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INTERNAL JOB ADVERT FOR TEMPORARY POSITIONS

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, results-oriented, qualified and dynamic candidates of proven integrity to fill the following positions on a temporary basis.

FINANCE AND ACCOUNTING DEPARTMENT

1) 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.

JOB TITLE	ESTIMATION AND COSTING ASSISTANT
NUMBER OF POSITIONS	THREE (3)
REPORTS TO	FINANCE AND ACCOUNTING MANAGER
DUTY STATION	UPPC ENTEBBE HEAD OFFICE

JOB SPECIFICATIONS

Qualified candidates must have:

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

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 jobsites to gather information on materials needed, labor 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 bid
- xiii. Perform any other duties as may be assigned from time to time

2) ACCOUNTS ASSISTANT EXPENDITURE

Job summary: To handle the cash flow transactions of the company in accordance with UPPC financial and accounting procedures.

JOB TITLE	ACCOUNTS ASSISTANT EXPENDITURE
NUMBER OF POSITIONS	TWO (2)
REPORTS TO	FINANCE AND ACCOUNTING MANAGER
DUTY STATION	UPPC ENTEBBE HEAD OFFICE

JOB SPECIFICATIONS

Qualified candidates must have:

- i. Degree in Business Administration (Accounting / Finance), BCOM or any other related field from a recognized University/Institution.
- ii. 2 years' experience in accounting environment
- iii. Ability to use accounting software

ROLES AND RESPONSIBILITIES

- i. Reconciling finance accounts
- ii. Maintaining spreadsheets
- iii. Credit control
- iv. Preparing statutory accounts
- v. Cash allocation
- vi. Sales order processing
- vii. Managing daily post in and out
- viii. Handling and writing cheques
- ix. Receiving and processing all invoices, expense forms and requests for payment
- x. Verifying calculations working with the accounts system
- xi. Reconciliation of direct debit mandates
- xii. Managing petty transactions
- xiii. Perform any other duties as may be assigned from time to time

3) ACCOUNTS ASSISTANT REVENUE

Job summary: To play a key role in managing the finances of UPPC business, including keeping financial records, preparing reports, and updating financial information.

JOB TITLE	ACCOUNTS ASSISTANT REVENUE
NUMBER OF POSITIONS	TWO (2)
REPORTS TO	FINANCE AND ACCOUNTING MANAGER
DUTY STATION	UPPC ENTEBBE HEAD OFFICE

JOB SPECIFICATIONS

Qualified candidates must have:

- i. Bachelor's degree in accounting, finance, business with an emphasis in accounting, or any other related field from a recognized University/Institution.
- ii. At least 2 years of proven accounting/bookkeeping experience (accounts payable preferred)
- iii. Ability to use accounting software

ROLES AND RESPONSIBILITIES

- i. Keep financial records up-to-date
- ii. Process business transactions
- iii. Handle bookkeeping and following accounting best practices
- iv. Fact-check invoices for payment and processing
- v. Maintaining sales ledger and general ledger
- vi. Monitor vendor statements, wire transfer requests, and other transactions

- vii. Engage with accountants and accounting manager during audits, forecasts, and other fiscal planning
- viii. Correct and modify inaccurate files and records
- ix. Engage in account analysis and account coding
- x. Reconcile account balances
- xi. Process billing adjustments and refunds
- xii. Make collection phone calls and emails as needed
- xiii. Work with finance department, accountants, other assistants and accounting manager as needed
- xiv. Filing, mailing, and other duties as needed.
- xv. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT

4) FRONT DESK ASSISTANT

Job Summary:

JOB TITLE	FRONT DESK ASSISTANT
NUMBER OF POSITIONS	ONE (1)
REPORTS TO	HR & ADMINISTRATION OFFICER
DUTY STATION	UPPC ENTEBBE HEAD OFFICE

JOB SPECIFICATIONS

Qualified candidates must have:

- i. A Diploma in Social Sciences, Office Management, Secretarial, Public Relations 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 of experience in a similar setting
- iv. Computer literacy and familiarity with major computer programs

ROLES AND RESPONSIBILITIES

- i. To receive and direct visitors to the appropriate offices and ensure comfort to those waiting at the reception;
- ii. To collaborate with security personnel on control of access and adhering to security procedures
- iii. To provide general help to heads of departments mainly in typing of reports, internal memos and other correspondences;
- iv. To keep record of all business that takes place at the Corporation;

5) MECHANICAL ENGINEER

Job Summary: To provide mechanical engineering services in accordance with established procedures and professional standards.

JOB TITLE	MECHANICAL ENGINEER
NUMBER OF POSITIONS	ONE (1)
REPORTS TO	HR & ADMINISTRATION MANAGER
DUTY STATION	UPPC ENTEBBE HEAD OFFICE

JOB SPECIFICATIONS

Qualified candidates must have:

- i. A Diploma in mechanical engineering obtained from a recognised University/Institution.
- ii. A Bachelor's Degree from a recognised University is an added advantage
- iii. At least 1 year of experience gained in the same industry.

ROLES AND RESPONSIBILITIES

- i. Prepare parts sketches and write work orders and purchase requests to be furnished by outside contractors.
- ii. Draft requests for machine parts in case of machine break down.
- iii. Review and test nature of mechanical problems and advise management accordingly.
- iv. Devise, fabricate, and assemble new or modified mechanical components for equipment.
- v. Discuss changes in design, method of manufacture and assembly, and drafting techniques and procedures with staff and coordinate corrections.
- vi. Set up and conduct tests of complete units and components under operational conditions to investigate proposals for improving equipment performance.
- vii. Analyze test results in relation to design or rated specifications, test objectives and modify or adjust equipment to meet specifications.
- viii. Offer simple repairs on all production machines
- ix. Carry out machine audit on a monthly basis
 - x. Offer technical advice on the use of the existing machines for efficiency
 - xi. Advise the corporation on the required improvements in the mechanical and electrical areas
- xii. Attend departmental meetings
- xiii. Make monthly reports

PRODUCTION DEPARTMENT**6) TYPE SETTING ASSISTANT**

Job Summary: To provide typesetting services in accordance with business objectives

JOB TITLE	TYPE SETTING ASSISTANT
NUMBER OF POSITIONS	TWO (2)
REPORTS TO	SUPERVISOR GRAPHICS
DUTY STATION	UPPC ENTEBBE HEAD OFFICE

JOB SPECIFICATIONS

Qualified candidates must have

- i. A Diploma in Graphic Arts, Design, Journalism, Mass Communication 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 2 years of experience in a printing industry.
- iv. Computer literacy

ROLES AND RESPONSIBILITIES

- i. Discuss client needs and identify the target audience for their work
- ii. Develop visual ideas that suit the client's work
- iii. Seek client approval for ideas with rough visuals - this stage may involve going back to the drawing board several times to rework sketches
- iv. Use drawing, sketching, painting and photographic skills to produce illustrations
- v. Increasingly, use computer packages to scan in their own visual images, refine and develop the ideas on screen
- vi. Continue to work with the client, seek approval at all stages of development and make any changes as required, right up to completion of the job.
- vii. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

7) GRAPHIC DESIGNER

Job Summary: Interpreting the client's business needs and developing a concept to suit their purpose in line with business objectives.

JOB TITLE	GRAPHIC DESIGNER
NUMBER OF POSITIONS	THREE (3)

REPORTS TO	ICT MANAGER
DUTY STATION	UPPC ENTEBBE HEAD OFFICE

JOB SPECIFICATIONS

Qualified candidates must have:

- i. A Diploma in Graphics design, Industrial Art and design, Journalism, ICT 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 a printing industry
- iv. Computer literacy

ROLES AND RESPONSIBILITIES

- i. Meeting clients or account managers to discuss the business objectives and requirements of the job;
- ii. Estimating the time required to complete the work
- iii. Develop design briefs by gathering information and data through research
- iv. Think creatively to produce new ideas and concepts
- v. Use innovation to redefine a design brief within the constraints of cost and time
- vi. Present finalized ideas and concepts to clients or account managers
- vii. Work with a wide range of media, including photography and computer-aided design (CAD)
- viii. Proofreading to produce accurate and high-quality work
- ix. Contributing ideas and design artwork to the overall brief
- x. Demonstrating illustrative skills with rough sketches
- xi. Working on layouts and art working pages ready for print
- xii. Keeping abreast of emerging technologies in new media, particularly design programs such as InDesign, QuarkXPress, FreeHand, Illustrator, Photoshop, 3ds Max, Acrobat, Director, Dreamweaver and Flash
- xiii. Developing interactive design
- xiv. Collaborate with illustrators, photographers, and stylists to create high-quality visual content for projects and campaigns.
- xv. Working as part of a team with printers, Copywriters, illustrators, other designers, account executives, web developers and marketing specialist.
- xvi. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

8) EDITORIAL ASSISTANT

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

JOB TITLE	EDITORIAL ASSISTANT
NUMBER OF POSITIONS	TWO (2)
REPORTS TO	EDITOR
DUTY STATION	UPPC ENTEBBE HEAD OFFICE

JOB SPECIFICATIONS

Qualified candidates must have:

- i. A Diploma in education, 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 years' experience in a related field.
- iv. Editorial skills
- v. Computer literacy

ROLES AND RESPONSIBILITIES

- i. Ensure that the text matches the original
- ii. Ensure that page numbers and headings are correct
- iii. Spelling and other aspects, such as use of capital letters, are consistent
- iv. Ensure that chapter headings match the contents table
- v. Ensure that photos and illustrations are correctly captioned
- vi. Ensure that the pages as a whole are logically arranged and look pleasing
- vii. Liaise with the author, editor or printer to resolve queries
- viii. Read copy to Proofreader to correct proof sheets of printed matter
- 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.
- xii. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

9) BINDER

Job Summary: To provide manual/machine binding services in accordance with established procedures.

JOB TITLE	BINDER
NUMBER OF POSITIONS	TEN (10)
REPORTS TO	SUPERVISOR BINDING
DUTY STATION	UPPC ENTEBBE HEAD OFFICE

JOB SPECIFICATIONS

Qualified candidates must have:

- i. Diploma, UACE, UACE, any discipline or on-job training
- ii. At least 1 year of experience in a reputable printing organization

ROLES AND RESPONSIBILITIES

- i. Assist in operating the binding machine, numbering and folding
- ii. Assist in Machine maintenance
- iii. Make ready copies and preparing materials for the next job for binding;
- iv. Physical counting of copies from the machine
- v. Assist in gathering of job content in the required order
- vi. Assist in sorting of jobs according to priority
- vii. Assist in ensuring that machines are clean
- viii. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

10) PROCUREMENT DEPARTMENT

Job Summary: Work under the general supervision of the procurement officer to implement procurement-approved guidelines, procedures and interventions.

JOB TITLE	PROCUREMENT ASSISTANT
NUMBER OF POSITIONS	THREE (3)
REPORTS TO	PROCUREMENT OFFICER
DUTY STATION	UPPC ENTEBBE HEAD OFFICE

JOB SPECIFICATIONS

Qualified candidates must have:

- i. A Bachelor's Degree in Procurement and Supply Chain Logistics Management, B. Com, Business Administration, any other related business field.
- ii. Minimum of 1 year relevant experience attained in a reputable agency.

ROLES AND RESPONSIBILITIES

- i. Implement procurement as per approved UPPC guidelines and procedures.
- ii. Maintain and regularly update the price list, check the availability and prices of requested items in the local market, liaise with the Cluster Offices if procurement must be conducted there.
- iii. Weekly data entries of procurement activities for both ongoing and completed in the procurement dashboard template.
- iv. Maintain, keep up to date and share a weekly procurement tracker, showing the current status of the requested items and the date on which, they are expected to be supplied
- v. Organize the collection of the required number of quotes for all relevant procurement categories.
- vi. Follow up on suppliers ensuring that all goods and services from service providers have been made in the required timelines.
- vii. Maintain and keep up to date a hard documentation filing system for procurement files allowing easy reference for audit purposes.
- viii. Generate any other procurement-related reports upon request (item category/donor/time/budget etc.)

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 **6th May 2024** by **5.00pm**.
- iii. Those who prefer to apply online should send their application to jobs@uppc.go.ug
- iv. Details of the job descriptions can be accessed from the UPPC Website www.uppc.go.ug
- v. Qualified candidates must have worked with UPPC for a period not less than 6 months.
- vi. Must have a recommendation from immediate Supervisor.
- vii. Only shortlisted candidates shall be contacted.