# Computer Lab Attendant

### Description

The **Kitara Institute of Commerce, Media, Vocational and Social Development Studies** invites applications from qualified and motivated individuals for the position of **Computer Lab Attendant** at its **Main Campus in Hoima City, Uganda**.

Established in **1999**, Kitara Institute is a recognized training institution committed to delivering **practical and market-oriented education** that prepares learners for employment, entrepreneurship, and community service. Located in the **Albertine region within the Great Rift Valley**, the institute serves students from Uganda and neighboring countries.

The institution offers **Diploma and Certificate programs** in various fields and is fully **licensed and registered with the Ministry of Education and Sports** . It is also accredited by the **Uganda Business and Technical Examinations Board (UBTEB)** and the **Directorate of Industrial Training (DIT)**.

The **Computer Lab Attendant** will play an important role in supporting ICT learning by ensuring that the computer laboratory is well maintained, functional, and accessible for practical training sessions.

### Responsibilities

- Maintain and monitor **computer systems, software, and ICT equipment** in the computer laboratory.
- Assist students during **ICT practical lessons and training sessions**.
- Support lecturers and instructors during **computer-based classes and demonstrations**.
- Ensure **computer lab safety, cleanliness, and proper organization of equipment**.
- Monitor **lab usage and ensure adherence to computer lab policies and procedures**.
- Report **technical issues or equipment faults** to the appropriate department.
- Assist in **basic troubleshooting and maintenance of computer systems**.
- Maintain **records of computer lab usage and equipment inventory**.

### Qualifications

- Minimum **Certificate in Information and Communication Technology (ICT)** or a related field.
- Additional training in **computer maintenance or networking** is an added advantage.

### Job Benefits

- Opportunity to work in a **recognized vocational and academic training institution**.
- Gain experience in **ICT support and educational technology environments**.
- Opportunity for **professional development in ICT and educational**

**Hiring organization**
Kitara Institute of Commerce, Media, Vocational and Social Development Studies

**Employment Type**
Full-time

**Beginning of employment**
As soon as possible

**Duration of employment**
Permanent

**Industry**
Permanent / Contract (based on institutional policy)

**Job Location**
Kibingo Village, P.O. Box 235, Hoima, South Western, Uganda

**Working Hours**
Full-Time (Academic Schedule)

**Date posted**
March 1, 2026

**Valid through**
13.03.2026

**support roles**.

**Contacts**
**Office:** 0773 206318
**Registrar:** 0775 580943
**Principal:** 0779 221309
**Director:** 0772 874196

**Email:** kitarainstitute1999@yahoo.com

**Postal Address:**
P.O. Box 235, Hoima – Uganda