



UGANDA NATIONAL INSTITUTE FOR TEACHER EDUCATION

EXTERNAL ADVERTISEMENT NO. 1/2026

JOB OPPORTUNITIES

1.0 Introduction

The Uganda National Institute for Teacher Education (UNITE) was created on 5th July, 2024 by Statutory Instrument No. 53 of 2024 *vide* the Universities and Other Tertiary Institutions Act, Cap 262 as Other Degree Awarding Institution (ODAI). UNITE is a multi-campus institution with Campuses at Kabale, Kaliro, Mubende, Muni and Unyama. UNITE has its headquarters in Kira Municipality (former Shimoni Core PTC). The Institute is accredited by Uganda National Council for Higher Education (NCHE). The mandate of UNITE is to coordinate and provide for all levels of Teacher Education in the country, ranging from initial to graduate level teacher training. In addition, it is to provide for in-service teacher training and offer Continuous Professional Development (CPD) programmes.

The Uganda National Institute for Teacher Education invites applications from suitably qualified Ugandans to fill the vacant positions in the UNITE Service, as detailed below:

External Advertisement (Open to the General Public)

Academic Positions					
A	Department of Primary and Pre-Primary Education				
	S/N	Post	Scale	Subject Of Specialization	No. of Vacancies
	1.	Lecturer	PU6.1	Early Childhood Education (ECD)	01
	2.	Lecturer	PU6.1	Special Needs Education	01
Sub-total					02
B	Department of Secondary Education				
	3.	Lecturer	PU6.1	Chemistry	01
	4.	Lecturer	PU6.1	English	01
Sub-total					02

C	Department of Vocational Education				
	5.	Lecturer	PU6.1	Agriculture	01
Sub-total					01
Grand-Total (Academic Positions)					05

Administrative and Support Positions			
1.	Dean of Students	PU3	01
2.	Principal Research Officer (CPD & Extension)- Re-advertised	PU5	01
3.	Senior Quality Assurance Officer -Re-advertised	PU6.1	01
4.	Senior Internal Auditor - Re-advertised	PU6.1	01
5.	Senior Sports Officer	PU6.1	01
6.	ICT Officer	PU6.2	03
7.	Inventory Management Officer	PU6.2	01
8.	Assistant Accountant	PU7	03
9.	Assistant Administrative Secretary	PU7	02
10.	Assistant Nursing Officer	PU11	01
11.	Medical Clinical Officer	PU11	02
Sub-total			17
Support Positions			
12.	Data Clerk	PU13	07
13.	Security Guard Supervisor (Campuses)	PU12	05
14.	Driver	PU15	07
Sub-total			19
Grand total (Administrative and Support Positions)			41

2.0 APPLICATION PROCEDURE

- Candidates should submit **5 hard copies** of the application in a sealed application pack containing copies of the following:
- Application letter**; the subject line must indicate the position applied for and Job Reference Number;
- Detailed and up-to-date **signed CV** including working contact details and names and contact details of three referees (Academic, Professional and Personal), one of whom must be either your present or most recent employer. The referees should be advised to send confidential references directly to the email address jobs@unite.ac.ug.
- Certified copies of Academic Transcripts and Certificates;

- e) All foreign Academic qualifications must be EQUATED with the National Council of Higher Education (NCHE)
 - f) A copy of the National Identity Card;
 - g) Copies of previous appointment letters MUST be attached;
 - h) Serving Officers MUST attach their current payslips
 - i) The envelope should be clearly marked “Application for the post of as indicated above.
 - j) Incorrectly addressed applications and those without the above attachments shall be rejected.
1. **Age Limit:** The applicant should be aged at most **Forty -five (45) years** or below at the time of application **except** for the post of Dean of Students which is **fifty-five (55) years** and below
 2. **Tenure of Appointment:** Appointments for Salary Scales PU1 to PU3 are issued on a contract basis. For Salary Scales PU4 to PU15, appointments are permanent, subject to the successful completion of a six-month probationary period.
 3. **Details of the Job Description and Person Specification** can be accessed on the Institute’s website www.unite.ac.ug
 4. Applications should be **delivered physically** to the undersigned not later than **18th August, 2026 at 5.00 pm. East African Time**

PLEASE NOTE:

- i) UNITE is an equal opportunity employer.
- ii) People with Disabilities (PWDs) requiring specified arrangements, such as a helper or sign language interpreter, are requested to indicate this in their application for necessary preparations.
- iii) Only successful candidates will be notified.

The Secretary, Appointments Board
 Uganda National Institute for Teacher Education (UNITE)
 Kira Municipality,
 P. O Box 7112, Kampala.
Dated: Tuesday 4th August, 2026

ACADEMIC STAFF

Job Title : **Lecturer**
Salary Scale : **PU6.1**
No. of Vacancies : **5 (five)**
Reports to : **Head of Department**
Responsible for : **None**
Reference No. : **LEC-UNITE-2026(1)**

Subject Break down

A	Department of Primary and Pre-Primary Education- Arts				
	S/N	Post	Scale	Subject Of Specialization	No. Of Vacancies
	1.	Lecturer	PU6.1	Early Childhood Education (ECD)	01
	2.	Lecturer	PU6.1	Special Needs Education	01
Sub-total					02
B	Department of Secondary Education				
	3.	Lecturer	PU6.1	Chemistry	01
	4.	Lecturer	PU6.1	English	01
Sub-total					02
C	Department of Vocational Education				
	5.	Lecturer	PU6.1	Agriculture	01
Sub-total					01
Grand-total					05

Job Purpose

To design, teach and supervise undergraduate students, conduct research, innovation and consultancies work.

Duties and Responsibilities

- i) Participates in developing and delivering course materials.
- ii) Sets, invigilates, marks, compiles course work and examinations results, and provides timely feedback to students and Head of Department.
- iii) Guides and advises students on their academic performance.
- iv) Conducts and disseminates research findings.
- v) Supervises undergraduate students undertaking research projects.
- vi) Participates in seminars, workshops and conferences.
- vii) Initiates and participates in outreach services for the development of the community
- viii) Implements approved annual workplans and budgets and submits reports.
- ix) Implements a risk management strategy.
- x) Promotes quality assurance in teaching, research, innovation and extension services.

Person Specifications

Qualifications

- (i) A PhD in the relevant discipline in Education from a recognised institution.
- i) A Master's Degree in a relevant discipline in education from a recognised institution.
- ii) First Class or Second Class (Upper) Division Bachelor's degree in Education from a recognized institution; **OR** an Honours Bachelor's degree in relevant subject areas and a postgraduate diploma in Education from a recognized institution.
- iii) Must be a Registered Teacher.

Experience

- i) Four (4) years working experience of teaching, research, consultancies and community extension services two of which should have been at Assistant Lecturer level from a recognized academic institution
- ii) Record of research, innovation, publication and community service
- iii) Experience of supervision of undergraduate students
- iv) Must be a registered teacher.

OFFICE OF THE DEAN OF STUDENTS

Job Title	:	Dean of Students
Salary Scale	:	PU3
No. of Vacancy	:	1(One)
Reports to	:	Vice Chancellor
Responsible for	:	Principal Warden Principal Counselor Principal Sports Officer Principal Gender Officer Chaplain Imam Senior Medical Officer Senior Special Needs Officer
Reference No.	:	DOS-UNITE-2026(2)

Job Purpose

To provide strategic leadership and guidance in the management of student welfare services and student affairs in accordance with the law, Institute policies and regulations.

Duties and Responsibilities

- i) Leads in the development, implementation and review of policies and guidelines on students' affairs
- ii) Advises the Vice Chancellor on matters relating to student welfare and discipline.
- iii) Directs the supervision and control of the Halls of Residence and all matters related to the accommodation and feeding of both resident and non-resident students.
- iv) Oversees guidance and counselling services for students
- v) Develops and implements approved work plans and budget, and submits quarterly and annual reports
- vi) Develops appropriate strategies and relevant mechanisms for mitigating and managing student conflicts and strikes.

- vii) Directs matters related to the operations of the Students Guild, coordinating, accrediting and guiding the activities of other student associations in line with policies and regulations of the Institute.
- viii) Manages the student information services in line with the Institute's communication strategy.
- ix) Coordinates the affairs of students with disabilities and ensures that they receive the support required for inclusion in all institute programmes
- x) Coordinates student leadership and career development events.
- xi) Directs the organisation and management of student sports, games, recreational activities and other relevant national events in line with the Institute Budgets.
- xii) Provides administrative secretariat support services to committees managing student affairs.
- xiii) Accredits and advises on student accommodation outside the Institute campus and mediates between facility owners and students for provision of affordable and acceptable services.
- xiv) Sets performance targets, supervises and appraises staff of the Office.

PERSON SPECIFICATION

a) Qualifications

- i) An honors Bachelor's degree in Education, Human Resource Management, Counselling, Psychology, and Sociology from a recognized institution.
- ii) A Master's degree in Education, Human Resource Management, Counselling, Psychology, and Sociology from a recognized institution.

b) Working Experience

Eight (8) years working experience, three (3) of which should have been served at senior level in managing students' welfare/ affairs from a recognised similar institution

c) Age Limit

Should be at most fifty-five (55) years at the time of application.

Job Title	:	Senior Sports Officer
Salary Scale	:	PU 6.1
No. of Positions	:	1 (One)
Reports to	:	Principal Sports Officer
Responsible for	:	Sports Officers
Reference No.	:	SSO-UNITE-2026(3)

Job Purpose

To organize and coordinate sporting and recreational events at the Institute campus and off campus.

Duties and Responsibilities

- i) Supports the Principal Sports Officer in the development, implementation and review of sports policies and guidelines.
- ii) Participates in the development of budget proposals for sports and recreation facilities and activities.
- iii) Ensures safety and security of participants during sporting activities.
- iv) Supports the Principal Sports Officer in promoting student and staff participation within and without the Institute in games and sporting events.
- v) Participates in in supervision of the implementation of sporting and recreational programmes for the Institute.
- vi) Supervises the maintenance of sports equipment and facilities.
- vii) Monitors the performance of contracted or hired Coaches and advises the Principal Sports Officer accordingly.
- viii) Follows-up the notification of the physical condition of players for necessary action with the medical team.
- ix) Assists the Principal Sports Officer to plan and organize sports and recreation sponsorship and fundraising events.
- x) Conducts market surveys and advises the Principal Sports Officer on appropriate sports equipment and facilities on the market and their cost.
- xi) Coordinates and supervises Institute sports tournaments and other sporting and recreational events.
- xii) Supports the Principal Sports Officer in the design of sports development programmes of the Institute.
- xiii) Undertakes sports research to enhance the capability of the Institute in all sporting and recreational aspects including coaching, training, sports facilities management, events

- management and funds raising.
- xiv) Maintains an inventory of Institute sporting and recreational equipment and facilities.
- xv) Coaches Institute Teams in the relevant field of expertise.

Person Specifications

Qualifications

- i. An honors Bachelor's degree in either Sports Science, Physical Education, Education, Sport and Exercise Psychology, Sports Management or Biological Sciences from a recognized institution.
- ii. A Master's degree in either Sports Science, Physical Education, Education, Sport and Exercise Psychology, Sports Management or Biological Sciences from a recognized Institution.

Work experience

- i. Three (3) years working experience in sports administration from a recognised organisation.
- ii. Evidence of personal involvement in games and sports

GRADUATE RESEARCH AND EXTENSION

Job Title	:	Principal Research Officer – CPD& Extension (Re-advertised)
Salary Scale	:	PU5
Reports to	:	Chief -Research and Extension
Responsible for	:	Senior Research Officer (Extension)
Reference No.	:	PRO-UNITE-2026(4)

Job Purpose

To supervise the administration of extension programmes and activities.

Duties and Responsibilities

1. Initiates, submits and follows-up grant proposals for CPDs
Supports the development and implementation of the CPD framework and programmes
1. Participates in organizing and attending CPD research engagements and reports to Supervisor.
2. Participates in organizing and attending conferences, workshops and seminars on CPDs.
3. Supports the organisation of meetings on the management of CPD research and extension programmes and activities.
4. Liaises with the Finance Unit to track and ensure the planned flow of funds to recipients and proper maintenance of disbursement records.

5. Analyses information and reports on CPD research and extension programmes and activities to supervisor.
6. Compile and analyse feedback on CPDs and Extension activities
7. Supervise, mentor and appraise staff in the Research and Extension Unit

Person Specifications

- i) An Honors Bachelor's degree in Education from a recognized Institution.
- ii) Master's degree in Education from a recognized Institution.

Working Experience

- i) A minimum of four (4) years' experience in developing, implementing and evaluating Continuous Professional Development (CPD);
- ii) At least three (3) Years' experience in implementing the competence based curriculum with a recognised Education Institution, Government/Non-Government Organisation or agency

QUALITY ASSURANCE UNIT

Job Title	:	Senior Quality Assurance Officer (Re-advertised)
Salary Scale	:	PU 6.1
Reports to	:	Principal Quality Assurance Officer
Responsible for	:	Quality Assurance Officer
Reference No.	:	PQAO-UNITE-2026(5)

Job Purpose

To monitor adherence to the national standards and Institute's processes and products of teaching, learning, research and community service.

Duties and Responsibilities

- i) Participates in development and review of the quality assurance frameworks and strategies.
- ii) Monitors compliance with the established legal, policy and quality assurance frameworks.
- iii) Provides technical and professional support to the various academic and administrative units in the implementation of quality assurance systems.
- iv) Implements plans and strategies for improving quality management systems of the Institute.

- v) Supervises Quality Assurance Teams.
- vi) Provides inputs to external quality management system audits and conformity assessments.
- vii) Participates in the sensitization, education and training of staff and other relevant Stakeholders in Quality Management Systems.
- viii) Compiles and submits periodic quality assurance audit or inspection reports.

Person Specifications

- i) An Honors Bachelor's degree in Education or an Honors Bachelor's degree in social sciences, Arts, natural sciences, Information technology, business, vocational studies **plus** a Post Graduate Diploma in Education (PGDE), Teacher Education or Higher Education from a recognized Institution;
- ii) Master's degree in Education

Work experience

- i) At least three years' experience as Quality Assurance Officer from a recognised Higher Education Institution;
- ii) A Minimum of three (3) years in teaching and assessment, Program Development, Monitoring and review in a recognised Higher Education Institution.

INTERNAL AUDIT UNIT

Job Title	:	Senior Internal Auditor
Salary Scale	:	PU6.1
Reports to	:	Principal Internal Auditor
Responsible for	:	Internal Auditor
Job Reference	:	SIA-UNITE-2026(6)

Job Purpose

To provide support in execution of internal audit and risk management function.

Duties and Responsibilities

- i) Reviews audit plans and programmes based on the risk profile of the Institute and advises accordingly.
- ii) Compiles and manages the Institute's risk management register
- iii) Conduct audit and risk assignments in accordance with approved standards and best practice
- iv) Guides, directs and supervises teams executing audits.
- v) Reviews and submits quarterly and annual internal audit reports.

- vi) Assesses and reports on implementation of audit recommendations.
- vii) Supervises, mentors, coaches, counsels and appraises staff of the Unit.

Person Specifications

Qualifications

- i. Should have **either** a Bachelor's Degree in either Auditing, Finance, Accounting or Business Administration (Accounting option) or Business Studies (Accounting option) or Commerce (Accounting option) from a recognized Institution; **OR** A full Professional Accounting Qualifications such as ACCA, CIA, CPA, ACIS and CPE from a recognized institution.
- ii. **Full** membership of the Institute of Certified Public Accountants Uganda (ICPAU)

Work Experience

- i) Three (3) years' experience as an Internal Auditor from a recognized Public institution;
- ii) Should have knowledge in risk management, financial planning and management

INFORMATION TECHNOLOGY DEPARTMENT

Job Title	:	IT Officer (Database Administration)
Salary Scale	:	PU 6.2
Reports to	:	Institute Academic Registrar (Functional) Principal ICT Officer (Operational)
No. of vacancies	:	03(three)
Responsible for	:	Assistant IT (database Administration)
Job Reference	:	IT-UNITE-2026(7)

Job Purpose

To provide technical support in the management of performance, integrity and security of the database.

Duties and Responsibilities

- i) Identifies database requirements by the academic or administrative organisational units including analyzing existing applications, programmes, operations and designing appropriate systems designs.
- ii) Analyses and makes relevant proposals for database set up and operation including physical infrastructure, functional capabilities, security protocols (access permissions and privileges), data back-up, and recovery specifications.
- iii) Installs, tests or coordinates installation of new database systems.
- iv) Monitors routine database performance and advises on remedial measures in the event of under-performance.
- v) Trains users of the database in its operation, routine management and maintenance.
- vi) Provides information or technical support in instances of database malfunctions.
- vii) Undertakes regular troubleshooting of database performance and proposes innovations for improvement.
- viii) Writes database documentation.
- ix) Supervises, mentors and appraises staff he/she is responsible for.

Person Specifications

Qualifications

- i) An Honour's Bachelor's degree in either Computer Science, Information Technology, Software Engineering, Computer Engineering or Information Systems from a recognized Institution;
- ii) Professional certifications in Database and Learning Management Systems is an added advantage.

Working Experience.

Two (2) years working experience in Database programming and management systems from a recognised institution.

INVENTORY MANAGEMENT UNIT

Job Title	:	Inventory Management Officer
Salary Scale	:	PU6.2
Reports to	:	Senior Inventory Management Officer
No. of Vacancies	:	One (1)
Responsible for	:	Assistant Inventory Management Officer
Job Reference	:	IMO-UNITE-2026(8)

Job Purpose

To supervise and manage the Institute inventory/stores function in accordance with existing policies.

Duties and Responsibilities

1. Participates in the development, implementation and review of inventory management policies and guidelines
2. Plans, organizes, directs, manages and evaluates the inventory management activities and budgets of the Institute.
3. Monitors inventory levels and inventory movement using manual or computerized inventory systems.
4. Reviews compiled inventory reports.
5. Liaises with other departments to coordinate inventory management activities.
6. Develops key performance indicators to measure the effectiveness of the inventory management operations.
7. Conducts investigation into inventory management incidents in order to verify and resolve complaints.
8. Supervises, mentors and appraises staff.

Person Specifications

Qualifications

An Honours Bachelor's degree in either Procurement, Purchasing or Logistics and Supply Chain Management from a recognized institution; **OR** Full Professional qualification in Procurement and supply chain management such as MCIPS (Member of the Chartered Institute of Procurement and

Supply) or CPSM (Certified Professional in Supply Management) or CPIM (Certified in Production and Inventory Management).

Working Experience

Two (2) years working experience as Assistant Inventory Management Officer from a recognised organisation.

HEALTH SERVICE UNIT

Job Title : Medical Clinical Officer

Salary Scale : PU11

No. of Position : 02

Reports to : Senior Medical Officer

Responsible for : None

Job Reference : MCO-UNITE-2026(9)

Job Purpose

To diagnose, treat and manage patients in the Institute Medical Unit.

Duties and responsibilities

1. Implements the Uganda Minimum Health Care Package within the Institute;
2. Prepares and submits clinical health care reports to the Campus Dean;
3. Participates in planning, budgeting, monitoring and evaluation of clinical work.
4. Participates in continuous professional development activities
5. Provides health education to staff, students and patients.
6. Participates in research activities and health data collection
7. Enforcing the professional and service codes of conduct and ethics

Person Specifications

Qualifications

- i. Must have a Diploma in Clinical Medicine from a recognized Health Training Institution
- i. Must be registered with the Allied Health Professionals Council and hold a valid practicing license.

Working Experience

NIL

Job Title : **Assistant Nursing Officer**

Salary Scale : **PU11**

No. of Positions : **1 (One)**

Reports to : **Nursing Officer**

Responsible for : **None**

Job Reference : **ANO-UNITE-2026(10)**

Job Purpose

To provide quality nursing and midwifery services in health facility and community.

Duties and Responsibilities

- i) Provide quality nursing
- ii) Prepare and submit reports
- iii) Participate in research activities for evidence-based practice
- iv) Implement Nursing protocols
- v) Account for supplies and drugs.
- vi) Conduct PHC and health education.

Person Specifications

Qualifications

- ii. A Diploma in Midwifery/ Nursing/ Psychiatric Nursing or Comprehensive Nursing.
- iii. Must be registered with the UNMC and hold a valid practicing license.

Working Experience

Not Applicable

FINANCE AND ACCOUNTS DEPARTMENT

Job Title	:	Assistant Accountant
Salary Scale	:	PU7
Reports to	:	Accountant
Responsible for	:	None

Job Purpose

To perform general accounting duties involving tracking accountability, up-dating and maintaining books of accounts of the Institute

Duties and responsibilities

1. Provides custody for accounting records and documents.
2. Processes employment tax payments, Local Service tax and NSSF returns and keep records thereof.
3. Posts financial transactions, cashbooks, subsidiary ledgers to General ledger and maintain up-to-date record of books of accounts.
4. Prepares and reconciles payroll transaction reports.
5. Enters transactions into the commitment control register.
6. Keeps custody of cash/imprest, effect payments, and maintain up-to-date cash book records.
7. Prepares draft monthly reconciliation reports.

Person Specifications

Qualifications

An Honour's Bachelor's Degree in either Commerce (Accounting option), Business Administration (Accounting option), Business Studies (Accounting option), Finance and Accounting or related fields; **OR** A full professional Accounting Qualification such as ACCA, CPA, ACIS and CPE from a recognized Institution and accredited by the Institute of Certified Public Accountants of Uganda (ICPAU).

Working Experience

Not Applicable

MANAGEMENT AND ADMINISTRATION

Job title	:	Assistant Administrative Secretary
Scale	:	PU7
No. of Positions	:	2 (Two)
Reports to	:	Administrative Secretary
Responsible for	:	None
Job Reference	:	AAS-UNITE-2026(12)

Job Purpose

To provide Secretarial and office managerial services

Duties and responsibilities

- i) Taking notes, recording, transcribing dictation and producing error free documentation.
- ii) Receiving and disseminating correspondences, mails and other information to and from the department.
- iii) Organizing meetings and circulating decisions to the relevant action offices.
- iv) Receiving and guiding clients and visitors to relevant offices.
- v) Managing phone calls.
- vi) Making and following up on appointments of the immediate supervisor.
- vii) Maintaining office cleanliness and orderliness.
- viii) Managing office equipment, materials and imprest.

Person Specifications

Academic Qualifications

Bachelor's degree in Secretarial Studies or equivalent qualifications from a recognized Institution.

Work Experience

NIL

TRANSPORT SERVICES

Job title : **Driver**

Scale : **PU15**

No. of Positions : **7 (Seven)**

Reports to : **Administrative Secretary**

Responsible for : **None**

Job Reference : **ACC-UNITE-2026(13)**

Job Purpose

To drive and maintain the Institute vehicle in accordance with the transport policy; and as directed by the supervising officer.

Duties and responsibilities

- i) Driving vehicles for official duty and assignments;
- ii) Carrying out basic maintenance and cleanliness of the vehicle;
- iii) Reporting major technical mechanical faults and status of insurance of the vehicle to the supervising officer;
- iv) Maintaining basic records regarding the vehicles as instructed; and
- v) Ensuring the safety of the vehicle while on duty.

Person Specifications

Academic Qualifications

- i. A Uganda Certificate of Education with a credit in English.
- ii. Valid Driving Permit.
- iii. Certificate in defensive driving

Work Experience

Two (2) years driving experience

SECURITY SERVICES

Job Title	:	Security Guard Supervisor
Salary Scale	:	PU 12
No. of Positions	:	6 (six)
Reports to	:	Security Officer
Responsible for	:	Security Guard
Job Reference	:	SGS-UNITE-2026(14)

Job Purpose

To provide technical support and guidance in the management of security at the Institute.

Duties and Responsibilities

- i) Develops security operational plans for the Institute.
- ii) Deploys and supervises the security detail as planned.
- iii) Conducts routine monitoring of the security detail during daily operations.
- iv) Briefs the Security Officer on daily administrative and operational security routines.
- v) Implements approved security protocols and ensures that the security detail adheres to them.
- vi) Issues security equipment, including firearms where available, and manages its use, upkeep and safe custody.
- vii) Distributes uniforms and other apparel to the security detail where available.
- viii) Supports the Security Officer in enforcing the code of conduct for the security personnel.
- ix) Supports the Security Officer to liaise with other security agencies, the local community and other Stakeholders on security operations and other security matters relating to the Institute, students and staff.
- x) Supervises, mentors and appraises the assigned staff.

Person Specifications

Qualifications

A Diploma from a recognized institution plus evidence of security/police training.

Experience

Nil

OFFICE OF THE ACADEMIC REGISTRAR

Job Title	:	Data Clerk
Salary Scale	:	PU13
No. of Positions	:	7 (Seven)
Reports to	:	Assistant IT (Database Administration)
Responsible for	:	None
Job Reference	:	DC-UNITE-2026(15)

Job Purpose

To gather data and capture the information into databases.

Key duties and responsibilities

- i) Transfers data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners.
- ii) Accurately enters data into corresponding fields within various software programmes.
- iii) Verifies information by reviewing, correcting, deleting, and reentering data.
- iv) Creates spreadsheets with large numbers of figures without mistakes.
- v) Retrieves data from the database and electronic files as requested.
- vi) Secures information and Performing regular backups to ensure data preservation
- vii) Sorts and organises paperwork after entering data to ensure it is not lost.
- viii) Provides general data entry support across teams on an ad-hoc basis

Person Specifications

Qualifications

A Certificate in either Statistics, Business Computing, Computer Science, Information Technology, Software Engineering, Computer Engineering or Computer Mathematics from a recognized Institution

Work Experience.

Five years (5) of relevant experience