



EAST AFRICAN CIVIL AVIATION ACADEMY

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In any correspondence on this subject

*Please quote Ref: **EACAA/SPF/500***

Your Ref:

10th November, 2025

Applications are invited from suitably qualified Ugandans to fill the vacant posts in the East African Civil Aviation Academy- Soroti.

Interested persons should submit in their application letters with a copy of academic certificates, National identification card, recommendation letter from the LC1 and current passport photo.

Applications should be addressed to the Director, East African Civil Aviation Academy Soroti, P.O Box 333, Soroti- Uganda not later than Friday 21st November, 2025 - 5:00pm

Only shortlisted applicants will be contacted.

Job Title	:	Askari (2)
Salary Scale	:	U8
Reports To	:	Human Resource Officer
Age	:	25years and above

Job Purpose: To protect Academy's property and staff by maintaining a safe and secure environment

Job Description

- i) To observe for signs of crime or disorder and investigate disturbances
- ii) To monitor and authorize entrance and departure of employees, visitors and other person
- iii) To guard against theft and maintain security of premises and patrol randomly or regularly the Academy's buildings and perimeter
- iv) To call police or fire departments in cases of emergency such as fire or presence of unauthorized persons
- v) To warn persons of rule infractions or violations and apprehend or evict violators from premises, using force where necessary
- vi) To operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas
- vii) To take accurate notes of unusual occurrences
- viii) To report in detail any suspicious incidents to Management of the Academy and
- ix) To perform any other duty as may be assigned from time to time by the supervisor.

Personal Qualification

- i) Ordinary Level Certificate with at least 2 credits including English language and three (3) passes.
- ii) Certificate in security training is an added advantage

Competences

- i) Records Information Management
- ii) Communicating Effectively
- iii) Public Relations and Customer Care

Job Title : **Cleaner (2)**
Salary Scale : **U8**
Report To : **Assistant Housekeeper/ Supervisor**
Age : **25years and above**

Job Description

The incumbent will be responsible for the following duties

- i) Sweeps and slashes the Academy compound
- ii) Emptying waste bins or similar receptacles, transporting waste material to designated collection points.
- iii) Sweeping floors with brushes or dust control mops.
- iv) Mopping floors of the Academy offices, classes and toilets; and
- v) Performs any other duty as may be assigned from time to time by the supervisors.

Personal Qualification

Applicants must be Ugandans by nationality with:

- i. Ordinary Level (O Level) Certificate of Education with at least a pass in English language and mathematics

Note:

Applications are to be received not later than 5:00 pm on 21st November, 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.

DIRECTOR
EAST AFRICAN CIVIL AVIATION ACADEMY