

The Uganda Printing and Publishing Corporation (UPPC), is a public corporation that was established by the Uganda Printing and Publishing Corporation Act of 1992 (Chapter 330 of the Laws of the Republic of Uganda) to among others act as the main adviser of the Government of Uganda on all printing and publishing matters. The ability of the corporation to fulfil its mandate primarily lies in the way in which its human resource is managed from the point of entry, stay, exit and post-exit. It is a policy of UPPC to attract and retain highly qualified and competitive workforce to fulfil its mandate and hence the need to fill the vacant positions

ABS Consulting Group was retained by the Corporation to assist in the carrying out a competence-based recruitment and selection process for the following positions:

1. Job Title:	Senior Procurement Officer
Department:	Managing Director's Office
Job/Salary Scale:	UPPC - 03
Accountable To:	Managing Director
Responsible For:	Procurement Officer
Job Purpose:	Initiate, plan and monitor implementation of processes for the procurement function for goods, works and services and soliciting printing jobs / contracts for the Corporation in accordance with the approved financial budget and work plan, PPDA procurement framework and special requirements of funding agencies if any.

Key Result Areas:	<ul style="list-style-type: none"> ➤ Development of the corporation procurement strategy through a process of reviewing and analysing the corporation's policy; ➤ Ensure that the Corporation follows the appropriate procurement process for every procurement made as provided for in the PPDA Act; ➤ Develop procurement schedules, work plans for the procurement of goods, services and periodically review and evaluate them against the set objectives; ➤ Coordinate with the user departments the preparation of specifications, standards and terms of references for the goods, services and works; ➤ Maintain and archive records of the procurement and disposal process; ➤ Prepare monthly reports for the Contracts Committee and such other reports as may be required from time to time for submission to the relevant offices; ➤ Support functioning and implement decisions of the Contracts Committee; ➤ Manage and develop section staff professionally as part of performance management practice; ➤ Liaise with HR on issues concerning procurement training for PDU staff and the rest of the stakeholders of the corporation; ➤ Identify risk areas and coming up with ways of handling risks relating to procurement and disposal within the corporation; ➤ Conduct periodic market surveys for latest trends in price, availability, quality, identify, evaluate and exploit any potential opportunities or efficiencies in the procurement process; ➤ Develop and implement a transparent supplier selection process, and evaluate supplier's performance against procurement requirements; ➤ Manage all procurement or disposal activities of the corporation except adjudication and the award of contracts; ➤ Co-ordinate the procurement and disposal activities of all the departments of the corporation; ➤ Participate in the development and compilation of the Corporation's annual budget estimates and control purchasing department budgets.
Person specification:	<ul style="list-style-type: none"> ➤ A University Degree in Procurement or Business Administration/ Statistics/ Computing or Marketing or Finance or Accounting /Economics/ Statistics or any other degree in a related field; ➤ A Professional Qualification in Procurement (MCIPS) is a MUST; ➤ A Master's Degree will be an added advantage; ➤ Proven knowledge of Public Procurement & Disposal Laws and Regulations of Uganda are essential; ➤ At least 6 years of managing the procurement function in public organizations or reputable private organization, 3 of which at a senior level or Head of PDU, ➤ Excellent report and analytical skills; ➤ Ability to plan and yet accommodate unexpected tasks; ➤ Ability to work under pressure, perform multiple tasks and manage consistently competing priorities; comfortable in rapidly changing environment; ➤ High level of integrity.

2. Job Title:	Procurement Officer
Department:	Managing Director's Office
Job/Salary Scale:	UPPC - 06

Accountable To:	Manager procurement
Responsible For:	Procurement Assistant – (Materials and General)
Job Purpose:	To implement the procurement and disposal plans in accordance with established procedures.
Key Result Areas:	<ul style="list-style-type: none"> ➤ Coordinating, monitoring and assessing implementation of procurement and disposal of assets, policies and guidelines and making appropriate recommendations ➤ Maintain a data base of service providers and suppliers and their terms and conditions of service. ➤ Liaise with users to document requirements, make procurement plans, and conduct Procurement cycle activities such as sourcing, evaluation, etc for the provision of goods and services. ➤ Guiding the evaluation of quotations for the provision of goods and services. ➤ Sourcing for quotes for the provision of goods and services from suppliers and taking steps to deliver value for money procurements. ➤ Identifying and evaluating potential supply sources in accordance with approved procurement guidelines. ➤ Maintaining the procurement records as per the records management procedures. ➤ Assisting in the designing of call for bids in line with needs and procedures. ➤ Receiving and compiling bids in line with procurement procedures. ➤ Ensuring that items and services procured are delivered on time in line with the signed documents.
Person specification:	<ul style="list-style-type: none"> ➤ A Bachelor's Degree in Procurement and Supply Chain Logistics Management, B. Com, Business Administration, any other related business degree. ➤ Professional qualification in Procurement (CIPS) will be an added advantage ➤ Minimum of 4 years relevant experience attained in a reputable agency.

3. Job Title:	Corporation Secretary/Director Legal Affairs
Department:	Corporate Secretariat/Legal Affairs
Job/Salary Scale:	UPPC - 03
Accountable To:	Managing Director
Responsible For:	Legal Officer
Job Purpose:	To perform the duties of a Secretary to the Board and provide legal advice to the Corporation in accordance with the law.
Key Result Areas:	<ul style="list-style-type: none"> ➤ In collaboration with the Managing Director and in liaison with the marketing team, manage stakeholder expectations through organizing stakeholder meetings according to Corporation's set goals and strategy; ➤ In collaboration with the Finance and Administration Manager, ensure compliance to all the statutory obligations of the Corporation and its employees across the Board;

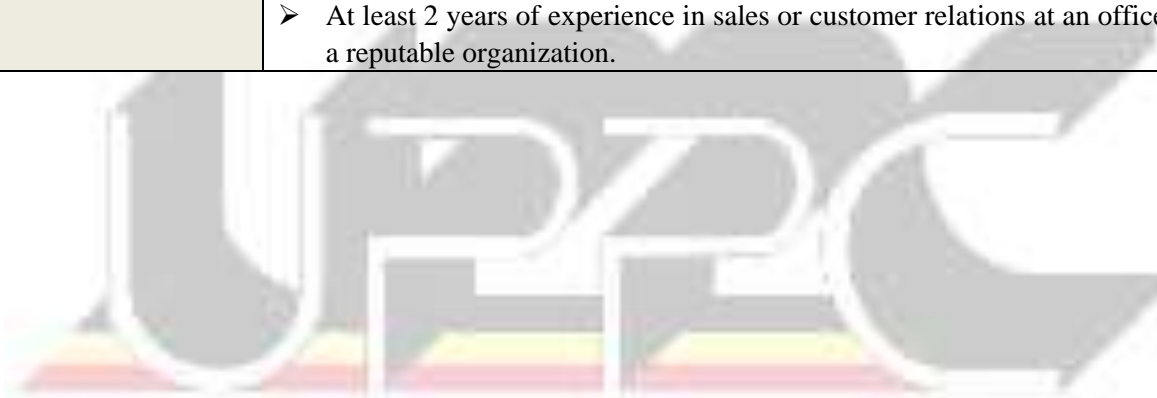
	<ul style="list-style-type: none"> ➤ Spearhead the operationalization of UPPC's role as the chief Government advisor to Government in charge of regulating and controlling printing and publishing industry in Uganda as provided under sec.5 (3) c of the UPPC Act; ➤ In collaboration with management team, be in-charge of creating strategic partnerships with relevant stakeholders in the printing industry; ➤ In collaboration with senior management team, spearhead the restoration of UPPC printing and publishing training school with a goal of turning UPPC into a unique center of printing skills in Uganda; ➤ Provide legal advice to the Board, Management and staff on all matters concerning the Corporation; ➤ Monitor and liaise with outsourced lawyers in respect to UPPC's cases; ➤ Protect UPPC's interests through the custody of UPPC's seal, key corporate records and legal instruments; ➤ In collaboration with management team, coordinate the insurance of the Corporation's assets and staff and its other risks as part of UPPC's risk management strategy; ➤ Identify gaps and draft new provisions/amendments that permit commercial operations of the Corporation; ➤ Draft agreements and contracts as well as letters in response to queries on legal matters on behalf of UPPC; ➤ In liaison with management team, direct business affairs of the Corporation by monitoring the implementation of Board decisions/ resolutions; ➤ Carry out any other functions and duties as assigned by the Supervisor.
Person specification:	<ul style="list-style-type: none"> ➤ Bachelor's Degree in Law or related field, plus Post graduate diploma in Legal Practice ➤ Practicing certificate or relevant experience with Government OR ➤ Master's Degree in Business Administration or a related field and ICSA qualification. ➤ At least 6 years of legal practice or experience plus 3 years in a senior management position.

4. Job Title:	Editorial Assistant (Formerly Copy Holder and Proof Reader)
Department:	General Printing and Publishing
Job/Salary Scale:	UPPC – 08
Accountable To:	Editor
Responsible For:	None
Job Purpose:	To provide proof reading services in line with established procedures by making written work error-free and to ensure that it matches the publication's required style
Key Result Areas:	<ul style="list-style-type: none"> ➤ Editing copy to match the original; this involves reading copy word for word; ➤ Proofreading copy to fix grammatical, spelling and punctuation errors; ➤ Verifying correctness of information, such as notice numbers, headings, dates and page/folio numbers;

	<ul style="list-style-type: none"> ➤ Checking text for style, readability, and adherence to The Uganda Gazette style and policies; ➤ Rewriting text, in conjunction with clients/authors and editors, to improve clarity and readability; ➤ Checking publications layouts to ensure that they are logically arranged, look pleasing and are in line with the style guides; ➤ Checking photos, graphics and illustrations to ensure clarity and correct captioning ➤ Verifying numbers like dates and statistics to ensure accuracy; ➤ Reading original copy aloud assistant editor or editor, calling out punctuation marks and spelling unusual words and proper names; ➤ Filing all copies of the Gazette, with all original copies of notices. ➤ Supporting editors perform a wide range of editorial tasks necessary to the production of publications
Person specification:	<ul style="list-style-type: none"> ➤ A Bachelor's Degree or a diploma in education with English and Literature in English or journalism/mass communication; ➤ At least two years of copy-editing experience preferred; ➤ Excellent writing skills in the English language; ➤ Ability to remain detailed-oriented and focused when processing large amounts of text; ➤ Good teamwork skills and willingness to work with typesetters, writers, graphic designers and others; ➤ Strong computer processing skills, especially Microsoft Office and InDesign; ➤ Basic knowledge of legal issues involved in publishing, such as libel and plagiarism.

5. Job Title:	Client Relations Officer
Department:	Business Development
Job/Salary Scale:	UPPC - 08
Accountable To:	Brand Supervisor
Responsible For:	None
Job Purpose:	To provide customer relations services in line with set corporate business performance objectives.
Key Result Areas:	<ul style="list-style-type: none"> ➤ Facilitates collection of competitive information in order to monitor business trends and opportunities; ➤ Adhere to all corporate policies, guidelines and statutory requirements and recommends to the supervisor adoption and or changes to policies and guidelines to reflect circumstances within the customer service area;

	<ul style="list-style-type: none"> ➤ Responsible for actively ensuring the retention of the Corporation's customer base which includes promoting the Corporation to existing customers; ➤ Works with the Corporation's team to resolve problems, facilitate solutions and enhance customer service offerings; ➤ Prepares, generates and distributes daily reports and order acknowledgements to appropriate personnel; ➤ Responsible for notifying administration of any required updates of customer records on the Corporation's internal database; ➤ Answers customer inquiries / communications as required; ➤ Attends regular marketing departmental meetings; ➤ Advises management on advertisements and campaigns that affect retention; ➤ Maintains detailed call activity reports and provides them to the supervisor on a regular basis; ➤ Provides weekly activity summary reports to the supervisor; ➤ Coordinates the Corporation's involvement in internal and external trade shows; ➤ Conducts follow up on phone calls to survey respondents who have concerns or questions.
Person specification:	<ul style="list-style-type: none"> ➤ Bachelor's degree in Business, Commerce or Finance or Marketing or related professional qualification. ➤ At least 2 years of experience in sales or customer relations at an officer level in a reputable organization.



6. Job Title:	Manager Public and Corporate Affairs
Department:	Managing Director's Office
Job/Salary Scale:	UPPC - 03
Accountable To:	Managing Director
Responsible For:	Public and Corporate Affairs Officer
Job Purpose:	To plan and oversee the publicity programs and campaigns to improve the public image of corporation in line with established protocols and policies.

Key Result Areas:	<ul style="list-style-type: none"> ➤ Develop PR strategies, campaigns, and initiatives to improve public perception of company. ➤ Prepare and publish newsletters and other company literature. ➤ Create motivational videos. ➤ Release promotion literature about new products. ➤ Draft speeches with chief executives. ➤ Respond to information queries from media and the general public. ➤ Write press releases and media kits. ➤ Develop and maintain corporate image and logos. ➤ Maintain effective working relationships with local and international Corporation stakeholders and media representatives. ➤ Formulate policies and procedures related to public information programs. ➤ Manage the Corporation's reputation with the public domain. ➤ Compile comprehensive information about the company for the media. ➤ Develop and launch Internet or intranet web pages. ➤ Manage communications budgets. ➤ Confer with the Human Resource in order to develop internal communications to inform employees of various company activities. ➤ Managing the company's social media accounts and posting relevant content. ➤ Plan and implement corporate social responsibility strategies.
Person specification:	<ul style="list-style-type: none"> ➤ Bachelor's degree in Journalism, Mass Communication, Public Relations and Business Administration ➤ Registration with a professional body ➤ At least 5 year of experience in public relations at an officer level in a reputable organization. ➤ Proven contribution in transformation of organizations

7. Job Title:	Information Technology (IT) Assistant
Department:	Human Resource and Administration
Job/Salary Scale:	UPPC - 08
Accountable To:	ICT Technician
Job Purpose:	To provide support in the plan and implement the UPPC ICT infrastructure, systems and policies in accordance with corporate strategic objectives and core business.
Key Result Areas:	<ul style="list-style-type: none"> ➤ Providing timely response and support to helpdesk requests and walk-ins

	<ul style="list-style-type: none"> ➤ Assist in troubleshooting, work with end-users on resolving raised issues in the office ➤ Extending technical support to users experiencing issues with their personal gadgets. ➤ Resolve or escalate advanced issues on request to appropriate internal resource (IT Manager) as necessary ➤ Ensure that Antivirus programs on end-user computers are up to date ➤ Assist in monitoring the connectivity of LAN/Wifi and ^[SEP]other communication services. ^[SEP] ➤ Provide monitoring reports with information on condition of network and ISPs to the IT Manager to assist with timely upgrades and necessary changes ➤ Assist in performing preventive maintenance on office computers ➤ Ensure all confidential information and data is handled in accordance with the UPPC ICT Policy. ➤ Implement the ICT Policy for UPPC in coordination with the IT Manager ➤ Provide basic troubleshooting, repair and maintenance for computer equipment (e.g., microcomputers, disk drives, and laser printers) and may assist with testing personal computers and peripherals on a network to diagnose, hardware versus software problems; ➤ Any other IT related tasks assigned by the Supervisor, IT Manager to support day to day operations of the Corporation.
Person specification	<ul style="list-style-type: none"> ➤ Bachelor's Degree in Information Technology (IT) or Business Computing or a related field. ➤ At least 2 years of experience in IT profession ➤ Ability to work with different OS platforms (MacOS, Windows, Linux) ➤ Excellent communication and interpersonal skills required ➤ Customer/Client service experience. ➤ Able to work independently within a team environment

8. Job Title:	Administration Assistant
Department:	Production Department
Job/Salary Scale:	UPPC - 08
Accountable To:	Administration Assistant
Job Purpose:	To provide secretarial, administrative and office managerial services to the Production Department in accordance with set business objectives

Key Result Areas:	<ul style="list-style-type: none"> ➤ Maintaining an update filing system for the Production Department in line with Corporation guidelines. ➤ Responding to inquiries, queries, appeals, claims in conformity with corporation guidelines. ➤ Document formatting and production. ➤ Organizing and coordinating meetings. ➤ Recording minutes of meetings ➤ Taking dictation in shorthand of correspondence, reports, and other matters; and to operate a computer to transcribe dictated material. ➤ Typing documents, reports and other correspondence ➤ Taking shorthand dictations and giving reports on time. ➤ Preparing communications on behalf of the manager ➤ Organizing department travel and itineraries and also planning transport needs of the department in line with administrative policies ➤ Perform a variety of Secretarial and Administrative duties as assigned
Person specification:	<ul style="list-style-type: none"> ➤ A Bachelor's Degree Secretarial Studies, Office Management or other related disciplines from a recognized Institution ➤ 3 years' experience in a similar position and reputable agency. ➤ Computer Literacy ➤ Professional Discretion ➤ Strong organizational and planning skills ➤ Customer service orientation ➤ Communication and listening skills

9. Job Title:	Internal Audit Assistant
Department:	Internal Audit
Job/Salary Scale:	UPPC - 05
Accountable To:	Senior Internal Auditor
Responsible For:	None
Job Purpose:	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.
Key Result Areas:	<ul style="list-style-type: none"> ➤ Carry out approved functional audits of all UPPC departments in line with the internal Audit Charter and international Internal Auditing standards ➤ Follow up all recommendations on audit queries as per UPPC guidelines ➤ Initiate a review of UPPC operations to ensure that all corporation assets are properly recorded and safeguarded as per UPPC financial regulations. ➤ 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. ➤ Continue to develop skill expertise in specialized areas to advise other auditors or UPPC units ➤ Perform general administrative tasks including those assigned by the Head of Internal Audit.

	➤ Maintain knowledge of current accounting and auditing practices through continuing professional education.
Person specification:	➤ A good Bachelor's degree (majoring in Accounting) from a recognized university. ➤ Part or full professional Audit/ Accounting qualification such as CIA, ACCA, ACA, CIMA OR CPA ➤ At least 3 years working experience in a similar position in a large industrial or commercial organization ➤ Hands on experience in at least a computer accounting applications and general computer knowledge.

Application Procedure

If you meet the above requirements, please submit your application enclosing detailed curriculum vitae giving three references, copies of academic and professional certificates, postal address, email address and daytime telephone contact not later than **5:00PM, Tuesday, 12th October 2021.**

Addressed you application to:

The Managing Director,
 ABS Consulting Group
 Guardian Building, Plot 67 Spring Road, Bugolobi
 3rd Floor,
 P.O. Box 29526
 Kampala, Uganda

Submit your applications to:

ABS Consulting Group Limited,
 Plot 67 Spring Road
 Guardian Building, Bugolobi, 3rd Floor

“Please indicate the position applied for on the envelope”

OR

Via email to: info@absconsulting.co.ug Please indicate position applied for in the subject line

The advert and job profiles can also be accessed from ABS Consulting Group websites;
www.absconsulting.co.ug/careers