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UNDER THE OFFICE OF THE PRESIDENT

☎ 0414-320-639 - Head Office Entebbe

0414-233-614 - Kampala Office

0414-672-496 - URSB

783-914-332 - UPPC Whatsapp

📞 080-011-1467 - Toll-Free No.

## INTERNAL JOB ADVERT

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 and commercial printing and publishing services to the Government Ministries, Departments and Agencies and to 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 the mandate.

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

### FINANCE AND ACCOUNTING DEPARTMENT

#### 1. FINANCE AND ACCOUNTING MANAGER

**Job summary:** To ensure a profitable, transparent and compliant financial and Human Resource system for the achievement of the Corporation's set targets and objectives.

<b>JOB TITLE</b>	FINANCE AND ACCOUNTING MANAGER
<b>NUMBER OF POSITIONS</b>	ONE (1)
<b>REPORTS TO</b>	MANAGING DIRECTOR
<b>DUTY STATION</b>	UPPC ENTEBBE HEAD OFFICE

### JOB SPECIFICATIONS

Qualified candidates must have:

- i. A Bachelor's Degree or its equivalent in Business Administration (Finance & Accounting), Commerce (Finance & Accounting) or any other related field from a recognized University/Institution.
- ii. An MBA or any other related Master's Degree in a recognized University/Institution
- iii. Professional course like CPA, ACCA(should be a member) or its equivalent
- iv. At least 6 years' experience in financial management, principles, tax laws, auditing practices, and accounting information systems.
- v. Should not be above 50 years of age.

## ROLES AND RESPONSIBILITIES

- i. Promote existence of systems and policies which provide appropriate levels of security and control of financial resources, assets and operation, develop and review internal controls that help with fraud risk prevention and detection;
- ii. Establish an annual budget cycle and coordinate the budgeting process, ensuring that budget estimates match the annual operational plans and ensure such budgets are submitted to the Board for Approval;
- iii. Prepare accurate and timely periodic (monthly, quarterly and annual) management financial reports showing the Corporation's performance and financial position, submit them to management for discussion and appropriate decision making;
- iv. Maintain all accounting and financial data and systems necessary to record all transactions of the Corporation in accordance with generally accepted international accounting standards and the provisions of the Companies Act
- v. Plan, supervise and coordinate all activities in the finance department, provide professional and administrative guidance and advice to management.
- vi. Maintain the integrity of the general ledger and ensure that an effective accounting system is in place and operational, ensuring that all revenues due to the Corporation are properly recorded, banked and expenditures genuinely authorized.
- vii. Maintain close monitoring and conduct quarterly financial analysis and provide a report to management on the overall performance of the Corporation and develop an action plan to close identified gaps.
- viii. To be accountable to the department.
- ix. Review cost structure to ensure they are within the Corporation's benchmark, develop and maintain effective internal controls and procedures over all financial processes.
- x. Monitor and control the Corporation's expenditure, advise management and departmental heads when there are major budget variances.
- xi. Conduct reviews and evaluations to manage and control expenditure and ensure that expenditures are within the budget and liaise with Auditors to ensure that periodic audits are carried out.
- xii. Develop profitable project plans to meet the Corporation's financing needs.
- xiii. Advise management on the profitable investment plans in line with the Corporation's strategy.
- xiv. Supervise and guide staff in the finance department.
- xv. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

**2. SENIOR CREDIT OFFICER**

**Job summary:** To collect all debts due from clients in line with UPPC financial guidelines.

<b>JOB TITLE</b>	SENIOR CREDIT OFFICER
<b>NUMBER OF POSITIONS</b>	ONE (1)
<b>REPORTS TO</b>	FINANCE AND ACCOUNTING MANAGER
<b>DUTY STATION</b>	UPPC ENTEBBE HEAD OFFICE

**JOB SPECIFICATIONS**

Qualified candidates must have:

- i. Degree in Business Administration (Accounting / Finance), Marketing, or any other related field from a recognized University/Institution.
- ii. A minimum of 6 years' experience of which 2 at a senior level in the same field from a reputable organization

**ROLES AND RESPONSIBILITIES**

- i. Collect payments on all debts.
- ii. Create a list of clients who have not made payments.
- iii. Organize lists according to severity of delinquency.
- iv. Locate customers using information available in the Corporation database;
- v. Utilize computer systems to handle skip tracing.
- vi. Inform clients of overdue accounts and amount currently owed.
- vii. Maintain accurate information of the clients, including phone numbers and addresses.
- viii. Listen to the customer's account and assess the possibility of collecting the debt.
- ix. Set up repayment plans and new terms of sale.
  - x. Record new commitments to repay debt.
  - xi. Send statements of delinquencies to the supervisor for management's attention.
  - xii. Initiate the repossession process or refer the account to a law firm that specializes in handling complex debts.
  - xiii. Purge records if debt has been satisfied.
  - xiv. Follow Corporation rules and regulations and the international accounting standards while dealing with debt collection.
  - xv. Print reports for management.
  - xvi. Prepare accurate and timely periodic (monthly, quarterly and annual) reports
  - xvii. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

### 3. CREDIT OFFICER

**Job summary:** To collect debts due from clients in line with UPPC financial guidelines.

<b>JOB TITLE</b>	CREDIT OFFICER
<b>NUMBER OF POSITIONS</b>	ONE (1)
<b>REPORTS TO</b>	FINANCE AND ACCOUNTING MANAGER
<b>DUTY STATION</b>	UPPC ENTEBBE HEAD OFFICE

#### JOB SPECIFICATIONS

Qualified candidates must have:

- iii. Degree in Business Administration (Accounting / Finance), Marketing, or any other related field from a recognized University/Institution.
- iv. A minimum of 2 years in the same field from a reputable organization

#### ROLES AND RESPONSIBILITIES

- i. Collect payments on all debts.
- ii. Create a list of clients who have not made payments.
- iii. Organize lists according to severity of delinquency.
- iv. Locate customers using information available at the Corporation in the Corporation database;
- v. Inform clients of overdue accounts and amount currently owed.
- vi. Maintain accurate client information, including phone numbers and addresses.
- vii. Listen to the customer's account and assess the possibility of collecting the debt.
- viii. Set up repayment plans and new terms of sale.
- ix. Record new commitments to repay debt.
  - x. Send statements of delinquencies to the supervisor for management's attention.
- xi. Initiate the repossession process or refer the account to a law firm that specializes in handling complex debts.
- xii. Purge records if debt has been satisfied.
- xiii. Follow Corporation rules and regulations and the international accounting standards while dealing with debt collection.
- xiv. Prepare accurate and timely periodic (monthly, quarterly and annual) reports
- xv. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

**4. ESTIMATION AND COSTING ASSISTANT**

**Job summary:** To prepare cost estimates for products and services to aid the Corporation in bidding or determining prices of product or service.

<b>JOB TITLE</b>	ESTIMATION AND COSTING ASSISTANT
<b>NUMBER OF POSITIONS</b>	ONE(1)
<b>REPORTS TO</b>	FINANCE AND ACCOUNTING MANAGER
<b>DUTY STATION</b>	UPPC ENTEBBE HEAD OFFICE

**JOB SPECIFICATIONS**

Qualified candidates must have:

- i. A Bachelor's degree in Business Administration (Finance & Accounting), BCOM (Finance & Accounting), Economics or any other related field from a recognized University/Institution.
- ii. Full professional qualifications like CPA or ACCA (Should be a member) is an added advantage
  - i. At least 2 years of similar experience attained in similar business.
  - ii. Ability to use costing software.

**ROLES AND RESPONSIBILITIES**

- i. Prepare work to be estimated by gathering proposals, blueprints, specifications, and related documents.
- ii. Identify and quantify cost factors such as labor, material and time requirements by studying proposals, blueprints, specifications, and other related documents.
- iii. Compute costs by analyzing labor, material, and time requirements.
- iv. Resolve discrepancies by collecting and analyzing information.
- v. Present prepared estimate by assembling and displaying numerical and descriptive information.
- vi. Prepare special reports by collecting, analyzing, and summarizing information and trends.
- vii. Maintain cost data base by entering and backing up data.
- viii. Travel to job sites to gather information on materials needed, labour required, and other factors
- ix. Consult with industry experts to discuss estimates and resolve issues
  - x. Use computer software to calculate estimates
  - xi. Evaluate and recommend ways to make a product more cost effective or profitable.
  - xii. Work with sales teams to prepare estimates and bids
  - xiii. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

## PUBLIC RELATIONS AND CORPORATE AFFAIRS DEPARTMENT

### 5. PUBLIC AND CORPORATE AFFAIRS MANAGER

**Job Summary:** To plan and oversee the publicity programs and campaigns to improve the public image of the Corporation in line with established protocols and policies.

<b>JOB TITLE</b>	PUBLIC AND CORPORATE AFFAIRS MANAGER
<b>NUMBER OF POSITIONS</b>	ONE (1)
<b>REPORTS TO</b>	MANAGING DIRECTOR
<b>DUTY STATION</b>	UPPC ENTEBBE HEAD OFFICE

### JOB SPECIFICATIONS

Qualified candidates must have:

- i. A Bachelor's degree in Journalism, Mass Communication, Public Relations or any other related field in a recognised University/ Institution.
- ii. A Master's degree in Journalism, Mass Communication or any other related field from a recognised University/ Institution.
- iii. Registration with a professional body
- iv. At least 5 years of experience of which 2 are at a senior level in public relations in a reputable organization.
- v. Proven contribution in transformation of organizations
- vi. Should be well informed on current affairs.
- vii. Should have public speaking skills.

### ROLES AND RESPONSIBILITIES

- i. Develop PR strategies, campaigns, and initiatives to initiate, build and explore public perception of the Corporation.
- ii. Act on behalf of the Managing Director in making operational decisions
- iii. Prepare and publish newsletters and other Corporation literature.
- iv. Prepare accurate and timely periodic (monthly, quarterly and annual) reports
- v. Identify important events which require participation of the Corporation and advise the Managing Director accordingly
- vi. Release promotional literature about new products.
- vii. Draft speeches for the Managing Director.
- viii. Remind the Managing Director on progress of implementation of Board decisions and feedback.
- ix. Respond to information queries from media and the general public.
- x. Write press releases and media kits.
- xi. Develop and maintain corporate image and logos.
- xii. Maintain effective working relationships with local and international Corporation stakeholders and media representatives.
- xiii. Formulate policies and procedures related to public information programs.

- xiv. Manage the Corporation's reputation with the public domain.
- xv. Compile comprehensive information about the company for the media.
- xvi. Develop and launch Internet or intranet web pages.
- xvii. Manage communications budgets.
- xviii. Confer with the Human Resource in order to develop internal communications to inform employees of various Corporation activities.
- xix. Manage the Corporation social media accounts and post relevant content.
- xx. Plan and implement corporate social responsibility strategies.
- xxi.
- xxii. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

## 6. PUBLIC AND CORPORATE AFFAIRS ASSISTANT

**Job Summary:** To assist in planning and overseeing the publicity programs and campaigns to improve the public image of the Corporation in line with established protocols and policies.

<b>JOB TITLE</b>	PUBLIC AND CORPORATE AFFAIRS ASSISTANT
<b>NUMBER OF POSITIONS</b>	ONE (1)
<b>REPORTS TO</b>	PUBLIC AND CORPORATE AFFAIRS MANAGER
<b>DUTY STATION</b>	UPPC ENTEBBE HEAD OFFICE

### JOB SPECIFICATIONS

Qualified candidates must have:

- i. Diploma in Journalism, Mass Communication, Public Relations, or any other related field from a recognised University/ Institution.
- ii. Bachelor's Degree from a recognised University is an added advantage
- iii. 3 years' experience in similar environment from a reputable organization.

### ROLES AND RESPONSIBILITIES

- i. Relieve the Public and Corporate Affairs Manager of administrative detail of all tasks, coordinating work flow, updating and chasing delegated tasks to ensure progress to deadlines, taking initiative in manager's absence, keeping tasks on schedule and ensuring consistent performance of routine.
- ii. Prepare, arrange and maintain the Public and Corporate Affairs Manager's office in line with the Corporation's mission.
- iii. Prepare and monitor Public Relations department Calendar for efficient communication within and outside UPPC;
- iv. Prepare accurate and timely periodic (monthly, quarterly and annual) reports
- v. Prepare, manage, maintain and co-ordinate a Records Management system and information flow within the PR office.
- vi. Identify important events which require participation of the Corporation and advise the Public and Corporate Affairs Manager accordingly.
- vii. Ensure effective communication to stakeholders through management of the incoming and outgoing files.
- viii. Manage the Corporation social media accounts and post relevant content

- ix. Plan and implement corporate social responsibility strategies.
- x. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

## HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT

### 7. HUMAN RESOURCE OFFICER

**Job Summary:** To implement human resource systems and policies in accordance with employment law and best practices.

<b>JOB TITLE</b>	HUMAN RESOURCE OFFICER
<b>NUMBER OF POSITIONS</b>	ONE (1)
<b>REPORTS TO</b>	HR AND ADMINISTRATION MANAGER
<b>DUTY STATION</b>	UPPC ENTEBBE HEAD OFFICE

### JOB SPECIFICATIONS

Qualified candidates must have:

- i. A Bachelor's degree in Human Resource Management, Business Administration, Public Administration and Management, Social Sciences (with additional qualification like HRM, Public Administration), Industrial & Organizational Psychology or any other related field from a recognized University/ Institution
- ii. Any other relevant qualification will be an added advantage
- iii. At least 2 years related experience gained from a reputable organization.

### ROLES AND RESPONSIBILITIES

- i. Implement human resource policy.
- ii. Maintain the human resource records and information system.
- iii. Implement the internal and external human resources recruitment plans.
- iv. Support preparation and implementation of orientation and on-boarding programs.
- v. Implement the compensation and reward system.
- vi. Engage in implementation of the performance management system.
- vii. Preparation and implement the training and development plans.
- viii. Handle discipline and grievance of employees.
- ix. Address the employee relations and welfare issues.
- x. Support the employee separation and termination processes.
- xi. Support the preparation of periodic human resource and administration reports
- xii. Perform any other duties as may be assigned from time to time to whom authority has been delegated.



## 8. SECURITY OFFICER

**Job Summary:** To design and oversee implementation of the security plans and activities of UPPC

<b>JOB TITLE</b>	SECURITY OFFICER
<b>NUMBER OF POSITIONS</b>	TWO (2)
<b>REPORTS TO</b>	HR AND ADMINISTRATION MANAGER
<b>DUTY STATION</b>	UPPC ENTEBBE HEAD OFFICE

### JOB SPECIFICATIONS

Qualified candidates must have:

- i. Minimum of a Diploma from any given discipline, plus training in security with at least a certificate from a reputable organization
- ii. At least three years of experience in a reputable organization

### ROLES AND RESPONSIBILITIES

- i. Offer overall supervision of the security service provider to ensure protection of property and lives by patrolling the area.
- ii. Ensure that monitoring of entrance of property through surveillance is well done
- iii. Make sure that Visitors are identified and asked for appropriate documents.
- iv. Ensure appropriate guard against theft and maintain security of all Corporation belongings.
- v. Ensure that response to alarms and calls of distress are attended to immediately
- vi. Ensure that suspicious people are stopped at the gate and asked for identification
- vii. In liaison with the security service provider, investigate thefts and file police reports
- viii. Use walkie-talkies, pagers, and cell phones to stay in contact with security personnel
- ix. Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed
- x. Report rule infractions and violations
- xi. Apprehend criminals and evict violators
- xii. Enforce strict security measures to prevent the entry of prohibited items into restricted areas.
- xiii. Check purses, pockets, and bags for suspicious items
- xiv. Ensure that inspection and adjustment of security systems, equipment, and machinery is done by the service provider to ensure operational use and to detect evidence of tampering;

- xv. Inspect windows and doors of all Corporation blocks to ensure locks are in place and working.
- xvi. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

## LEGAL AFFAIRS DEPARTMENT

### 9. 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>	ONE (1)
<b>REPORTS TO</b>	CORPORATION SECRETARY
<b>DUTY STATION</b>	UPPC ENTEBBE HEAD OFFICE

### JOB SPECIFICATIONS

The qualified candidates must have:

- i. A Bachelor's degree in Law (LLB) obtained from a recognized University/ institution.
- ii. Candidate should also possess a 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 3 years' experience gained from a similar organization.

### 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. Organize 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.

## INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT

### 10. INFORMATION TECHNOLOGY ASSISTANT

**Job Summary:** To engage in the implementation of the UPPC ICT infrastructure, systems and policies in accordance with corporate strategic objectives and core business.

<b>JOB TITLE</b>	ICT ASSISTANT
<b>NUMBER OF POSITIONS</b>	TWO (2)
<b>REPORTS TO</b>	ICT MANAGER
<b>DUTY STATION</b>	UPPC ENTEBBE HEAD OFFICE

### JOB SPECIFICATIONS

Qualified candidates must have:

- i. A Bachelor's Degree in Information Technology, Computer Science, Software Engineering or any other related field from a recognized University/ Institution
- ii. At least 1 years' experience gained from a reputable organization
- iii. Experience with operating systems (e.g., Windows, Linux), production software (e.g., Microsoft Office), and network protocols (e.g., TCP/IP, DNS) is desirable.

### ROLES AND RESPONSIBILITIES

- i. Provide technical support to end-users, including troubleshooting hardware, software, and network issues.
- ii. Install, configure, and maintain computer hardware, peripherals, and software applications.
- iii. Setting up and configure network devices, such as routers, switches, and access points.

- iv. Perform routine maintenance tasks to ensure the security and efficiency of ICT systems, including updates, patches, and backups.
- v. Engage in the implementation of ICT projects and initiatives, such as system upgrades, migrations, and deployments.
- vi. Respond to ICT-related service requests and incidents in a timely manner, following established procedures and protocols.
- vii. Document ICT processes, procedures, and configurations to ensure accurate and up-to-date records.
- viii. Provide training and guidance to end-users on the use of ICT systems, applications, and tools.
- ix. Collaborate with ICT team members and other departments to support UPPC's goals and initiatives.
- x. Stay up-to-date with emerging technologies and industry trends to contribute to continuous improvement and innovation within the UPPC's ICT echo system.
- xi. Plan and implement the UPPC information and communication technology policies, guidelines and strategy.
- xii. Completing daily Backups of all systems used at UPPC and ensure that the backup can be restored.
- xiii. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

## PRODUCTION DEPARTMENT

### 11. LETHOGRAPHER

**Job Summary:** To provide lithographic services in line with established procedures

<b>JOB TITLE</b>	LETHOGRAPHER
<b>NUMBER OF POSITIONS</b>	ONE (1)
<b>REPORTS TO</b>	PRODUCTION MANAGER
<b>DUTY STATION</b>	UPPC ENTEBBE HEAD OFFICE

### JOB SPECIFICATIONS

Qualified candidates must have

- i. Diploma in Graphics design, industrial art and design, Journalism, ICT or On-Job-Training, or any other related field from a recognized University/ Institution
- ii. A Bachelor's Degree from a recognised University is an added advantage
- iii. 2 years of experience in design one of which are directly in printing industry from a reputable organization

### ROLES AND RESPONSIBILITIES

- i. Centers copy on copy board, sets lens, arranges lights, positions copy board for proper distance from the camera, exposes in proper sequences, and develops

- film for line copy, halftones, duotones, some color separation work, and other photographic operations.
- ii. Prepare solutions, maintain time and temperature controls, and develops negatives and positives to obtain uniform exposure for a good impression on the printing press;
  - iii. Assemble lays outs and strips flats with multiple units for material with complex folding or some specialized work to be performed;
  - iv. Allow for proper margins for gripper, trim, saddle stitch, plastic binder or other bindery operations; strips or lines in perfect registration marks for color process work, center and fold lines; and cuts out areas on masking sheets to expose negative or positive film in order for a plate to be burned;
  - v. Train other employees in new or complex assignments, demonstrating techniques and procedures of lithographic printing and assist in other operations such as plate making
- xiii. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

## 12. EDITORIAL ASSISTANT

**Job Summary:** To provide proof reading services in line with established procedures.

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

### Required job qualifications

- i. Diploma in education, English language Journalism, Mass Communication or On-job training, or any other related field from a recognized University/Institution
- ii. A Bachelor's Degree from a recognised University is an added advantage
- iii. At least 1 year's experience in a related field.
- iv. Editorial skills
- v. Computer literacy

### ROLES AND RESPONSIBILITIES

- i. Improve the logical flow of organization of content
- ii. Verify the accuracy of facts, statistics and references
- iii. Evaluate the literary works basing on content, merit and syntax
- iv. Keep up-to-date with industry trends and best practices.
- v. Review content for clarity, accuracy and coherence
- vi. Carry out research and present properly connected and logically structured information

- vii. Ensure consistency in style and formatting
- viii. Present error-free content that matches the style of publication
- ix. Read original copy aloud, calling out punctuation, mark spellings, unusual words and proper names
- x. Follow original copy word for word as Proofreader reads proof sheet aloud
- xi. Call attention to discrepancies between copy and proof.

**Interested persons 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 Friday **9<sup>th</sup> May 2024** by **5.00pm**.
- iii. Those who prefer to apply online should send their application to [jobs@uppc.go.ug](mailto:jobs@uppc.go.ug)
- iv. Details of the job descriptions can be accessed from the UPPC Website [www.uppc.go.ug](http://www.uppc.go.ug)
  - i. Qualified candidates must have worked with UPPC for a period not less than 6 months.
  - ii. Must have a recommendation from immediate Supervisor.
  - iii. Applicants should not be more than 50 years of age.
  - iv. Only shortlisted candidates shall be contacted.