



**POLICY ON APPOINTMENT AND PROMOTION OF  
TECHNICAL STAFF AS  
APPROVED BY THE UNIVERSITY COUNCIL  
AT THE 1ST MEETING HELD ON 25<sup>TH</sup> APRIL 2013**

***Amended at the 5<sup>th</sup> Meeting of University Council held on 11th June 2015***

© Uganda Technology and Management University, June 2015

The content in this policy is copyright of Uganda Technology and Management University©2015. All rights reserved.

Any redistribution or reproduction of part or all of the contents in any form is prohibited other than the following:

- You may print or download to a local hard disk extracts for your personal and non-commercial use only.
- You may copy the content to individual third parties for their personal use, but only if you acknowledge the original source of the material.

## **1. INTRODUCTION**

Uganda Technology and Management University (UTAMU) has positioned itself as a high quality education and research institution in the region. Furthermore the University has positioned itself to undertake consultancy, knowledge transfer partnerships and business incubation.

**The Vision** of Uganda Technology and Management University is “To be a global educational institution for management, science, technology and innovation ” and

**The Mission** of the university is “To provide global quality education, Research and innovation critical to economic and human development.

UTAMU is aware that their technical staffs are essential to its success in supporting University management, administrative and academic staff to deliver on the overall University mandate. The University therefore needs to be able to attract and retain the best of the best staff. Therefore a strategic and professional approach to recruitment of the technical staff that is open and transparent has been developed in the Technical Staff

Appointments and Promotions Policy. The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the University principles and other existing policies.

Uganda Technology and Management University is strategically positioning itself in the region as the best employer and higher education provider. Therefore the remuneration, job requirements and the recruitment process have been clearly thought out in order to recruit the best technical staff in the Higher Education Sector in the region using a less bureaucratic process.

## **2. CORE PRINCIPLES**

- UTAMU has a code of conduct of open competition in its approach to recruitment which is in line with its Quality Assurance Policy.
- UTAMU, through its Technical Staff Appointments and Promotions Policy will seek to recruit the best person for the job based on merit.
- UTAMU adheres to equal opportunities employment and encourages the recruitment of staff irrespective of their nature. UTAMU will make the recruitment process very transparent at all stages of the recruitment process in order to select the best of the best candidate to undertake the post.

- UTAMU will make sure that the recruitment and selection process is undertaken in a professional, timely and responsive manner and in accordance with all existing University Policies.
- UTAMU will ensure that appropriate training, development and support is offered to those involved in recruitment and selection activities in order to have a smooth selection process.
- UTAMU will ensure that its recruitment and selection process is cost effective.
- If a member of the Technical Staff Appointments Committee has personal or is related with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- All documentation relating to applicants will be treated with confidentiality in accordance with the Data Protection Act.

### **3. TECHNICAL STAFF**

The University employees are categorized into four (4) broad categories of management, administrative staff, academic staff, and technical staff. Technical staff comprise of all other University employees that do not fall under the category of management, administrative staff and academic staff. Technical staff include staff such as cleaners, messengers, drivers, laboratory attendants, laboratory technicians, etc.

There shall be a subcommittee of the Appointments Board known as Technical Staff Appointments Committee that shall be constituted by the Appointments Board on recommendation of the University Management from staff within the University.

#### **3.1. PRINCIPAL TECHNICIAN**

The Appointments Board from among three ranked candidates recommended by the Technical Staff Appointments Committee shall appoint a Principal Technician. The candidates shall possess a minimum of 5 years of relevant experience in a reputable academic and / or corporate or government institution.

The Appointments Board shall promote a Senior Technician to the position of Principal Technician after serving a minimum of three (3) years at the level of Senior Technician to the satisfaction of the Technical Staff Appointments Committee and subject to an opening of a position of Principal Technician in the same line of responsibility.

For anyone to be appointed or promoted to the position of Principal Technician, he/ she must possess a minimum of a Bachelor's degree or equivalent in the respective discipline. Possession of a professional qualification where applicable shall be a must.

The Principal Technician shall hold office for a period of 3 years and shall be eligible for re-appointment subject to satisfactory performance. The Principal Technician shall be responsible to the immediate supervisor.

#### **3.2. SENIOR TECHNICIAN**

A Senior Technician shall be appointed by University Management and ratified by Appointments Board. The candidates shall possess a minimum of 3 years of relevant experience in a reputable academic and / or corporate or government institution.

The Appointments Board shall promote a Technician to the position of Senior Technician after serving a minimum of one (1) year at the level of Technician to the satisfaction of the

Technical Staff Appointments Committee and subject to an opening of a position of Senior Technician in the same line of responsibility.

For anyone to be appointed or promoted to the position of Senior Technician, he/ she must possess a minimum of a diploma or equivalent in the respective discipline. Possession of a professional qualification where applicable shall be a must.

The Senior Technician shall hold office for a period of 3 years and shall be eligible for re-appointment subject to satisfactory performance. The Principal Technician shall be responsible to the immediate supervisor.

### **3.3. TECHNICIAN**

A Technician shall be appointed by University Management and ratified by Appointments Board. The candidate shall possess a minimum of one (1) year of relevant experience in a reputable academic and / or corporate or government institution.

For anyone to be appointed a Technician, he/ she must possess a minimum of a Ugandan Advanced Certificate of Education (UACE) or equivalent. Possession of a professional qualification where applicable is a must. 5

The Technician shall hold office for a period of 2 years and shall be eligible for re-appointment subject to satisfactory performance. The Technician shall be responsible to the immediate supervisor.

### **3.4. MESSENGER**

A Messenger shall be appointed by University Management and ratified by Appointments Board. The candidate shall possess a minimum of one (1) year of relevant experience in a reputable academic and / or corporate or government institution.

For anyone to be appointed a Messenger, he/ she must possess a minimum of a Ugandan Certificate of Education (UCE) or equivalent.

The Messenger shall hold office for a period of 2 years and shall be eligible for re-appointment subject to satisfactory performance. The Messenger shall be responsible to the immediate supervisor.

### **4.0. TERMINATION OF EMPLOYMENT**

The appointment of a member of Technical Staff at rank of Principal Technician shall be terminable by the University with either notice in writing of two months or without notice but with two months payment in lieu; and the same conditions shall apply when a Staff at rank of Principal Technician decides to resign.

The appointment of a member of Technical Staff other than Principal Technician shall be terminable by the University with notice in writing of one month or without notice but with one month payment in lieu; and the same conditions would apply when a technical staff decides to resign.

## **5.0 DISMISSAL**

In cases where a staff is ultimately dismissed because of proven incompetency, abscondment from duty, gross abuse of office, theft, sexual harassment, changing students` results and any other serious offense; he / she shall not be given any payment in lieu.