



UGANDA NATIONAL ACCREDITATION SERVICE

Document No: UGANAS-F-95

Revision Number: 1

Effective Date: 15th January, 2025

Document Title: **EXPRESSION OF INTEREST AS AN ASSESSOR/EXPERT**

Expression of Interest:

Become a UGANAS Assessor or Technical Expert

Date: 4th /November, 2025

Position: Assessor / Technical Expert
(Contractual/Part-Time Basis)

The **Uganda National Accreditation Service (UGANAS)**, mandated by the Accreditation Services Act No. 20 of 2021, provides impartial, independent, and competent accreditation services to enhance Uganda's economic competitiveness. As the national accreditation body, UGANAS plays a crucial role in ensuring the quality and competence of conformity assessment bodies (CABs).

To effectively fulfill our mandate, we are expanding our registry of qualified professionals as Assessors/Experts. UGANAS invites qualified, independent, and experienced professionals to express interest to become UGANAS Assessors following an evaluation in accordance with the criteria for recruitment (Form or Procedure for recruitment).

Interested professionals can register through the registry portal of UGANAS, <https://uganas.go.ug/> as **Assessors** or **Technical Experts**. This is an opportunity to contribute your expertise to Uganda's accreditation landscape and support the development of high-quality services.

Key Responsibilities

Assessors and Technical Experts are integral to UGANAS's core function and

they undertake assessment of CABs in accordance to UGANAS procedures which will be provided.

Minimum Criteria and Requirements

Applicants will be reviewed and evaluated against the set criteria under section **6.1.2** of the UGANAS Procedure (UGANAS-F-06) for Competence Assessment.

1. General Requirements for Assessors and Technical Experts

Performance Area	Minimum Requirement (Source)
Education	University or professional college education of the relevant course of studies or other relevant qualification.
Work Experience	4 years of work experience, of which at least 2 years related to the technical field covered by registration/accreditation scope.
Languages	Capability of written and oral communication in English and any other applicable international or local languages.
Additional Knowledge	Knowing and understanding the Ugandan legislation which governs the activity to be accredited, and knowledge of risk-based assessment principles.

2. Specific Requirements for Assessor

Assessors should also demonstrate:

- **Management System Knowledge:** Knowledge of general principles and tools of management systems and their use in the activity.
- **Requirements for Accreditation:** Knowing and understanding the standards containing requirements for competence for the field of registration and relevant guides.



**UGANDA NATIONAL
ACCREDITATION SERVICE**

Document No: UGANAS-F-95

Revision Number: 1

Effective Date: 15th January, 2025

Document Title: **EXPRESSION OF INTEREST AS AN ASSESSOR/EXPERT**

- **Expertise:** Familiarity with work procedures, practical experience, ability to identify critical influence factors, and familiarity with good professional practice and the state of the art in the respective field.

3. Focus Areas and Relevant Standards

We invite interest from professionals with expertise in one or more of the following international standards and relevant technical fields:

Accreditation Scheme (Standard)	Focus Area
ISO 15189:2022	Medical Laboratories
ISO/IEC 17025:2017	Testing and Calibration Laboratories
ISO/IEC 17020:201	Inspection Bodies
ISO/IEC 17021-1:2015	Management Systems Certification (e.g., ISO 9001, 14001, 22000)

Application and Qualification Process

Interested personnel shall apply using form **UGANAS-F-10**.

1. **Application Review:** The **Evaluation Committee** shall review and evaluate the applications, data, and documents received against the criteria outlined above.
2. **Interview:** Applicants who meet the criteria are then subjected to an **interview** by the Evaluation Committee.
3. **Training:** Successful candidates will undergo a qualification process, which includes a **Assessor course** covering the accreditation standard, requirements, process, assessment procedure, and techniques. **All selected candidates for assessors**, except those who already have

the appropriate training for accreditation, **shall undergo training**.

4. **Authorization:** Upon successful training and the acquisition of practical experience, candidates deemed successful will be authorized to take part in assessment processes after signing a contract with UGANAS on **UGANAS-F-03**.

How to Apply:

Interested and qualified candidates are invited to submit their detailed **Curriculum Vitae (CV)**, **Certified Academic documents**, **certificates of trainings and workshops attended**, and a **Letter of Expression of Interest** addressed to Quality Manager UGANAS, clearly indicating the position as an "Assessor or Technical Expert".

Please address your application to:

The UGANAS Secretariat

Attention: Assessor Recruitment

Uganda National Accreditation Services

Plot 42A Mukabya Road, Nakawa Industrial Area, Kampala, Uganda.

Tel: + 256 (772)313464

Submission Deadline: 5:00 PM EAT, December 31, 2025

Submissions should be sent electronically to: info@uganas.go.ug.

cc: isekidde@uganas.go.ug,

(Use the subject line: "**EOI – UGANAS (Expression of interest as Assessor/Technical Expert)- [Role: Technical Assessor or Technical Expert] - [Standard Name(s)]**").