



## INTERNAL JOB ADVERT

**Date: September 15, 2025**

Uganda Printing and Publishing Corporation (UPPC), is a state Corporation established by the Uganda Printing and Publishing Corporation Act (Cap.330 of the Laws of the Republic of Uganda).

The Corporation is mandated to provide security, commercial printing and publishing services to the Government Ministries, Departments, Agencies, private individuals and organizations. UPPC developed a five-year strategic plan (2023/2028) and carried out an organizational review intended to create a robust organizational structure that would enable it to deliver on its mandate.

UPPC is seeking to recruit internal self-motivated, result-oriented, qualified and dynamic candidates of proven integrity to fill the following positions:

### LEGAL AFFAIRS DEPARTMENT

#### 1. LEGAL OFFICER

**Job Summary:** To handle the Legal and Board Affairs function, provide legal advisory services to UPPC and represent the corporation in courts of Law.

<b>JOB TITLE</b>	LEGAL OFFICER
<b>NUMBER OF POSITIONS</b>	TWO (2)
<b>REPORTS TO</b>	CORPORATION SECRETARY
<b>DUTY STATION</b>	UPPC ENTEBBE HEAD OFFICE

### ROLES AND RESPONSIBILITIES

- i. Engage in operationalization of UPPC's role as the chief Government advisor in charge of regulating and controlling printing and publishing industry in Uganda as provided under sec.5 (3) c of the UPPC Act;

- ii. Engage in Monitoring and liaising with outsourced lawyers in respect to UPPC's cases
- iii. Provide legal secretarial services to UPPC.
- iv. Support in organizing Board meetings and writing minutes
- v. Drafting legal documents on behalf of the corporation.
- vi. Taking legal actions for the resolution of contractual disputes including litigation on behalf of UPPC.
- vii. Registering legal documents including Agreements, Bonds, Guarantees, witnessing legal contracts of UPPC etc.
- viii. Advising the corporation on statutory compliances.
- ix. Preparing and submitting periodic reports to management and the Board.
- x. Identify gaps and draft new provisions/amendments that permit commercial operations of the Corporation.
- xi. Draft agreements and contracts as well as letters in response to queries on legal matters on behalf of UPPC
- xii. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

### **Qualifications**

- i. A Bachelor's degree in Law (LLB) obtained from a recognized Institution.
- ii. Postgraduate diploma in Legal Practice and should be enrolled as an advocate in the courts of Uganda.
- iii. Must be registered with the Uganda Law Society
- iv. At least 2 years' experience gained from a reputable organization.

### **Skills and Competences**

- i. Knowledge of corporate, commercial, labor, and contract law
- ii. Regulatory compliance expertise
- iii. Strong legal research and analytical skills
- iv. Clear written and verbal communication
- v. Negotiation and persuasion skills
- vi. Problem-solving and legal advisory skills
- vii. High ethical standards, integrity, and confidentiality
- viii. Understanding of compliance frameworks and governance practices
- ix. Drafting and reviewing contracts, agreements, and policies
- x. Ability to analyze risks and provide practical solutions
- xi. Capacity to multitask and meet tight deadlines
- xii. Teamwork and collaboration with stakeholders
- xiii. High integrity, ethics, and confidentiality
- xiv. Attention to detail and accuracy

## 2. INTERNAL AUDIT DEPARTMENT

### INTERNAL AUDITOR

**Job summary:** To provide independent and objective assurance on the adequacy and effectiveness of risk management, internal controls, and governance processes to support UPPC efficiency, compliance, and accountability.

<b>JOB TITLE</b>	INTERNAL AUDITOR
<b>NUMBER OF POSITIONS</b>	ONE (1)
<b>REPORTS TO</b>	SENIOR INTERNAL AUDITOR
<b>DUTY STATION</b>	UPPC ENTEBBE HEAD OFFICE

### ROLES AND RESPONSIBILITIES

- i. Develop and implement annual internal audit plans in line with organizational objectives.
- ii. Conduct risk-based audits to assess the adequacy of internal controls, governance, and compliance with policies, laws, and regulations.
- iii. Review financial, operational, and management systems to ensure integrity and reliability of information.
- iv. Carry out special audits, investigations, and reviews as may be required.
- v. Prepare and present detailed audit reports with findings, recommendations, and follow-up actions.
- vi. Monitor and evaluate the effectiveness of risk management processes.
- vii. Ensure compliance with statutory requirements, internal policies, and industry standards.
- viii. Liaise with external auditors and provide necessary support during audits.
- ix. Promote best practices in accountability, transparency, and value-for-money in all operations.
- x. Advise management on emerging risks and recommend mitigation measures.
- xi. Follow up all recommendations on audit queries as per UPPC guidelines
- xii. Initiate a review of UPPC operations to ensure that all corporation assets are properly recorded and safeguarded as per UPPC financial regulations.
- xiii. Discuss deficiencies and recommend corrective actions to improve operations and reduce costs. Plan and prepare formal written reports addressed to managers or external agencies for review by the Lead Auditor or Head of Internal Audit.
- xiv. Continue to develop skill expertise in specialized areas to advise other auditors or UPPC units
- xv. Perform general administrative tasks including those assigned by the Head of Internal Audit.

- xvi. Maintain knowledge of current accounting and auditing practices through continuing professional education.
- xvii. Maintain and evaluate effective Internal controls and risk management processes.

### **Qualifications**

- i. A Bachelor's degree either in Business Administration, BCOM, Economics, Finance and Accounting or any other related field from a recognized Institution.
- ii. Full professional qualifications like CPA or ACCA or CIA is an added advantage
- iii. At least 2 years' experience gained from a reputable organization.

### **Skills and Competences**

- i. Computer skills
- ii. Strong knowledge of auditing standards, risk management, and internal control systems.
- iii. Excellent analytical, investigative, and problem-solving skills.
- iv. High level of integrity, objectivity, and confidentiality.
- v. Proficiency in accounting/audit software and MS Office applications.
- vi. Knowledge of auditing standards, internal controls, risk management, and governance practices
- vii. Understanding of financial management, accounting principles, and regulatory frameworks
- viii. Ability to assess risks and recommend effective mitigation measures
- ix. Proficiency in audit software, accounting systems, and MS Office
- x. Excellent report writing, documentation, and presentation skills
- xi. Capacity to plan, organize, and execute audits within set timelines
- xii. Ability to work independently and maintain objectivity

### **INTERNAL AUDIT ASSISTANT**

**Job summary:** To document and provide evidential data as a basis for an informed, objective audit opinions and prepare comprehensive reports in line with work assigned and performed.

<b>JOB TITLE</b>	INTERNAL AUDIT ASSISTANT
<b>NUMBER OF POSITIONS</b>	ONE (1)
<b>REPORTS TO</b>	INTERNAL AUDITOR
<b>DUTY STATION</b>	UPPC ENTEBBE HEAD OFFICE

## **ROLES AND RESPONSIBILITIES**

- i. Carry out approved functional audits of all UPPC departments in line with the internal Audit Charter and international Internal Auditing standards
- ii. Follow up all recommendations on audit queries as per UPPC guidelines
- iii. Initiate a review of UPPC operations to ensure that all corporation assets are properly recorded and safeguarded as per UPPC financial regulations.
- iv. Discuss deficiencies and recommend corrective actions to improve operations and reduce costs. Plan and prepare formal written reports addressed to managers or external agencies for review by the Lead Auditor or Head of Internal Audit.
- v. Continue to develop skill expertise in specialized areas to advise other auditors or UPPC units
- vi. Perform general administrative tasks including those assigned by the Head of Internal Audit.
- vii. Maintain knowledge of current accounting and auditing practices through continuing professional education
- viii. Preparation of periodic reports
- ix. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

### **Qualifications**

- i. A Bachelor's degree either in Business Administration, BCOM, Economics, Finance and Accounting or any other related field from a recognized Institution.
- ii. Full professional qualifications like CPA or ACCA is an added advantage
- iii. At least 1 years' experience gained from a reputable organization.

### **Skills and Competences**

- i. Computer skills
- ii. Strong knowledge of auditing standards, risk management, and internal control systems.
- iii. Excellent analytical, investigative, and problem-solving skills.
- iv. High level of integrity, objectivity, and confidentiality.
- v. Proficiency in accounting/audit software and MS Office applications.
- vi. Knowledge of auditing standards, internal controls, risk management, and governance practices
- vii. Understanding of financial management, accounting principles, and regulatory frameworks
- viii. Ability to assess risks and recommend effective mitigation measures
- ix. Proficiency in audit software, accounting systems, and MS Office
- x. Excellent report writing, documentation, and presentation skills
- xi. Capacity to plan, organize, and execute audits within set timelines
- xii. Ability to work independently and maintain objectivity

**Interested candidates who meet the required specifications are advised:**

- i. To apply to The Managing Director, Uganda Printing and Publishing Corporation (UPPC), P.O. Box 33 Entebbe, Uganda.
- ii. To mark the envelope with the job applied for in CAPITAL LETTERS, enclose a CV, academic transcripts and certified certificates, Postal, Telephone and Email address for both applicant and three professional referees to reach not later than **September 29, 2025 by 5.00pm.**
- iii. Must obtain a recommendation from the immediate supervisor.
- iv. Those who prefer to apply online should send their application to [jobs@uppc.go.ug](mailto:jobs@uppc.go.ug)
- v. Details of the job descriptions can be accessed from the UPPC Website [www.uppc.go.ug](http://www.uppc.go.ug)
- vi. Qualified candidates must have worked with UPPC for a period not less than 6 months.
- vii. Only shortlisted candidates shall be contacted.