

UGANDA TECHNICAL



COLLEGE – KYEMA

5 KM MASINDI – KIRYANDONGO RD
P.O. BOX 473
MASINDI, UGANDA
TEL: +256 465 423 396
E-mail: ugatechkyema@yahoo.com

Office of the Principal

Monday, January 5, 2026

JOB OPPORTUNITY

Applications are invited from suitably qualified Ugandans to fill the following vacant post existing in Uganda Technical College Kyema on contract terms. Applications should be addressed to the **Principal, Uganda Technical College Kyema, P. O. Box 473, Masindi** not later than **23rd January 2026** and **MUST** be hand delivered to the Secretary Registrar's office during working hours.

UTCK Service Forms (application Forms) can either be accessed through the college email (ugatechkyema@yahoo.com) upon request or collected from the College at a free cost

Applicants should attach photocopies of all the academic certificates, transcripts, professional documents, National Identity Card and other relevant supporting documents plus three recent passport size photograph. Age limit is 18-30 years of age.

Applicants should submit Applications in triplicate on College Application Forms (UTCK Service Form) with photocopies of relevant academic documents, work experience and other relevant documents.

NOTE:

- *Deadline for submission of applications is **23rd January 2026** by 5:00pm,*
- *Shortlists will be pinned on the College notice board on **29th January 2026** or contact +256 465 423396*
- *Interviews will be conducted on **2nd February 2026** to select the best candidate.*
- *Candidates who do not attach the relevant supporting documents shall not be shortlisted.*
- *Only shortlisted candidates will attend interviews.*
- *The College management will follow its criterion for both short listing and Interviews.*



THE REPUBLIC OF UGANDA

MINISTRY OF EDUCATION AND SPORTS

Uganda Technical College – Bushenyi	P.O. Box 81, Bushenyi	Tel: +256 485 660 007
Uganda Technical College – Kichwamba	P.O. Box 33, Fort Portal	Tel: +256 483 425 577
Uganda Technical College – Kyema	P.O. Box 473, Masindi	Tel: +256 465 423 396
Uganda Technical College – Lira	P.O. Box 4, Lira	Tel: +256 473 420 916

Post / Scale / Remuneration	Duties	Person specifications
<p>1. Copy Typist (1 Post),</p> <ul style="list-style-type: none"> • Scale – K7. • Reports to: Personal Secretary • Monthly Wage: 130,000/= • Responsibility allowance: 110,000/= • Transport allowance: 80,000/= 	<ul style="list-style-type: none"> ▪ Types and presents work for signature. ▪ Takes dictations and then transcribes. ▪ Receives and files correspondence, minutes and other documents. ▪ Looks after the office welfare and ensures that the office is well facilitated and secure ▪ Receives visitors and attends to their queries ▪ Receives telephone calls and channels them to appropriate offices. ▪ Books and schedules appointments for the Head of Institution. ▪ Carry out any other duties as may be assigned by the relevant authority 	<ul style="list-style-type: none"> • Applicants must possess a Diploma in Secretarial Studies • 2 Years work experience will be an added advantage • Must Have good skills in computer applications (Ms Word, Ms Power Point and Ms Excel)

PRINCIPAL/ SECRETARY OF GOVERNING COUNCIL -UTC KYEMA



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