



MUNI UNIVERSITY

Office of the University Secretary

P.O. Box 725 Arua, Uganda

Tel: +256 476 420312/3/4; Fax: +256 476 420316

Email: info@muni.ac.ug/inquiries@muni.ac.ug

www.muni.ac.ug

EMPLOYMENT OPPORTUNITY

(External Advert No.3/2016)

Applications are invited from suitably qualified Ugandans to fill various vacant posts in Muni University. Hand written or typed applications should be submitted in triplicate to the office of University Secretary, Muni University, P. O. Box 725, Arua, Plot. 2 Independence Road, to be received not later than **31st May, 2016**.

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

Vacant Positions

S/N	Post Title	Number of Vacancies	Scale	Status
1.	Senior Lecturer- Information Technology, Information Systems, Computer Science, Software engineering or Education.	1	M5	Re-adverted
2.	Senior Lecturer- In Chemistry	1	M5	New-Advert
3.	Lecturer –Computer Science or Software engineering	1	M6	Re-adverted
4.	Lecturer- in Biology	2	M6	New-Advert
5.	Lecturer- in Mathematics	1	M6	New-Advert
6.	Lecturer- in the following disciplines (Nursing or Midwifery, Physiology and Anatomy,)	3	M6	Re-adverted

7.	Assistant Lecturer-In the following disciplines (Nursing or Midwifery, Physiology and Anatomy)	2	M7	Re-adverted
8.	Assistant Lecturer-Educational Psychology	1	M7	New-advert
9.	Assistant Lecturer-Foundations of Education	1		New-advert
ADMINISTRATIVE AND SUPPORT STAFF POSITIONS				
1.	Human Resource Officer	1	M7	Re-Adverted
2.	Laboratory Technician- Physics	1	M12	New Advert
3.	Laboratory Technician- Chemistry	1	M12	New Advert
4.	Laboratory Technician- Biology	1	M12	New Advert

MODE OF APPLICATION:

1. The application should bear the title of the post as well as the reference number specified against the vacancy.
2. Applicants should attach three sets of certified photocopies of their certificates and Academic Documents, plus three recent certified passport size photographs, a typed and signed CV.
3. The application must include the applicant's telephone contact, e-mail address and telephone numbers of three referees.
4. Applicants who applied in the previous advert for the Post of Human Resource officer need not to apply again
5. Applicants should not apply for more than two posts.
6. Applicants who shall not hear from the University on completion of the selection exercise should consider themselves unsuccessful.

University Secretary

ACADEMIC STAFF POSITIONS

Job reference:	Muni RE-ADVERT ACD 1.3/2016
JOB TITLE:	SENIOR LECTURER- (1 Post)
Salary Scale:	(M5)
Responsible to:	Head of Department
Responsible for:	Lecturer, Assistant Lecturers Researchers
Terms of employment:	Permanent and subject to six (6) months' probation

PURPOSE OF JOB

To teach, supervise, promote research studies, disseminate research findings, participate in Community Service.

KEY FUNCTIONS

1. Prepare well-researched lectures and delivering them to undergraduate and postgraduate students.
2. Set tests, examinations and course work in accordance with University policy and regulations.
3. Administer and invigilate tests and examinations according to University policy and regulations.
4. Mark tests, course works and examination scripts, compiling and grading examination results in accordance with University policy and regulations.
5. Guide and advise students on their academic performance.
6. Conduct research and disseminating research findings through conferences, seminars and publications.
7. Supervise undergraduate and post graduate students undertaking research projects.
8. Conduct seminars and tutorials.
9. Mentor lecturers and Assistant Lecturer.

KEY OUTPUTS

1. Lectures well researched and delivered.
2. Research conducted and research findings disseminated through conferences, seminars and publications.
3. Tests and examinations are invigilated.
4. Seminars conducted.
5. Tests, examinations and course work set, scripts marked and graded and results submitted on time.
6. Students guided and advised on their performance.
7. Lecturers mentored and Assistant Lecturer.

PERSON SPECIFICATIONS

1. Should have a PhD degree either in Information Technology, Information Systems, Computer Science, Software engineering or Science Education (Physics, Mathematics, Chemistry, Biology)
2. Should have at least five years of teaching experience at any level in institution of higher level.
3. Should have at least three (3) internationally recognized peer reviewed publications in the field of specialization.
4. Should have supervised one graduate student to completion.
5. Being a registered professional is amust for those who are professionally a teacher.
6. Demonstrated computer literacy.

Job reference:	Muni ADVERT ACD 2.3/2016
JOB TITLE:	SENIOR LECTURER- CHEMISTRY (1 Post)
Salary Scale:	(M5)
Responsible to:	Head of Department
Responsible for:	Lecturer, Assistant Lecturers Researchers
Terms of employment:	Permanent and subject to six (6) months' probation

PURPOSE OF JOB

To teach, supervise, promote research studies, disseminate research findings, participate in Community Service.

KEY FUNCTIONS

1. Prepare well-researched lectures and delivering them to undergraduate and postgraduate students.
2. Set tests, examinations and course work in accordance with University policy and regulations.
3. Administer and invigilate tests and examinations according to University policy and regulations.
4. Mark tests, course works and examination scripts, compiling and grading examination results in accordance with University policy and regulations.
5. Guide and advise students on their academic performance.
6. Conduct research and disseminating research findings through conferences, seminars and publications.
7. Supervise undergraduate and post graduate students undertaking research projects.
8. Conduct seminars and tutorials.
9. Mentor lecturers and Assistant Lecturer.

KEY OUTPUTS

1. Lectures well researched and delivered.
2. Research conducted and research findings disseminated through conferences, seminars and publications.
3. Tests and examinations are invigilated.
4. Seminars conducted.
5. Tests, examinations and course work set, scripts marked and graded and results submitted on time.
6. Students guided and advised on their performance.
7. Lecturers mentored and Assistant Lecturer.

PERSON SPECIFICATIONS

1. Should have a PhD degree in Chemistry from a recognized Institution
2. Should have at least five years of teaching experience at any level in institution of higher level.
3. Should have at least three (3) internationally recognized peer reviewed publications in the field of specialization.
4. Should have supervised one graduate student to completion.
5. Being a registered professional is amust for those who are professionally a teacher.
6. Demonstrated computer literacy.

Job Reference: Muni. RE-ADVERT ACD 3.3/2016

JOB TITLE: LECTURER - Computer Science (1 Post)

Salary Scale: (M6)

Responsible to: Head of Department

Terms of employment: Permanent and subject to six (6) months' probation

PURPOSE OF THE JOB

To teach, supervise, promote research studies and disseminate research findings.

KEY FUNCTIONS

1. Prepare and conduct lectures to undergraduate and postgraduate students.
2. Conduct researches and disseminating research findings.
3. Supervise students undertaking research.
4. Conducting seminars.
5. Set tests, examinations and course work according to University standards.
6. Administer and invigilate tests, course works and examinations according to University standards.
7. Mark tests and examinations scripts and compile results according to approved grading standards of the University.
8. Attend to students' inquiries and academic issues.

KEY OUTPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.

PERSON SPECIFICATIONS

1. Should have a Master's Degree in Computer Science or Software engineering or Information Technology but on PhD track in the disciplines of Computer Science or Software engineering or Information Technology from recognized institution.
2. Should have at least three (3) years' teaching experience.
3. First Class or Upper Second Bachelor's Degree is a Must.
4. Being a registered professional is an added advantage.
5. Demonstrated computer literacy.

Job Reference: Muni. RE-ADVERT ACD 4.3/2016
JOB TITLE: LECTURER –BIOLOGY (2 Post)
Salary Scale: (M6)
Responsible to: Head of Department
Terms of employment: Permanent and subject to six (6) months' probation

PURPOSE OF THE JOB

To teach, supervise, promote research studies and disseminate research findings.

KEY FUNCTIONS

1. Prepare and conduct lectures to undergraduate and postgraduate students.
2. Conduct researches and disseminating research findings.
3. Supervise students undertaking research.
4. Conducting seminars.
5. Set tests, examinations and course work according to University standards.
6. Administer and invigilate tests, course works and examinations according to University standards.
7. Mark tests and examinations scripts and compile results according to approved grading standards of the University.
8. Attend to students' inquiries and academic issues.

KEY OUTPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.

2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.

PERSON SPECIFICATIONS

1. Should have a Master's Degree in the field of Biology but either holds PhD or on PhD track in Biology from a recognized institution.
2. Should have at least three (3) years' teaching experience from a recognized institution
3. First Class or Upper Second Bachelor's Degree is a Must.
4. Being a registered professional is an added advantage.
5. Demonstrated computer literacy.

Job Reference: Muni. RE-ADVERT ACD 5.3/2016
JOB TITLE: LECTURER –MATHEMATICS (1Post)
Salary Scale: (M6)
Responsible to: Head of Department
Terms of employment: Permanent and subject to six (6) months' probation

PURPOSE OF THE JOB

To teach, supervise, promote research studies and disseminate research findings.

KEY FUNCTIONS

1. Prepare and conduct lectures to undergraduate and postgraduate students.
2. Conduct researches and disseminating research findings.
3. Supervise students undertaking research.
4. Conducting seminars.
5. Set tests, examinations and course work according to University standards.
6. Administer and invigilate tests, course works and examinations according to University standards.
7. Mark tests and examinations scripts and compile results according to approved grading standards of the University.
8. Attend to students' inquiries and academic issues.

KEY OUTPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.

PERSON SPECIFICATIONS

1. Should have a Master's Degree in Mathematics but either with PhD or on PhD track in mathematics
6. Should have at least three (3) years' teaching experience from a recognized institution
2. First Class or Upper Second Bachelor's Degree is a Must.
3. Being a registered professional is an added advantage.
7. Demonstrated computer literacy.

Job Reference:	Muni. RE-ADVERT ACD 6.3/2016
JOB TITLE:	LECTURER – Nursing or Midwifery, Physiology and Anatomy (3 Posts)
Salary Scale:	(M6)
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months' probation

PURPOSE OF THE JOB

To teach, supervise, promote research studies and disseminate research findings.

KEY FUNCTIONS

1. Prepare lectures and conduct lectures to undergraduate and postgraduate students.
2. Conduct researches and disseminating research findings.
3. Supervise students undertaking research.
4. Conducting seminars.
5. Set tests, examinations and course work according to University standards.
6. Administer and invigilate tests, course works and examinations according to University standards.
7. Mark tests and examinations scripts and compile results according to approved grading standards of the University.
8. Attend to students' inquiries and academic issues.

KEY OUTPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.

PERSON SPECIFICATIONS

1. Should have a Master's degree, but on a PhD track in Nursing or Midwifery, Physiology and Anatomy
2. First Class or Second class Upper Bachelor's Degree is a Must.
3. Should have at least three (3) years' teaching experience.

4. Being a registered professional is a must.
5. Demonstrate computer literacy.

Job Reference:	Muni. RE-ADVERT ACD 7.3/2016
JOB TITLE:	ASSISTANT LECTURER–Nursing or Midwifery, Physiology, and Anatomy (2 Posts)
Salary Scale:	(M7)
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months' probation

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 tests, examinations and coursework according to University standards.
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.

PERSON SPECIFICATIONS

1. Should have at least a Masters' degree in Nursing or Midwifery, Physiology and Anatomy, from a recognized Institution.
2. First Class or Second class Upper Bachelor's Degree is a Must.
3. Should have a high level of academic potential to pursue higher degrees.
4. Registered with the relevant profession body is an added advantage.
5. Demonstrated computer and communication skills.

Job Reference:	Muni. RE-ADVERT ACD 8.3/2016
JOB TITLE:	ASSISTANT LECTURER–EDUCATION PSYCHOLOGY (1Posts)
Salary Scale:	(M7)
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months' probation

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 tests, examinations and coursework according to University standards.
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.

PERSON SPECIFICATIONS

1. Should have at least a Masters' degree in Education Psychology **from** a recognized Institution.
2. First Class or Second class Upper Bachelor's Degree is a Must.
3. Should have a high level of academic potential to pursue higher degrees.
4. Registered with the relevant profession body is an added advantage.
5. Demonstrated computer and communication skills.

Job Reference:	Muni. RE-ADVERT ACD 9.3/2016
JOB TITLE:	ASSISTANT LECTURER–FOUNDATIONS OF EDUCATION (1Posts)
Salary Scale:	(M7)
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months' probation

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 tests, examinations and coursework according to University standards.
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.

PERSON SPECIFICATIONS

1. Should have at least a Masters' degree in any Educational Foundation disciplines, **from** a recognized Institution.
2. First Class or Second class Upper Bachelor's Degree is a Must.
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.

ADMINISTRATIVE STAFF POSITIONS

Job Reference: Muni ADVERT ADM 1.3/2016
Job Title: Human Resource Officer (1 Post)
Salary Scale: (M7)
Responsible To: Senior Human Resource Officer
Responsible For: Assistant Human Resource Officer
Terms of Employment: Permanent And Subject To Six (6) Months' Probation.

PURPOSE OF THE JOB

To assist the Senior Resource Officer in managing, coordinating and enforcing the implementation of Human Resource policies of the University.

KEY FUNCTIONS

1. Provides support to the Senior Human Resource Officer in the management of Human Resources
2. Assists in coordinating the recruitment, selection, induction and placement of staff.
3. Initiates the preparation of the Human Resource Investment and Development Plan.
4. Assists in developing the Human Resource Investment and Development plan for the University.
5. Generates human resource information for the University.
6. Attends to staff with special needs and ensures that they are provided with necessary facilities.
7. Assists in conducting exit interviews and issue certificates of service to members of staff who retire.
8. Assists in the management of salaries, wages and benefits.
9. Assists in projecting staffing needs for the University.

KEY OUTPUTS

1. Human resource working documents prepared.
2. Draft Human Resource Investment and Development Plan prepared.
3. Staffing and establishment datagenerated and updated.
4. A report produced based on the records of the exit interviews.
5. An up to date monthly Payroll.

PERSON SPECIFICATIONS

1. A minimum of a Master's degree in Human Resource Management or Organizational and Industrial Psychology or Management or Organizational Development or Public Administration and Management (HR option) or MBA (HR option).
2. Should have high integrity with excellent communication, leadership and interpersonal skills.

3. Should have proven ability to transfer skills and knowledge to others through formal training and technical support
4. Demonstrated Computer Literacy and Presentation skills.
5. Should have the ability to work independently and as part of a team.
6. Should have at least three (3) years' experience in Human Resource Management in a reputable organization.

Job Reference:	Muni ADM 2.3/2016
JOB TITLE:	LABORATORY TECHNICIAN BIOLOGY (1 Post)
Salary Scale:	(M12)
Responsible to:	Head of department
Terms of employment:	Permanent and subject to six (6) months' probation

PURPOSE OF THE JOB:

1. To carry out basic laboratory diagnosis and as well as set the laboratory for practical sessions and examinations.

KEY FUNCTIONS

2. Prepares Laboratory Facility for routine investigations.
3. Set the laboratory for practical sessions and examinations
4. Maintain the laboratory and equipment in good working condition
5. Ensure the students and staff access the laboratory when needed
6. Carries out basic laboratory tests and submit reports to the requesting Head of department.
7. Ensures quality assurance practices in laboratories in line with the Infection Control Policy Guideline.
8. Requisitions for the weekly Laboratory supplies and keeps a record of the stock.
9. Compiles and submits daily laboratory reports.
10. Timely reports damages on the Laboratory equipment.
11. Ensures routine maintenance of Laboratory equipment.
12. Carries out routine infection control procedure (sterilizing, disposal of medical waste, incineration and disinfection).

KEY OUTPUTS

1. Laboratory prepared for exams and practical sessions
2. Laboratory supplies records of stock are kept.
3. Laboratory Supplies requisitioned and accounted for.
4. Daily laboratory reports are kept.
5. Laboratory safety and quality assurance practices are observed.
6. Routine maintenance schedule of Laboratory equipment is prepared.

PERSON SPECIFICATIONS

1. A Diploma in Science Laboratory Technology (Biology option) from a recognized Training institution.
2. Registration with Professional Council is an added advantage.
3. Should have three (3) years' relevant experience.
4. Should have a strong leadership, communication, counseling skills and interpersonal skills.
5. Demonstrated Computer Literacy.
6. High level of integrity.

Job Reference:	Muni ADM 3.3/2016
JOB TITLE:	LABORATORY TECHNICIAN PHYSICS (1 Post)
Salary Scale:	(M12)
Responsible to:	Head of department
Terms of employment:	Permanent and subject to six (6) months' probation

PURPOSE OF THE JOB:

To carry out basic laboratory diagnosis and as well as set the laboratory for practical sessions and examinations.

KEY FUNCTIONS

1. Prepares Laboratory Facility for routine investigations.
2. Set the laboratory for practical sessions and examinations
3. Maintain the laboratory and equipment in good working condition
4. Ensure the students and staff access the laboratory when needed
5. Carries out basic laboratory tests and submit reports to the requesting Head of department.
6. Ensures quality assurance practices in laboratories in line with the Infection Control Policy Guideline.
7. Requisitions for the weekly Laboratory supplies and keeps a record of the stock.
8. Compiles and submits daily laboratory reports.
9. Timely reports damages on the Laboratory equipment.
10. Ensures routine maintenance of Laboratory equipment.
11. Carries out routine infection control procedure (sterilizing, disposal of medical waste, incineration and disinfection).

KEY OUTPUTS

1. Laboratory prepared for exams and practical sessions
2. Laboratory supplies records of stock are kept.

3. Laboratory Supplies requisitioned and accounted for.
4. Daily laboratory reports are kept.
5. Laboratory safety and quality assurance practices are observed.
6. Routine maintenance schedule of Laboratory equipment is prepared.

PERSON SPECIFICATIONS

1. A Diploma in Science Laboratory Technology (Physics option) from a recognized institution.
2. Registration with Professional Council is an added advantage.
3. Should have three (3) years' relevant experience.
4. Should have a strong leadership, communication, counseling skills and interpersonal skills.
5. Demonstrated Computer Literacy.
6. High level of integrity.

Job Reference:	Muni ADM 4.3/2016
JOB TITLE:	LABORATORY TECHNICIAN CHEMISTRY(1Post)
Salary Scale:	(M12)
Responsible to:	Head of department
Terms of employment:	Permanent and subject to six (6) months' probation

PURPOSE OF THE JOB:

To carry out basic laboratory diagnosis and as well as set the laboratory for practical sessions and examinations.

KEY FUNCTIONS

12. Prepares Laboratory Facility for routine investigations.
13. Set the laboratory for practical sessions and examinations
14. Maintain the laboratory and equipment in good working condition
15. Ensure the students and staff access the laboratory when needed
16. Carries out basic laboratory tests and submit reports to the requesting Head of department.
17. Ensures quality assurance practices in laboratories in line with the Infection Control Policy Guideline.
18. Requisitions for the weekly Laboratory supplies and keeps a record of the stock.
19. Compiles and submits daily laboratory reports.
20. Timely reports damages on the Laboratory equipment.
21. Ensures routine maintenance of Laboratory equipment.
22. Carries out routine infection control procedure (sterilizing, disposal of medical waste, incineration and disinfection).

KEY OUTPUTS

7. Laboratory prepared for exams and practical sessions
8. Laboratory supplies records of stock are kept.
9. Laboratory Supplies requisitioned and accounted for.
10. Daily laboratory reports are kept.
11. Laboratory safety and quality assurance practices are observed.
12. Routine maintenance schedule of Laboratory equipment is prepared.

PERSON SPECIFICATIONS

7. A Diploma in Science Laboratory Technology (Chemistry option) from a recognized institution.
8. Registration with Professional Council is an added advantage.
9. Should have three (3) years' relevant experience.
10. Should have a strong leadership, communication, counseling skills and interpersonal skills.
11. Demonstrated Computer Literacy.
12. High level of integrity.