

# MUNI UNIVERSITY



## **EMPLOYMENT OPPORTUNITY (External Advertisement No. 2/2018)**

**DECEMBER, 2018**

Applications are invited from suitably qualified Ugandans to fill various vacant posts in Muni University. Hand written or typed application letters should be submitted in triplicate to the office of University Secretary, Muni University, P. O. Box 725, Arua, to be received not later than **8<sup>th</sup> January, 2019**.

The detailed job descriptions and the person specifications for the positions advertised can be viewed on the University web-site, [www.muni.ac.ug](http://www.muni.ac.ug)

## VACANT STAFF POSITIONS

<b>ACADEMIC STAFF POSITIONS</b>					
<b>S. No</b>	<b>Post</b>	<b>Number of Vacancies</b>	<b>Scale</b>	<b>Job Reference Number</b>	<b>Status</b>
01	Researcher or Research Fellow	01	M6.1	MU/ACD/1.2/2018	New
02	Lecturer-in Physics	01	M6.1	MU/ACD/2.2/2018	New
03	Assistant Lecturer-in Biology (Majoring in Botany)	01	M6.2	MU/ACD/3.2/2018	Re-advertised
04	Assistant Lecturer-Midwifery or Midwifery and women health	01	M6.2	MU/ACD/4.2/2018	New
05	Assistant Lecturer – Computer Science or Computer Engineering	01	M6.2	MU/ACD/5.2/2018	New

## ADMINISTRATIVE AND SUPPORT STAFF POSITIONS

<b>ADMINISTRATIVE AND SUPPORT STAFF POSITIONS</b>					
<b>S. No</b>	<b>Post</b>	<b>Number of Vacancies</b>	<b>Scale</b>	<b>Job Reference Number</b>	<b>Status</b>
01	Security Guard	04	M20	MU/ADM/1.2/2018	New
02	Office Attendant	02	M20	MU/ADM/2.2/2018	New
03	Driver	01	M20	MU/ADM/3.2/2018	New

## **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 certificates, Academic Documents, and three recent certified passport size photographs, a typed and signed CV 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 should not apply for more than two posts.
5. An applicant who shall not formally receive communication from the University on completion of the selection exercise should consider themselves unsuccessful.
6. For the post of a security Guard, an applicant who has served in the armed forces and has left service should attach his/her discharge letter.

**REV. FR. DR. ODUBUKER PICHO EPIPHANY, MIDM  
UNIVERSITY SECRETARY/ACCOUNTING OFFICER  
MUNI UNIVERSITY**

## **ACADEMIC STAFF POSITIONS**

<b>Job reference:</b>	<b>Muni NEW-ADVERT ACD 1.2/2018</b>
<b>JOB TITLE:</b>	<b>RESEARCHER/ RESEARCH FELLOW (1 Post)</b>
<b>Salary Scale:</b>	<b>(M6.1)</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Responsible for:</b>	<b>Research Fellow, Assistant Researchers</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation</b>

### **PURPOSE OF JOB**

To promote efficient research and innovation activities; to create and manage technology innovations and to manage patent issues on behalf of the University.

### **KEY FUNCTIONS**

Provides research leadership and guidance at Muni University.

- Initiates the development of policies and procedures for research management.
- Established and oversee research infrastructure development for Muni University.
- Identify sources of funding and seek grants to support research, training, and community development programs.
- Establish partnerships with other academic units and institutions, research institutions, organizations, and industries on multi and Trans-disciplinary research.
- Participate in developing and implementing research and vocational training programs for the Research & Development and Innovation Centers.
- Prepare and deliver research/project management courses to staff and students.
- Provide and facilitate workshops, meetings, conferences, seminars, and other activities relevant to research management.
- Handle research and publications databases at Muni University.
- Produce regular reports and updates on research and development activities of the Office of Research.
- Represent Muni University and actively participate in public and scientific fora.

## **KEY OUTPUTS**

- Research leadership and guidance provided
- Research management policies and procedures developed
- Research databases created and maintained
- Number of research grants (including grant amounts) won
- Number of staff mentored and trained in research-related activities
- Number of research publications in peer-reviewed journals
- Research management courses prepared and delivered to staff and students
- Workshops, meetings, conferences, and seminars facilitated.

## **PERSON SPECIFICATIONS**

- Shall hold a Minimum of Master's Degree.
- Shall have a research experience of three (3) years at a Higher Educational Institution or a reputable Research Institute.
- Shall have 5 recognized publications plus 5 research projects completed in the area of specialization and peer reviewed articles or books. The Articles must be in referred journals.
- Excellent research, reporting, organization, and management skills.
- Ability to network and maintain strong relationships.
- Strong interpersonal and team building skills.
- Critical thinking, analytical skills, initiative, and creativity.
- Ability to work independently and productively in a multicultural and Trans disciplinary team environment.
- Proficiency in computer applications and statistical packages.

<b>Job Reference:</b>	<b>Muni. ADVERT ACD 2.2/2018</b>
<b>JOB TITLE:</b>	<b>LECTURER –Physics (1 Posts)</b>
<b>Salary Scale:</b>	<b>(M6.1)</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months’ probation</b>

## **PURPOSE OF THE JOB**

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

## **KEY FUNCTIONS**

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- Set tests, examinations and course work according to University standards.
- Administer and invigilate tests, course works and examinations according to University standards.
- Mark tests and examinations scripts and compile results according to approved grading standards of the University.
- Attend to students’ inquiries and academic issues.

## **KEY OUTPUTS**

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

## **PERSON SPECIFICATIONS**

- Should have a Master’s degree in Physics, but on a PhD track in Physics
- First Class or Second class Upper Bachelor’s Degree is a Must.
- Should have at least three (3) years’ teaching experience.
- Being a registered professional is a must.
- Demonstrate computer literacy.

<b>Reference:</b>	<b>Muni. ADVERT ACD 2.2/2018</b>
<b>JOB TITLE:</b>	<b>ASSISTANT LECTURER–Biology (1 Post)</b>
<b>Salary Scale:</b>	<b>(M6.2)</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation</b>

## **PURPOSE OF THE JOB**

Assist the Senior Staff in teaching undergraduate students.

## **KEY FUNCTIONS**

- Assists in preparing lectures and conducting lectures to undergraduate students.
- Assists in setting tests, examinations, and coursework tests and assignments according to University regulations and standards.
- Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
- Assists in administering and invigilation of tests, examinations, and coursework according to University standards.
- Assists in supervising students undertaking research in line with the University's guidelines and regulations.

## **KEY OUTPUTS**

- Lectures prepared and delivered to undergraduate students.
- Tests, examinations, and coursework set, marked, and results compiled, and submitted for consideration by the departmental board.
- Tests, examinations, and coursework administered.

## **PERSON SPECIFICATIONS**

- Should have at least a Master's of Science degree in Biology majoring in Botany, **from** a recognized Institution.
- First Class or Second class Upper Bachelor's Degree in Science with Education (Biology Major) or Bachelor of Science (Biology Major) is a Must.
- Should have a high level of academic potential to pursue higher degrees.
- Being a registered member with the relevant profession body is an added advantage.
- Demonstrated computer and communication skills.

<b>Job Reference:</b>	<b>Muni. ADVERT ACD 4.2/2018</b>
<b>JOB TITLE:</b>	<b>ASSISTANT LECTURER–Midwifery (1Posts)</b>
<b>Salary Scale:</b>	<b>(M6.2)</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months’ probation</b>

## **PURPOSE OF THE JOB**

Assist the Senior Staff in teaching undergraduate students.

## **KEY FUNCTIONS**

- Assists in preparing lectures and conducting lectures to undergraduate students.
- Assists in setting tests, examinations, and coursework tests and assignments according to University regulations and standards.
- Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
- Assists in administering and invigilation of tests, examinations, and coursework according to University standards.
- Assists in supervising students undertaking research in line with the University’s guidelines and regulations.
- Assist in supervision of students on clinical practice on hospital wards

## **KEY OUTPUTS**

- Lectures prepared and delivered to undergraduate students.
- Tests, examinations, and coursework set, marked, and results compiled and submitted for consideration by departmental board.
- Tests, examinations, clinical training reports, and coursework administered.

## **PERSON SPECIFICATIONS**

- Should have at least a Masters’ degree in Midwifery, or Nursing with specialization in Midwifery and Women’s Health from a recognized Institution.
- Must have First Class or Second class Upper Bachelor’s Degree in Nursing or Midwifery from a recognized Institution.
- Should have a high level of academic potential to pursue higher degrees.
- Must be registered with the relevant profession body.
- Demonstrated computer and communication skills.



<b>Job Reference:</b>	<b>Muni. ADVERT ACD 5.2/2018</b>
<b>JOB TITLE:</b>	<b>ASSISTANTLECTURER–Computer Science or Computer Engineering or Software Engineering (1Posts)</b>
<b>Salary Scale:</b>	<b>(M6.2)</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation</b>

### **PURPOSE OF THE JOB**

Assist the Senior Staff in teaching undergraduate students.

### **KEY FUNCTIONS**

- Assists in preparing lectures and conducting lectures to undergraduate students.
- Assists in setting tests, examinations, and coursework tests and assignments according to University regulations and standards.
- Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
- Assists in administering and invigilation of tests, examinations, and coursework according to University standards.
- Assists in supervising students undertaking research in line with the University's guidelines and regulations.

### **KEY OUTPUTS**

- Lectures prepared and delivered to undergraduate students.
- Tests, examinations, and coursework set, marked, and results compiled and submitted for consideration by departmental board.
- Tests, examinations and coursework administered.
- Students undertaking research in line with the University's guidelines and regulations supervised.
- Tests and examinations scripts Marked and results compiled according to grading standards of the University.

### **PERSON SPECIFICATIONS**

- Should have at least a Masters' degree in Computer Science, Computer Engineering or Software Engineering or Electrical Engineering from a recognized Institution.
- Must have First Class or Second class Upper Bachelor's Degree in Computer Science, Computer Engineering, Electrical Engineering or Software Engineering from a recognized Institution.
- Should have a high level of academic potential to pursue higher degrees.
- Being a registered member with the relevant profession body is an added advantage.
- Demonstrated computer and communication skills.

## **ADMINISTRATIVE POSITIONS**

<b>Job Reference:</b>	<b>Muni ADM 1.2/2018</b>
<b>JOB TITLE:</b>	<b>SECURITY GUARD (4 Posts)</b>
<b>Salary Scale:</b>	<b>(M20)</b>
<b>Responsible to:</b>	<b>Security Officer</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation</b>

### **PURPOSE OF THE JOB:**

To assist the Security Officer in providing security to the University and ensure a safe and secure environment for students, staff, and property.

### **KEY FUNCTIONS**

- Keeps surveillance at University facilities and properties.
- Collaborates with any Security Company Guards hired by the University to support implementation of security procedures.
- Cooperates with Uganda Police Force, Security Officers in other organizations, and informants during investigations.
- Guides motorists in proper parking and regulate traffic flow to and from the University.
- Directs visitors to relevant Offices.
- Apprehends suspects and hands them over to relevant authorities.
- Records gate passes and/or vehicle registration numbers for any vehicles entering or leaving the University premises.
- Mans the University gates to control incoming and outgoing vehicles and pedestrian traffic and conducts spot checks to ensure that University property is not taken out of the University without authority.
- Ensures security lights are switched on and off at the right times.
- May be required to switch on and off the generator if necessary.
- Raises and lowers the Ugandan flag and any other flags that the University may host.
- Receives and delivers newspapers to the relevant offices daily.
- Ensures that all the buildings are securely locked.
- Ensures that canteens and clubs are closed at the right time.

## **KEY OUTPUTS**

- Daily surveillance report produced.
- Traffic flow is well regulated.
- A record of gate passes and vehicles entering or leaving the University premises is maintained.
- Security lights switched on and off at the right times; the buildings are securely locked and the generator promptly switched on when needed.
- Security of persons and property ensured at all times.

## **PERSON SPECIFICATIONS**

- Should have a minimum of O' level Certificate with Police Training.
- Should have at least three (3) years' experience in the armed forces.
- Computer literacy is an added advantage.
- High level of integrity.

<b>Job Reference:</b>	<b>Muni ADM 2.2/2018</b>
<b>JOB TITLE:</b>	<b>OFFICE ATTENDANT (2Posts)</b>
<b>Salary scale:</b>	<b>(M20)</b>
<b>Responsible to:</b>	<b>Custodian</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation</b>

#### **PURPOSE OF THE JOB:**

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

#### **KEY FUNCTIONS**

- Cleans the office, desks and tables, files.
- Prepares and serves refreshments.
- Opens and closes offices.
- Delivers all outgoing documents.
- Registering Mails and documents before delivery

#### **KEY OUTPUTS**

- Clean and orderly office.
- Staff refreshed.
- Office opened and closed.
- Timely delivery of documents.
- Mains and documents registered before delivery
- 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.
2. Two (2) years relevant working experience.
3. Fluency in spoken English.

<b>Job Reference:</b>	<b>Muni ADM 3.2/2018</b>
<b>JOB TITLE:</b>	<b>DRIVER (1Post)</b>
<b>Salary Scale:</b>	<b>(M20)</b>
<b>Responsible to:</b>	<b>Head of department</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation</b>

### **PURPOSE OF THE JOB:**

To drive University staff, guests and/or any other assigned passenger and ensure general maintenance of motor vehicles.

### **KEY FUNCTIONS**

- Drives assigned passengers and being on call all the times.
- Delivers messages, documents and letters as required.
- Liaises with Head of Estates on fuel allocation.
- Provides support to other University drivers.
- Performs defensive driving and ensures that passengers are protected at all times.
- Notifies the Administrative Assistant to renew vehicle licenses and insurances.
- Maintains a functional log book.
- Ensures that the vehicle is clean.
- Reports replacement of worn down vehicle parts to the Head of Estates.
- Checks the vehicle routinely; compiles service reports and ensures that the vehicle is serviced as scheduled.

### **KEY OUTPUTS**

- Accident free driving record.
- Notification for renew of vehicle licenses and insurances filed.
- Functional log book maintained.
- Records of replacement of worn down vehicle parts maintained.
- Service reports compiled.

### **PERSONS SPECIFICATION**

- A minimum of O' level certificate with at least pass in English.
- A valid driving permit of Class DM and DH.
- Certificate in defensive driving.

- Valid PSV Driver Badge issued by transport licensing Board Ministry of Works and Transport
- Computer literacy is an added advantage.
- Driving experience of at least 5 years.
- Time conscious and self-motivated.
- Good customer care and public relations.
- High level of integrity.