



JERUSALEM INSTITUTE OF HEALTH SCIENCES

(SCHOOL OF NURSING, MIDWIFERY AND ALLIED HEALTH SCHOOLS)

📍 Located 2km along Lira-Soroti Rd, P.O Box 602, Lira City

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...Trusting God For Better Skills...

EXTERNAL JOB ADVERT – 21st April, 2026

The Management of Jerusalem Institute of Health Sciences invites applications from suitably qualified and competent individuals to fill the following available positions:

Interested applicants should submit their applications to: **Office of the Administrative Secretary**, Jerusalem Institute of Health Sciences, **Located 2km a long Lira-Soroti Road - P.O Box 602, Lira City(U).**

Deadline For applications is Tuesday, 28th April 2026 at 5:00PM

Note: Only shortlisted candidates will be contacted. Detailed information is provided on Jerusalem website at, www.jerusaleminstitutelira.ac.ug

SUMMARY OF VACANT POSITIONS

S/N	POSITION	NO. OF POSTS	JOB DESCRIPTION (KEY RESPONSIBILITIES)	MINIMUM QUALIFICATIONS & REQUIREMENTS
1	Security Officer	5	<ol style="list-style-type: none">1. Provide security to institute premises, staff, students, and property2. Control access and maintain visitor records3. Conduct routine patrols and surveillance4. Respond to emergencies and security breaches - Prepare and submit security reports	<ul style="list-style-type: none">- Minimum UCE Certificate- Certificate in Security Training (added advantage)- At least 2 years' experience- Physically fit and disciplined- Ability to read/write reports
2	Head Cook	1	<ol style="list-style-type: none">1. Supervise kitchen operations and staff2. Plan menus based on nutrition standards3. Ensure food safety, hygiene, and sanitation4. Manage food supplies and kitchen inventory5. Maintain quality and timely food service	<ul style="list-style-type: none">- Certificate/Diploma in Catering, Hotel Management or related field- Minimum 5 years' experience in busy institution- Strong leadership skills- Knowledge of nutrition and food safety

S/N	POSITION	NO. OF POSTS	JOB DESCRIPTION (KEY RESPONSIBILITIES)	MINIMUM QUALIFICATIONS & REQUIREMENTS
3	Cook	3	<ol style="list-style-type: none"> 1. Prepare and cook meals according to set standards 2. Maintain kitchen cleanliness and hygiene - Assist in food storage and stock control - Support Head Cook in daily operations 3. Ensure timely meal service 	<ul style="list-style-type: none"> - National ID required - At least 2 years' experience - Knowledge of food hygiene and sanitation - Ability to work in a team - Good time management
4	Assistant Accountant	1	<ol style="list-style-type: none"> 1. Maintain financial records and books of accounts 2. Prepare financial reports and reconciliations 3. Support budgeting and audit processes 4. Process payments and receipts 5. Ensure compliance with financial procedures 	<ul style="list-style-type: none"> - Diploma/Degree in Accounting or Finance - CPA Level I or II (added advantage) - At least 2 years' experience - Proficiency in Tally/QuickBooks - Strong analytical and numerical skills
5	Administrative Assistant	1	<ol style="list-style-type: none"> 1. Provide administrative and office support 2. Manage records, files, and correspondence 3. Coordinate meetings and schedules 4. Prepare reports and documentation 5. Support institutional operations 	<ul style="list-style-type: none"> - Diploma/Degree in Business/Public Administration - At least 2 years' experience - Proficiency in Microsoft Office - Strong communication and organizational skills
6	Receptionist	1	<ol style="list-style-type: none"> 1. Receive and attend to visitors and clients 2. Handle calls, emails, and inquiries 3. Maintain front office records and appointments 4. Provide customer care services 5. Support administrative tasks 	<ul style="list-style-type: none"> - Certificate/Diploma in Secretarial Studies or related field - 1–2 years' experience - Good communication and interpersonal skills - Basic computer skills - Professional appearance