



## EXTERNAL JOB ADVERT

**Date: September 15, 2025**

Uganda Printing and Publishing Corporation (UPPC), is a state Corporation established by the Uganda Printing and Publishing Corporation Act (Cap.330 of the Laws of the Republic of Uganda).

The Corporation is mandated to provide security, commercial printing and publishing services to the Government Ministries, Departments, Agencies, private individuals and organizations. UPPC developed a five-year strategic plan (2023/2028) and carried out an organizational review intended to create a robust organizational structure that would enable it to deliver on its mandate.

UPPC is seeking to recruit external self-motivated, result-oriented, qualified and dynamic candidates of proven integrity to fill the following positions:

### PUBLISHING DEPARTMENT

#### 1. PUBLISHING OFFICER

**Job Summary:** To coordinate publishing processes at UPPC, including manuscript review, article writing, editing, designing, coordination, and printing supervision ensuring publications meet quality standards, comply with legal and organizational requirements and support the preparation and participation in bidding and tender processes related to publishing services.

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|----------------------------|---------------------------|
| <b>JOB TITLE</b>           | PUBLISHING OFFICER        |
| <b>NUMBER OF POSITIONS</b> | ONE (1)                   |
| <b>REPORTS TO</b>          | SENIOR PUBLISHING OFFICER |
| <b>DUTY STATION</b>        | UPPC ENTEBBE HEAD OFFICE  |

## **ROLES AND RESPONSIBILITIES**

- i. Receive, assess, and approve manuscripts for publishing suitability, coordinate editing, proofreading, and formatting to ensure content meets UPPC's quality and style standards.
- ii. Coordinate the production of corporate publications such as annual reports, newsletters, brochures, magazines and special editions, ensuring timelines are met.
- iii. Contribute to the preparation of technical proposals, publishing specifications, and quotations for tenders, represent the publishing function in bid evaluations and client presentations.
- iv. Research, write, and edit articles, press releases, and features for internal and external audiences, highlighting UPPC's work, services, and achievements.
- v. Liaise with designers and typesetters to ensure correct layout, typography, and branding, approve final proofs before printing.
- vi. Check all content and printed materials for accuracy, grammar, and consistency, ensure compliance with copyright and publishing regulations.
- vii. Communicate with authors, stakeholders, and clients to provide updates, gather feedback, and ensure publishing needs are met.
- viii. Maintain databases of publications, contributors, and production schedules for easy reference and reporting.
- ix. Support the marketing of UPPC's publishing capabilities through events, media, and direct client engagement.
- x. Recommend enhancements to publishing processes, tools, and workflows, stay updated on new publishing trends and technologies.
- xi. Handle assigned tasks with confidentiality, professionalism, and attention to detail.
- xii. Prepare periodic reports on publishing activities, project progress, bidding outcomes, and challenges encountered and present to management.
- xiii. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

## **QUALIFICATIONS**

- i. Bachelor's Degree either in Mass Communication, Journalism, Education in Literature, Business Administration, Public Administration, Publishing or a related field from a recognized Institution.
- ii. At least 3 years of experience in publishing in a reputable organisation.
- iii. Relevant certificates in publishing will be an added advantage.

## **Skills and competences**

- i. Excellent project management and organizational skills.
- ii. Deep understanding of government and legal publishing standards.

- iii. Proficiency in publishing software (e.g., Adobe InDesign, MS Word, publishing platforms).
- iv. Skilled in publishing processes (editing, proofreading, typesetting, digital publishing), quality assurance, copyright compliance.
- v. Strong planning, attention to detail, creativity, problem-solving, communication, and teamwork and ability to work under tight deadlines
- vi. Integrity, customer care and focus, adaptability, decision-making, and continuous learning.

## 2. PUBLISHING ASSISTANT

**Job Summary:** To provide administrative, editorial, and production support in the publishing processes, assisting in manuscript preparation, article writing, publication coordination, bidding documentation, and quality control to ensure timely delivery of high-quality UPPC publications.

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|----------------------------|---------------------------|
| <b>JOB TITLE</b>           | PUBLISHING ASSISTANT      |
| <b>NUMBER OF POSITIONS</b> | ONE (1)                   |
| <b>REPORTS TO</b>          | SENIOR PUBLISHING OFFICER |
| <b>DUTY STATION</b>        | UPPC ENTEBBE HEAD OFFICE  |

### ROLES AND RESPONSIBILITIES

- i. Assist in receiving and reviewing manuscripts for completeness, prepare documents for editing, proofreading, and formatting.
- ii. Support the editing and proofreading processes by checking grammar, layout, and style against UPPC standards.
- iii. Assist in drafting articles, news items, and captions for newsletters, brochures, and corporate publications under the guidance of the Publishing Officer.
- iv. Support in preparing and updating production schedules, liaise with designers, typesetters, and printers to track progress.
- v. Support in checking layouts, images, and typography before approval for printing.
- vi. Assist in reviewing proofs to ensure content is accurate, consistent, and error-free.
- vii. Assist in compiling technical information, specifications, and quotations for tender submissions, organize related documents for bidding.
- viii. Maintain files and databases for manuscripts, publications, contributors, production schedules, and bidding submissions.
- ix. Respond to routine client and author queries, relay information between the publishing team and stakeholders.
- x. Provide general office and clerical support for the publishing Department, including preparing reports, minutes, and correspondences.

- xi. Establishing new project opportunities.
- xii. Monitoring updates within the publishing industry including changes to business models and technology.
- xiii. Perform any other duties as may be assigned from time to time to whom authority has been delegated.

### **Qualifications**

- i. Bachelor's Degree either in Education with English or literature, Mass Communication, Journalism, , Business administration, Public Administration, Publishing or a related field from a recognised Institution.
- ii. A minimum of one year's relevant experience in publishing in a reputable organisation.
- iii. Professional training or certification in publishing, editing, or digital publishing is desirable.

### **Skills and Competences**

- i. Strong editing and proofreading skills.
- ii. Excellent project management and organizational skills.
- iii. Deep understanding of government and legal publishing standards.
- iv. Skilled in publishing processes (editing, proofreading, typesetting, digital publishing), quality assurance, copyright compliance.
- v. Strong planning, high standards for accuracy, attention to detail, creativity, problem-solving, communication, teamwork and ability to work under tight deadlines
- vi. Integrity, customer focus, adaptability, decision-making, and continuous learning.

## **HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT**

### **3. DRIVER**

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|----------------------------|--------------------------|
| <b>JOB TITLE</b>           | DRIVER                   |
| <b>REPORTS TO</b>          | HUMAN RESOURCE OFFICER   |
| <b>NUMBER OF POSITIONS</b> | THREE(3)                 |
| <b>DUTY STATION</b>        | UPPC ENTEBBE HEAD OFFICE |

**Job summary:** To provide safe, reliable, and efficient transportation services to staff, visitors, and goods, while ensuring proper maintenance and care of the assigned vehicle to support the operations of the Corporation.

### **Roles and responsibilities**

- i. Drive vehicles for official duty and assignments

- ii. Deliver mails, finished products, raw materials, and other consignments as directed by the supervisor and ensure proper documentation of the same in accordance with corporation policy.
- iii. Carry out basic maintenance and cleanliness of the vehicle
- iv. Report major technical/mechanical faults to the supervising officer
- v. Check and ensure that all damaged parts that have been reported are replaced when vehicles are repaired or serviced.
- vi. Maintain records regarding the vehicles as instructed, including but not limited to recording motor vehicle mileage and fuel consumption in the vehicle logbook on a daily basis.
- vii. Ensure safety of the assigned vehicle while on duty
- viii. Carry out routine checks on the vehicle.
- ix. Monitor the period between servicing and ensure that the vehicle is serviced when due.
- x. Ensure timely renewal of insurance policy
- xi. Fill the required information in the logbook before any movement is done and submit it to the supervisor for approval.
- xii. Report all accidents minor or major, to the supervisor and Head of Department.

### **Qualifications**

- i. Minimum of A-Level Certificate;
- ii. Valid Driving Permit with relevant classes i.e. D and E
- iii. At least three (3) years of experience in a reputable organization.

### **Skills and Competences**

- i. Good knowledge of traffic laws and road safety regulations.
- ii. Excellent interpersonal and communication skills.
- iii. High level of integrity, reliability, flexibility and time management.
- iv. Safe and defensive driving skills.
- v. Customer care and interpersonal relations.
- vi. Ability to work under pressure and with minimum supervision.
- vii. High sense of responsibility and confidentiality.
- viii. Certificate in Defensive Driving, First Aid and Mechanical training is an added advantage

### **Interested persons who meet the required specifications are advised:**

- i. To apply to The Managing Director, Uganda Printing and Publishing Corporation (UPPC), P.O. Box 33 Entebbe, Uganda.
- ii. To mark the envelope with the job applied for in CAPITAL LETTERS, enclose a CV, academic transcripts and certified certificates, Postal, Telephone and Email address

- for both applicant and three professional referees to reach not later than September 29, 2025 by 5.00pm.
- iii. Those who prefer to apply online should send their application to [jobs@uppc.go.ug](mailto:jobs@uppc.go.ug)
  - iv. Details of the job descriptions can be accessed from the UPPC Website [www.uppc.go.ug](http://www.uppc.go.ug)
  - v. Only shortlisted candidates shall be contacted.