



UGANDA MUSLIM MEDICAL BUREAU

HUMAN RESOURCES DEPARTMENT

INTERNSHIP GUIDELINE

Uganda Muslim Medical Bureau core principals and its mandate since ideation in the 1999, was to coordinate all activities of Muslim PNFP health facilities in Uganda. In recognition of this, UMMB has now created a platform through its structures to enroll international interns within its facilities as a priority.

Response of Ministry of Health National Agenda.

It is in response to this objective that UMMB wishes to provide an avenue through which young people can participate in practical activities of Health as interns and volunteers in UMMB Health facilities. This way the younger professionals get involved in practical health related matters and leadership service.

Purpose

The purpose of the intern/volunteer program is to engage fresh graduates in Health activities and give them professional experience, which relates to and supplements their studies.

Intern/ volunteer

An intern/volunteer is a person who unconditionally sets out to identify with and participate in the work of UMMB through the network for the love, interest and passion and commitment to the work without expecting any financial or material reward. Material rewards, if they come, should be incidental to and not the primary motivation.

Depending on one's qualifications, the assignments will relate to the Organization's strategic activities or administrative and technical functions.

Eligibility

Age: Youth from the international community with a wide range of disciplines are eligible to apply for 1-4 month internships at UMMB.

- Academic qualifications and in health sector fields: Internships are exclusively reserved for students who have completed their first degree or those pursuing their postgraduate degree programme (second university degree or higher) or technical/professional studies.
Languages: Excellent spoken and written knowledge of English. Knowledge of any other working languages of Uganda is an added advantage. Computer skills: Ability to use office-related software (MS Office)
- Availability: The duration of an internship will be between one and four months.

Recruitment

It is expected that the volunteers will be "self-recruiting" based on their interest in UMMB affairs. Application for internship/volunteership will be made by filling an application form available at UMMB Offices or downloaded from UMMB website www.ummb.co.ug, detailing one's qualifications and desired field of work. Applications will be considered on first come first served basis.

Conditions/Contract

- The following conditions shall apply to interns/ volunteers recruited to UMMB.
- The intern/ volunteer shall be given a contract, which subjects him/her to the authority of the Facility Admin.
- The duration of the contract will not be longer than 4 months depending on the needs of the National Commission.



- The granting of internship/ volunteering opportunity should not be interpreted in anyway as a preliminary step to recruitment to the Uganda Muslim Medical Bureau UMMB.

Remuneration

- UMMB does not remunerate or pay Interns/Volunteers.
- Costs and arrangements for travel, accommodation and living expenses are the responsibility of Interns/Volunteers or their sponsoring institutions.
- UMMB accepts no responsibility for the medical insurance of interns/volunteers or for costs arising from accidents and illness incurred during an internship.
- Interns are fully responsible for arranging at their own expense health and other forms of insurance covering the period of internship at UMMB.

The Interns/Volunteers shall during the period of internship respect the agreed working hours and observe the norms required of staff of the Commission such as:-

- Conduct themselves at all times in a manner befitting their status as public servants.
- Not engage in any activity that is incompatible with the proper discharge of their duties with the National Commission.
- Avoid any action and in particular any public pronouncement, which may adversely reflect the integrity, required of them.
- Exercise discretion about all matters of official business and shall not communicate to any person unpublished information known to them by reason of their position except in the course of their duties or by authorization of the Admin or in charge of the facility.
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Confidentially and publication of information

- Interns are expected to respect the confidentiality of information collected or received within the UMMB network.
- Have high level of personal integrity and confidentiality to client information.

Benefits to the Intern/Volunteer

By participating in the program of UMMB, the intern/ volunteer should gain in following:-

- Self-motivation.
- Practical Knowledge
- Exposure/experience and expansion.
- Satisfaction and participation.
- Contacts and networking.
- Learning and training.
- Guidance.
- Intellectual understanding.
- Responsibility.
- Assessment and evaluation

If you are interested in an internship at Uganda Muslim Medical Bureau Facility Members, please use our application form.