



NATIONAL FISHERIES RESOURCES RESEARCH INSTITUTE (NaFIRRI)

EXTERNAL ADVERT

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: Front Office Receptionist (1) – re-advertised
Reporting to: Human Resource & Administrative Officer
Age limit 25-30
Location: Jinja

Overall purpose

Responsible for handling front office reception and administration duties, including welcoming visitors in person or on the telephone; answering or referring inquiries. Directing visitors by maintaining employee and department directories; giving instructions.

Key Duties and Responsibilities

1. Opening office buildings in the morning and locking up in the evening
2. Cleaning, washing, dusting and polishing office premises.
3. Receive visitors and guide them to access respective offices and staff members.
4. Control the switch board and handle the telephone system.
5. Receive incoming and outgoing calls as well as maintaining a register of callers.
6. Receive messages, letters, documents and any other items too and designated offices.
7. Photocopying, circulating and distributing memos and other materials to designated places.
8. Filing of documents in shelves for easy retrieval as required.
9. May be required to pay bills, register letters for postage, obtain receipts or make payments for articles delivered and maintain a record of items delivered or received on a daily basis.
10. Any other duties assigned from time to time.

Minimum Qualifications

1. Ordinary level Certificate. Additional qualifications is an added advantage.
2. Credit particularly in English, IT skills such as word processing, and the ability to use the internet and email.
3. Demonstrated experience in the relevant field is desirable.

Position: Chef (1) – re-advertised
Reporting to: Human Resource & Administrative Officer
Age limit 25-30
Location: Jinja

Overall Purpose

Setting up workstations with all needed ingredients and cooking equipment. Preparing ingredients to use in cooking. Cooking food in various utensils or grillers.

Key Duties and Responsibilities

1. Prepare and serve lunch to staff as well as oversee the preparation and serving of staff teas.
2. Maintain cleanliness of the kitchen/pantry, restaurant and ensure cutlery, utensils and the surrounding area is kept hygienically clean
3. Prepare menu items according to established schedule.
4. Mix and cook specialty dishes and delicate foods as and when required and adjust according to specific requests. Season and garnish foods according to requested recipe.
5. Ensure all staff are duly served with lunch and tea within the specified serving time.
6. Provide a list of necessary appliances required to provide efficient catering services and should be able to use various Kitchen appliances.
7. Manage other employees attached to the staff restaurant and act as liaison with other institute staff.
8. Maintain records of inventories and supplies available in stores. Keep records and accounts of food purchase. Determine the food stock levels and re-order quantities to avoid food shortages.
9. Calculate food costs on daily food cost sheet and prepare requisitions for replenishment. Work with the Welfare Committee to control stock in and out of main food store, for weekly stocks and purchase items that are perishable.
10. Work with management to improve the meals services.
11. Prepare meals and refreshments for meetings and workshops held at the institute.
12. Coordinate and supervise meal preparation at the staff club and all other events.
13. Any other duties assigned by the supervisor.

Minimum Qualifications

1. Diploma in hotel management. Additional qualifications is an added advantage.
2. Demonstrated experience in the relevant field is desirable.

Position:	Tea Girl/Lady (1)
Reporting to:	Human Resource & Administrative Officer
Age limit	20-30
Location:	Jinja

Overall Purpose

To supply various drinks (usually tea or coffee) and light snacks (cakes, buns, crisps etc) during the allocated break times of workers.

Key Duties and Responsibilities

1. Prepare staff teas with all the necessary ingredients and in predetermined quantities.
2. Clean utensils, wash, dust and polish the working area.
3. Prepare serving area and serve the staff tea in a professional manner and attending to spillage and leaks, collect trash and dispose garbage as appropriate.
4. Should be proficient in keeping any food trolleys or food preparation surfaces clean at all times.
5. Ensure all staff are served with teas within the specified time.
6. Ensure pantries for staff tea and conference hall are kept clean, secure and with access limited to only authorized staff.
7. Work with the Kitchen staff to prepare and serve lunch and any other meals as may be required.
8. Work with the Chef to prepare and serve tea to visitors during meetings and workshops.
9. Any other duties assigned by the supervisor

Minimum Qualifications

1. Ordinary level Certificate
2. Certificate in Catering and Hotel Management/Hospitality. Additional qualifications is an added advantage.
3. Demonstrated experience in the relevant field is desirable.

Position: Security Guards (4) – re-advertised
Reporting to: Human Resource & Administrative Officer
Age limit 25-30
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 or conditioning, furnace or boilers etc.
7. Writing reports of daily activities and irregularities, such as property damage, leaking pipes, theft, fore 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.

Position: Hostel Cleaner (1)
Reporting to: Hostel Manager
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 in ironing and folding linen.
9. Any other duties assigned by the supervisor.

Minimum Qualifications

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

Position: Hostel Receptionist (1)
Reporting to: Hostel Manager
Age limit 20-30
Location: Jinja

Overall purpose

Responsible for room reservations and assignment, guest registration, cashier work, credit checks, key control as well as mail and message service.

Key Duties and Responsibilities

1. Welcoming and registering arriving guests, attend to inquiries.
2. Serving the hostel customer with food and beverage facilities and upsell rooms
3. Giving information about the hostel
4. Responsible for operating the telephone
5. Handle room reservations
6. Register and allocate rooms to guests
7. Responsible for checking in and checking out guests in the hostel
8. The receptionist will be responsible for billing and receiving payments from the guests
9. Coordinate with other departments to ensure guest satisfaction
10. Assist room maids when they are off.
11. Any other duties assigned by the supervisor.

Minimum Qualifications

1. Ordinary level Certificate
2. Certificate in Front Office Operations
3. 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. **Applicants should apply for a maximum of two posts. Candidates who previously applied for the re-advertised posts need not re-apply.**

Closing date is **17th October 2018**. 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.