

# **MUNIUNIVERSITY**



## **EMPLOYMENT OPPORTUNITY (External Advertisement No. 1/2020)**

**August, 2020**

Applications are invited from suitably qualified Ugandans to fill vacant positions at Muni University. Hand written or typed application letters should be submitted in triplicate to the office of the University Secretary, Muni University, P. O. Box 725, Arua, or Kampala liaison Office in Makarere University Lincoln House A2 to be received not later than **24<sup>th</sup>September, 2020 at 5:00pm.**

The detailed job descriptions and the person specifications for the positions advertised can be viewed on the University web-site, [www.muni.ac.ug](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>
<b>Faculty of Science</b>					
1.	Senior Lecturer in either Radiation Physics or Nuclear Physics or Medical Physics or Space Science or Astronomy or Geophysics	1	M5	MU/ACD/1.1/2020	New
2.	Lecturer in Biochemistry	1	M6.1	MU/ACD/2.1/2020	New
3.	Lecturer in Environmental Chemistry	1	M6.1	MU/ACD/3.1/2020	New
4.	Laboratory Assistant in Chemistry	1	M15	MU/ACD/4.1/2020	New
5.	Laboratory Assistant in Biology	1	M15	MU/ACD/5.1/2020	New
<b>Faculty of Techno-Science</b>					
1.	Lecturer in Electrical Engineering	1	M6.1	MU/ACD/6.1/2020	New
2.	Lecturer in Software Engineering	1	M6.1	MU/ACD/7.1/2020	New

3.	Assistant Lecturer in Electrical Engineering	1	M6.2	MU/ACD/8.1/2020	New
4.	Assistant Lecturer in Mechanical Engineering	3	M6.2	MU/ACD/9.1/2020	New
5.	Laboratory Technician Mechanical	1	M12	MU/ACD/10.1/2020	New
6.	Laboratory Technician Electrical	1	M12	MU/ACD/11.1/2020	New

**Faculty of Agriculture and Environmental Sciences**

1.	Associate Professor in Agro-forestry	1	M4	MU/ACD/12.1/2020	New
2.	Senior Lecturer in Agri-Business or Agricultural Economics	1	M5	MU/ACD/13.1/2020	New
3.	Assistant Lecturer in Animal Science	1	M6.2	MU/ACD/14.1/2020	New
4.	Assistant Lecturer in Aquaculture and/or Fisheries	1	M6.2	MU/ACD/15.1/2020	New
5.	Laboratory Technician in Animal Science	1	M12	MU/ACD/16.1/2020	New

**Faculty of Health Sciences**

1.	Professor in the field of Health Sciences	1	M3	MU/ACD/17.1/2020	New
2.	Senior Lecturer in Public Health	1	M5	MU/ACD/18.1/2020	New
3.	Lecturer in Nursing	1	M6.1	MU/ACD/19.1/2020	New
4.	Lecturer in Medical Laboratory Technology	1	M6.1	MU/ACD/20.1/2020	New
5.	Assistant Lecturer in Midwifery	1	M6.2	MU/ACD/21.1/2020	New

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6.	Assistant Lecturer in Pharmacology	1	M6.2	MU/ACD/22.1/2020	New
7.	Assistant Lecturer in Physiology	1	M6.2	MU/ACD/23.1/2020	New
8.	Assistant Lecturer in Public Health	1	M6.2	MU/ACD/24.1/2020	New
9.	Teaching Assistant/Clinical Instructor	2	M7	MU/ACD/25.1/2020	New
10.	Chief Medical Laboratory Technician	1	M6.2	MU/ACD/26.1/2020	New
11.	Senior Medical Laboratory Technician	2	M10	MU/ACD/27.1/2020	New
<b>Faculty of Management Science</b>					
1.	Lecturer in Tourism	1	M6.1	MU/ACD/28.1/2020	New
2.	Lecturer in General Management	1	M6.1	MU/ACD/29.1/2020	New
3.	Assistant Lecturer in Procurement and Logistics Management	1	M6.2	MU/ACD/30.1/2020	New
<b>Faculty of Education</b>					
1.	Lecturer-in Economics	1	M6.1	MU/ACD/31.1/2020	New
2.	Lecturer in Geography	1	M6.1	MU/ACD/32.1/2020	New
3.	Assistant Lecturer in Early Childhood Education	1	M6.2	MU/ACD/33.1/2020	New
4.	Assistant Lecturer in English Language Studies	1	M6.2	MU/ACD/34.1/2020	New

5.	Assistant Lecturer Literature in English	1	M6.2	MU/ACD/35.1/2 020	New
6.	Assistant Lecturer Ethics and Peace Studies	1	M6.2	MU/ACD/36.1/2 020	New
<b>ADMINISTRATIVE AND SUPPORT STAFF POSITIONS</b>					
1.	University Librarian	1	M3	MU/ACD/37.1/2 020	New
2.	Senior Communication Officer	1	M5	MU/ACD/38.1/2 020	New
3.	Network Administrator	1	M6.2	MU/ACD/39.1/2 020	New
4.	Assistant Registrar	1	M6.1	MU/ACD/40.1/2 020	New
5.	Human Resource Officer	1	M6.1	MU/ACD/41.1/2 020	New
6.	Personal Secretary	1	M12	MU/ACD/42.1/2 020	New
7.	Engineering Assistant Mechanical	1	M10	MU/ACD/43.1/2 020	New
8.	Security Guards	3	M20	MU/ACD/44.1/2 020	New
9.	Office Attendants	3	M20	MU/ACD/45.1/2 020	New

### **MODE OF APPLICATION:**

The application letter should bear the title of the post and the reference number specified against the vacancy.

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.

Applicants for the position of a lecturer who are on a PhD track must have defended their Doctoral Research proposals by the time of submitting the applications. **(Attach evidence defense)**

The application must include the applicant's telephone contact, e-mail address and telephone numbers of three referees.

An applicant should not apply for more than two posts.

An applicant who shall not formally receive communication from the University on completion of the selection exercise should consider themselves unsuccessful.

For the post of Security Guard, an applicant who has served in the armed forces and has left service should attach his/her discharge letter.

**UNIVERSITY SECRETARY  
MUNI UNIVERSITY**

**ACADEMIC STAFF POSITIONS**

**FACULTY OF SCIENCE**

<b>Job reference:</b>	<b>Muni NEW ADVERT: REF MU/ACD/1.1/2020</b>
<b>JOB TITLE:</b>	<b>Senior Lecturer in ether Radiation Physics or Nuclear Physics or Medical Physics or Space Science or Astronomy or Geo-physics</b>
<b>Number of Posts</b>	<b>(1Post)</b>
<b>Salary Scale:</b>	<b>(M5)</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Responsible for:</b>	<b>Lecturer, Assistant Lecturers Researchers</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation where applicable</b>

### **PURPOSE OF JOB**

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

### **KEY FUNCTIONS**

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

### **KEY OUTPUTS**

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



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

### **PERSON SPECIFICATIONS**

- Should have a PhD degree in Physics majoring in Medical Physics, or Radiation Physics, or Nuclear Physics, or Space Science, or Astronomy, or Geophysics.
- Should have Master of Science in Physics majoring in Medical Physics, or Radiation Physics, or Nuclear Physics, or Space Science, or Astronomy, or Geophysics.
- Bachelor of Science in Education majoring in Physics or Bachelor of Science.
- 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.

<b>Job Reference:</b>	<b>Muni. ADVERT MU/ACD/2.1/2020</b>
<b>JOB TITLE:</b>	<b>Lecturer in Biochemistry</b>
<b>Number of Vacancies</b>	<b>(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>Assistant Lecturer</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation where applicable</b>

### **PURPOSE OF THE JOB**

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

### **KEY FUNCTIONS**

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.

- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

### **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 hold a PhD or must be on a PhD track in the Field of Biochemistry
- Should have a Master's degree in Biochemistry.
- Those applicants on PhD track must have defended their proposals by the time of submission of their applications (attach evidence of defense).
- First Class or Second-class Upper Bachelor of Science Degree in Education majoring in Biology or Chemistry or Bachelor of Science degree in Chemical Engineering, or Bachelor of Science degree.
- 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.

<b>Job Reference:</b>	<b>Muni. ADVERT MU/ACD/3.1/2020</b>
<b>JOB TITLE:</b>	<b>Lecturer in Environmental Chemistry</b>
<b>Number of Vacancies</b>	<b>(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>Assistant Lecturer</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation where applicable</b>

### **PURPOSE OF THE JOB**

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

### **KEY FUNCTIONS**

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

### **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 hold a PhD or must be on a PhD track in the field of Chemistry (with Research specialization in Environmental Chemistry),
- Should have a Master of Science degree in Chemistry with Research specialization in Environmental Chemistry.
- Those applicants on PhD track must have defended their proposals by the time of submission of their applications (attach evidence of defense).
- First Class or Second-class Upper Bachelor of Science Degree in Education. Majoring in Chemistry Major or Bachelor of Science degree in Chemical Engineering or Bachelor of Science.
- 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.

<b>Job reference:</b>	<b>Muni NEW ADVERT: REF/MU/ADM/4.1/2020</b>
<b>JOB TITLE:</b>	<b>Laboratory Assistant in Chemistry</b>
<b>Number of Posts</b>	<b>(1Post)</b>
<b>Salary Scale:</b>	<b>(M15)</b>
<b>Responsible to:</b>	<b>Laboratory Technician</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' Probation where applicable</b>

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

To assist in carrying out basic laboratory diagnosis and as well as set the laboratory for practical sessions and examinations.

### **KEY FUNCTIONS**

- Assist in preparing Laboratory Facility for routine investigations.
- Assist in setting the laboratory for practical sessions and examinations
- Assist in the Maintenance of 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.
- Assist in the Requisition of 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**

- Assistant in preparation of Laboratory for exams and practical sessions provided
- Help in keeping Laboratory supplies records of stock provided.
- Laboratory Supplies requisitioned and accounted for.
- Daily laboratory reports are kept.
- Laboratory safety and quality assurance practices are observed.
- Help in routine maintenance schedule of Laboratory equipment is prepared.

#### **PERSON SPECIFICATIONS**

- Certificate in Science Laboratory Technology Chemistry or Certificate in Science Laboratory Technology (Chemistry/Biology) or Diploma in Science Technology Chemistry or Diploma in Science Laboratory Technology (Chemistry Major).
- Having an experience in the area relevant field is an added advantage.
- Demonstrated Computer Literacy.
- High level of integrity.

<b>Job reference:</b>	<b>Muni NEW ADVERT: REF/MU/ADM/4.1/2020</b>
<b>JOB TITLE:</b>	<b>Laboratory Assistant in Biology</b>
<b>Number of Posts</b>	<b>(1Post)</b>
<b>Salary Scale:</b>	<b>(M15)</b>
<b>Responsible to:</b>	<b>Laboratory Technician</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' Probation where applicable</b>

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

To assist in carrying out basic laboratory diagnosis and as well as set the laboratory for practical sessions and examinations.

#### **KEY FUNCTIONS**

- Assist in preparing Laboratory Facility for routine investigations.
- Assist in setting the laboratory for practical sessions and examinations
- Assist in the Maintenance of 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.
- Assist in the Requisition of 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**

- Assistant in preparation of Laboratory for exams and practical sessions provided
- Help in keeping Laboratory supplies records of stock provided.
- Laboratory Supplies requisitioned and accounted for.
- Daily laboratory reports are kept.
- Laboratory safety and quality assurance practices are observed.
- Help in routine maintenance schedule of Laboratory equipment is prepared.

### **PERSON SPECIFICATIONS**

- Certificate in Science Laboratory Technology Biology or Certificate in Science Laboratory Technology (Chemistry/Biology) or Diploma in Science Technology Biology or Diploma in Science Laboratory Technology (Biology Major).
- Having an experience in the area relevant field is an added advantage.
- Demonstrated Computer Literacy.
- High level of integrity.

**FACULTY OF TECHNO-SCIENCE**

<b>Job Reference:</b>	<b>Muni. ADVERT MU/ACD/6.1/2020</b>
<b>JOB TITLE:</b>	<b>LECTURER –Electrical Engineering</b>
<b>Number of Vacancies</b>	<b>(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>Assistant Lecturer</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation where applicable</b>

### **PURPOSE OF THE JOB**

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

### **KEY FUNCTIONS**

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

### **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 hold a PhD or must be on a PhD track in the area of Electrical Engineering or Electronics Engineering.
- Should have a Master of Science degree in Electrical Engineering or Electronics Engineering.
- Applicants on PhD track must have defended their proposals by the time of submission of their applications (attach evidence of defense).
- First Class or Second-class Upper Bachelors of Science Degree in Electrical Engineering or Electronics Engineering.
- 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.

<b>Job Reference:</b>	<b>Muni. ADVERT MU/ACD/7.1/2020</b>
<b>JOB TITLE:</b>	<b>Lecturer in Software Engineering</b>
<b>Number of Vacancies</b>	<b>(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>Assistant Lecturer</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation where applicable</b>

### **PURPOSE OF THE JOB**

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

### **KEY FUNCTIONS**

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.

- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

### **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 hold a PhD or must be on a PhD track in the area of Software Engineering or Computer Engineering or Computer Science
- Should have a Master's degree in Software Engineering or Computer Science or Computer Engineering.
- Applicants on PhD track must have defended their proposals by the time of submission of their applications (attach evidence of defense).
- First Class or Second-class Upper Bachelor's Degree in Software Engineering or Computer Science or Computer Engineer.
- 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/8.1/2020  
**JOB TITLE:** Assistant Lecturer in Electrical Engineering  
**Number of Vacancies (1 Posts)**  
**Salary Scale:** (M6.2)  
**Responsible to:** Head of department  
**Terms of employment:** Permanent and subject to six (6) months' probation where applicable

### **PURPOSE OF THE JOB**

Assist the Senior Staff in teaching undergraduate students.

### **KEY FUNCTIONS**

- Assists in preparing lectures and conducting lectures to undergraduate students.
- Assists in setting tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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.
- Fundable Research grants applied for.

### **PERSON SPECIFICATIONS**

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

<b>Job Reference:</b>	<b>Muni. ADVERT MU/ACD/8.1/2020</b>
<b>JOB TITLE:</b>	<b>Assistant Lecturer in Mechanical Engineering</b>
<b>Number of Vacancies</b>	<b>(3 Posts)</b>
<b>Salary Scale:</b>	<b>(M6.2)</b>
<b>Responsible to:</b>	<b>Head Department</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation where applicable</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 and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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.
- Fundable Research grants applied for.

### **PERSON SPECIFICATIONS**

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

**Job Reference:** Muni. ADVERT MU/ACD/8.1/2020  
**JOB TITLE:** Laboratory Technician Mechanical  
**Number of Vacancies** (1 Posts)  
**Salary Scale:** (M12)  
**Responsible to:** Head of Department  
**Terms of employment:** Permanent and subject to six (6) months' probation where applicable

### **PURPOSE OF THE JOB**

To assemble Mechanical Equipment, install and configure operating systems and application software, troubleshoot hardware and software, and secure hardware and software.

### **KEY FUNCTIONS**

- Implement guidelines and regulations to ensure safety in the workplace
- Maintain equipment and facilities in a functional condition.
- Assist in preparation of students' practical's, industrial training, internship and field work.
- Create and keep records.
- Assist in testing and evaluating welding equipment, metals, and alloys.
- Set-up and operate welding and joining processes for lab tests, and perform welding experiments
- Interpret welding related requirements, troubleshoot welding problems and perform mechanical maintenance.
- Implement guidelines and regulations to ensure safety in the workplace.
- Maintain equipment and facilities in a functional condition.
- Assist in the preparation of students' practical's, industrial training, internship and fieldwork.
- Participate in research and consultancy.
- Provide technical and maintenance services of welding equipment and tools within the laboratory.
- Requisitions for Laboratory supplies and keeps a record of the stock.
- Maintaining lab space to meet safety standards and regulations.
- Compiles and submits laboratory reports.
- Any other duties assigned from time to time.

### **PERSON SPECIFICATIONS**

- Should have at least a credit Diploma in Mechanical Engineering or Welding Engineering.
- A three (3) year experience in related duties is required.
- Must have high integrity.

## **SKILLS AND COMPETENCIES**

- Knowledge about equipment and facilities.
- A team player with good interpersonal relations.
- Ability to communicate precisely and concisely.
- Analytical skills.
- Proficiency in using machines and computers.
- Time management; and
- Safety consciousness.

**Job Reference: Muni. ADVERT MU/ACD/8.1/2020**  
**JOB TITLE: Laboratory Technician Electrical**  
**Number of Vacancies (1 Posts)**  
**Salary Scale: (M12)**  
**Responsible to: Head of Department**  
**Terms of employment: Permanent and subject to six (6) months' probation where applicable**

## **PURPOSE OF THE JOB**

To assemble Electrical Equipment, install and configure operating systems and application software, troubleshoot hardware and software, and secure hardware and software.

## **KEY FUNCTIONS**

- Manage all installations, repairs, maintenance and testing of electrical and electronic components for continuity, current voltage and resistance.
- Implement guidelines and regulations to ensure safety in the workplace.
- Maintain equipment and facilities in a functional condition.
- Assist in the preparation of students' practical's, industrial training, internship and fieldwork.
- Participate in research and consultancy.
- Provide technical and maintenance services of electrical equipment within the laboratory.
- Manage electrical laboratory tasks like workloads with deadlines.
- Maintaining lab space to meet safety standards and regulations
- Requisitions for laboratory supplies and keep a record of the stock.
- Compiles and submits laboratory reports.
- Any other duties assigned from time to time.

## **PERSON SPECIFICATIONS**

- Should have at least a credit Diploma in Electrical Engineering or Electronics Engineering.
- A three (3) year experience in related duties is required.
- Must have high integrity.

**Skills and Competencies**

- Knowledge about equipment and facilities.
- A team player with good interpersonal relations.
- Ability to communicate precisely and concisely.
- Analytical skills.
- Proficiency in using machines and computers.
- Time management; and
- Safety consciousness.

**FACULTY OF AGRICULTURE AND ENVIRONMENTAL  
SCIENCES**



<b>Job reference:</b>	<b>Muni NEW ADVERT: REF MU/ACD/1.1/2020</b>
<b>JOB TITLE:</b>	<b>Associate Professor in Agro-forestry</b>
<b>Number of Posts</b>	<b>(1Post)</b>
<b>Salary Scale:</b>	<b>(M4)</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Interacts with:</b>	<b>Lecturers, Assistant Lecturers, Graduate Fellows or Teaching Assistants/Fellows</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation where applicable</b>

### **PURPOSE OF THE JOB**

To provide academic and professional leadership and knowledge to Senior Lecturers, Lecturers, Assistant Lecturers and students at undergraduate and postgraduate levels; and to promote knowledge of his/her subject through original work.

### **KEY FUNCTION**

- To prepare and deliver lectures to undergraduate and postgraduate students
- To conduct research and disseminate research findings.
- To promote knowledge of his/her subject through original work.
- To guide and supervise undergraduate and postgraduate students doing research.
- To organize and conduct seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- To guide and advise students on their performance.
- Writes competitive fundable research grants.
- Provides academic leadership and guidance in the department.
- Participates in curriculum development and review.
- Mentors junior 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**

- Must have a PhD in Agroforestry
- Should have Master of Science in Agroforestry
- Should have Bachelor of Science in Forestry or Agroforestry
- Must be at the minimum level of Senior Lecturer or its equivalent with at least eight (8) years of teaching experience in a recognized University/Institution.
- Must have published at least Eight (8) articles in peer reviewed journals, or book chapters or book with ISBN Number in the area of specialization after being promoted to the position of a senior lecturer.
- Three journal articles or book chapters shall be vetted.
- Should have supervised three graduate students to completion.
- Should have contributed to community service.

<b>Job reference:</b>	<b>Muni NEW ADVERT: REF MU/ACD/13.1/2020</b>
<b>JOB TITLE:</b>	<b>Senior Lecturer in Agri-Business or Agricultural Economics</b>
<b>Number of Posts</b>	<b>(1Post)</b>
<b>Salary Scale:</b>	<b>(M5)</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Responsible for:</b>	<b>Lecturer, Assistant Lecturers Researchers</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation where applicable</b>

**PURPOSE OF JOB**

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

**KEY FUNCTIONS**

- To prepare well-researched lectures and delivering them to undergraduate and postgraduate students.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.

- To administer and invigilate tests and examinations according to University policy and regulations.
- To mark tests, course works and examination scripts, compiling and grading examination results in accordance with University policy and regulations.
- To guide and advise students on their academic performance.
- To conduct research and disseminating research findings through conferences, seminars and publications.
- To supervise undergraduate and post graduate students undertaking research projects.
- To conduct seminars and tutorials.
- To carry out administrative duties in the department as directed by the Head of Department.

#### **KEY OUTPUTS**

- Well researched Lectures prepared and delivered.
- Research conducted and research findings disseminated through conferences, seminars and publications.
- Students undertaking researches supervised.
- Seminars conducted.
- Tests, examinations and course work set, scripts marked and graded and results submitted on time.
- Students guided and advised on their performance

#### **PERSON SPECIFICATIONS**

- Should have a PhD degree in Agribusiness
- Should have Master of Science in Agribusiness or Agricultural Economics
- Bachelor of Science in Agriculture or Forestry
- 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.

<b>Job Reference:</b>	<b>Muni. ADVERT MU/ACD/14.1/2020</b>
<b>JOB TITLE:</b>	<b>Assistant Lecturer in Animal Science</b>
<b>Number of Vacancies</b>	<b>(1 Posts)</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 where applicable</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 and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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 Animal Science or Masters in Veterinary Medicine.
- First Class or Second-class Upper Bachelor of Science degree in Veterinary Medicine
- 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.
- Experience in or both field based and laboratory research for at least One (1) in area of specialization is an added advantage.
- Having at least one (1) publication in an internationally recognized peer reviewed journals in the field of specialization is an added advantage.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- 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 MU/ACD/15.1/2020</b>
<b>JOB TITLE:</b>	<b>Assistant Lecturer in Aquaculture and/or Fisheries</b>
<b>Number of Vacancies</b>	<b>(1 Posts)</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 where applicable</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 and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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 Aquaculture
- First Class or Second-class Upper Bachelor of Science degree in Aquaculture or Fisheries.
- 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.
- Experience in or both field based and laboratory research for at least One (1) in area of specialization is an added advantage.
- Having at least one (1) publication in an internationally recognized peer reviewed journals in the field of specialization is an added advantage.

- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- 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 NEW ADVERT: REF/MU/ADM/16.1/2020</b>
<b>JOB TITLE:</b>	<b>LABORATORY TECHNICIAN ANIMAL SCIENCE</b>
<b>Number of Posts</b>	<b>(1 Post)</b>
<b>Salary Scale:</b>	<b>(M12)</b>
<b>Responsible to:</b>	<b>HEAD OF DEPARTMENT</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' Probation where applicable</b>

**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) or Bachelor of Science in Agriculture (Animal Science Option) from a recognized Training institution.
- Should have attained either First class or Second-Class upper diploma or Degree.
- 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.
- Demonstrated Computer Literacy.
- High level of integrity.

**FACULTY OF HEALTH SCIENCES**



<b>Job reference:</b>	<b>Muni NEW ADVERT: REF MU/ACD/17.1/2020</b>
<b>JOB TITLE:</b>	<b>Professor in the field of Health Sciences</b>
<b>Number of Posts</b>	<b>(1Post)</b>
<b>Salary Scale:</b>	<b>(M3)</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Interacts with:</b>	<b>Associate Professor, Senior Lecturers, Lecturers, Assistant Lecturers, students, Graduate Fellows/Teaching Assistants, Teaching Fellows, Research community.</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation Where applicable</b>

### **PURPOSE OF THE JOB**

To promote research studies and dissemination of research findings and assist the Head of Department in guiding and advising the academic staff within the department on the provision and promotion of quality and internationally acceptable academic education.

### **KEY FUNCTIONS**

- To provide academic leadership and guidance in the departments and Faculty.
- To identify and supervise the conduct of research studies by both undergraduate and postgraduate students.
- To prepare and deliver lectures to students, physically or online.
- To organize and conduct seminars and tutorials.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- To advise students on their academic performance.
- To lead curriculum review, development and termination processes.
- Writes competitive fundable research grants.
- To coach and mentor academic staff in the department.

### **KEY OUTPUTS**

- Academic leadership and guidance in the department provided.
- Identification and supervision of Students conducting research studies both undergraduate and postgraduate undertaken.
- Lectures to students Prepared and delivered.
- Seminars and tutorials organized and conducted.
- Tests and examinations set, marked and scripts graded.
- Advise to students on their academic performance provided.
- curriculum review development, and termination done.

- Competitive fundable research grants written.
- Coaching and mentorship to academic staff in the department done.

**PERSON SPECIFICATION**

- Must have a PhD in any relevant field in Medicine or Public Health.
- Should have Master of Science in any relevant field in Medicine or Public Health.
- Should have Bachelor of Medicine and Bachelor of Surgery (MBChB)
- Must have at least ten (10) years of teaching/research experience in a recognized University/Institution.
- Must have published at least fifteen (15) articles in peer reviewed journals, or book chapters or five books with ISBN Number. Five journal articles shall be vetted.
- Should have evidence of having won grants and research projects.
- Should have supervised at least five (5) graduate students to completion, two (2) of whom must be at PhD level.
- Should have contributed to community service.

<b>Job reference:</b>	<b>Muni NEW ADVERT: REF MU/ACD/18.1/2020</b>
<b>JOB TITLE:</b>	<b>Senior Lecturer in Public Health</b>
<b>Number of Posts</b>	<b>(1Post)</b>
<b>Salary Scale:</b>	<b>(M5)</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Responsible for:</b>	<b>Lecturer, Assistant Lecturers Researchers</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation Where applicable</b>

**PURPOSE OF JOB**

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

**KEY FUNCTIONS**

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

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

### **KEY OUTPUTS**

- Well researched Lectures prepared and delivered.
- Research conducted and research findings disseminated through conferences, seminars and publications.
- Students undertaking researches supervised.
- Seminars conducted.
- Tests, examinations and course work set, scripts marked and graded and results submitted on time.
- Students guided and advised on their performance

### **PERSON SPECIFICATIONS**

- Should have a PhD in Public Health.
- Should have Masters of Public Health
- Bachelor of Medicine and Bachelor of Surgery (MBChB) or Bachelor of Nursing.
- 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.

<b>Job Reference:</b>	<b>Muni. ADVERT MU/ACD/19.1/2020</b>
<b>JOB TITLE:</b>	<b>Lecturer in Nursing</b>
<b>Number of Vacancies</b>	<b>(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>Assistant Lecturer</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation Where applicable</b>

### **PURPOSE OF THE JOB**

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

### **KEY FUNCTIONS**

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

### **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 hold a PhD or must be on a PhD track in Nursing.
- Should have a Master’s degree in Nursing.
- First Class or Second-class Upper Bachelor’s Degree in Nursing.
- 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.

<b>Job Reference:</b>	<b>Muni. ADVERT MU/ACD/20.1/2020</b>
<b>JOB TITLE:</b>	<b>Lecturer in Medical Laboratory Technology</b>
<b>Number of Vacancies</b>	<b>(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>Assistant Lecturer</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months’ probation Where applicable</b>

**PURPOSE OF THE JOB**

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

**KEY FUNCTIONS**

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

**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 hold a PhD or must be on a PhD track in Clinical Chemistry or Microbiology and Immunology or Biochemistry or hematology or histology and Histopathology or parasitology and medical Entomology or pharmacology or Physiology
- Should have a Master's degree in Clinical Chemistry or Microbiology and immunology or Biochemistry or hematology or histology and Histopathology or parasitology and Entomology or pharmacology or Physiology
- First Class or Second-class Upper Bachelor's Degree in Medical Laboratory Technology or Medical Laboratory Science or Biomedical laboratory technology.
- 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.

<b>Job Reference:</b>	<b>Muni. ADVERT MU/ACD/21.1/2020</b>
<b>JOB TITLE:</b>	<b>Assistant Lecturer in Midwifery</b>
<b>Number of Vacancies</b>	<b>(1 Posts)</b>
<b>Salary Scale:</b>	<b>(M6.2)</b>
<b>Responsible to:</b>	<b>Head of Department</b>

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

### **PURPOSE OF THE JOB**

Assist the Senior Staff in teaching undergraduate students.

### **KEY FUNCTIONS**

- Assists in preparing lectures and conducting lectures to undergraduate students.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department, attend to examiners and Board meetings.
- 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 Midwifery or Midwifery and women health.
- First Class or Second-class Upper Bachelor of Midwifery or Bachelor of Nursing.
- 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 MU/ACD/22.1/2020</b>
<b>JOB TITLE:</b>	<b>Assistant Lecturer in Pharmacology</b>
<b>Number of Vacancies</b>	<b>(1 Posts)</b>
<b>Salary Scale:</b>	<b>(M6.2)</b>
<b>Responsible to:</b>	<b>Head of Department</b>

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

### **PURPOSE OF THE JOB**

Assist the Senior Staff in teaching undergraduate students.

### **KEY FUNCTIONS**

- Assists in preparing lectures and conducting lectures to undergraduate students.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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 Pharmacy, or Clinical Pharmacy or Pharmaceutical Sciences or pharmacology or Medical Chemistry or pharmacognosy and natural medicine from a recognized Institution.
- First Class or Second-class Upper Bachelor of Science degree in Pharmacy, or Clinical Pharmacy or Pharmaceutical Sciences or pharmacology or Medical Chemistry or pharmacognosy and natural medicine or Chemistry or Bachelor of Medicine and Bachelor of Surgery (MBChB).
- 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/23.1/2020  
**JOB TITLE:** Assistant Lecturer in Physiology  
**Number of Vacancies** (1 Posts)  
**Salary Scale:** (M6.2)



**Responsible to: Head of Department**  
**Terms of employment: Permanent and subject to six (6) months' probation Where applicable**

### **PURPOSE OF THE JOB**

Assist the Senior Staff in teaching undergraduate students.

### **KEY FUNCTIONS**

- 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 Physiology from a recognized Institution.
- First Class or Second-class Upper Bachelor of Medicine and Bachelor of Surgery (MBChB) or Bachelor of Nursing or Bachelor of Veterinary Medicine.
- 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/24.1/2020**  
**JOB TITLE: Assistant Lecturer in Public Health**  
**Number of Vacancies (1 Posts)**  
**Salary Scale: (M6.2)**  
**Responsible to: Head of Department**  
**Terms of employment: Permanent and subject to six (6) months' probation Where applicable**

## **PURPOSE OF THE JOB**

Assist the Senior Staff in teaching undergraduate students.

## **KEY FUNCTIONS**

- Assists in preparing lectures and conducting lectures to undergraduate students.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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 Public Health from a recognized Institution.
- Should have a First Class or Second-class Upper Bachelor of Medicine and Bachelor of Surgery (MBChB) or Bachelor of Nursing or Bachelor of Veterinary Medicine or Bachelor of Biomedical Science.
- 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 MU/ACD/25.1/2020</b>
<b>JOB TITLE:</b>	<b>TEACHING ASSISTANT/Clinical Instructor [In Nursing or Midwifery]</b>
<b>Number of Vacancies</b>	<b>(2Posts)</b>
<b>Salary Scale:</b>	<b>(M7)</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>
	<b>Where applicable</b>

**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.

<b>Job Reference:</b>	<b>Muni. ADVERT MU/ACD/26.1/2020</b>
<b>JOB TITLE:</b>	<b>Chief Medical Laboratory Technician</b>
<b>Number of Vacancies</b>	<b>(1 Posts)</b>
<b>Salary Scale:</b>	<b>(M6.2)</b>
<b>Responsible to:</b>	<b>Head of Department</b>
<b>Terms of employment: Permanent and subject to six (6) months’ probation Where applicable</b>	

**Job purpose:**

To provide leadership in the management of the laboratory and conduct advanced laboratory investigations and research.

### **Key duties and responsibilities**

- Planning and budgeting for medical laboratory activities.
- Producing and supervising medical laboratory services.
- Establishing and monitoring the implementation of bio-safety and bio-security systems in the medical laboratories.
- Analysing laboratory data, producing, and submitting periodic reports.
- Managing and accounting for resources allocated to the medical laboratories.
- Supervising, training and mentoring students and health workers.
- Providing leadership in research.
- Establishment and monitoring quality assurance programs in the laboratory.
- Conducting advanced laboratory analyses.
- Supervising laboratories' activities.
- Preparing operational plans and budgets.
- Managing equipment, materials and supplies.
- Supervising quality assurance systems.
- Coordinating laboratory operations.
- Enforcing professional code of conduct.
- Assessment of the performance of staff under his or her supervision

### **KEY OUTPUTS**

- Medical laboratory activities Planned and budgeted for.
- Medical laboratory services supervised.
- Bio-safety and Bio-security systems in the medical laboratories Established, monitored and the implemented.
- laboratory data Analysed, and periodic reports submitted.
- Resources allocated to the medical laboratories Managed and accounted for.
- Students and health workers supervised, trained and mentored.
- Leadership in research Provided.
- Quality assurance programs in the laboratory Established and the implementation monitored.
- Advanced laboratory analyses conducted.
- Laboratories' activities supervising.

- Operational plans and budgets Prepared.
- Equipment, materials and supplies to the laboratories Managed.
- Quality assurance systems supervised.
- Professional code of conduct enforced.
- Staff performance assessed

**PERSON SPECIFICATION**

**a) Qualifications**

- Should have a minimum of Master’s degree in Clinical Chemistry or Microbiology or immunology or biochemistry or Hematology or Histology or Histopathology or parasitology or Medical entomology
- Should have Bachelors’ degree in Medical Laboratory Science/Technology or Biomedical Sciences from a recognized University/Institution
- Must be registered with UAHPC and holds a valid practicing license.
- Must possess six (6 years) relevant working experience, three (3) of which should have been at Senior Medical Laboratory Technologist or technician level in Government or the equivalent from a reputable Organisation.
- Evidence of additional training undertaken on the operations and use of specialized biomedical equipment and technologies is an added advantage

**b) Competencies**

- Planning, organizing and coordinating
- Coaching and mentoring
- Financial management
- Human Resource Management
- Concern for quality and standards
- Communicates and reinforces standards.
- Results orientation
- Leadership
- Problem solving and decision making

**Job Reference:** Muni. ADVERT MU/ACD/27.1/2020  
**JOB TITLE:** Senior Medical Laboratory Technician  
**Number of Vacancies** (2 Posts)  
**Salary Scale:** (M10)  
**Responsible to:** Head of Department  
**Terms of employment:** Permanent and subject to six (6) months’ probation Where applicable

**Job Purpose:**

To conduct advanced laboratory investigations.

**Key duties and responsibilities**

- Collecting and analysing specimens.
- Implementing bio-safety and bio security guidelines.
- Executing work plans and budgets.
- Interpreting and reporting results.
- Supervising and on bench training of students.
- Developing and implementing standard operating procedures
- Analysing disease surveillance specimens.
- Data generated from the laboratory managed and utilized.

**Person specifications**

- Specimens Collected and analysed.
- Bio-safety and bio security guidelines Implementing.
- Work plans and budgets executed.
- Interpreting and reporting of results done.
- Supervising and on bench training of students done.
- Standard operating procedures developed and implemented.
- Disease surveillance specimens Analysed.
- Data generated from the laboratory managed and utilized.

**PERSON SPECIFICATIONS****a) Qualifications**

- Bachelors' degree in Medical Laboratory Science/Technology or Biomedical Sciences from a recognized University/Institution.
- Must be registered with UAHPC and holds a valid practicing license.
- Must have experience of three (3) years as a Medical Laboratory Technician in Government or the equivalent from a reputable Organisation.
- Evidence of additional training undertaken on the operations and use of specialized biomedical equipment and technologies is an added advantage.

**b) Competencies**

- Planning, organizing and coordinating
- Coaching and mentoring
- Financial management
- Human Resource Management
- Concern for quality and standards
- Communicates and reinforces standards.

- Results orientation
- Leadership
- Problem solving and decision making

## **FACULTY OF MANAGEMENT SCIENCE**

**Job Reference:** Muni. ADVERT MU/ACD/28.1/2020  
**JOB TITLE:** Lecturer in Tourism  
**Number of Vacancies** (1 Post)  
**Salary Scale:** (M6.1)  
**Responsible to:** Senior Lecturer  
**Responsible for:** Assistant Lecturer  
**Terms of employment:** Permanent and subject to six (6) months' probation Where applicable

### **PURPOSE OF THE JOB**



To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

### **KEY FUNCTIONS**

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

### **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 hold a PhD or must be on a PhD track in the area of Tourism or Hospitality Management.
- Should have a Master's degree in Tourism or Hospitality Management.
- First Class or Second-class Upper Bachelor's Degree in Tourism or Tourism and Hospitality Management.
- 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.

<b>Job Reference:</b>	<b>Muni. ADVERT MU/ACD/29.1/2020</b>
<b>JOB TITLE:</b>	<b>Lecturer in General Management</b>
<b>Number of Vacancies</b>	<b>(1 Post)</b>
<b>Salary Scale:</b>	<b>(M6.1)</b>
<b>Responsible to:</b>	<b>Senior Lecturer</b>
<b>Responsible for:</b>	<b>Assistant Lecturer</b>
<b>Terms of employment: Permanent and subject to six (6) months' probation Where applicable</b>	

### **PURPOSE OF THE JOB**

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

### **KEY FUNCTIONS**

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

### **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 hold a PhD or must be on a PhD track in the area of Management or Doctor of Business Administration (DBA)
- Should have a Master's degree in Management (HRM option) Or MBA (HRM option).
- Should have a First Class or Second-class Upper Bachelor's Degree in Business Administration (Management option) or commerce Business Studies (Management option) or Bachelor of Arts (Management option) or Bachelor of Human Resources Management.
- 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.

<b>Job Reference:</b>	<b>Muni. ADVERT MU/ACD/30.1/2020</b>
<b>JOB TITLE:</b>	<b>Assistant Lecturer in Procurement and Logistics Management</b>
<b>Number of Vacancies</b>	<b>(1 Posts)</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 Where applicable</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.
- To assist in set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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 Supply Chain Management or procurement and Supply Chain management.
- Should have a First Class or Second-class Upper Bachelor degree in Procurement and Logistics Management or Bachelor of Business Administration (Procurement and supply chain management option).
- 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 EDUCATION**

**Job Reference:** Muni. ADVERT MU/ACD/31.1/2020  
**JOB TITLE:** Lecturer in Economics  
**Number of Vacancies** (1 Post)  
**Salary Scale:** (M6.1)  
**Responsible to:** Head of Department  
**Responsible for:** Assistant Lecturer  
**Terms of employment:** Permanent and subject to six (6) months' probation Where applicable

### **PURPOSE OF THE JOB**

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

### **KEY FUNCTIONS**

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

### **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 hold a PhD or must be on a PhD track in the area of Economics or PhD in Economics of Education.
- Should have a Master's degree in Economics or Master of Economics of Education.
- Should have a First Class or Second-class Upper Bachelor's Degree in Education majoring in Economics or Bachelor of Arts degree in Economics with PGDE.

- Should have at least three (3) years' teaching experience in the field of specialization.
- Applicants who are professionally teachers should attach evidence of registration certificate.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Demonstrate computer literacy.

<b>Job Reference:</b>	<b>Muni. ADVERT MU/ACD/31.1/2020</b>
<b>JOB TITLE:</b>	<b>Lecturer in Geography</b>
<b>Number of Vacancies</b>	<b>(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>Assistant Lecturer</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' probation Where applicable</b>

### **PURPOSE OF THE JOB**

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

### **KEY FUNCTIONS**

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

## **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 hold a PhD or must be on a PhD track in Geography.
- Should have a Master's degree in Geography.
- Should have a First Class or Second-class Upper Bachelor's Degree in Education majoring in Geography or Bachelor of Arts Geography with PGDE.
- Should have at least three (3) years' teaching experience in the field of specialization.
- Applicants who are professionally teachers should attach evidence of registration certificate.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Demonstrate computer literacy.

**Job Reference:** Muni. ADVERT MU/ACD/33.1/2020  
**JOB TITLE:** Assistant Lecturer in Early Childhood Education  
**Number of Vacancies** (1 Posts)  
**Salary Scale:** (M6.2)  
**Responsible to:** Head of Department  
**Terms of employment:** Permanent and subject to six (6) months' probation Where applicable

## **PURPOSE OF THE JOB**

Assist the Senior Staff in teaching undergraduate students.

## **KEY FUNCTIONS**



- Assists in preparing lectures and conducting lectures to undergraduate students.
- Assists in setting tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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 Early Childhood Education.
- Should have a First Class or Second-class Upper Bachelor of degree in Early Childhood Education.
- Applicants who are professionally teachers should attach evidence of registration certificate.
- 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 MU/ACD/34.1/2020</b>
<b>JOB TITLE:</b>	<b>Assistant Lecturer in English Language Studies</b>
<b>Number of Vacancies</b>	<b>(1 Posts)</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 Where applicable</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 and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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 English language studies or Masters in Linguistics (English Option)
- Should have a First Class or Second-class Upper Bachelor degree in Education English and Literature or Bachelor of Arts English option with PGDE.
- Applicants who are professionally teachers should attach evidence of registration certificate.
- 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 MU/ACD/35.1/2020</b>
<b>JOB TITLE:</b>	<b>Assistant Lecturer Literature in English</b>
<b>Number of Vacancies</b>	<b>(1 Posts)</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 Where applicable</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 and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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 English Literature.
- Should have a First Class or Second-class Upper Bachelor's degree in Education English & Literature or Bachelor of Arts English or Literature with PGDE.
- Applicants who are professionally teachers should attach evidence of registration certificate.
- 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 MU/ACD/36.1/2020</b>
<b>JOB TITLE:</b>	<b>Assistant Lecturer Ethics and Peace Studies</b>
<b>Number of Vacancies</b>	<b>(1 Posts)</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 set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- 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 Peace and Ethics studies or Ethics and Public Management.
- Should have a First Class or Second-class Upper Bachelor's degree in Education majoring in Divinity, or Bachelor of Theology, or Bachelor of Philosophy or Bachelor of Arts-Philosophy.
- 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.

## **ADMINISTRATIVE AND SUPPORT STAFF POSITIONS**

<b>Job reference:</b>	<b>MUNI NEW ADVERT: REF/MU/ADM/37.1//2020</b>
<b>JOB TITLE:</b>	<b>UNIVERSITY LIBRARIAN</b>
<b>Number of Posts</b>	<b>(1 Post)</b>
<b>Salary Scale:</b>	<b>(M3)</b>
<b>Responsible to:</b>	<b>VICE CHANCELLOR</b>
<b>Responsible for:</b>	<b>Deputy University Librarian</b>
<b>Terms of employment:</b>	<b>5 Year Contract</b>

### **PURPOSE OF THE JOB**

To be responsible for the development, control, management and coordination of all library and information services of the University.

### **KEY FUNCTIONS**

- Develop and implement annual activity plans and budgets for the University Library.

- Oversee the maintenance of information resources through an effective cataloguing and classification system.
- Coordinate the development of well-stocked and continually updated libraries in order to facilitate the proper functioning of the University.
- Monitor and review the performance of the libraries on the Campus and ensure that they meet international standards Library.
- Coordinate the acquisition and proper maintenance of books, serial publications, documents, audio-visual materials, electronic media resources, computer discs as well as other academic publications, equipment and information technology for the various libraries on the campus.
- Order, receive and distribute complimentary copies of books, publications and new acquisitions to specified heads of department.
- Coordinate annual stocktaking exercise in order to conduct a proper audit and accountability of all acquisitions in the library.
- Development and implementation of an effective knowledge organization system in order to ensure rapid access and retrieval of information.
- Supervise and evaluating the performance of library staff against set targets and taking corrective action whenever performance improvement is required.

#### **KEY OUTPUTS**

- Annual activity plans and budgets for the University Library developed and implemented.
- Books, serial publications, documents, audio-visual materials, electronic media resources, computer discs as well as other academic publications, equipment and information technology for the various libraries on the campus put in place.
- Developed and implemented effective knowledge organization system for rapid access and retrieval of information.
- Supervised and evaluated performance of library staff against set targets and corrective action taken whenever performance improvement is required.
- Staff supervised and appraised.

#### **PERSON SPECIFICATIONS**

- Should have a PhD in Library and Information Science or Information science or Information technology or Information Systems from a recognized institution of higher learning.
- Should have a Master's Degree in Library and Information Science or Information Science or Information technology or Information Systems from a recognized institution of higher learning.
- Should have a Bachelor's Degree in Library and Information Science from a recognized institution of Higher learning.

- Being a Professor is an added advantage.
- Should have effective communication skills and proficient in computer systems including use of the e-mail and the Internet.
- Should have a minimum of Eight (8) years of demonstrated experience, professional experience and leadership in an Academic Library of a reputable University/ Institution, 5years of which should have been served at the level of Senior Librarian in an institution of higher learning or research institution.
- Should have a minimum of five (5) scholarly publications in a refereed and peer reviewed journals.
- Demonstrable computer knowledge.
- Should have high level of integrity.

<b>Job reference:</b>	<b>Muni NEW ADVERT: REF/MU/ADM/38.1//2020</b>
<b>JOB TITLE:</b>	<b>SENIOR COMMUNICATION OFFICER</b>
<b>Number of Posts</b>	<b>(1 Post)</b>
<b>Salary Scale:</b>	<b>(M5)</b>
<b>Responsible to:</b>	<b>VICE CHANCELLOR</b>
<b>Responsible for:</b>	<b>Communication Officer</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' Probation where applicable.</b>

### **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 for a 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 three (3) years of which 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.



<b>Job reference:</b>	<b>Muni NEW ADVERT: REF/MU/ADM/39.1//2020</b>
<b>JOB TITLE:</b>	<b>NETWORK ADMINISTRATOR</b>
<b>Number of Posts</b>	<b>(1 Post)</b>
<b>Salary Scale:</b>	<b>(M6.2)</b>
<b>Responsible to:</b>	<b>SYSTEM'S ADMINISTRATOR</b>
<b>Responsible for:</b>	<b>Technicians</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' Probation</b>

### **Job Purpose**

To effectively provide, install/configure, operate, and maintain computer system hardware and software and related ICT infrastructure at Muni University.

### **Key Functions**

1. Plan, coordinate and implement the computerized and management information system of the university.
2. Ensure Network uptime, performance, resources, and security are maintained without exceeding the budget.
3. Acquire, install, or upgrade computer components and software.
4. Automate routine tasks; write computer programs; troubleshoot computer hardware and software.
5. Initiate and ensure development of University's ICT Policy.
6. Maintain database systems; computer network infrastructure; maintain computer and network security.
7. Maintain web and e-mail server services.
8. Train and/or supervise staff; and direct day-to-day administration and maintenance of computer systems.
9. Handle any other relevant duties as may be assigned from time to time.
10. Co-ordinate the Internet Service Providers (ISPs) to ensure internet connectivity.

### **PERSON SPECIFICATIONS**

1. Should have at least a Bachelor's degree in Computer Science, Information Technology or Computer Engineering, Electronics and Telecommunication Engineering from a recognized University/ Institution.
2. Should possess a professional certification in computer networks (CCNA, CCNP, Network+) and software development, database systems or computer security is an added advantage.
3. Should have at least three (3) years' experience in a similar or related field with a large organization doing similar work.
4. High level of Integrity.

**Job reference:** Muni New ADVERT: REF/MU/ADM/40.1/2020  
**JOB TITLE:** ASSISTANT REGISTRAR  
**Number of posts:** 1 Post  
**Salary scale:** (M6.1)  
**Responsible to:** Senior Assistant Registrar  
**Responsible for:** N/A  
**Terms of employment:** Permanent and subject to six (6) months' probation Where applicable

### **JOB PURPOSE**

Assist in processing admissions, registration of students, arranging examinations, monitoring teaching and learning and participate in arranging graduation ceremonies.

### **KEY FUNCTIONS**

- Assist in processing of Admissions, and issuance of Admission letters to admitted Students.
- Assist in registration of Students, and processing of Students' Identity Cards.
- Prepare and compile University Academic time tables, including teaching and examination time tables.
- Assist in examination arrangements, including processing of examination permits.
- Maintain up-to-date inventory of researches done by students.
- Monitor the teaching of University Academic programmes in accordance with the approved University teaching time tables.
- Assist in enforcing policies and procedures related to student data and records residing in the student information system and linked systems.
- Keep custody of examination approved results, and also maintain up-to-date the examination databases.
- Initiate and procure Academic Transcripts and Certificates blanks.
- Process, issue and answer queries on Academic Transcripts and Certificates.
- Assist in planning and implementing practices that continuously improve the services and work provided by the office of the Academic Registrar.
- Assist in interpreting and enforcing approved academic policies, and regulations of the University.
- Assist in organizing meetings, and follow-ups of the decision of the University Senate Committees and working groups.

- Assist in organizing Graduation ceremonies and such other Academic functions of the University.

### **KEY OUTPUTS**

- Admission letters processed and issued.
- Students registered, and Students' Identity Cards issued.
- University Academic teaching and examination time tables compiled.
- Teaching of University Academic programmes monitored.
- Examination permits issued, and University examinations conducted.
- Up-to-date inventory of researches done by students maintained.
- Policies and procedures relating to student information management and linked systems enforced.
- Proper and safe custody of examination results, and databases maintained.
- Academic Transcript and Certificate blanks available at all times.
- Academic Transcripts and Certificates processed and issued, and queries answered.
- Productive work practices and standards maintained.
- Academic policies, regulations and standards of the University enforced.
- Meetings organized and held.
- Follow-up of the decision of the University Senate Committees and working groups made.
- Graduation ceremonies and such other Academic functions of the University organized and held.

### **PERSON SPECIFICATIONS**

- Should have a minimum of a postgraduate Diploma in Education or Education planning and Management or Education Leadership and Management or Management studies or Public Administration or Human Resource Management from a recognized Institution.
- Should have a University Degree in Education, Management or Administration or Social Sciences from a recognized Institution.
- Minimum of three (3) years' experience in a similar position in a University or Institution of Higher learning or a reputable organisation.
- Good interpersonal and effective communication skills.
- High level of integrity.
- Demonstrated computer literacy.

- Should have high level of integrity.

<b>Job reference:</b>	<b>Muni NEW ADVERT: REF/MU/ADM/41.1/2020</b>
<b>JOB TITLE:</b>	<b>Human Resource Officer</b>
<b>Number of Posts</b>	<b>(1 Post)</b>
<b>Salary Scale:</b>	<b>(M6.1)</b>
<b>Responsible to:</b>	<b>Senior Human Resource Officer</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' Probation</b>

### **PURPOSE OF THE JOB**

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

### **KEY FUNCTIONS**

- Provides support to the in the management of Human Resources.
- Assists in coordinating the recruitment, selection, induction and placement of staff.
- Initiates the preparation of the Human Resource Investment and Development Plan.
- Generates human resource information for the University.
- Attends to staff with special needs and ensures that they are provided with necessary facilities.
- Assists in the management of salaries, wages and benefits.
- Assists in projecting staffing needs for the University.
- Assists in the process of training and development of staff.
- Assists in the Process of Staff Performance Management.
- Assists in conducting exit interviews and issue of certificates of service to members of staff who retire.

### **KEY OUTPUTS**

- Human resource working documents prepared.
- Draft Human Resource Investment and Development Plan prepared.
- Staffing and establishment data generated and updated.
- A report produced based on the records of the exit interviews.
- An up to date monthly Payroll.
- Training reports generated.
- Staff Performance Management reports generated and filed.

## **PERSON SPECIFICATIONS**

- A minimum of a Master's degree in Human Resource Management or Organizational and Industrial Psychology or Organizational Development or Public Administration and Management (HR option) or MBA (HR option).
- Should have at least three (3) years' experience in Human Resource Management in a Public or reputable organisation.
- Should have high integrity with excellent communication, leadership and interpersonal skills.
- Should have proven ability to transfer skills and knowledge to others through formal training and technical support
- Demonstrated Computer Literacy and Presentation skills.
- Should have the ability to work independently and as part of a team.
- Should have a high level of integrity.

<b>Job reference:</b>	<b>MUNI NEW ADVERT: REF/MU/ADM/42.1/2020</b>
<b>JOB TITLE:</b>	<b>PERSONAL SECRETAY</b>
<b>Number of Posts</b>	<b>(1 Post)</b>
<b>Salary Scale:</b>	<b>(M12)</b>
<b>Responsible to:</b>	<b>Head of Department or Office deployed to</b>
<b>Responsible for:</b>	<b>Office Attendant</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months' Probation where applicable</b>

## **PURPOSE OF THE JOB**

To provide Secretarial, administrative and office managerial services in the Office deployed to.

## **KEY FUNCTIONS**

- Takes and transcribes dictation and produces the work accordingly.
- Receives and disseminates correspondences, mails and other information for the Deputy Vice Chancellor's office.
- Drafts appropriate correspondences and submit them to the responsible authority for authentication and timely dispatch.
- Provides support in arranging meetings that directly fall under the ambit of the Deputy Vice Chancellor's office.
- Attends to all visitors by ascertaining the nature of business and directing them to appropriate offices.
- Oversees the filing, maintenance, storage, security and retrieval of files and documents.
- Schedules appointments, synchronizes and updates the diary and screens requests for meetings.

- Attends to telephone inquiries, handles out-going and in-coming mails and faxes.
- Requests, manages and accounts for office equipment, materials and imprest.

### **KEY OUTPUTS**

- Secretarial duties carried out.
- Clients attended to and directed to appropriate offices.
- Deputy Vice Chancellor’s Office dairy kept up-to-date.
- Office equipment requisitioned and managed.
- Imprest requisitioned, managed and accounted for.

### **PERSON SPECIFICATIONS**

- Should have a Bachelors degree in Secretarial Studies or information Management or UNEB Diploma in Secretarial Studies with Business Communication Stage II; Typewriting Stage III (50 wpm); Shorthand Stage II (80/90 wpm) and Office Management or equivalent qualifications from a recognized institution.
- Should have a minimum of three (3) years’ relevant experience with a reputable organization.
- Should have good communication and interpersonal skills.
- Demonstrated computer literacy skills.
- High level of integrity.

<b>Job reference:</b>	<b>Muni NEW ADVERT: REF/MU/ADM/43.1/2020</b>
<b>JOB TITLE:</b>	<b>Engineering Assistant (Mechanical)</b>
<b>Number of Posts</b>	<b>(1 Post)</b>
<b>Salary Scale:</b>	<b>(M10)</b>
<b>Responsible to:</b>	<b>UNIVERSITY ENGINEER</b>
<b>Terms of employment:</b>	<b>Permanent and subject to six (6) months’ Probation where applicable</b>

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

To assist the University Engineer to plan, develop, control and coordinate all estates functions of the University.

### **KEY FUNCTIONS**

- Assists in the development of technical specifications and performance standards to facilitate procurement of goods, services and works.
- Assists in preparation of the bill of quantities required for servicing, repairs and maintenances of machinery and equipment according to Manufacturers’ guidelines and specifications.

- Assists in the supervision of planned, preventive and curative maintenance programs and schedules of vehicles and equipment.
- Assists to investigate, safeguard and inspect the University automobiles to ensure that adequate protection measures are put in place for machines and equipments.
- Supervises subordinate staff, assesses their performance, identifies training needs and recommends appropriate training for them.
- Participates in the execution of impromptu tasks, servicing schedules within the premises of the University.

### **KEY OUTPUTS**

- Bills of quantities prepared after automobile inspections.
- Supervision reports on technical works including repairs and maintenance of automobiles prepared.
- Reports on planned, preventive and curative maintenance programmes and schedules prepared.
- Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.

### **PERSON SPECIFICATIONS**

- Should have a Higher Diploma in Mechanical Engineering from a recognized Institution.
- Possession of a certificate of in a related field will be an added advantage.
- Must have strong leadership, interpersonal and influencing skills as well as good communication skills.
- Should have three (3) years' experience in a business and reputable mechanical workshop, warehouse or industry.
- Demonstrated knowledge in computer literacy, capable of using word processing, spreadsheet and database – computer software packages.

<b>Job reference:</b>	<b>Muni NEW ADVERT: REF/MU/ADM/44.1/2020</b>
<b>JOB TITLE:</b>	<b>SECURITY GUARD</b>
<b>Number of Posts</b>	<b>(3 Post)</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 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 either; Police, Army, Prisons or Wild Life Authority Training (Armed Forces Training).
- Should have a three (3) years' experience in security related work.
- Should have a discharge certificate where the applicant has left armed forces.
- Computer literacy is an added advantage.
- High level of integrity.



**Job reference:** Muni NEW ADVERT: REF/MU/ADM/45.1/2020  
**JOB TITLE:** OFFICE ATTENDANTS  
**Number of Posts** (3Post)  
**Salary Scale:** (M20)  
**Responsible to:** CUSTODIAN  
**Terms of employment:** Permanent and subject to six (6) months' Probation where applicable

**PURPOSE OF THE JOB:**

To clean the offices 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 kept office.
- Staff refreshments served.
- Office opened and closed.
- Timely delivery of documents.
- Mails and documents registered before delivery
- Undertaking any official errands outside the office as instructed by the supervisor.

**PERSON SPECIFICATIONS**

- A minimum of O' Level Certificate with a credit in English.
- Two (2) years working experience in a relevant field.
- Fluency in spoken English.
- High level of integrity.