

NATIONAL FISHERIES RESOURCES RESEARCH INSTITUTE (NaFIRRI)

JOB ADVERTISEMENT

The National Fisheries Resources Research Institute (NaFIRRI) is one of the Public Agricultural Research Institute established by the National Agricultural Research Act 2005. The Institute is mandated to undertake Research of national and strategic importance in Capture Fisheries and Aquaculture under the policy guidance of National Agricultural Research Organization (NARO). Applications are invited from suitably qualified Ugandans for the following vacant positions:

Position: Hostel In-charge (1)
Reporting to: Human Resource & Administrative Officer
Age limit 25-35
Location: Jinja

Overall Purpose:

Overseeing the operations and management of the hostel and ensuring strict accountability of Institute assets and remitting funds accruing to the Accounts Section.

Duties and Responsibilities

1. Marketing the Institute Hostel and Staff Club and attracting business to ensure profitability of the enterprise.
2. Receiving funds from clients and remitting it to the institute accounts.
3. Receiving clients/guests and guiding them accordingly.
4. Preparation of the venue during official functions.
5. Ensuring safe custody assets.
6. Working with other workers to ensure cleanliness, security of property and smooth running of the Hostel.
7. Liaise with the institute Procurement and Disposal Unit to replenish and acquire supplies for the Hostel.
8. General organization and operation of the Hostel.
9. Any other related duties that may be assigned by the immediate supervisor.

Minimum Qualifications

1. Diploma in hotel and hospitality management.
2. Demonstrated experience in the relevant field is desirable.

Position: Hostel Cleaner (1)
Reporting to: Human Resource & Administrative Officer
Age limit 20-30
Location: Jinja

Overall Purpose:

Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc) Performing and documenting routine inspection and maintenance activities.

Key Duties and Responsibilities

1. Opening windows in the morning and locking up in the evening.
2. Cleaning, washing, dusting and polishing rooms, furniture, linen, office equipments windows, hall ways, lavatories, and washing curtains.
3. Attending to spillage and leaks, collecting trash and disposing garbage as appropriate.
4. Positioning and setting up of tables and chairs inside and outside for the guests.
5. Parking office equipment, documents, furniture, stores items, to be moved or transported to and from one place to another.
6. Acting as luggage person and carrying other heavy items to and from designated places.
7. Sweeping, cleaning, and weeding around the hostel.
8. Assisting the hostel in-charge in ironing and folding linen.
9. Any other duties assigned from time to time.

Minimum Qualifications

1. Ordinary level Certificate. Additional qualifications is an added advantage.
2. Demonstrated experience in the relevant field is desirable.

Position: Security Guard (2)
Reporting to: Human Resource & Administrative Officer
Age limit 25-35
Location: Jinja

Overall Purpose

Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment and access points; permitting entry. Obtain help by sounding alarms. Prevent losses and damage by reporting irregularities, informing violators of policy and procedures; restraining trespassers.

Key Duties and Responsibilities

1. Perform periodic inspections of security systems, emergency call, and security lights to ensure operational use, detect evidence of tampering and reporting malfunctions as required.
2. Guarding an entrance or exit, checking identification cards, screening individuals and motor vehicles as well as preventing passage of people or prohibited articles from entering or leaving restricted areas.
3. Providing information and warning violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.
4. Apprehending, detaining or evicting intruders, offenders and violators from premises using reasonable force when necessary.
5. May be required to check motor vehicles and provide security to staff, visitors and prevent incidents of insecurity or theft of valuables.
6. May be required to monitor and adjust controls that regulate buildings systems or research experiments such as air conditioning, furnace or boilers etc.
7. Writing reports of daily activities and irregularities, such as property damage, leaking pipes, theft, fire or presence of unauthorized persons.
8. Any other duties assigned from time to time.

Minimum Qualifications

1. Ordinary level Certificate. Additional qualifications is an added advantage.
2. Demonstrated experience in the relevant field is desirable.

Application Procedure:

Hand written applications accompanied by detailed curriculum vitae and copies of certificates and testimonials should be addressed to the: **Director, National Fisheries Resources Research Institute, P.O. Box, 343 Jinja.** Or physically deliver your application at NaFIRRI Head Office on Plot 39/45 Nile Crescent near the Railway Terminal (Pier) Jinja.

Closing date is **4th September, 2020.** Only shortlisted candidates will be contacted and should be in possession of certified copies of academic documents and professional certificates. Applicants not receiving a response within one week of the closing date should regard their applications as not successful. The advert could also be viewed at NaFIRRI website: www.firi.go.ug.