

MUNI UNIVERSITY



EMPLOYMENT OPPORTUNITIES (Detailed External Advertisement No. 2/2024)

April, 2024

Applications are invited from suitably qualified Ugandans to fill vacant positions at Muni University on replacement basis. Typed application letters should be submitted in triplicate to **the University Secretary, Muni University, P. O. Box 725, Arua, or Kampala Liaison office in Makerere University Lincoln House A1** to be received not later than **Monday 13, May 2024 at 5:00pm.**

The detailed job descriptions and the person specifications for the positions advertised can be viewed on the University web-site, www.muni.ac.ug

VACANT STAFF POSITIONS

ACADEMIC STAFF POSITIONS

S.No	Post	Number of Vacancies	Scale	Job Reference Number
1.	Senior Lecturer in General Management	1	PU5	MU/ACD/1.2/2024
2.	Assistant Lecturer in Midwifery	1	PU6.2	MU/ACD/2.2/2024
3.	Assistant Lecturer in Geography	1	PU6.2	MU/ACD/3.2/2024
ADMINISTRATIVE & SUPPORT STAFF POSITIONS				
1.	Deputy University Secretary	1	PU4	MU/ADM/1.2/2024
2.	Deputy Chief Planner	1	PU4	MU/ADM/2.2/2024
3.	Senior Assistant Engineering Officer (Electrical)	1	PU10	MU/ADM/3.2/2024
4.	Office Attendants	3	PU15	MU/ADM/4.2/2024

MODE OF APPLICATION:

1. The application letter should bear the title of the post and the reference number specified against the vacancy.
2. Applicants should attach three sets of certified photocopies of their Academic Documents and Professional Certificates, National Identity Card and three recent passport size photographs, a typed and signed CV, evidence of previous employment (contract document(s), appointment letter(s) and Certificate(s) of Service) and any other relevant documents.
3. The application must include the applicant's telephone contact, e-mail address and telephone numbers of three referees.
4. An applicant who shall not formally receive communication from the University on completion of the selection exercise should consider him/herself unsuccessful.

**UNIVERSITY SECRETARY
MUNI UNIVERSITY**

ACADEMIC STAFF POSITIONS

Job Reference:	Muni. ADVERT MU/ACD/2.1/2024
JOB TITLE:	Senior Lecturer in General Management
Number of vacancies	One (1) Post
Salary Scale:	(PU5 TNSC)
Responsible to:	Head of Department
Responsible for:	Lecturer, Assistant Lecturers and Researchers
Terms of employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF JOB

To teach undergraduate and postgraduate students at the University through well researched and prepared lectures; maintain academic and professional excellence through research and dissemination of research findings; and Contribute to the University and wider society through community service.

KEY FUNCTIONS

- To prepare well-researched lectures and delivering them to undergraduate and postgraduate students.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- To administer and invigilate tests and examinations according to University policy and regulations.
- To mark tests, course works and examination scripts, compiling and grading examination results in accordance with University policy and regulations.
- To guide and advise students on their academic performance.
- To conduct research and disseminating research findings through conferences, seminars and publications.
- To supervise undergraduate and post graduate students undertaking research projects.
- To conduct seminars and tutorials.
- To carry out administrative duties in the department as directed by the Head of Department.

KEY OUTPUTS

- Well researched Lectures prepared and delivered.
- Research conducted and research findings disseminated through conferences, seminars and publications.
- Students undertaking researches supervised.
- Seminars conducted.

- Tests, examinations and course work set, scripts marked and graded and results submitted on time.
- Students guided and advised on their performance

PERSON SPECIFICATIONS

1. Should hold a PhD in Management or Business Administration (Management Option) or Public Administration or Human Resource Management.
2. Should have a Master's degree in Public Administration or Management or Human Resource Management or Business Administration (Management option).
3. Should have an Honors Bachelor's Degree in Business Administration (Management option) or Commerce or Business Studies (Management option) or Bachelor of Arts Social Science (Management/Public Administration) or Human Resources Management or Public Administration and Management or Social Work and Social Administration.
4. Should have at least five (5) years of teaching experience at any level in an institution of higher learning.
5. Should have at least three (3) internationally recognized peer reviewed publications in the field of specialization.
6. Should have supervised one (1) graduate student to completion.
7. Having knowledge and experience in writing Fundable Research grant proposals is an added advantage.
8. Should have computer literacy skills.
9. The applicant should be below the age of 55 years at the time of application.

Job Reference:	Muni. ADVERT MU/ACD/2.2/2024
JOB TITLE:	Assistant Lecturer in Midwifery
Number of Vacancies:	(1 Post)
Salary Scale:	(PU6.2 TSC)
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

Assist the Senior Staff in teaching undergraduate students.

KEY FUNCTIONS

1. Assists in preparing lectures and conducting lectures to undergraduate students.
2. To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department, attend to examiners and Board meetings.
3. Assists in marking tests and examinations scripts and compile results according to grading standards of the University.

4. Assists in administering and invigilate tests, examinations and coursework according to University standards.
5. Assists in supervising students undertaking research in line with the University's guidelines and regulations.

KEY OUTPUTS

1. Lectures prepared and delivered to undergraduate students.
2. Tests, examinations and coursework set, marked and results compiled.
3. Tests, examinations and coursework administered.
4. Students undertaking research Supervised in line with the University's guidelines and regulations.

PERSON SPECIFICATIONS

1. Should have at least a Masters' degree in Midwifery or Midwifery and women health.
2. First Class or Second-class Upper Bachelor of Midwifery or Bachelor of Nursing.
3. Should have a high level of academic potential to pursue higher degrees.
4. Must be registered with the relevant profession body.
5. Demonstrated computer and communication skills.
6. The applicant should be below the age of 45 years at the time of application.

Job Reference:	Muni. ADVERT MU/ACD/2.2/2024
JOB TITLE:	Assistant Lecturer in Geography
Number of Vacancies:	(1 Posts)
Salary Scale:	(PU6.2 TNSC)
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

Assist the Senior Staff in teaching undergraduate students.

KEY FUNCTIONS

1. Assists in preparing lectures and conducting lectures to undergraduate students.
2. Assists in setting set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
3. Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
4. Assists in administering and invigilate tests, examinations and coursework according to University standards.
5. Assists in supervising students undertaking research in line with the University's guidelines and regulations.

KEY OUTPUTS

1. Lectures prepared and delivered to undergraduate students.
2. Tests, examinations and coursework set, marked and results compiled.
3. Tests, examinations and coursework administered.
4. Students undertaking research Supervised in line with the University's guidelines and regulations.

PERSON SPECIFICATIONS

1. Should have at least a Masters' of Geographical Sciences or Masters of Arts in Geography.
2. Should hold a First Class or Second-class Upper Bachelor's of Science degree in Education majoring in Geography or Bachelor of Arts in Education majoring in Geography or Bachelor of Arts in Geography with a Post Graduate Diploma in Education.
3. Experience of having taught Geography at a higher institution of learning is an added advantage.
4. Should have a high level of academic potential to pursue higher degrees.
5. Demonstrated computer and communication skills.
6. The applicant must be below the age of 45 years at the time of application.

ADMINISTRATIVE AND SUPPORT POSITIONS

Job Reference	Muni. ADVERT MU/ADM/1.2/2024
JOB TITLE:	Deputy University Secretary
Number of vacancies	One (1) Post
Salary Scale:	(PU4 NTNSC)
Responsible to:	University Secretary
Responsible for:	Principal Assistant Secretary
Terms of employment:	Permanent and subject to six (6) months'
	Probation where applicable

PURPOSE OF THE JOB

To assist the University Secretary in the general administration of the University and ensuring efficient and effective management of the University Council and its Committees.

KEY FUNCTIONS

1. Assist the University Secretary in the management and administration of the fiscal and Physical resources of the University in accordance with the existing Laws, Policies, Regulations, Guidelines, approved annual work plans and budgets.
2. Assist in overseeing the preparation of the University's annual budget and work plans.
3. Support in the coordination, preparation and production of the University Financial and other quarterly Reports from the Administrative and Academic Units.
4. Assist in communication, interpretation, guidance and provision of technical support in the implementation of University Council Policies and resolutions
5. Support in the enforcement of accountability and transparency in the management and delivery of University's administrative and financial services in line with the existing Laws, Policies, Regulations, Guidelines and Council Resolutions.
6. Assist in the procurement of University goods and services and disposal of assets in accordance with the appropriate Laws, policies, regulations and Guidelines.
7. Support in the maintenance and regular update of the University Asset Register and safe custody of all assets of the University.
8. Support the University Secretary in working with Top management to promote linkages with Faculties, Departments or other academic bodies, management, Council, line ministries and other stakeholders for effective implementation of University programs and policies.
9. Assists the University Secretary in the provision of secretarial services to Council and its Committees.

10. Assists the University Secretary in ensuring periodic review of policies, regulations and terms & conditions of service.
11. Supervises Staff, assesses performance and identifies training needs and recommends appropriate training.
12. Perform any other duties that may be assigned by the University Secretary.

KEY OUTPUTS

1. University annual budgets and work plans prepared.
2. Communication, interpretation, guidance and provision of technical support provided.
3. Well recorded minutes of the University Council and Committees meetings.
4. Quarterly reports timely prepared.
5. Asset register regularly updated
6. Accountability and Transparency ensured.
7. Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.

PERSON SPECIFICATIONS

1. Should hold Master's degree in either Public Administration or Management Studies (Management option) or Business Administration (Management Option) from a recognised institution.
2. A Bachelor's degree in either Public Administration or Bachelor of Arts in Social Sciences (Public Administration, Sociology and Political Science) or Business Administration (Management Option).
3. Should hold a certificate in Administrative Law.
4. Should have at least ten (10) years' experience of which three (3) should have been **at Principal level** in administration or at the level of **Senior Project Manager** in a reputable institution.
5. Should have leadership, communication, public relations and negotiation and inter-personal skills.
6. Proven record of high integrity and level of ethical standards.
7. Should have computer literacy skills.
8. The Applicant should be below 55years of age.

Job Reference	Muni. ADVERT MU/ADM/2.2/2024
JOB TITLE:	Deputy ChiefPlanner
Salary Scale:	(PU4 NTNSC)
Number of Vacancies	One(1) Post
Responsible to:	University Secretary
Responsible for:	PrincipalPlanner
Terms of employment:	Permanent and subject to six (6) months’ Probation where applicable

Purpose of The Job

To be responsible for coordinating and spearheading the planning, monitoring and evaluation function of the University.

Key Functions

1. To coordinate the design, development and review of strategic plans for providing the strategic direction and set the pace for the development of the University.
2. To coordinate the preparation of University projects proposals and implementation of programs according to the development strategy of the University.
3. To oversee the planning, coordination and provision of technical guidance in the development of performance indicators, quality standards and preparation of policy statements for the University.
4. To coordinate and harmonize the preparation of University’s sectoral and departmental plans and budgets.
5. To coordinate the institutionalization and carrying out of monitoring and evaluation process within the University to track performance of different Faculties, Departments, Units.
6. To oversee the development, maintenance and custody of database on staff, students and other resources of the University for use by Departments in planning and decision making.
7. Offers support to strategic and operational decision making in the University through collection, analysis and interpretation of University and externally sourced data.
8. To operationalize collaborative mechanisms in planning standards with the National, Regional and International organisations’ in the provision of University Education.
9. To provide technical support in the formulation of University polices, their implementation and cost implications.
10. To guide, mentor, coach and assess the performance of staff in the Department of Planning and Development.
11. Provides Secretariat to the Technical Planning Committee.
12. To perform any other duties assigned by the University Secretary.

Key Outputs

1. University development plans and annual budgets coordinated and developed

2. Preparation of University project proposals and programmes implemented according to the University strategic plan.
3. Provision of technical guidance in the development of performance indicators, quality standards and policy statements for the University planned and coordinated.
4. Annual Sector Plans, Budget Framework Paper (BFP) and Ministerial Policy Statements prepared.
5. Monitoring and evaluation of programmes implementation carried out.
6. Data base for planning and decision making developed and maintained.
7. Support to strategic and operational decision making in the University through collection, analysis and interpretation of University and externally sourced data provided.
8. Technical support to formulation of University polices provided.
9. Technical Planning Committee Minutes produced.
10. Staff in the Department of planning guided, mentored, coached and their performance assessed.
11. Any other duties assigned performed.

Person Specifications

1. Should have a Master's degree in Economics, Statistics or Quantitative Economics from a recognised Institution.
2. Should hold a Bachelor's degree in Economics, Statistics or Quantitative Economics from a recognised awarding University/Institution.
3. Should have a minimum of ten (10) years working experience in a planning department of a reputable Organisation, **at least three (3)** of which should have been served at Principal level in planning function.
4. Should have good leadership, communication and interpersonal skills.
5. Must be a person of high integrity
6. Should be able to work as a member of a team.
7. Must be proficient in using relevant computer packages.
8. Should be below the age of 55 years at the time of application.

Job Reference	Muni. ADVERT MU/ADM/3.2/2024
Job Title:	Senior Assistant Engineering Officer (ELECTRICAL)
Salary Scale:	(PU10NTSC)
Number of Vacancies:	One (1)
Responsible to:	Assistant Estates Officer
Terms of employment:	Permanent and subject to six (6) months' Probation where applicable

PURPOSE OF THE JOB

To carry out proper maintenance of the University's electrical systems by making routine maintenance, necessary repairs and keeping appropriate maintenance and repair records.

KEY FUNCTIONS

1. Inspects all user points on a continuous basis to ensure that there is an adequate and safe supply of electricity at all times.
2. Replaces any parts that needs to be changed.
3. Trouble-shoots power breakdowns to user points.
4. Ensures all electrical appliances are on recommended voltage selectors and plugs.
5. Ensures that there is full power supply at the entire University.
6. Reports any major fault on the University's supply line to the electrical distribution company.
7. Repairs any user points and electrical lines found faulty during routine maintenance.
8. Supports and giving advice to the Engineering Assistant any other firm hired to perform electrical maintenance and/or repairs at the University.
9. Cleans electrical fittings e.g. ceiling fans, diffusers etc.
10. Submits requisitions for electrical repairs to the Engineering Assistant.
11. Liaises with the Procurement Unit for the required procurements for the Estates.
12. Writes maintenance and repair reports.
13. Records electricity meter readings.

KEY OUTPUTS

1. Maintenance and repair reports submitted.
2. Reports to the electrical distribution company on any major fault on the University's electricity supply line done timely.
3. Records of electricity meter readings maintained.

PERSON SPECIFICATIONS

1. Should have a Credit/Second Class Upper Higher Diploma in Electrical Engineering.
2. Should have at least five (5) years relevant working experience.
3. Should be registered by a recognised professional body
4. Should be computer literate
5. Should have good interpersonal relationship and communication skills.

Job Reference	Muni. ADVERT MU/ADM/4.2/2024
Job Title:	Office Attendant
Salary scale:	(PU 15 NTNSC)
Number of Vacancies:	Three (3) Posts
Responsible to:	Senior Custodian
Terms of employment:	Permanent and subject to six (6) months' Probation where applicable

PURPOSE OF THE JOB:

To clean the office and ensure orderliness and distribute documents/letters from office to office.

KEY FUNCTIONS

1. Cleans the office, desks and tables, files.
2. Prepares and serves refreshments.
3. Opens and closes offices.

4. Delivers all outgoing documents.
5. Registering Mails and documents before delivery

KEY OUTPUTS

1. Clean and orderly office.
2. Staff refreshed.
3. Office opened and closed.
4. Timely delivery of documents.
5. Mails and documents registered before delivery
6. Undertaking any official errands outside the office as instructed by the supervisor.

PERSON SPECIFICATIONS

1. A minimum of O' Level Certificate with a credit in English and at least a pass in Mathematics.
2. A minimum of three (3) years working experience in a similar position in a reputable organisation.
3. Fluency in spoken English.

MUNI UNIVERSITY
APRIL,2024