education or career path and assist them learn how to job hunt including associated activities.

Key duties and responsibilities

1. Guides students to determine their interests and abilities
2. Counsel individual students
3. Conduct career guidance workshops.
4. Support and guide students to overcome academic and personal challenges
5. Plan and publicize the career service programs and events
6. Help students craft a long term plan to reach their career objectives.

7. Collaborate with department, staff and other students' division to achieve the Institute's goal

Person specifications

Academic Qualifications

Honors Bachelor's Degree in, either Guidance and Counseling, Counseling Psychology, or Social Sciences from a recognized university/institution

Or Any Other Honors Bachelor's Degree with a post graduate Training in Guidance and Counseling from a recognized Institution

Experience

At least three years working experience in Counselling

Competencies

Technical

- i. Behavioural Psychology
- ii. Guidance and Counseling,
- iii. Financial management,
- iv. Human resource management,
- v. Computer literacy,
- vi. Report writing.

Behavioural Competencies

- i. Good communication and interpersonal skills
- ii. Concern for quality and standards
- iii. Confidentiality
- iv. Fidelity
- v. Veracity
- vi. Empathy
- vii. Reliability and self-confidence
- viii. Ethics and integrity
- ix. Public relations and customer care
- x. Time Management