UGANDA CIVIL AVIATION AUTHORITY

VACANCY

Uganda Civil Aviation Authority (UCAA) is a corporate body responsible for regulation of civil aviation in Uganda. It manages Entebbe International Airport (EIA) and thirteen (13) other upcountry aerodromes. UCAA carries out its work in conformity with International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs). The Authority plans to recruit suitably qualified Ugandans of impeccable integrity and commitment to fill the following position in its establishment as detailed below: -

JOB REF   **:**   **UCAA/ADV/EXT/06/2025**

POSITION   **:**   **ICT INNOVATION OFFICER**

REPORTS TO   **:**   **SENIOR ICT INNOVATION OFFICER**

SALARY LEVEL **:**   **Grade - 10**

VACANCIES   **:**   **02**

JOB PURPOSE   **:**   The position exists to provide an Information Technology platform for UCAA through writing, developing and customizing IT programmes that result in operational efficiencies and effectiveness thereby contributing towards the attainment of UCAA's objectives and mandate.

PRINCIPAL ACCOUNTABILITIES:

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
1.	**Information Technology Management Processes**	▪ Develops and documents IT programmes and solutions in support of the business ▪ Customizes programmes to suit UCAA needs and conditions ▪ Verifies specifications for solutions and makes input before they are purchased or developed ▪ Verifies programmes for consistence and relevance to UCAA requirements ▪ Understands the business to ensure relevant and adequate IT programmes ▪ Ensures that the internal users are trained to take advantage of the full IT solutions ▪ Scans the technological horizon and consults with other Civil Aviation IT Officers to ensure IT programmes at UCAA are in line with world trends. ▪ Participates in the integration of UCAA Systems.

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2.	**Customer Satisfaction**	▪ Understands the needs of UCAA departments and offers IT solutions to resolve these needs ▪ Reviews the customers' needs and integrates the needs with best practice and develops programmes for them.
3.	**Carries out any other lawful assignment allocated by the immediate Supervisor.**	The job holder is cooperative and readily responds to any ad hoc tasks assigned to him.

PERSON SPECIFICATIONS:	
Essential Requirements	An honours Bachelors' degree in Computer Science, Information Technology, Statistics, Mathematics, Physics or equivalent.
AGE	From 25 to 35 years old
Desirable Requirements	• Knowledge of DBMS such as Oracle, Ingress, Sybase, and MS SQL Server. • Working knowledge of programming languages such as C/C++, visual Basic, Java, Python and web scripting languages like HTML, XML, PHP, etc
Work Experience	At least three years relevant work experience.

SPECIAL SKILLS & ATTRIBUTES
  i) Problem solving skills,
  ii) Team working capabilities,
  iii) Personal initiative and
  iv) Good interpersonal and communication skills.

HOW TO APPLY:

1) To view the above-mentioned job advertisements and apply, please enter the link **https://recruitment.caa.co.ug** into your browser to create an account and start the application process.

2) Sign up to create an account (New users).

3) Log in with your username and password.

4) Create a CV by filling in all the required information before proceeding.

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5) Click Home and there you will see the advertised job. To apply, click the **"Apply"** button. Thereafter a popup message will appear **confirming** your application was successful.

6) Please note that falsification of information is an offense in UCAA. You are advised to only apply for the jobs where you meet the minimum requirements as indicated in the job description as well as being very sincere while responding to the application questionnaire.

7) Physical/hard copy applications will not be accepted.

Note:

a) For any inquires or assistance, please contact: +256-312-352000.
b) Applications are to be received not later than **5:00 pm** on **28th July 2025**. It is the duty of the applicant to ensure that his/her application is received by the indicated date and late applications will not be entertained under any circumstances.
c) In your CV please include contacts of two credible referees i.e. one professional (past or present employer/supervisor) and the other for character assessment.

We pledge to conduct a transparent recruitment process!

The Director Human Resource & Administration,
Uganda Civil Aviation Authority (Head Office),
P.O. Box 5536,
KAMPALA

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