



## Uganda Hotel and Tourism Training Institution - Jinja

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### **JOB OPPORTUNITY**

Applications are invited from suitably Qualified Ugandans to fill the vacant posts in the service of Uganda Hotel and Tourism Training Institution - Jinja.

Applications should be addressed to the Secretary Board of Directors UHTTI, P.O. Box 444, Jinja in Triplicate

Attach all your certified copies of academic qualifications.

For more details visit our Website: [www.uhtti.ac.ug](http://www.uhtti.ac.ug) and [www.crestedcranehotel.com](http://www.crestedcranehotel.com)

### **APPLICATION DEADLINE**

**All applications should have been submitted by 4:30pm, 24<sup>th</sup> November 2017**

For any inquiries please contact the Senior Human Resource on [gbbaluka@gmail.com](mailto:gbbaluka@gmail.com) or on

**Mob: +256-779054203, +256-701754179**

Baluka Betty

**SENIOR HUMAN RESOURCE –UHTTI**

**Job Ref:** UHTT/2017/001  
**Department:** Finance and Administration  
**Post:** Internal Auditor (1)  
**Reports to:** Principal  
**Salary Scale:** HTTI 4  
**Age Limit:** 25-45 years

**REQUIRED QUALIFICATIONS:**

- (i) **Either:** Honors Bachelors degree in Finance and Accounting or B.Com (Accounting option) or BBA (Accounting option) from a recognized University or Institute **OR** full professional qualifications in Accountancy from a recognized awarding Institute plus experience of two years in audit field.

**DUTIES:**

- i. Managing and coordinating Audit Function
- ii. Carrying out special Audit assignments
- iii. Facilitating and evaluating Risk management process
- iv. Producing and submitting Internal Audit reports to relevant authorities
- v. Evaluating and reviewing Internal Controls
- vi. Executing Financial Auditing.
- vii. Auditing procurement and payment procedures.

**Job Ref:** UHTT/2017/002  
**Post:** Procurement Officer (1)  
**Reports to:** Principal  
**Salary Scale:** HTTI 4  
**Age Limit:** 25-45 years

**REQUIRED QUALIFICATIONS:**

**EITHER** Honors Bachelors Degree in Procurement/Supply chain Management from a recognized awarding Institution.

**OR** A bachelor's Degree in a Non supply chain management discipline, plus a post graduate Diploma in Public Procurement Management from a recognized awarding institution

**OR** full Professional qualification in Supply Chain Management (CIPS) plus a post graduate Diploma in Procurement Management from a recognized awarding Institution plus two years experience in procurement field.

**DUTIES:**

- i. Compiling schedules of procurement requirements;
- ii. Guiding and advising suppliers on correct procurement procedures;
- iii. Referencing, verifying and managing procurement documentation.
- iv. Liaising with accounts to facilitate timely payment to suppliers.
- v. Verifying and organizing documentation relating to procurement for use by interested parties.
- vi. Preparing draft bid documents and procurement plan.
- vii. Entering sanctioned transactions in the procurement system for further processing.
- viii. Advising end users on development of procurement specifications.

**Job Ref:** UHTT/2017/003  
**Post:** Assistant Records Officer (1)  
**Reports to:** Human Resource Officer  
**Salary Scale:** HTTI5  
**Age Limit** 20-45 years

**REQUIRED QUALIFICATIONS**

Advanced Certificate in Education ('A' Level) with a Diploma in Library and Information Science (DLIS) or a Diploma in Records and Information Management (DRIM) from a recognized institution

**DUTIES:**

- i. Carrying out the duties of a Librarian.
- ii. Filing classified information.
- iii. Auditing records and registers to ensure proper data bank.
- iv. Scheduling disposal of unwanted records and information.
- v. Selecting and acquiring cataloging information.
- vi. Assisting researchers with literature like printed resources and books.
- vii. Making departmental work plans and budget

**Job Ref:** UHTT/2017/004  
**Post:** Security Supervisor (1)  
**Reports to:** Deputy Principal  
**Salary Scale:** HTTI5  
**Age Limit** 20-45 years

### **REQUIRED QUALIFICATIONS**

O' Level Certificate with a pass in English language, High degree of integrity and stable temper, training in Security, Diploma in any field will be an added advantage plus experience of five years in security.

### **DUTIES:**

- i. The incumbent will deploy and supervise security guards in the department.
- ii. Regularly review security risks faced with the Institute and advise on the possible measures and procedures to be taken for enhancement of security.
- iii. Carry out security audits and initiate risk control measures.
- iv. Manage all security incidents affecting staff, clients and assets of the Institute and take appropriate actions.
- v. Making reports on security matters.
- vi. Develop and promote security awareness amongst staff.

**Job Ref:** UHTT/2017/005  
**Department:** Hotel  
**Post:** Front Office Supervisor (2)  
**Reports to:** Head Front Office  
**Salary Scale:** HTTI5  
**Age Limit** 20-35 years

### **REQUIRED QUALIFICATIONS**

Ordinary diploma or higher certificate in hospitality, Tourism or related field from a recognized Institution

### **DUTIES:**

- i. Checking in and checking out guests.
- ii. Responsible for handling room reservations.
- iii. Handling incoming and outgoing calls
- iv. Ensuring safety of keys and guests valuables.
- v. Compiling monthly reports.
- vi. Handling customer complaints and dissemination of information to the required points.
- vii. Training students on attachments.
- viii. Posting journals.

**Job Ref:** UHTT/2017/006  
**Department:** Maintenance.  
**Post:** Technician (1)  
**Reports to:** Head Maintenance  
**Salary Scale:** HTTI5  
**Age Limit** 20-45 years

**Required Qualifications:**

- i. Should hold a Higher Diploma in electrical Engineering from a recognized institution.
- ii. Trade Test Grade 1 from a recognized institution.

**DUTIES:**

- i. Carrying out electrical installations, repairs and rectification;
- ii. Making electrical cost estimates;
- iii. Inspecting and testing electrical installations and equipment; and
- iv. Guiding electrical wiring.
- v. Preparing work plans and budgets;
- vi. Inspecting and testing equipment; and
- vii. Guiding electrical wiring.