



VACANCY ANNOUNCEMENT

The Uganda National Council for Science and Technology (UNCST) is a government agency established in 1990 by an Act of Parliament (Cap 211 as amended) with a mandate to develop and implement strategies for integration of Science and Technology into the national development process. UNCST is inviting applications from suitably qualified Ugandans to fill the positions below based at its Offices on Plot 6 Kimera Road, Ntinda, Kampala:

1. Position:	Senior Science Officer –Communications
Department	Corporate Affairs
Contract Duration	Two years

Job Purpose:

To support the implementation of UNCST's communication and public engagement activities through effective content development, stakeholder engagement, and coordination of communication initiatives. The role contributes to enhancing UNCST's visibility, promoting awareness of Science, Technology, and Innovation (STI) programmes, and strengthening institutional communication.

KEY DUTIES AND RESPONSIBILITIES:

1. Draft high-quality reports, briefs, press releases, speeches, and talking points for internal and external audience.
2. Compile monthly, quarterly and annual communications reports
3. Provide strategic communication advice to management on corporate matters.
4. Prepare presentations and communication materials for high-level engagements.
5. Develop and implement PR strategies to enhance the UNCST's image
6. Manage media relations, coordinate press briefings, and respond to media inquiries to safeguard the Council's image.
7. Develop and implement the Corporate Communications Strategy and annual work plans.
8. Plan and manage stakeholder engagements, partnerships, and public campaigns aimed at promoting awareness and understanding of Science, Technology, and Innovation (STI) programmes.
9. Oversee UNCST's digital platforms including website, social media, newsletters, and publications.
10. Monitor media and compile communication impact reports for Management.
11. Develop, edit, and disseminate communication materials including newsletters, articles, press releases, briefs, social media content and other promotional materials.
12. Perform any other duties as assigned by the supervisor.

JOB REQUIREMENTS:

A. ACADEMIC AND PROFESSIONAL QUALIFICATIONS

- Bachelor's Degree in Communications, Public Relations, Journalism, International Relations, or any other related field from a recognized institution.

- Masters Degree in Communication, Public Relations, Journalism, International Relations or any other related field.
- Professional training in Communications, Public Relations, Journalism, Digital Media, or a related field will be an added advantage.

B. WORK EXPERIENCE

- Minimum of 4 -5 years' relevant experience in communications, public relations, media, or corporate communications.
- Proven experience in content development, social media management, and digital communication platforms.
- Knowledge of communication approaches and practices within Private, Government institutions or international agencies.

C. TECHNICAL KNOWLEDGE

- Knowledge of strategic communication planning aligned to institutional objectives and mandate.
- Knowledge of AI tools for content creation, media monitoring, data analysis, audience analytics, and communication automation will be an added advantage.

D. KEY COMPETENCIES AND SKILLS

- i. The ideal candidate should have excellent written, editing, and verbal communication skills with the ability to simplify technical STI information and prepare reports, presentations, and content for diverse audiences.
- ii. The candidate should demonstrate strategic thinking and the ability to implement communication plans aligned to UNCST's objectives and mandate.
- iii. Proficiency in Microsoft Office, Content Management Systems, Canva, and Adobe Suite is required, together with basic skills in photography and videography.
- iv. The candidate should have strong stakeholder management and networking skills with the ability to engage government, academia, media, development partners, and the public.
- v. Analytical and reporting skills are required, including the ability to collect, analyze and compile communication data for performance reporting and decision making.
- vi. The candidate must be able to work effectively as a team player, under pressure, and meet deadlines in a dynamic environment.

2. Position	Senior Science Officer- Human Resource
Department	Executive Secretary
Contract Duration	Two years
Job Purpose: To provide professional human resource management and administrative support for the effective implementation of HR policies, strategies, and programs. The role facilitates workforce planning, organizational restructuring, and change management to ensure UNCST has the right talent, structures, and systems to deliver its mandate and foster a high-performance culture in line with UNCST objectives.	
KEY DUTIES AND RESPONSIBILITIES 1. Implement the institutional performance management system to drive accountability, performance reviews, and a high-performance culture. 2. Execute recruitment and onboarding processes to ensure timely acquisition and effective integration of competent staff in line with approved HR policies and workforce plans.	

3. Coordinate staff training, capacity building, and career development programs, and maintain accurate records including costs, to build required competencies.
4. Manage the staff leave roster by maintaining an accurate and up-to-date leave database and monitoring leave utilization in accordance with HR policies.
5. Contribute to the development, review, and implementation of HR policies, procedures, and guidelines to ensure compliance and relevance.
6. Conduct HR audits and compliance reviews and follow up on implementation of recommendations.
7. Coordinate staff engagement initiatives including general staff meetings, and ensure proper documentation and follow-up on action points.
8. Provide guidance to staff and supervisors on HR policies, procedures, and labor-related matters.
9. Handle employee relations matters and administer disciplinary and grievance management processes in line with policy.
10. Facilitate organizational restructuring and change management initiatives, including job analysis, job evaluation, and realignment of structures.
11. Undertake workforce planning to ensure UNCT has the right talent, structures, and systems to deliver its mandate.
12. Prepare HR work plans, budgets, and performance reports.
13. Perform any other official duties assigned by the Executive Secretary.

JOB REQUIREMENTS

A. ACADEMIC QUALIFICATIONS

- Bachelor's Degree (Honours) in Human Resource Management, Industrial and Organizational Psychology, Business Administration with a Human Resource Management option, Public Administration, Social Sciences or any other related field.
- Masters in Human Resource Management or Postgraduate Diploma in Human Resource Management
- Membership of Uganda Human Resource professional body is added advantage

B. WORK EXPERIENCE

- Minimum of 4 -5 years' relevant working experience in Human Resource Management or Administration in a reputable organisation preferably Government or International Agency.
- Demonstrated experience in workforce planning, organizational restructuring, and change management.

C. TECHNICAL KNOWLEDGE

- In-depth knowledge of Human Resource policies, employment laws, and labor regulations in Uganda.
- Working knowledge of Human Resource Information Systems (HRIS).
- Proficiency in Microsoft Office applications.

C. KEY COMPETENCIES

- i. Strong planning, organizational, and coordination skills.
- ii. Excellent written and verbal communication and interpersonal skills.
- iii. Proven report writing and analytical skills with ability to interpret HR data.
- iv. Strong problem-solving, decision-making, and judgment skills.
- v. Strong customer service orientation and people management skills.
- vi. Ability to work independently and collaboratively as part of a team.
- vii. High level of integrity, confidentiality, and professionalism.

3. Position	Senior Science Officer- Legal
Department	Executive Secretary
Contract Duration	Two years
Job purpose: To provide expert legal advisory and assurance services to UNCST by interpreting and applying national and international laws, policies, and regulations governing science and technology. The role involves conducting legal research, drafting and reviewing contracts and agreements, ensuring regulatory compliance, managing litigation, and safeguarding the Council's legal interests to enable UNCST to execute its mandate and mitigate legal risks.	
KEY ROLES AND RESPONSIBILITIES 1. Provide expert legal advice and opinions to the Executive Secretary, Management, and the Governing Council on matters affecting the Council's mandate, operations, and decisions. 2. Interpret and advise on the application of the UNCST Act, subsidiary regulations, and other national and international laws, treaties, and protocols governing science, technology, and innovation. 3. Lead the drafting, review, and negotiation of contracts, memoranda of understanding, grant agreements, service agreements, material transfer agreements, and other legal instruments to which the Council is party, ensuring the Council's interests are protected. 4. Conduct legal research and prepare position papers, legal briefs, and advisories on emerging legal issues in science, technology, innovation, biosafety, bioethics, intellectual property, data protection, and access and benefit sharing. 5. Spearhead the development, review, and reform of the Council's legal and regulatory framework, including drafting bills, regulations, guidelines, and policy instruments, and supporting their passage through the relevant government processes. 6. Ensure the Council's compliance with applicable statutory, regulatory, and governance obligations, including public procurement, employment, data protection, and public finance management laws. 7. Manage litigation and dispute resolution involving the Council, including instructing and liaising with the Attorney General's Chambers and external counsel, coordinating case files, and monitoring case progress and outcomes. 8. Represent the Council, as authorized, before courts, tribunals, arbitration panels, regulatory bodies, and in negotiations with third parties. 9. Establish and maintain a legal risk register, identify legal and compliance risks across Council operations, and recommend mitigation measures to Management. 10. Provide legal support to the Council's regulatory functions — including research clearance, biosafety, access and benefit sharing, and technology transfer — to ensure decisions are legally sound and enforceable. 11. Provide legal counsel on human resource and administrative matters, including disciplinary proceedings, employment contracts, and staff grievances, ensuring due process and adherence to the law. 12. Serve as Secretary or legal adviser to Council and Management committees as assigned, ensuring proper record-keeping, and advise on corporate governance, fiduciary duties, and conflict of interest management. 13. Maintain custody of the Council's legal documents, contracts, title deeds, seals, and statutory registers, and maintain a comprehensive contracts and legal instruments database. 14. Advise on the protection, registration, and management of the Council's intellectual property and that arising from research and innovation activities it supports. 15. Build legal awareness and capacity across the Council through briefings, training, and guidance notes on legal obligations and risk avoidance.	

16. Supervise, mentor, and appraise assigned staff, and coordinate the work of the legal function, including consultants and external service providers.
17. Prepare periodic legal reports, compliance statements, and analytical summaries for Management, the Governing Council, and oversight bodies.
18. Perform any other duties as may be assigned by the supervisor.

JOB REQUIREMENTS

A. ACADEMIC QUALIFICATIONS

MINIMUM

1. Bachelor of Laws Degree from a recognized institution.
2. Masters or Postgraduate Diploma in Legal Practice from the Law Development Centre, Uganda.
3. Enrolled as an Advocate of the High Court of Uganda and a member in good standing of the Uganda Law Society.

Added advantage:

4. A Master's degree in Law (LLM) or a related field, preferably with specialization in Intellectual Property Law, Environmental Law, Health Law, Technology and Innovation Law, International Law, Commercial/Contract Law, or Public Administration.
5. Training or certification in contract management, arbitration and alternative dispute resolution, corporate governance, legislative drafting, data protection, or public procurement law.

B. WORK EXPERIENCE

1. A minimum of six (6) years' relevant post-enrolment legal working experience, three (3) of which should have been served at Officer level or its equivalent in a reputable public or private sector organization.
2. Demonstrated experience in contract drafting and negotiation, legal advisory services, regulatory compliance, and management of litigation.
3. Experience advising a statutory body, regulatory agency, research institution, or public entity will be a distinct added advantage.
4. Practical exposure to legal issues arising in the science, technology and innovation domain — such as intellectual property, biosafety, research ethics and regulation, access and benefit sharing, data protection, or technology transfer — will be an added advantage.
5. Demonstrated experience in supervising and mentoring staff.

C. COMPETENCIES

Technical:

1. Thorough knowledge of the Constitution of the Republic of Uganda and the laws governing public bodies, including the UNCST Act, Public Finance Management Act, Public Procurement and Disposal of Public Assets Act, Employment Act, Data Protection and Privacy Act, and related statutes and regulations.
2. Working knowledge of international legal instruments relevant to science and technology, including the Convention on Biological Diversity, the Nagoya Protocol, the Cartagena Protocol on Biosafety, and intellectual property conventions.
3. Advanced skill in legal drafting — contracts, agreements, legal opinions, pleadings, bills, regulations, and guidelines — with precision and clarity.
4. Strong legal research and analytical skills, including the use of electronic legal databases and research tools.
5. Competence in litigation management, arbitration, mediation, and other dispute resolution mechanisms.

6. Ability to identify, assess, and advise on legal and compliance risk, and to design practical mitigation measures.
7. Sound understanding of corporate governance, board procedure, fiduciary duties, and statutory record-keeping.
8. Competence in standard ICT applications (word processing, spreadsheets, presentations, legal and records management systems).

Behavioural:

9. Unimpeachable integrity, professional ethics, and adherence to the advocate's duty of confidentiality.
10. Sound judgement, objectivity, and the courage to give candid legal advice, including where it is unwelcome.
11. Strong negotiation, persuasion, and advocacy skills.
12. Excellent oral and written communication skills, with the ability to translate complex legal issues into clear guidance for non-legal audiences.
13. Strong interpersonal and stakeholder engagement skills, including with government ministries, the Attorney General's Chambers, development partners, and the courts.
14. Leadership, supervisory, and mentoring ability.
15. Attention to detail, accuracy, and thoroughness.
16. Resilience and composure under pressure, including in contested and adversarial settings.
17. Results orientation, ability to work under minimal supervision, and effective time and workload management.
18. Team player with a flexible attitude and commitment to continuous professional development.

4. Position:	Science Officer -Research Integrity
Department	Research Management & Technology Development
Contract Duration:	Two years
Purpose: The Science Officer –Research Integrity will facilitate the implementation, monitoring and promotion of research integrity standards, guidelines, and procedures within Uganda’s Science, Technology and Innovation ecosystem. The role will contribute to building a culture of responsible research conduct and compliance across institutions.	
KEY DUTIES AND RESPONSIBILITIES 1. Support the development, review, and dissemination of national research integrity policies, standards, guidelines, codes of conduct, and standard operating procedures for responsible conduct of research. 2. Facilitate the implementation of research integrity requirements across research institutions, universities, and other actors in the STI ecosystem. 3. Receive, screen, and process allegations of research misconduct (including fabrication, falsification, plagiarism, and other questionable research practices) in accordance with established procedures. 4. Support the conduct of preliminary assessments, inquiries, and investigations into alleged breaches of research integrity, and prepare case documentation and findings for consideration by the relevant committees or authorities. 5. Maintain a confidential and secure register of research integrity cases, decisions, sanctions, and remedial actions, ensuring due process and protection of complainants and respondents. 6. Monitor institutional compliance with research integrity standards, including the establishment and functioning of institutional research integrity structures and focal persons.	

7. Conduct capacity building, training, sensitization, and awareness programmes on responsible conduct of research for researchers, students, supervisors, ethics committees, and institutional leaders.
8. Promote good practice in research data management, authorship, publication ethics, conflict of interest declaration, peer review, and use of emerging technologies (including artificial intelligence) in research.
9. Support the integration of research integrity requirements into research clearance, registration, and permit processes administered by the Council.
10. Collaborate with Research Ethics Committees, institutional review boards, funders, publishers, and professional bodies to harmonize and strengthen research integrity practice.
11. Undertake or commission studies, surveys, and assessments on the state of research integrity in Uganda to inform evidence-based policy and interventions.
12. Liaise with regional and international research integrity bodies and networks, and support Uganda's participation in relevant forums, declarations, and reporting obligations.
13. Provide advisory support and guidance to institutions and researchers on research integrity questions, dilemmas, and case handling.
14. Prepare periodic reports, statistics, policy briefs, and analytical summaries on research integrity activities to inform management and Council decision-making.
15. Support the development and maintenance of digital systems and tools for research integrity reporting, case management, and plagiarism/similarity detection.
16. Perform any other duties as may be assigned by the supervisor.

JOB REQUIREMENTS

A. ACADEMIC QUALIFICATIONS

- Bachelor's Degree in Law from a recognized university.
- Post Graduate Diploma in Legal Practice from the Law Development Centre is an added advantage

B. WORK EXPERIENCE

- Minimum of 2 -3 years' relevant work experience in law, research administration, public administration, corporate governance, compliance, or a related field.

D. TECHNICAL KNOWLEDGE

- Knowledge of research ethics, research integrity, research regulation, research compliance, and other relevant legal and regulatory frameworks.
- Good understanding of the principles of responsible conduct of research and institutional research integrity practices.

E. KEY COMPETENCIES AND SKILLS

- i. Demonstrated ability to interpret legal, regulatory, and policy documents and communicate their implications to diverse audiences.
- ii. Strong analytical and problem-solving skills, with the ability to review documents and identify compliance issues.
- iii. Excellent oral and written communication skills, with the ability to prepare reports, briefs, advisory notes, and correspondence.
- iv. Good interpersonal and stakeholder engagement skills, with the ability to work effectively with researchers, institutions, and regulatory bodies.
- v. Proficiency in Microsoft Office applications and other relevant digital tools.
- vi. Good organizational and time management skills, with the ability to manage multiple assignments and meet deadlines.

vii. Ability to work independently and as part of a multidisciplinary team.	
viii. High level of integrity, professionalism, confidentiality, and discretion in handling sensitive information.	
5. Position:	Science Officer - Access and Benefit Sharing (ABS)
Department	Science, Technology & Innovation R&D Support (STIRDS)
Contract Duration	Two years
Job Purpose: To support the implementation and coordination of Access and Benefit Sharing (ABS) activities at the Uganda National Council for Science and Technology (UNCST) in accordance with national laws, regulations, and international obligations, and to promote compliance with the Access and Benefit Sharing framework within the Science, Technology and Innovation ecosystem.	
KEY DUTIES AND RESPONSIBILITIES: 1. Receive, screen, and process applications for access to genetic resources, biological resources, and associated traditional knowledge, in accordance with the National ABS framework and applicable regulations. 2. Facilitate the issuance of Access Permits and the negotiation of Material Transfer Agreements (MTAs) and Mutually Agreed Terms (MAT) between resource providers and users. 3. Support the establishment and verification of Prior Informed Consent (PIC) from relevant stakeholders, communities, and lead agencies prior to access being granted. 4. Coordinate with lead agencies, local governments, communities, and other stakeholders to ensure fair and equitable sharing of benefits arising from the utilization of genetic and biological resources. 5. Support the implementation of Uganda's obligations under the Convention on Biological Diversity (CBD), the Nagoya Protocol on Access and Benefit Sharing, and other relevant international instruments. 6. Maintain and update a national register/database of ABS permits, agreements, resource providers, users, and monitored transactions. 7. Monitor compliance with the terms and conditions of access permits, MTAs, and benefit-sharing agreements, and follow up on cases of non-compliance or biopiracy. 8. Track the utilization of accessed genetic resources and traditional knowledge, including through checkpoints and the ABS Clearing-House, to ensure benefits accrue to Uganda and provider communities. 9. Support the development, review, and harmonization of national ABS policies, laws, regulations, guidelines, and administrative procedures. 10. Sensitize and build the capacity of researchers, institutions, communities, and stakeholders on ABS requirements, rights, and obligations. 11. Contribute to the protection and documentation of traditional knowledge associated with genetic resources held by local and indigenous communities. 12. Liaise with the National Focal Points, Competent National Authorities, and the ABS Clearing-House at national and international levels, and support related reporting obligations. 13. Prepare technical reports, case files, statistics, and briefs on ABS activities to inform management and Council decision-making. 14. Represent UNCST, as delegated, in national and international ABS-related meetings, negotiations, and technical working groups. 15. Perform any other duties as may be assigned by the supervisor	
A. Qualifications	

Minimum:

1. An Honours Bachelor's degree in Biological Sciences, Biotechnology, Botany, Zoology, Environmental Sciences, Natural Resources Management, Forestry, Agricultural Sciences, or a related science field from a recognized university/institution.

Added advantage:

2. A postgraduate qualification (Postgraduate Diploma or Master's degree) in Biodiversity Conservation, Environmental Law, Natural Resources Management, Intellectual Property, Biotechnology, or Science and Technology Policy.
3. Training or certification in Access and Benefit Sharing, the Nagoya Protocol, environmental law and compliance, negotiation, or contract management.

B. Experience

1. A minimum of three (3) years' relevant working experience in biodiversity management, environmental regulation, natural resources governance, research administration, or a related field, gained from a reputable public sector, research, academic, or conservation organization.
2. Demonstrated experience in permitting, compliance monitoring, agreement negotiation, or community engagement on natural resource matters will be an added advantage.
3. Familiarity with Uganda's ABS and biodiversity regulatory framework, including the National Environment Act, the Access to Genetic Resources and Benefit Sharing Regulations, and Uganda's obligations under the CBD and Nagoya Protocol.

C. Competencies

Technical:

1. Sound knowledge of ABS principles and instruments, including Prior Informed Consent, Mutually Agreed Terms, Material Transfer Agreements, and Certificates of Compliance.
2. Working knowledge of intellectual property rights and their interface with genetic resources and traditional knowledge.
3. Ability to appraise access applications, draft and review agreements, and assess benefit-sharing arrangements for fairness and legal soundness.
4. Capacity to conduct compliance monitoring, investigate suspected misappropriation (biopiracy), and prepare case documentation.
5. Proficiency in records and database management, including web-based permitting systems and the ABS Clearing-House.
6. Strong report writing, technical drafting, and analytical skills for preparation of briefs, statistics, and reports for management and Council.
7. Competence in standard ICT applications (word processing, spreadsheets, presentations, databases).

6. Position:	Financial Officer - Stores Management
Department	Finance and Administration
Contract duration:	Two years
Job Purpose: To manage and control the receipt, storage, issuance, and accountability of all stores items and supplies. The role is responsible for maintaining accurate records, safeguarding inventory, and ensuring efficient and timely provision of resources and accountabilities in accordance with UNCST policies and procedures.	

KEY DUTIES AND RESPONSIBILITIES

1. Receive and verify stock by inspecting all deliveries against delivery notes, LPOs, and specifications to ensure accuracy, quality, and compliance with UNCST procurement guidelines.
2. Process goods receipt by preparing and issuing Goods Received Notes for all accepted items and promptly updating inventory records.
3. Maintain inventory records by accurately updating stock cards and the electronic inventory management system to ensure real-time and reliable stock data.
4. Manage stores issuance by issuing and registering stores items to staff in accordance with UNCST distribution procedures and retrieval systems, ensuring proper authorization and documentation.
5. Conduct stock control by carrying out regular stock reconciliations and leading the annual physical stocktaking to ensure accuracy and accountability of inventory.
6. Monitor stock levels by tracking usage trends and maintaining optimal stock levels through timely requisitions and replenishment of store items.
7. Prepare reports by compiling and submitting accurate quarterly and annual store/stock reports for management decision making.
8. Evaluate vendors by participating in vendor performance evaluation and rating to inform procurement decisions.
9. Ensure accountability by preparing and submitting timely accountability and utilization reports for all resources handled.
10. Provide technical advice to management on stores management best practices, policy compliance, and process improvements.

JOB REQUIREMENTS

A. ACADEMIC QUALIFICATIONS

- Bachelor's Degree in Procurement and Logistics Management, Supply Chain Management, Business Administration, Commerce with specialization in Logistics and Stores Management, or any other related field from a recognized institution.
- Post Graduate Diploma in same field is an added advantage.

B. WORK EXPERIENCE

- Minimum of 2- 3 years' relevant experience in stores, inventory, warehouse, or logistics management, preferably in a public sector or reputable organization.

C. TECHNICAL KNOWLEDGE

- Knowledge of inventory management principles, stores procedures, and records management.
- Knowledge of the Government of Uganda Public Procurement and Disposal of Public Assets Act and Regulations is an added advantage.

D. KEY COMPETENCIES AND SKILLS

- i. Proficiency in Microsoft Office applications, particularly Microsoft Excel and Word, and experience with inventory management systems.
- ii. Strong analytical, organizational, and records management skills.
- iii. Excellent communication and interpersonal skills, with the ability to work effectively in a team.
- iv. Ability to work under pressure, manage multiple priorities, and meet deadlines.
- v. High level of integrity, accountability, and attention to detail.
- vi. Flexibility, innovation, and proactive approach to work.

7. Position:

Science Officer - Technology Transfer

Department	Science, Technology & Innovation R&D Support (STIRDS) Division
Contract duration:	Two years
Job Purpose: Provide support towards the development and promotion of indigenous science and technology through technology transfer and adaptation.	
DUTIES AND RESPONSIBILITIES: 1. Identify, document, and profile indigenous knowledge, technologies, and innovations with potential for development, adaptation, and commercialization. 2. Facilitate the transfer, adaptation, and diffusion of appropriate technologies (both local and foreign) to end users, including industry, SMEs, farmers, and communities. 3. Conduct technology needs assessments and technology audits across priority sectors to inform technology acquisition and adaptation strategies. 4. Appraise proposed technology transfer agreements, licences, and joint ventures to ensure alignment with national interests and STI policy. 5. Support innovators, researchers, and institutions in the protection and management of intellectual property arising from indigenous science and technology, in liaison with URSB and related bodies. 6. Establish and maintain linkages between research institutions, academia, industry, and communities to promote uptake and commercialization of research outputs. 7. Organize and participate in technology exhibitions, innovation fairs, demonstrations, and awareness programmes to promote indigenous technologies. 8. Maintain a database/inventory of technologies developed, transferred, or adapted in Uganda, and monitor their performance and impact. 9. Prepare technical reports, policy briefs, and advisories on technology transfer trends, barriers, and opportunities to inform Council decision-making. 10. Mobilize and support access to funding, incubation, and business development services for promising indigenous technologies and innovators. 11. Monitor and evaluate technology transfer and adaptation projects supported or facilitated by the Council. 12. Perform any other duties as may be assigned by the supervisor.	
JOB REQUIREMENTS: A. QUALIFICATIONS 1. An Honours Bachelor's degree in Engineering, Industrial Chemistry, Biotechnology, Food Science and Technology, Agricultural Sciences, Physical or Biological Sciences, or a related science and technology field from a recognized university/institution. ▪ <i>Added advantage:</i> 2. A postgraduate qualification (Postgraduate Diploma or Master's degree) in Technology Management, Innovation Management, Intellectual Property, Industrial Engineering, Science and Technology Policy, or a related field. 3. Training or certification in intellectual property management, technology commercialization, or project planning and management. B. EXPERIENCE	

A minimum of three (3) years' relevant working experience in technology development, technology transfer, research management, industrial liaison, innovation support, or a related field, gained from a reputable public or private sector organization.

Demonstrated experience working with researchers, innovators, industry, or community-based technology initiatives will be an added advantage.

Familiarity with Uganda's STI ecosystem, including research institutions, academia, regulatory bodies, and innovation support structures.

C. KEY COMPETENCES

TECHNICAL

- i. Sound knowledge of technology transfer processes, including licensing, adaptation, incubation, and commercialization pathways.
- ii. Working knowledge of intellectual property rights regimes and their application to indigenous knowledge and innovations.
- iii. Ability to conduct technology needs assessments, audits, feasibility appraisals, and monitoring and evaluation of technology projects.
- iv. Proficiency in data management, report writing, and preparation of policy briefs and technical advisories.
- v. Competence in standard ICT applications (word processing, spreadsheets, presentations, databases).

8. Position:	Science Officer - Research Registration & Management
Department	Research Management and Technology Development
Contract duration:	Two years
Job purpose: The Science Officer (Research Registration and Clearance) provides support in the clearance of study protocols submitted to UNCST, and issuance of a research permits in accordance with the National Research Guidelines and applicable laws related to research regulations.	
KEY DUTIES AND RESPONSIBILITIES:	
1. Receive, screen, and register research protocols and applications submitted to UNCST for clearance, ensuring completeness and compliance with submission requirements. 2. Review study protocols against the National Guidelines for Research Involving Humans as Research Participants, and other applicable research regulations, guidelines, and laws. 3. Verify that research proposals have received prior ethical approval from accredited Research Ethics Committees (RECs) before processing for national clearance. 4. Process and facilitate the issuance of research permits and clearance letters to qualifying local and foreign researchers within stipulated timelines. 5. Maintain and update the national register/database of cleared research protocols, registered researchers, and accredited Research Ethics Committees. 6. Support the accreditation, monitoring, and supervision of Research Ethics Committees to ensure adherence to national research ethics standards. 7. Track and follow up on the submission of progress reports, final research reports, and research outputs by cleared researchers, in line with clearance conditions. 8. Monitor ongoing research activities to ensure compliance with approved protocols, clearance conditions, and material transfer requirements, and flag cases of non-compliance.	

9. Respond to enquiries from researchers, institutions, and stakeholders regarding research registration, clearance procedures, and requirements.
10. Support the review of applications for the transfer of biological materials and data, and ensure compliance with Material Transfer Agreement (MTA) requirements.
11. Liaise with relevant lead agencies, district authorities, and host institutions on matters of research authorization, facilitation, and oversight.
12. Prepare periodic reports, statistics, and analytical summaries on research registration and clearance activities to inform management and Council decision-making.
13. Contribute to the review and updating of national research registration and clearance guidelines, procedures, and digital systems (including the online research management portal).
14. Sensitize researchers, institutions, and the public on national research clearance requirements and processes.
15. Perform any other duties as may be assigned by the supervisor

JOB REQUIREMENTS

A. Qualifications

Minimum:

1. An Honours Bachelor's degree in Biomedical Sciences, Public Health, Biological Sciences, Environmental Sciences, or a related science field from a recognized university/institution.

Added advantage:

2. A postgraduate qualification (Postgraduate Diploma or Master's degree) in Research Methods, Bioethics, Public Health, Epidemiology, Regulatory Affairs, Science and Technology Policy, or a related field.
3. Training or certification in research ethics (e.g., Good Clinical Practice, Human Subjects Protection, CITI or equivalent), research administration, or regulatory compliance.

B. Experience

- 1) A minimum of three (3) years' relevant working experience in research administration, research ethics review, regulatory affairs, research coordination, or a related field, gained from a reputable research institution, regulatory body, academic institution, or public sector organization.
- 2) Demonstrated experience in protocol review, ethics committee administration, or research compliance monitoring will be an added advantage.
- 3) Familiarity with Uganda's research regulatory framework, including the National Guidelines for Research Involving Humans as Research Participants, the roles of accredited Research Ethics Committees, and related laws (e.g., Data Protection and Privacy Act, 2019).

C. Competencies

Technical:

- a) Sound knowledge of research ethics principles, national and international research governance frameworks, and regulatory review processes.
- b) Ability to critically review study protocols for scientific, ethical, and regulatory compliance across diverse disciplines.
- c) Working knowledge of Material Transfer Agreements, data protection requirements, and management of research involving human participants and biological materials.
- d) Proficiency in records and database management, including web-based research management information systems.
- e) Strong report writing and data analysis skills, including preparation of statistics, periodic reports, and briefs for management and Council.
- f) Competence in standard ICT applications (word processing, spreadsheets, presentations, databases).

Job Title:	Administrative Officer
Department:	Finance and Administration
Contract Period:	Two years
Job Purpose: The Administrative Officer is responsible for coordinating and delivering efficient administrative and office support services that ensure the smooth, effective, and professional operation of the Uganda National Council for Science and Technology (UNCST). The role oversees office administration, facilities and workspace management, procurement of office supplies and services, logistics coordination, and the implementation of administrative systems and procedures that enhance operational efficiency and support the Council's strategic objectives.	
DUTIES AND RESPONSIBILITIES: 1. Coordinate the day-to-day administrative operations of the UNCST 2. Develop, implement, and continuously improve administrative systems, procedures, guidelines and workflows. 3. Ensure the office environment is functional, safe, secure, and conducive to productivity. 4. Coordinate the maintenance of office premises, equipment, furniture, utilities, and other facilities. 5. Liaise with service providers, contractors, and landlords to ensure quality service delivery. 6. Monitor office space utilization and recommend improvements where necessary. 7. Ensure workplace health, safety, and environmental standards are maintained. 8. Coordinate procurement of office supplies and administrative services in accordance with organizational policies. 9. Monitor stock levels and ensure timely replenishment of office consumables. 10. Maintain an up-to-date asset register and coordinate asset allocation, movement, maintenance, and disposal. 11. Verify invoices and administrative expenditures before submission for payment processing. 12. Monitor Administrative Service contracts to ensure compliance with agreed service levels. 13. Evaluate Vendor performance and recommend improvement where necessary. 14. Perform any other UNCST tasks as necessary and as may be assigned from time to time.	
JOB REQUIREMENTS: A. QUALIFICATIONS • Bachelor's degree in Business Administration, Public Administration, Management, or a related field. • Postgraduate Diploma in Business Administration, Public Administration, Management, or a related field is an added advantage. B. EXPERIENCE ▪ Minimum of 2- 3 years of relevant experience in a similar role within a reputable organization. ▪ Proven track record of supporting multidisciplinary teams in fast-paced and dynamic environments. ▪ Demonstrated expertise in coordinating office operations, facilities management, logistics, and procurement of administrative goods and services.	

C. TECHNICAL SKILLS

- In-depth knowledge of office administration and management principles and best practices.
- Comprehensive understanding of administrative policies, procedures, and standard operating practices.
- Expertise in facilities and office services management.
- Proficient in contract and vendor/stakeholder management.
- Excellent report writing abilities, with a focus on clarity and precision.
- Familiarity with occupational health, safety regulations, and workplace management protocols.
- Strong knowledge of equipment and asset management processes.

D. SKILLS AND KEY COMPETENCES

- i. Exceptional organizational and time management skills, with the ability to manage multiple priorities effectively.
- ii. Superior verbal and written communication skills, demonstrating clarity and professionalism.
- iii. Demonstrated integrity and discretion, with a strong commitment to maintaining confidentiality.
- iv. Proficient in prioritizing tasks to meet deadlines in a fast-paced work environment.
- v. Keen attention to detail, coupled with strong analytical and problem-solving skills.
- vi. Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- vii. Capable of working independently as well as collaboratively within a team setting.
- viii. Strong negotiation and coordination abilities, fostering positive relationships with stakeholders.
- ix. Demonstrated adaptability and resilience in navigating changing organizational needs.

Job Title:	Science Officer – IT (Systems Developer)
Department:	Finance & Administration
Contract Period:	Two Years
Job purpose: Designing, developing, implementing, and maintaining business applications to provide automated solutions for specific institutional needs.	
Key duties and responsibilities: 1. Design and/or customize existing software solutions by studying information needs; systems flow, data usage, and work processes while adhering to the software development lifecycle, 2. Designing algorithms and flowcharts to create new interoperable software programs and systems, 3. Producing efficient and elegant code based on requirements, 4. Testing and deploying programs and applications, 5. Troubleshooting, debugging, maintaining, and improving existing software applications, 6. Compiling and assessing user feedback to improve software performance, 7. Observe user feedback to recommend improvements to existing software products, 8. Developing technical documentation to guide future software development projects, 9. Participate in developing programs for data inconsistency and validation checks (both between files and within files) to identify inconsistencies, and discrepancies and produce reports. 10. Ensure that the different software developed conforms to the software development standards by conducting system reviews, optimization, and documenting reference manuals	

JOB REQUIREMENTS:

A. ACADEMIC QUALIFICATIONS

- Bachelor's Degree (Hons) in Information Technology or Computer Science or Computer Engineering or any relevant degree;

B. WORK EXPERIENCE

- Demonstrated experience in software development and maintenance;
- Minimum of 2 - 3 years of experience in the same field

C. TECHNICAL KNOWLEDGE

- In-depth knowledge of programming for diverse operating systems and platforms using diverse development tools;

D. KEY COMPETENCES

- i. Ability to program in PHP, C#, Java (J2EE), HTML, VB, Kobocollect, ODK, R, and MySQL, etc.
- ii. Ability to work under minimum supervision and manage pressure;
- iii. Good interpersonal & communication skills;
- iv. Excellent understanding of software design and programming principles;

Application procedure and deadline:

Qualified candidates interested are encouraged to submit their signed application letters, curriculum vitae, copies of academic certificates and transcripts, naming three referees, By 31st July 2026, not later than 5:00 p.m. EAT, through UNCST application portal at www.uncst.go.ug/careers. Address the application to:
Head, Human Resources,
Uganda National Council for Science and Technology,
Plot 6, Kimera Road, Ntinda,
P.O. Box 6884, Kampala,

Please note: Only shortlisted applicants will be contacted.

“Uganda National Council for Science and Technology is an equal opportunity employer and does not charge any recruitment fee.”