



Billbrain Institute of Technology

Skilling for today and tomorrow..

Applications are sought from suitably qualified candidates to fill the following vacancies at Billbrain Institute of Technology;

1. ASSISTANT LECTURERS (PART-TIME)

Billbrain Institute of Technology seeks to recruit competent Assistant Lecturers in the following subjects;

- (i) Computer Graphics Design & Editing (2)
- (ii) GIS & Remote Sensing (2)
- (iii) Accounting & Finance (2)
- (iv) Business Administration (2)
- (v) Human Resource Management (2)
- (vi) Journalism & Mass Communication (2)
- (vii) Marketing & Advertising (2)
- (viii) Procurement & Logistics Management (2)
- (ix) Records & Information Management (2)
- (x) Social Work & Social Administration (2)
- (xi) Tourism & Hospitality Management (2)
- (xii) Project Planning & Management (2)
- (xiii) Entrepreneurship and Innovation (2)

REQUIREMENTS/QUALIFICATIONS

- (i) At least a Bachelor's degree (with at least a 2nd Class Upper) in the field of interest, or a related field
- (ii) Prior teaching experience (preferred)
- (iii) Excellent Communication & Interpersonal Skills

DUTIES AND RESPONSIBILITIES

- To lecture students on assigned subjects



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- To undertake or support development of course materials, and upload onto existing e-learning platforms and tools.
- To assess, mark and provide results to the Institute academic registry
- To collaborate and participate in research activities,
- To guide students with research/project work
- To support and mentor students
- To perform any other related academic functions as may be assigned from time to time.

TERMS OF EMPLOYMENT

Part-time Basis

2. E-LEARNING OFFICER

Billbrain Institute of Technology seeks to recruit competent E-Learning Officer with the following attributes;

REQUIREMENTS / QUALIFICATIONS

- (i) At least a Diploma in the position of interest, or a related field
- (ii) Prior experience of at least 2 years in a similar, or related role
- (iii) Excellent Communication & Interpersonal Skills
- (iv) Proven integrity and capability in handling personal user data.
- (v) Working knowledge of data policies, rules and procedures.
- (vi) Ability to work with teams in the organization at all levels.
- (vii) Knowledgeable in Computer filing systems and records organization
- (viii) Competent in Dynamic Websites, E-Learning and Content Management Systems
- (ix) Competent in Graphics Design as well as Audio and Video Editing.

DUTIES AND RESPONSIBILITIES

- To support existing e-learning tools, and support development of new ones,
- To adapt all new and existing programme for online learning.



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- To assist in the design and upload of course modules onto existing e-learning tools.
- To provide instructional Design for the development of the e-Learning course materials
- Support structuring and upload of content on LMS;
- Support development of PowerPoint and presentation using approved BIT Templates;
- Undertake graphics design, as well as video and audio editing;
- Support video and audio production for e-learning services;
- Undertake any other duties and responsibilities that may, from time to time, be assigned.

TERMS OF EMPLOYMENT

Full-time Basis

2. PROCUREMENT OFFICER

Billbrain Institute of Technology seeks to recruit competent Procurement Officer with the following attributes;

REQUIREMENTS / QUALIFICATIONS

- (i) At Least a Diploma in Procurement, Business, Economics, or related field
- (ii) Previous experience of at least 2 years in a similar position,
- (iii) Good oral and written communication skills, and fluent in English.
- (iv) Proven integrity in handling and executing duties.
- (v) Working knowledge of the PPDA procurement rules and procedures.
- (vi) A high level of interpersonal and management skills and ability to work with teams in the organization at all levels.
- (vii) Must be able to work under pressure and tight deadlines
- (viii) Computer knowledge and skills in MS Word, MS Excel and internet/email is a mandatory requirement.

DUTIES AND RESPONSIBILITIES

- Undertake the daily activities of the procurement office.



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- Estimate and establish budgets for internal purchases, as well as bids and tenders to be submitted
- Develop plans for purchasing services, and supplies
- Researching and evaluating prospective supplies and suppliers.
- Negotiate pricing and supply contracts
- Ensure that the products, supplies and services meet quality standards
- Maintain purchase records and other important data
- Work with other team members to identify procurement needs and complete duties as needed
- Managing inventories and maintaining accurate records.
- Monitoring and enforcing the company's procurement policies and procedures.
- Identify calls, prepare, and submit bids and tenders for works and services Billbrain Institute of Technologies, and other Billbrain Subsidiaries can take part in, and follow up the processes of evaluations and any other related engagements with procuring entities for and on behalf of the organization
- Make professional decisions in a fast-paced bidding and tendering environment
- Create and maintain relationships with vendors, suppliers, contractors, and consultants
- Undertake any other duties and responsibilities that may, from time to time, be assigned.

TERMS OF EMPLOYMENT

Full-time Basis

4. ACCOUNTS OFFICER

Billbrain Institute of Technology seeks to recruit competent Accounts Officer with the following attributes;

REQUIREMENTS / QUALIFICATIONS

- i. At Least a Diploma in Accounting, Finance, Commerce, Business Statistics, Business Administration, Economics, or related field
- ii. Previous experience of at least 2 years in a similar position,
- iii. Proven integrity in handling finances.



- iv. Working knowledge of taxation policies, rules and procedures.
- v. Ability to work with teams in the organization at all levels.
- vi. Competent in computer-based accounting packages
- vii. Outstanding communication and interpersonal abilities
- viii. Computer knowledge and skills in MS Word, MS Excel and internet/email is a mandatory requirement.

DUTIES AND RESPONSIBILITIES

- Process accounts payable and receivable, depending on role
- Utilize database software to organize financial account information
- Handle account inquiries from internal and external sources
- Make regular contact with students and clients to ensure payment
- Ensure company financial accounts, such as credit cards, are paid on time
- Perform internal audits on financial activities as necessary
- Review both incoming and outgoing invoices
- Generate financial reports for review regulatory authorities
- Process service provider payments, staff salaries, and other compensations/emoluments
- Undertake any other related duties and responsibilities that may, from time to time, be assigned

TERMS OF EMPLOYMENT

Full-time Basis

5. MARKETING OFFICER (2)

Billbrain Institute of Technology seeks to recruit competent Marketing Officers with the following attributes;

REQUIREMENTS / QUALIFICATIONS

- i. At Least a Diploma in Marketing and Advertising, Commerce, Business Administration, Economics, or related field
- ii. Proven experience as marketing officer or similar role
- iii. Solid knowledge of marketing techniques and principles



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- iv. Good understanding of market research techniques, statistical and data analysis methods, and creativity and commercial awareness
- v. Excellent knowledge of MS Office and marketing software (e.g. CRM)
- vi. Thorough understanding of digital marketing, social media and web analytics
- vii. Excellent organizational and multi-tasking skills
- viii. Outstanding communication and interpersonal abilities
- ix. A team player with a customer-oriented approach
- x. Proficient computer, internet, and email use.

DUTIES AND RESPONSIBILITIES

- Contribute in the implementation of marketing strategies
- Support the marketing manager in overseeing the department's operations
- Organize and attend marketing activities or events to raise brand awareness
- Plan advertising and promotional campaigns for products or services on a variety of media (social, print etc.)
- Liaise with stakeholders and vendors to promote success of activities and enhance the Institute's presence
- See all ventures through to completion and evaluate their success using various metrics
- Prepare content for the publication of marketing material and oversee distribution
- Conduct market research to identify opportunities for promotion and growth
- Undertake any other related duties and responsibilities that may, from time to time, be assigned

TERMS OF EMPLOYMENT

Full-time Basis

6. IT SUPPORT TECHNICIAN/OFFICER

Billbrain Institute of Technology seeks to recruit competent IT Support Technician/Officer with the following attributes;

REQUIREMENTS / QUALIFICATIONS

- ix. At Least a Diploma in Computer Science, IT, Information Systems, Software Engineering or other related field



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- x. Previous experience of at least 2 years in a similar position,
- xi. Proven integrity and capability in handling sensitive user data.
- xii. Working knowledge of data policies, rules and procedures.
- xiii. Ability to work with teams in the organization at all levels.
- xiv. Competent in Hardware and computer systems troubleshooting and management
- xv. Competent in Dynamic Websites, E-Learning and Content Management Systems
- xvi. Software Troubleshooting and management.

DUTIES AND RESPONSIBILITIES

- Keep computer systems running smoothly and ensure users get the maximum benefit from them
- Install and configure computer hardware operating systems and applications
- monitor and maintain computer systems and networks
- Develop, maintain, support and support all dynamic web portals/content management systems
- Take staff or clients through a series of actions, either face-to-face, over the phone, or virtual meeting tools to help set up systems or resolve issues
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults
- Replace parts as required
- Provide support, including procedural documentation and relevant reports
- Follow diagrams and written instructions to repair a fault or set up a system
- Support the roll-out of new applications
- Set up new users' accounts and profiles and deal with access issues on systems
- Respond within agreed time limits to call-outs
- Work continuously on a task until completion (or referral to third parties, if appropriate)
- Prioritize and manage many open cases at one time
- Rapidly establish a good working relationship with Institute staff, students, clients and other professionals, such as consultants and software developers
- Test and evaluate new technology
- Conduct electrical safety checks on computer equipment.
- Undertake any other related duties and responsibilities that may, from time to time, be assigned

TERMS OF EMPLOYMENT

Full-time Basis



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HOW TO APPLY

Interested Applicants should submit to: hr@bit.ac.ug; indicating clearly in the subject the role being applied for, and attach

- (i) An application letter
- (ii) Curriculum Vitae
- (iii) Accompanying Academic Documents
- (iv) Reference Letters from 2 professional referees

DEADLINE FOR APPLICATION

15th April, 2022

NOTE: Only successful candidates will be contacted