



## Health Service Commission

### ADVERT FOR THE POST OF INFORMATION COMMUNICATION TECHNOLOGY OFFICER

#### “Re-Advertised”

Applications are invited from suitably qualified applicants for the post of Information Communication Technology Officer (ICTO). Applicants should complete PSF 3 in triplicate and attach a recent passport size photograph and relevant documents which include the following:

- i) Academic and professional certificates (UCE, UACE, Diplomas, Degrees and Professional Certificates).
- ii) Letters of appointment and confirmation where applicable.
- iii) National Identity Card and current Institutional Identity Card where applicable.

Applications in sealed envelopes marked “*Application for ICTO*” should be addressed to the Secretary, Health Service Commission, P. O. Box 7452, Kampala and delivered to the Registry 3<sup>rd</sup> Floor, North Wing, Workers House where they will be received and registered.

Applications should be **in triplicate** and delivered to the Health Service Commission **not later than 5:00 p.m on Monday 26<sup>th</sup> June 2023.**

#### **Please carefully note the following:**

- i) Only shortlisted applicants will be contacted.
- ii) Shortlisted applicants shall be required to bring at the oral interview their original certificates, letters of appointment and confirmation where applicable
- iii) Applicants who will present forged certificates and other documents shall be handed over to the Police for appropriate action.
- iv) All services of the Health Service Commission are provided free of charge.
- v) Equal opportunity is given to all applicants.

The details of the job are indicated below:

1.	<b>Department:</b>	Recruitment and Selection Systems
2.	<b>Location:</b>	Health Service Commission, Workers House, Kampala
3.	<b>Salary Scale:</b>	U4 (Science) – at the existing Government of Uganda rate.
4.	<b>Reports to:</b>	Commissioner, Recruitment and Selection Systems
5.	<b>Responsible for:</b>	N/A
6.	<b>Type of Appointment:</b>	Contract

7.	<b>Duration:</b>	Twelve (12) months
8.	<b>Qualifications:</b>	- An Honors Bachelors' Degree in Information Technology or Management Information Systems or Computer Science or equivalent qualifications from a recognized University/Institution. - A Post-Graduate qualification in any of the above fields is an added advantage.
9.	<b>Experience:</b>	At least one (1) years' working experience in Government or a reputable organization in managing network systems and applications.
10.	<b>Required Competences:</b>	<ul style="list-style-type: none"> <li>• Information and Communication Technology</li> <li>• Innovativeness</li> <li>• Ability to train others</li> <li>• Teamwork, leadership and networking</li> <li>• Concern for quality and standards</li> <li>• Communicating effectively</li> <li>• Flexibility</li> </ul>
11.	<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• Willingness to work for long hours and outside official working hours</li> <li>• Ability to work independently with minimum supervision, and under pressure.</li> </ul>
12.	<b>Duties and Responsibilities:</b>	<p>The job holder will support the HSC - IT Team in:</p> <ol style="list-style-type: none"> <li>a. Managing and maintaining the e-RS and offering support to the users on a daily basis.</li> <li>b. Addressing issues regarding the e-RS which are brought to the attention of the IT Unit.</li> <li>c. Regularly upgrading the e-RS to keep in tandem with the changing ICT infrastructure.</li> <li>d. Monitoring functional operation and maintenance of the ICT infrastructure including the LAN/WAN and the peripherals and advise management on ICT application issues.</li> <li>e. Coordinating the acquisition and use of appropriate ICT technologies to support the HSC operations.</li> <li>f. Installing and configuring ICT software and hardware.</li> <li>g. Managing network Servers and technology tools.</li> <li>h. Training HSC staff on new technologies and IT Systems/pass on knowledge on e-RS to HSC staff and other users of the System.</li> <li>i. i) Carrying out any other relevant duties as may be assigned by the Supervisor from time-to-time.</li> </ol>

\* This Advert can also be accessed on the HSC website at [www.hsc.go.ug](http://www.hsc.go.ug).