

MUNI UNIVERSITY



EMPLOYMENT OPPORTUNITY (External Advertisement No. 3/2019)

JUNE, 2019

Applications are invited from suitably qualified Ugandans and non-Ugandans of high academic level 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 or Kampala liaison form in Makerere University Lincoln House A2, Arua, to be received not later than **28th June, 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

VACANT STAFF POSITIONS

ACADEMIC STAFF POSITIONS					
S. No	Post	Number of Vacancies	Scale	Job Reference Number	Status
Faculty of Science					
1.	Senior Lecturer in Physics(Majoring in Theoretical or Computational Physics)	1	M5	MU/ACD1.3/2019	New
2.	Senior Lecturer in Chemistry (Majoring in Inorganic Chemistry)	1	M5	MU/ACD/2.3/2019	New
3.	Lecturer in Biology (Majoring in Zoology)	1	M6.1	MU/ACD/3.3/2019	New
Faculty of Health Sciences					
4.	Assistant Lecturer in Biochemistry	1	M6.2	MU/ACD/4.3/2019	New
5.	Assistant Lecturer Microbiology	1	M6.2	MU/ACD/5.3/2019	New
6.	Clinical Instructor (Nursing/Midwifery)	1	M7	MU/ACD/6.3/2019	New
Faculty of Agriculture and Environmental Sciences					
7.	Lecturer-in Crop Science	1	M6.1	MU/ACD/7.2/2019	New

8.	Lecture- Animal Science	1	M6.1	MU/ACD/8.2/2019	New
Faculty of Management Science					
9.	Professor in the field of Accounting and Finance	1	M3	MU/ACD/9.3/2019	New
10.	Senior Lecturer in Marketing	1	M5	MU/ACD/10.3/2019	New
11.	Lecturer in field of Accounting and Finance	1	M6.1	MU/ACD/11.3/2019	New
12.	Assistant Lecturer in Economics	1	M6.2	MU/ACD/12.3/2019	New
Faculty of Education					
13.	Associate Professor in Educational, Planning and management	1	M4	MU/ACD/13.3/2019	New
14.	Senior Lecturer Educational Psychology	1	M5	MU/ACD/14.3/2019	New
15.	Assistant Lecturer in Curriculum and Media Studies	1	M6.2	MU/ACD/15.3/2019	New
Directorate of Research					
16.	Research Professor	1	M3	MU/ACD/16.3/2019	New
Department of Quality Assurance					
17.	Senior Quality Assurance Officer	1	M5	MU/ACD/17.3/2019	New

ADMINISTRATIVE AND SUPPORT STAFF POSITIONS					
1.	Senior Communication Officer	1	M5	MU/ADM/1.3/2019	New
2.	Senior Accountant	1	M5	MU/ADM/2.3/2019	New
3.	Sports Tutor	1	M6.1	MU/ADM/3.3/2019	New
4.	Planning Officer	1	M6.1	MU/ADM/4.3/2019	New
5.	Administrative Assistant	2	M6.2	MU/ADM/5.3/2019	New
7.	Computer Laboratory Technician	1	M12	MU/ADM/7.3/2019	New
8.	Laboratory Technician, Animal Science	1	M12	MU/ADM/8.3/2019	New
9.	Laboratory Technician in Physics	1	M12	MU/ADM/9.3/2019	New
10.	Laboratory Technician Chemistry	1	M12	MU/ADM/10.3/2019	New
11.	Laboratory Technician in Biology	1	M12	MU/ADM/11.3/2019	New
12.	Computer Lab Attendants	1	M15	MU/ADM/12.3/2019	New
13.	Driver	2	M20	MU/ADM/13.3/2019	New
14.	Security Guards	3	M20	MU/ADM/14.3/2019	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.

**UNIVERSITY SECRETARY/ACCOUNTING OFFICER
MUNI UNIVERSITY**

ADVERT NUMBER 3/2019

ACADEMIC STAFF POSITIONS

FACULTY OF SCIENCE

Job reference:	Muni NEW ADVERT: REF/MU/ACD 1.3/2019
JOB TITLE:	SENIOR LECTURER- PHYSICS (Majoring in Theoretical or Computational Physics)
Number of Posts	(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

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

KEY OUTPUTS

- Lectures well researched and delivered.

- Research conducted and research findings disseminated through conferences, seminars and publications.
- Tests and examinations are invigilated.
- Seminars conducted.
- Tests, examinations and course work set, scripts marked and graded and results submitted on time.
- Students guided and advised on their performance.
- Lecturers and Assistant Lecturers mentored

PERSON SPECIFICATIONS

- Should have a PhD degree in Physics (Majoring in Theoretical or Computational Physics)
- Should have at least five (5) years of teaching experience at any level in institution of higher level.
- Should have at least three (3) internationally recognized peer reviewed publications in the field of specialization.
- Should have supervised one (1) graduate student to completion.
- Being a registered professional is an added advantage for.
- Demonstrated computer literacy.

Job reference:	Muni NEW ADVERT: REF/MU/ACD 2.3/2019
JOB TITLE:	SENIOR LECTURER- CHEMISTRY (Majoring in Inorganic Chemistry)
Number of Posts	(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

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

KEY OUTPUTS

- Lectures well researched and delivered.
- Research conducted and research findings disseminated through conferences, seminars and publications.
- Tests and examinations are invigilated.
- Seminars conducted.
- Tests, examinations and course work set, scripts marked and graded and results submitted on time.

- Students guided and advised on their performance.
- Lecturers and Assistant Lecturers mentored

PERSON SPECIFICATIONS

- Should have a PhD degree in Chemistry (Majoring in Inorganic Chemistry)
- Should have at least five (5) years of teaching experience at any level in institution of higher level.
- Should have at least three (3) internationally recognized peer reviewed publications in the field of specialization.
- Should have supervised one (1) graduate student to completion.
- Being a registered professional is an added advantage for.
- Demonstrated computer literacy.

Job Reference:	Muni. ADVERT MU/ACD/3.3/2019
JOB TITLE:	LECTURER –Biology (Majoring in Zoology)
Number of Vacancies	(1 Posts)
Salary Scale:	(M6.1)
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

- 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 Biology (Majoring in Zoology).
- Should hold PhD or must be on a PhD track in Biology preferably in Zoology
- 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 at least three (3) years' teaching experience.
- Being a registered professional is an added advantage.
- Demonstrate computer literacy.

FACULTY OF HEALTH SCIENCES

Job Reference:	Muni. ADVERT MU/ACD/4.3/2019
JOB TITLE:	ASSISTANT LECTURER–Biochemistry
Number of Vacancies	(1Post)
Salary Scale:	(M6.2)
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

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

PERSON SPECIFICATIONS

- Should have at least a Masters' degree in **Biochemistry**, from a recognized Institution.
- First Class or Second class Upper Bachelor's Degree is a Must.
- 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.

Job Reference: Muni. ADVERT MU/ACD/5.3/2019
JOB TITLE: ASSISTANT LECTURER–Microbiology
Number of Vacancies (1Post)
Salary Scale: (M6.2)
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

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

PERSON SPECIFICATIONS

- Should have at least a Masters' degree in **Microbiology**, from a recognized Institution.
- First Class or Second class Upper Bachelor's Degree is a Must.
- 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.

Job Reference: Muni. ADVERT MU/ACD/6.3/2019
JOB TITLE: TEACHING ASSISTANT/Clinical Instructor [In Nursing or Midwifery]
Number of Vacancies (2Post)
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 preparing and conducting practical teaching of undergraduate students

KEY FUNCTIONS

- Assist in preparing and conducting nursing skills practical in the nursing skills laboratory and clinical training site
- Taking care of the nursing skills laboratory equipment
- Organize students case presentations on the wards
- Coordinates students learning in the clinical training sites between various clinical disciplines, clinicians, and lecturers.

KEY OUTPUTS

- Nursing skills practical in the nursing skills laboratory and clinical training site Prepared and conducted
- Nursing skills laboratory equipment kept safely
- Students case presentations on the wards organized
- Students learning in the clinical training sites between various clinical disciplines, clinicians, and lecturers coordinated.

PERSON SPECIFICATIONS

- Must have First Class or Second class Upper Bachelor's Degree in Nursing or Midwifery from a recognized Institution.

- MUST have at least two (2) years practical experience in Nursing or Midwifery
- 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.

FACULTY OF AGRICULTURE AND ENVIRONMENTAL SCIENCE

Job Reference:	Muni. ADVERT MU/ACD/7.3/2019
JOB TITLE:	LECTURER –Crop Science
Number of Vacancies	(1 Post)
Salary Scale:	(M6.1)
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

- 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.
- Writes competitive fundable research grants.
- Mentor Junior staffs in area of Research.
- Participates in curriculum review.
- 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.
- Fundable Research grants applied for.
- Junior Staff and students Mentored.

PERSON SPECIFICATIONS

- Should have a Master's degree in Crop Science (Agronomy/ Plant breeding).
- Should hold a PhD or must be on a PhD track in the area of Plant Sciences/ Breeding/ Agronomy from a Reputable University.
- First Class or Second class Upper Bachelor of Science Degree in Agriculture (Crop Science Option).
- Should have at least three (3) years' teaching experience or experience in both field-based and laboratory research in area of the field of specialization.
- Knowledge and experience in molecular biology, tissue culture is an added advantage.
- Excellency in Agronomic and plant breeding statistical data analyses packages: R, Pop Gene, Gen Alex, Gen stat, STRUCTURE, PAST3, Minitab etc. is an added advantage.
- Demonstrate computer literacy.

Job Reference: Muni. ADVERT MU/ACD/8.3/2019

JOB TITLE: LECTURER –Animal Science

Number of Vacancies (1 Post)

Salary Scale: (M6.1)

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

- 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.
- Writes competitive fundable research grants.
- Mentor Junior staffs in area of Research.
- Participates in curriculum review.
- 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.
- Fundable Research grants applied for.
- Junior Staff and students Mentored.

PERSON SPECIFICATIONS

- Should have a Master's degree in Animal Science.
- Should hold a PhD or must be on a PhD track in the area of Animal Science or Aquaculture or Related Subject from a Reputable University.
- First Class or Second class Upper Bachelor of Science Degree in Agriculture (Animal Sciences Option) or Bachelor of Science in Animal production or Veterinary Medicine.
- Should have at least three (3) years' teaching experience or experience in both field-based and laboratory research in area of the field of specialization.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Excellency in statistical data analyses packages: R, Genstat etc. is an added advantage.
- Demonstrate computer literacy.

FACULTY OF MANAGEMENT SCIENCE

Job Reference:	Muni. ADVERT MU/ACD/9.3/2019
JOB TITLE:	PROFESSOR–Accounting and Finance
Number of Vacancies	(1Post)
Salary Scale:	(M3)
Responsible to:	Head of Department
Responsible for:	Researchers Senior Lecturers
Terms of employment:	Permanent and subject to six (6) months' probation

PURPOSE OF THE JOB

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

KEY FUNCTIONS

- Writes competitive fundable research grants.
- Provides academic leadership and guidance in the department.
- Identifies and supervises research studies by the undergraduate and postgraduate students.
- Prepares and delivers lectures to students.
- Conducts seminars and tutorials.
- Sets and marks tests and examinations.
- Advises students on their academic performance.
- Participates in curriculum review.

- Mentors research staff

KEY OUTPUT

- Academic leadership and guidance provided.
- Research studies identified, conducted and supervised.
- Lectures prepared and delivered.
- Seminars and tutorials conducted.
- Tests and examinations set and scripts marked and graded.
- Junior staff mentored.
- The number of research grants and the dollar amount of research grant won.

PERSON SPECIFICATIONS

- Should have a PhD degree in the field of Accounting and Finance or Marketing.
- Should have at least ten (10) years of teaching experience at any level in institution of higher level.
- Should have at least fifteen (15) internationally recognized peer reviewed publications in the field of specialization.
- Should have supervised five (5) graduate students to completion, two of which must be at PhD level.
- Being a registered professional is an added advantage.
- Demonstrated computer literacy.

Job reference:	Muni NEW ADVERT: REF/MU/ACD/10.3/2019
JOB TITLE:	SENIOR LECTURER- Marketing
Number of Posts	(1 Post)
Salary Scale:	(M5)
Responsible to:	Head of Department
Responsible for:	Lecturers, 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

- Prepare well-researched lectures and delivering them to undergraduate and postgraduate students.
- Set tests, examinations and course work in accordance with University policy and regulations.

- Administer and invigilate tests and examinations according to University policy and regulations.
- Mark tests, course works and examination scripts, compiling and grading examination results in accordance with University policy and regulations.
- Guide and advice students on their academic performance.
- Conduct research and disseminating research findings through conferences, seminars and publications.
- Supervise undergraduate and post graduate students undertaking research projects.
- Conduct seminars and tutorials.
- Mentor lecturers and Assistant Lecturer.

KEY OUTPUTS

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

PERSON SPECIFICATIONS

- Should have a PhD in Marketing or in Business Administration but majoring in Marketing.
- Should have at least five (5) years of teaching experience at any level in institution of higher level.
- Should have at least three (3) internationally recognized peer reviewed publications in the field of specialization.
- Should have supervised one (1) graduate student to completion.
- Being a registered professional is an added advantage for.
- Demonstrated computer literacy.

Job Reference: Muni. ADVERT MU/ACD/11.3/2019
JOB TITLE: LECTURER –Accounting and Finance
Number of Vacancies (1 Post)
Salary Scale: (M6.1)
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

- 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.
- Writes competitive fundable research grants.
- Mentor Junior staffs in area of Research.
- Participates in curriculum review.
- 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.
- Fundable Research grants applied for.
- Junior Staff and students Mentored.

PERSON SPECIFICATIONS

- Should have a Master's degree in Accounting and Finance or Financial Management or Master of Science in Accounting or MBA-Accounting.
- Should hold a PhD or must be on a PhD track in the area of Accounting and Finance or Accounting from a Reputable University.
- First Class or Second class Upper Bachelor's Degree in Business Administration/Studies (Accounting Option) or Accounting and Finance or Bachelor of Science in Accounting.
- Should have at least three (3) years' teaching experience in the field of specialization.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Demonstrate computer literacy.

Job Reference: Muni. ADVERT MU/ACD/12.3/2019
JOB TITLE: ASSISTANT LECTURER–Economics
Number of Vacancies (1Post)
Salary Scale: (M6.2)
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

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

PERSON SPECIFICATIONS

- Should have at least a Masters' degree in Economics or Masters of Quantities Economics.
- Should hold a First Class or Second class Upper Bachelor of Arts in Economics or Bachelor of Education majoring in Economics or Bachelor Of Science In Quantitative Economics
- Should have a high level of academic potential to pursue higher degrees.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Demonstrated computer and communication skills.

FACULTY OF EDUCATION

Job Reference:	Muni. ADVERT MU/ACD/13.3/2019
JOB TITLE:	ASSOCIATE PROFESSOR- Educational Administration Planning and Management or Educational Psychology
Number of Vacancies	(1Post)
Salary Scale:	(M4)
Responsible to:	Head of Department
Responsible for:	Researchers Senior Lecturers
Terms of employment:	Permanent or Contract

PURPOSE OF THE JOB

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

KEY FUNCTIONS

- Writes competitive fundable research grants.
- Provides academic leadership and guidance in the department.
- Identifies and supervises research studies by the undergraduate and postgraduate students.

- Prepares and delivers lectures to students.
- Conducts seminars and tutorials.
- Sets and marks tests and examinations.
- Advises students on their academic performance.
- Participates in curriculum review.
- Mentors research staff

KEY OUTPUT

- Academic leadership and guidance provided.
- Research studies identified, conducted and supervised.
- Lectures prepared and delivered.
- Seminars and tutorials conducted.
- Tests and examinations set and scripts marked and graded.
- Junior staff mentored.
- The number of research grants and the dollar amount of research grant won.

PERSON SPECIFICATIONS

- Should have a PhD degree in Educational Planning and Management or Educational Psychology.
- Should have at least eight (8) years of teaching experience at any level in an institution of higher learning.
- Should have at least eight (8) internationally recognized peer reviewed publications in the field of specialization.
- Should have supervised three (3) graduate students to completion.
- Being a registered professional is an added advantage.
- Demonstrated computer literacy.

Job reference:	Muni NEW ADVERT: REF/MU/ACD 14.3/2019
JOB TITLE:	SENIOR LECTURER- Educational Psychology
Number of Posts	(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

- Prepare well-researched lectures and delivering them to undergraduate and postgraduate students.

- Set tests, examinations and course work in accordance with University policy and regulations.
- Administer and invigilate tests and examinations according to University policy and regulations.
- Mark tests, course works and examination scripts, compiling and grading examination results in accordance with University policy and regulations.
- Guide and advice students on their academic performance.
- Conduct research and disseminating research findings through conferences, seminars and publications.
- Supervise undergraduate and post graduate students undertaking research projects.
- Conduct seminars and tutorials.
- Mentor lecturers and Assistant Lecturer.

KEY OUTPUTS

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

PERSON SPECIFICATIONS

- Should have a PhD in Educational Psychology.
- Should have at least five (5) years of teaching experience at any level in institution of higher level.
- Should have at least three (3) internationally recognized peer reviewed publications in the field of specialization.
- Should have supervised one (1) graduate student to completion.
- Being a registered professional is an added advantage for.
- Demonstrated computer literacy.

Job Reference:	Muni. ADVERT MU/ACD/15.3/2019
JOB TITLE:	ASSISTANT LECTURER–Curriculum and Media Studies
Number of Vacancies	(1Post)
Salary Scale:	(M6.2)
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

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

PERSON SPECIFICATIONS

- Should have at least a Masters' degree in Curriculum and Media Studies
- Should hold a First Class or Second class Upper Bachelor of Arts with Education or Bachelor of Science with Education or Bachelor of Education
- Should have a high level of academic potential to pursue higher degrees.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Demonstrated computer and communication skills.

DIRECTORATE OF RESEARCHER

Job reference:	Muni NEW ADVERT: REF/MU/ACD/16.3/2019
JOB TITLE:	RESEACH PROFESSOR
Number of Posts	(1 Post)
Salary Scale:	(M3)
Responsible to:	Head of Department
Responsible for:	Research Fellow, Assistant Researchers
Terms of employment:	Permanent Or Contract

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

- A PhD degree from a recognized University
- Shall have a research experience of Twelve (12) years at a Higher Educational Institution or a reputable Research Institute.

- Shall have at least Twelve (12) recognized publications in peer reviewed Journals or books Chapters.
- At least Twelve (12) research projects completed in the area of specialization
- 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.

QUALITY ASSURANCE UNIT

Job reference:	Muni NEW ADVERT: REF/MU/ACD/1.3/2019
JOB TITLE:	SENIOR QUALITY ASSURANCE OFFICER
Number of Posts	(1 Post)
Salary Scale:	(M5)
Responsible to:	VICE CHANCELLOR
Responsible for:	Quality Assurance Officer,
Terms of employment:	Permanent

Purpose of the Job:

To ensure effective quality assurance management process in the University.

Key Functions

- Design, develop and implement quality assurance and enhancement policies, strategies and systems, for both internal and collaborative provision, with an on-going appraisal of their fitness.
- To produce and provide reports and other forms of assurance for the Academic Registrar and the Senate.
- To maintain appropriate and accessible archives of quality assurance documentation.
- To manage the publication of quality- and course-related information on the university (including course specifications), to ensure clear, consistent, accessible and accurate information for staff, students and applicants that complies with relevant statutory requirements.
- To lead and advise management and staff on developments within the fields of quality assurance and enhancement.
- To liaise with academic managers to ensure the embedding of knowledge about, and implementation of, quality assurance activities in the academic faculties.
- To work authoritatively and collaboratively with academic staff in the undertaking of their quality assurance responsibilities.
- To initiate, build and coordinate networks around quality assurance and enhancement within Lira University.
- To liaise with and remain informed of developments in the quality assurance activities of other institutions within Uganda.
- To develop and maintain links with appropriate external agencies, networks and other higher education institutions.
- To liaise with academics and non-academic staff concerning quality assurance issues and activity.
- To attend relevant meetings, conferences and networks as appropriate, and to represent the university where applicable.

KEY OUTPUTS

- Quality assurance and enhancement policies, strategies and systems, for both internal and collaborative provision, Designed, and implemented.
- Reports and other forms of assurance for the Academic Registrar and the Senate produced and provided.
- Appropriate and accessible archives of quality assurance documentation maintained.
- Publication of quality- and course-related information on the university (including course specifications), to ensure clear, consistent, accessible and accurate information for staff, students and applicants that complies with relevant statutory requirements maintained.
- Management and staff advised on developments within the fields of quality assurance and enhancement.
- To liaise with academic managers to ensure the embedding of knowledge about, and implemented.

- Coordination networks around quality assurance and enhancement within the University initiated.
- Linkages with appropriate external agencies, networks and other higher education institutions developed and maintained.
- To liaison with academics and non-academic staff concerning quality assurance issues and activity undertaken.

PERSON SPECIFICATIONS

- Shall hold a PhD.
- Master’s degree in Education, Management related courses, social sciences, health sciences or related courses from a recognized institution
- Bachelor’s degree in Education, Management related courses , Social Sciences, Health Sciences, or related courses from a recognized institution
- Shall have a teaching experience of six (6) years at a Higher Educational Institution three of which should be as a Quality Assurance Officer.

ADMINISTRATIVE STAFF AND SUPPORT STAFF POSITIONS

Job reference:	Muni NEW ADVERT: REF/MU/ADM/1.3/2019
JOB TITLE:	SENIOR COMMUNICATION OFFICER
Number of Posts	(1 Post)
Salary Scale:	(M5)
Responsible to:	VICE CHANCELLOR
Responsible for:	Communication Officer,
Terms of employment:	Permanent and subject to six (6) months’ Probation

PURPOSE OF THE JOB

To assist the Vice Chancellor in promoting good public relations in the University, the Media and the public.

KEY FUNCTIONS

- Oversee the implementation of the university communication policy
- Takes the lead in developing Communication strategies or plan and implement the plan
- Offer secretarial support to the office of the Vice chancellor in communication fora in the University.
- Develop information and communication materials to be uploaded on the website.
- Support the vice chancellor in developing speeches, and press releases for University events and functions.
- Write news article, reports and periodicals.
- Perform the role of Master of Ceremonies in University Functions and events.
- Managing alumni related activities in liaison with the convocation office.
- Coordinate the University corporate social responsibility programme.
- Monitor and review the coverage of the university in the media.
- Undertakes strategic planning, budgeting and reporting on communication and public relations.
- Develop University wide integrated marketing and branding strategy.
- Conduct Performance assessment of staff by 31st July and agree on performance plans with Staff by 31st August every year.

KEY OUTPUTS

- University Annual Communication Action plan prepared and implemented.
- University Communication Annual report produced and submitted to the Vice Chancellor.
- Appropriate information disseminated.
- University image protected and promoted through print and electronic media.
- Secretarial support to the office of the Vice chancellor in communication fora in the University Provided.
- Information and communication materials developed and uploaded on the website.
- News article, reports, periodicals, speeches, and press releases for University events and functions developed.
- The University corporate social responsibility programme Coordinated.
- Undertakes strategic planning, budgeting and reporting on communication and public relations.
- University wide integrated marketing and branding strategy developed.

- Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.

PERSON SPECIFICATIONS

- Shall hold at least a Master's Degree in the area of Mass Communication or Journalism or Public Relations.
- Shall hold at least a Bachelor's Degree in Mass Communication
- Shall have a minimum experience of Six (6) years of which three (3) years shall have been at the level of communication officer or public relations officer level with a reputable organization Good leadership, communication and inter-personal skills.
- Demonstrated Computer Literacy skills.
- High level of integrity.

Job reference:	Muni NEW ADVERT: REF/MU/ADM/2.3/2019
JOB TITLE:	SENIOR ACCOUNTANT
Number of Posts	(1 Post)
Salary Scale:	(M5)
Responsible to:	UNIVERSITY BURSAR
Responsible for:	Accountant, and Assistant Accountants
Terms of employment:	Permanent and subject to six (6) months' Probation

Job Purpose

To assist the University Bursar in providing financial and accounting services, implementation of internal control systems and policies, prepare designated reports and ensure integrity of data posting in the financial information system general ledger.

Key Functions

- Preparing periodic financial statements and reports for the University;
- Preparing and reconciling bank statements to iron out discrepancies with the cash book;
- Carrying out daily financial adjustments from vouchers and ledgers ;
- Monitors monthly budget performance and provides feedback and support to the Heads of Departments/Units in managing their budgets.
- Provides technical support to ensure integrity of accounts receivables, payables, payroll and general ledger balances, stores and primary data capture.
- Ensures the implementation of internal financial controls, monitor and address areas of risk.
- Supervises, timely receipt and verification of monthly bank reconciliation statements on a monthly basis.

- Assists in responding to financial audit queries and addressing internal control risks.
- Prepares and submits weekly financial reports to the finance committee of management.
- Prepares for submission, Commitment Control System (CCS) returns to the Ministry responsible for Finance.
- Preparing for submission Non Tax Revenue returns to the Ministry responsible for Finance.
- Prepares for submission, quarterly Appropriation-In-Aid reports to the Ministry responsible Education.
- Prepares Quarterly Cash Limits Projections for submission to the Ministry responsible for Finance.
- Supervising Accounts staff and evaluating their performance; and

Key outputs

- Periodic financial statements and reports for the District prepared;
- Bank statements prepared and reconciled to cash books;
- Daily financial adjustments from vouchers and ledgers carried out;
- Responses to financial audit queries available.
- Availability of weekly financial reports made availability for the University Bursar for discussion with the budget desk of management.
- Availability of ad-hock financial information to Management.
- Commitment Control System (CCS) returns made availability for the University Bursar.
- Non Tax Revenue returns made availability for the University Bursar.
- Quarterly Appropriation-In-Aid reports made availability for the University Bursar.
- Quarterly/Annual contract Performance report, Annual Board of Survey report and Ministerial Policy Statement records prepared.
- Staff in accounts section supervised and their performance evaluated;

PERSON SPECIFICATIONS

- Shall hold full professional qualifications of CPA, or ACCA
- Shall hold a Master's Degree in Business Administration or Studies, or Commerce (Accounting option), or Masters in Financial Management
- Shall hold a Bachelor's Degree in Business Administration or Studies, or Commerce (Accounting option), or Accounting and Finance
- Shall have a minimum experience of three (6) years with a reputable organization 3 of which should be at senior level or as an accountant.
- Shall be a member of Chartered Professional Body (CPA; ACCA; CIMA,CA; etc)

Job reference:	Muni NEW ADVERT: REF/MU/ADM/3.3/2019
JOB TITLE:	SPORTS TUTOR
Number of Posts	(1 Post)
Salary Scale:	(M6.2)
Responsible to:	DEAN OF STUDENTS
Terms of employment:	Permanent and subject to six (6) months' Probation

PURPOSE OF THE JOB

To organise, develop and deliver a varied range of sporting activities, projects or programmes.

KEY FUNCTIONS

- Coming up with games, recreation and sports strategic plans and programs for the University.
- Aligning the games and sports programs and activities to the University strategic plan.
- Providing budget input for games and sporting programs.
- Supervising games and sports activities to meet objectives concerning quality, safety, and cleanliness in our sports programs and facilities.
- Implementing and collects quarterly program evaluations for games and sport programs.
- Overseeing necessary requirements for team play such as scorekeepers, referees, umpires, field and facility use and accommodation for players and their feeding arrangements during sports events.
- Making all the travelling logistics whenever the University games and sports teams go for sports trips locally and internationally.
- Working together with Administration Assistant to budget and authorizes the order and maintenance of games and sports equipment.
- Developing and submitting playing schedules in advance of programs to the Dean of Students approval.
- Organizing and coordinating training sessions for games and sports teams and student groups.
- Maintaining links with county, regional and national sporting representatives and organisations.

KEY OUTPUTS

- Games, recreation and sports strategic plans and programs for the University prepared.

- Budget input for games and sporting programs provided.
- Games and sports activities to meet objectives concerning quality, safety, and cleanliness in our sports programs and facilities supervised.
- Quarterly program evaluations for games and sport programs implemented.
- Travelling logistics whenever the University games and sports teams go for sports trips locally and internationally arranged.
- Games and sports equipment maintenance undertaken.
- Playing schedules Developed and submitted in advance to the Dean of Students for approval.
- Training sessions for games and sports teams and student groups Organized and coordinated.
- Links with county, regional and national sporting representatives and organisations Maintained.

PERSON SPECIFICATIONS

- Shall hold a Bachelor Degree in Education with Sports as a teaching subject or Bachelor of Sports Science from a recognized Institution
- Shall have at least three (3) years of relevant experience with a reputable organization
- Should have demonstrated computer knowledge in relevant programmes.
- Should have good communication and interpersonal skills.
- Should have high integrity.

Job reference:	Muni NEW ADVERT: REF/MU/ADM/4.3/2019
JOB TITLE:	PLANNING OFFICER
Number of Posts	(1 Post)
Salary Scale:	(M6.1)
Responsible to:	SENIOR PLANNER
Terms of employment:	Permanent and subject to six (6) months' Probation

PURPOSE OF THE JOB

Assist in developing comprehensive and integrated University plans and monitor and evaluate their implementation.

KEY FUNCTIONS

- Assist in the senior planner in Formulates, develops and coordinates University development plans and annual budgets.

- Assist in Preparing and disseminating performance reports for the University to users.
- Assist in Monitoring and evaluating projects being implemented by the University.
- Assists in Guiding and coordinating the formulation of the strategic annual plans for effective utilization of University resources.
- Assists in harmonizing the plans of the various departments and administrative units of the University.
- Supports the University in collection, analysis and interpretation of University and externally sourced data.
- Assists in maintaining a comprehensive database on the staff, students and other resources of the University.
- Assists in Determining University investment priorities.
- Assists in Maintaining the University Management Information System.
- Develops and maintains an up-to-date data bank.

KEY OUTPUTS

- Assistance for the development of the University plans and annual budgets provided
- Assistance in preparation of Performance standards and indicators for the University and disseminated to users provided.
- Assistance in determining Investment priorities for the University provided.
- Assistance in producing Annual Performance reports for programmes and projects provided.
- University Management Information System maintained.
- An up-to-date bank developed and maintained.
- Up to date Statistical reports required by different University entities availed.

PERSON SPECIFICATIONS

- Shall hold at least a Bachelor's Degree in Economics, Statistics, Quantitative Economics plus PGD In Project planning and management, Statistics, Economic Policy planning and Management.
- Shall have a minimum experience of three (3) years in planning
- Should have demonstrated computer knowledge in relevant programmes.
- Should have good communication and interpersonal skills.
- Should have high integrity.

Job reference:	Muni NEW ADVERT: REF/MU/ADM/5.3/2019
JOB TITLE:	ADMINISTRATIVE ASSISTANT
Number of Posts	(2 Post)
Salary Scale:	(M6.2)

Responsible to: ASSISTANT SECRETARY OR HEAD OF DEPARTMENT
Responsible for: Custodians
Terms of employment: Permanent and subject to six (6) months' Probation

PURPOSE OF THE JOB:

To assist the University Secretary in the general administration of the University and in providing efficient, effective and timely secretarial services to the Council and its committees

KEY FUNCTIONS

- Assists in the preparation of notices and agenda items for meetings; taking of minutes; and following -up on the decisions arising from the meetings.
- Assists in Planning and organizing events, and submit reports accordingly.
- Liaises with HRM on staff welfare, death and funeral arrangements and expenses in accordance with terms and conditions of service.
- Assists in making bookings for both local and international travel and hotel reservations.
- Receives administrative issues from the various Units of the University and prepares responses
- Providing technical support to departments in planning, and budgeting.
- Supervises Staff, assesses performance and identifies training needs and recommends appropriate training.
- Enforcing accountability for financial and other public resources in the departments;
- Monitoring and evaluating departmental activities and projects to ensure proper service delivery;

KEY OUTPUTS

- Day to day administrative issues handled.
- Minutes of meetings recorded correctly and produced in time.
- Reports of University events are generated in time.
- Assistant during planning and budgeting provided
- Accountability for funds enforced
- Monitoring and evaluation of departmental activities undertaken
- Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.

PERSON SPECIFICATIONS

- Shall hold a Bachelor's Degree in the area of Social Sciences, Public Administration or Business Administration (Management Options) from a recognized institute.
- Shall hold a certificate in Administrative Law.
- Shall have at least three (3) years' experience in administration with a reputable organization
- Should have good communication and interpersonal skills.
- Demonstrated computer knowledge.
- Should have high integrity.

Job reference:	Muni NEW ADVERT: REF/MU/ADM/7.3/2019
JOB TITLE:	COMPUTER LABORATORY TECHNICIAN
Number of Posts	(1 Post)
Salary Scale:	(M12)
Responsible to:	SYSTEMS ADMINISTRATOR
Terms of employment:	Permanent and subject to six (6) months' Probation

PURPOSE OF THE JOB

To assemble computer system, install and configure operating systems and application software, troubleshoot computer hardware and software, and secure computer hardware and software.

KEY FUNCTIONS

- Perform a step-by-step assembling of desktop computers and install operating systems (Windows and Linux).
- Protect self, users, equipment and environment from accidents, damage and contamination.
- Perform preventive maintenance of computer hardware and software.
- Perform a step-by-step computer hardware and software troubleshooting tasks.
- Upgrade and replace components of laptops, printers and scanners.
- Configure computers, printers and photocopiers to attach to existing computer networks.
- Implement basic physical and software security principles.
- Access user needs, analyze possible configurations, and provide solutions or recommendations for hardware, software, networking and security.

KEY OUTPUTS

- A report on hardware and software installation submitted.
- Self, users, equipment and environment are protected from accidents, damage and contamination.
- Ensure the safety and security of the equipment in the Computer

Laboratory.

- Preventive maintenance of computer hardware and software is performed.
- Upgrade and replacement of components of computers, laptops, printers and scanners is done.
- A report on the status of network is submitted.
- Basic physical and software security principles are implemented.

PERSONS SPECIFICATIONS

- A minimum of a Credit or upper second Diploma in Computer Science, Information Technology or Computer Engineering from NCHE recognized Institution.
- Must have three (3) years' experience as Computer Technician or in a relevant Field.
- Must have a Professional certification in CCNA or its equivalent.
- Must have high integrity.

Job reference:	Muni NEW ADVERT: REF/MU/ADM/8.3/2019
JOB TITLE:	LABORATORY TECHNICIAN ANIMAL SCIENCE
Number of Posts	(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

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

KEY OUTPUTS

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

PERSON SPECIFICATIONS

- A Minimum of Diploma in Science Laboratory Technology (Animal Science option) from a recognized Training institution.
- Should have attained either First class or Second-Class upper diploma.
- Basic knowledge and experience in molecular biology is an added advantage.
- Should have three (3) years' relevant experience.
- Should have a strong leadership, communication, counseling skills and interpersonal skills.
- Registration with Professional Council is an added advantage.
- Demonstrated Computer Literacy.
- High level of integrity.

Job reference:	Muni NEW ADVERT: REF/MU/ADM/9.3/2019
JOB TITLE:	LABORATORY TECHNICIAN PHYSICS
Number of Posts	(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

- Prepares Laboratory Facility for routine investigations.
- Set the laboratory for practical sessions and examinations
- Maintain the laboratory and equipment in good working condition
- Ensure the students and staff access the laboratory when needed

- Carries out basic laboratory tests and submit reports to the requesting Head of department.
- Ensures quality assurance practices in laboratories in line with the Infection Control Policy Guideline.
- Requisitions for the weekly Laboratory supplies and keeps a record of the stock.
- Compiles and submits daily laboratory reports.
- Timely reports damages on the Laboratory equipment.
- Ensures routine maintenance of Laboratory equipment.
- Carries out routine infection control procedure (sterilizing, disposal of medical waste, incineration and disinfection).

KEY OUTPUTS

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

PERSON SPECIFICATIONS

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

Job reference:	Muni NEW ADVERT: REF/MU/ADM/10.3/2019
JOB TITLE:	LABORATORY TECHNICIAN CHEMISTRY
Number of Posts	(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

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

KEY OUTPUTS

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

PERSON SPECIFICATIONS

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

Job reference:	Muni NEW ADVERT: REF/MU/ADM/11.3/2019
JOB TITLE:	LABORATORY TECHNICIAN BIOLOGY
Number of Posts	(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

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

KEY OUTPUTS

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

PERSON SPECIFICATIONS

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

Job reference:	Muni NEW ADVERT: REF/MU/ADM/12.3/2019
JOB TITLE:	COMPUTER LABORATORY ATTENDANT
Number of Posts	(1 Post)
Salary Scale:	(M15)
Responsible to:	COMPUTER LABORATORY TECHNICIAN

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

PURPOSE OF THE JOB

To provide front-line service to students and staff making use of computer laboratories and to ensure that the laboratory environment is appropriate for users to complete their academic computer related tasks.

KEY FUNCTIONS

- Care for the cleanliness and proper maintenance of the computer laboratory.
- Opens and closes the computer labs according to the schedule.
- Maintains the arrangement of computer towers, keyboards and mice in order at all times of the day.
- Check and refill printers' paper trays. See that users do not tamper with printers or use their own paper. The printing area should be well organized.
- Ensures that machines are in a good working condition. Software and hardware problems that cannot be sorted by the laboratory attendants are to be reported to technician.
- Ensures that users do not install software or tamper with hardware.
- Switch on and off workstations and air conditioners in the computer laboratory.

KEY OUTPUT

- Cleanliness and maintenance of the computer laboratory done
- Computer labs prepared for practical and computer lessons according to the schedule
- Workstations and air conditioners in the computer laboratory switched on.
- computer labs Opened and closed according to the schedule
- Computer lab prepared for practices
- Periodic reports prepared.

PERSONS SPECIFICATIONS

- At least a Credit Certificate in Computer Science, Information Technology or Computer Engineering from NCHE recognized Institution.
- Demonstrated Computer skills
- Should have high integrity.

Job reference:	Muni NEW ADVERT: REF/MU/ADM/13.3/2019
JOB TITLE:	DRIVER
Number of Posts	(2 Post)
Salary Scale:	(M20)
Responsible to:	HEAD OF ESTATES

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

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 renewal 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 B, C and D.
- Certificate in defensive driving.
- Driving experience of at least 5 years.
- Computer literacy is an added advantage.
- Time conscious and self-motivated.
- Good customer care and public relations.
- High level of integrity.

Job reference: Muni NEW ADVERT: REF/MU/ADM/14.3/2019
JOB TITLE: SECURITY GUARD
Number of Posts (2 Post)
Salary Scale: (M20)
Responsible to: SECURITY OFFICER
Terms of employment: Permanent and subject to six (6) months'

Probation

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 a three (3) years' experience in security related work.
- Computer literacy is an added advantage.
- High level of integrity.