



PHARMACEUTICAL SOCIETY OF UGANDA (PSU)

Scholarship Opportunity for Undergraduate Pharmacy Students

The Pharmaceutical Society of Uganda (PSU) in partnership with The Square Foundation, UK is pleased to announce a scholarship opportunity for undergraduate students enrolled in accredited Pharmacy training programs in Uganda.

WHO SHOULD APPLY

1. Current pharmacy students who are already admitted and actively enrolled in an accredited Ugandan university offering a Pharmacy degree.
2. Financially needy students: - applicants must demonstrate genuine financial need.
3. Strong academic performers: - can't should have a record of good academic standing.
4. Ugandan nationals — applicants must hold Ugandan citizenship.

WHAT THE SCHOLARSHIP COVERS

Tuition support and/or contribution toward academic fees.
The exact award package will be determined following review of applications and verification of need.

REQUIREMENTS

Completed application letter addressed to the PSU Secretary via psusecretary@psu.ac.ug

1. Proof of admission (official admission letter or university enrollment confirmation).
2. Academic record (most recent official transcript or certified academic results).
3. Evidence of financial need (a brief statement of financial circumstances and any supporting documents such as a letter from a local council, guardian statement, or proof of household income).
4. Copy of national identification or birth certificate.
5. Two referees (names and contact details; at least one academic referee recommended).

HOW TO APPLY

Submit your application and all supporting documents to the PSU Secretary via psusecretary@psu.ac.ug

Ensure your submission clearly states your full name, university, year of study, contact phone number, and postal/email address. Incomplete applications may not be considered.

Selection process

Applications will be screened for eligibility, financial need, and academic merit. Shortlisted candidates may be invited for interview or further verification. Final award decisions will be made by a joint PSU-Square Foundation selection committee.

Important notes

Only applicants who meet all eligibility criteria will be considered. Applicants must ensure all documents are authentic; false information will disqualify an application.

Contact and enquiries

Direct enquiries and clarifications to psusecretary@psu.ac.ug

Apply promptly and ensure your application is complete. This is an opportunity to secure vital support for your Pharmacy training and contribute to the future of pharmaceutical care in Uganda.

The deadline is **25th February 2026 at 6:00PM EAT**

Applications submitted past the deadline shall not be considered.

Quote your PSU pharmacy student number in the application.

PREQUALIFICATION OF PROVIDERS FOR SUPPLIES AND SERVICES FOR FINANCIAL YEARS 2026/2027 AND 2027/2028

The Pharmaceutical Society of Uganda (PSU) has allocated funds and hereby invites sealed applications from eligible and competent firms/companies for prequalification for the supply of goods and services for the Financial Years 2026/2027 and 2027/2028.

A. SUPPLIES

Code	Description
Sup/PSU/26-28/0001	General Office Supplies / Stationery
Sup/PSU/26-28/0002	Office Furniture & Fittings
Sup/PSU/26-28/0003	Promotional Materials
Sup/PSU/26-28/0004	Supply & Maintenance of Generators
Sup/PSU/26-28/0005	Toner, Printers, Computers & Accessories
Sup/PSU/26-28/0006	Temperature Control Devices / Hygrometers
Sup/PSU/26-28/0007	Supply & Maintenance of CCTV Cameras and AC machines

B. SERVICES

Code	Description
SVCS/PSU/26-28/0001	Hotel & Conferencing Services
SVCS/PSU/26-28/0002	Security Services
SVCS/PSU/26-28/0003	Insurance Brokerage
SVCS/PSU/26-28/0004	Professional Services - Legal & Consultancy Services
SVCS/PSU/26-28/0005	Catering Services
SVCS/PSU/26-28/0006	Tours & Travel
SVCS/PSU/26-28/0007	Maintenance & Repair of Equipment - Computers & Printers
SVCS/PSU/26-28/0008	Graphics Design & Printing Services
SVCS/PSU/26-28/0009	Garbage Collection & Compound Maintenance
SVCS/PSU/26-28/0010	Videography & Photography
SVCS/PSU/26-28/0011	Advertising & Media

BIDDING PROCEDURE

Bidding shall be conducted in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 and its Regulations using Open Domestic Prequalification procedures.

ACCESS TO DOCUMENTS

Interested bidders may inspect and obtain the prequalification bidding documents from the address below **Monday-Friday, 8:00 am. - 5:00 pm.**, upon payment of a non-refundable fee of UGX 100,000.

SUBMISSION OF APPLICATIONS

Applications must be delivered on or before **11:00 am., 2nd March 2026**. Late submissions shall be rejected.

BID OPENING

Bid opening shall take place on **9th March 2026 at 11:30 pm.**

ADDRESS FOR INSPECTION, ISSUANCE & SUBMISSION
Pharmaceutical Society of Uganda
Plot 1847 East African Road, Banda, Kyambogo
P.O. Box 3774, Kampala, Uganda

ADDRESS FOR BID OPENING

PSU Council Boardroom
Plot 1847 East African Road, Banda, Kyambogo
P.O. Box 3774, Kampala, Uganda

JOB OPPORTUNITIES

About PSU:

The Pharmaceutical Society of Uganda (PSU) is the national professional body for Pharmacists in Uganda established under the Pharmacy and Drugs Act Cap 309 Laws of Uganda. The Society is governed by the Council with the mandate to secure the highest practicable standards in practice of pharmacy in Uganda. The Secretariat of the Society is headed by the Secretary who oversees the day to day running of the society affairs. PSU has strategic plan 2024/25- 2029/2030 accessed on society website www.psu.or.ug

We have two positions Finance and administration manager, and Front Desk officer (Pharmacist) to be based at the Secretariat of the Pharmaceutical society of Uganda at the Pharmacy House Kyambogo opposite kabaka's farm East African Road.

Job Title: Finance and Administration Manager, Pharmaceutical Society of Uganda (PSU)

Job Summary:

We're seeking a results-driven Finance and Administration Manager to oversee PSU's operations, reporting to the Secretary, PSU. You'll manage staff, finances, and administration, driving PSU's mission with a focus on efficiency and accountability.

Key Responsibilities:

- Support the Secretary in overseeing the daily operations, ensuring efficient use of resources

- Supervise and manage all secretarial staff, promoting accountability and performance
- Enforce organizational policies, procedures, and deadlines strictly
- Manage assets, inventory, and logistics with utmost care
- Support planning, budgeting, and strategic decision-making
- Coordinate events, meetings, and communications
- Ensure compliance with regulatory requirements
- Monitor and report on staff performance, addressing productivity issues promptly

Requirements:

- Bachelor's degree in Finance, Accounting, Business Administration, Law or related field
- Postgraduate qualification in Management/ Administration an added advantage
- At least three years of experience in finance and admin/ management
- Strong leadership, management, and communication skills
- Proficiency in MS Office and accounting software
- Ability to maintain high standards of professionalism and integrity

What We Offer:

- Competitive salary and benefits package
- Opportunities for professional growth and development
- Collaborative and dynamic work environment.

Front Desk Officer (Pharmacist), Pharmaceutical Society of Uganda (PSU)

Job Summary:

We're seeking a friendly, organized, and licensed pharmacist to manage PSU's reception, handle communications, and provide administrative support.

Key Responsibilities:

- Greet visitors, respond to pharmacy-related queries, and direct them as needed
- Manage phone calls, emails, and correspondence
- Provide administrative support to the team
- Support professional development initiatives for pharmacists
- Contribute to pharmacy-related projects and activities
- Maintain office supplies and ensure a tidy front desk area
- Perform any other duties assigned from time to time

Requirements:

- Bachelor's degree in Pharmacy
- Registered as pharmacist in Uganda and holds a valid annual PSU membership certificate
- At least one year of experience in a related role.
- Excellent communication and interpersonal skills
- Proficiency in MS Office

Competencies and Skills:

- Quick decision-making and problem-solving

- Ability to work under pressure
- Strong organizational and time management skills
- Excellent customer service skills

Reporting:

Reports to the Secretary through the Finance and Administration Manager

What We Offer:

- Competitive salary and benefits package
- Opportunities for professional growth and development

We Encourage:

- Female candidates to apply, promoting diversity in our team
- Candidates with a proven track record of driving results and managing teams effectively

How to Apply:

Hand deliver your application accompanied by your CV and certified copies of your academic documents to:

The Secretary Pharmaceutical society of Uganda
P.O Box 3774 Kampala, Pharmacy House
Kyambogo opposite kabaka's farm East African Road Kampala.

Or Email to : secretary@psu.org.ug by **3rd March 2026 at 4:00pm EAT**. Only shortlisted applicants shall be contacted.



THE COUNCIL PHARMACEUTICAL SOCIETY OF UGANDA

Payment and Collection of Bid Documents.

Please note for each item you wish to bid for attracts a single payment of 100,000/=

Below is the PSU bank Account details

Name	Pharmaceutical Soc of Uganda
Bank	Stanbic Bank (U) Ltd
Account Number	9030005895331
Branch	Forest Mall Lugogo
Sort Code	047955.
Swift Code	SBICUGKX
City	Kampala

For inquiries

psusecretary@psu.or.ug