



UGANDA NATIONAL BUREAU OF STANDARDS

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GRADUATE INTERNSHIP PLACEMENT 2025

Uganda National Bureau of Standards (UNBS) is a Government Agency responsible for Standardization, Quality Assurance, Metrology, and Laboratory Testing (SQMT) with the objectives of promoting Fair Trade and Protecting Consumers and the Environment against Harmful Commodities.

UNBS seeks to offer Graduate Internship placement opportunities to Fresh Graduates (*3 years and Below since Graduation*) for 1 year starting **October 2025 to September 2026** as part of its corporate social responsibility to support fresh graduates attain experience, skills and exposure in the work world.

Eligibility;

- i. The applicant must be a fresh graduate of not more than 3 years after graduation by the time of this advert.
- ii. The assessment and selection shall be dependent on available vacancies
- iii. Applicants should fit within the specified qualifications
- iv. Willingness to undertake assignments given by the supervisor
- v. Willingness to abide by UNBS Human Resource Procedures and Policies Manual guidelines

Mode of Application

- i) Follow the Link <https://hrm.unbs.go.ug/intern/graduate/apply/>
- ii) Use your Email Address for Registration
- iii) Fill in all Tabs as per the Application
- iv) Attach your recommendation/introduction letter from the institution or department of study
- v) Complete your Application by clicking the Tab for “**Submit Application**”
- vi) No Hand Delivered Applications will be received

Please Note

- i) *Any form of Canvassing will lead to Automatic Disqualification.*

- ii) *UNBS does not request for any Payments or favors at any stage of the internship placement process*
- iii) *Only Shortlisted students will be contacted*
- iv) *Applications are open from 16th to 23rd September 2025, 5.00pm.*

1. GRADUATE INTERNS-TECHNICAL

Reporting to Heads of Divisions, the main purpose of the placement is to provide standardisation activities to UNBS stakeholders and will be responsible for the following duties;

- Develop, implement and enforce National Standards as guided by UNBS Act, regulations and procedures
- Provide technical and scientific input in the planning and operations of UNBS standardization programmes
- Undertake stakeholder analysis and incorporate requirements in the work programme in consultation with the supervisor
- Prepare and submit monthly, quarterly and annual reports
- Carry out any other duties as may be assigned by the supervisor or management.

Qualifications and other requirements

- Honours Degree in Chemistry, Biology, Food science, Food Technology, Engineering or any other science related qualification from a recognized University/Institution
- Must be computer literate with skills in MS Word, Excel, PowerPoint, and Internet applications.
- **Age:** Between 22 and 30 years.

The successful candidate needs to be a team player, an excellent communicator with good oral communication and presentation skills.

2. GRADUATE INTERN-NON TECHNICAL

Reporting to the Head of Division in area of deployment; the successful candidate shall be required to perform the following duties;

- Contribute to Departmental/Division functions in accordance with the existing work plans and other requirements.
- Participate in the implementation of the programs as approved in the annual work plan.
- Perform any other duties as allocated by the supervisor.
- Prepare and submit monthly, quarterly and annual reports
- Carry out any other duties as may be assigned by the supervisor or Management.

Qualifications and other requirements

- a) Possession of Honours degree in either Commerce, Business Administration, Accounting, Auditing, Finance, Computer Science, Information Technology, Human Resource Management, Statistics, Records and Archive Management, Information Science or Library Information Management or other relevant business courses
- b) Should be proficient in computer - Ms Word and Excel, and able to use the Internet

Age: Between 22 and 30 years

The successful candidate needs to be a team player, an excellent communicator with good oral communication and presentation skills.