Lecturer / Trainer – Business Department

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
Education / Business & Office Administration Training

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

Working Hours
Full-Time (Academic Schedule)

Date posted
January 20, 2026

Valid through
31.01.2026

Description

The **Kitara Institute of Commerce, Media, Vocational and Social Development Studies** invites applications from qualified and motivated individuals for the position of **Lecturer/Trainer in the Business Department** at its **Main Campus in Hoima City, Uganda**.

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

The institute offers **Diploma and Certificate programs** across several professional disciplines 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 **Business Department** equips learners with practical competencies in **office administration, secretarial studies, and records management**, preparing them for careers in both the public and private sectors. The successful candidate will deliver both **theoretical and practical training** that develops students' professional office management skills.

Responsibilities

- Teach **Office Management, Secretarial Studies, and Records & Information Management courses**.
- Prepare **lecture notes, learning materials, assignments, and examinations**.
- Provide practical instruction in **office administration, documentation, and records management systems**.
- Mentor students in **professional office conduct, administrative skills, and career development**.
- Maintain **accurate student records, assessments, and academic reports**.
- Participate in **curriculum development and departmental program improvement**.
- Support **academic activities, meetings, and institutional initiatives**.

Qualifications

- Bachelor's Degree in **Secretarial & Office Management**, OR

- Bachelor's Degree in **Records & Information Management**, or a related field.
- Teaching experience in a **training institution** or practical experience in **office administration** is an added advantage.

Job Benefits

- Opportunity to **train future professionals in office administration and business management**.
- Work within a **recognized vocational and academic training institution**.
- Participate in **academic development and curriculum improvement**.
- Opportunity for **professional growth within the education sector**.

Contacts

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