

# MUNIUNIVERSITY



## EMPLOYMENT OPPORTUNITY (External Advertisement No. 1/2021)

APRIL, 2021

Applications are invited from suitably qualified Ugandans to fill vacant positions at Muni University. 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 Makerere University Lincoln House A2 to be received not later than **10<sup>th</sup> May, 2021 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

ACADEMIC STAFF POSITIONS					
S.No	Post	Number of Vacancies	Scale	Job Reference Number	Status
	Assistant Lecturer in Pharmacology	1	M6.2	MU/ACD/1.2/2021	New
	Assistant Lecturer in Agricultural Extension	1	M6.2	MU/ACD/2.1/2021	New
ADMINISTRATIVE STAFF POSITIONS					
1.	University Librarian	1	M3	MU/ADM/1.1/2021	Re-advert
2.	University Secretary	1	M3	MU/ADM/2.1/2021	New

#### MODE OF APPLICATION:

1. The application letter should bear the title of the post and the reference number specified against the vacancy.
2. Applicants should attach three sets of photocopies of their certificates, Academic Documents, appointment letters or Certificate of Service and three recent passport size photographs, a typed and signed CV and any other relevant documents.
3. The application must include the applicant's telephone contact, e-mail address and telephone numbers of three referees.
4. Applicants for the Position of the University Librarian and University Secretary should submit Reference Letters from three Referees.
5. An applicant should not apply for more than two posts.
6. An applicant who shall not formally receive communication from the University on completion of the selection exercise should consider themselves unsuccessful.

**UNIVERSITY SECRETARY  
MUNI UNIVERSITY**

Job reference:	Muni NEW ADVERT: REF MU/ACD/1.1/2021
JOB TITLE:	Assistant Lecturer in Agricultural Extension
Number of Posts	(1Post)
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

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.
- students Mentored

### PERSON SPECIFICATIONS

- Should have at least Master of Science in Agricultural Extension
- First Class or Second-class Upper Bachelor of Science in Agriculture or Agricultural Extension or Agricultural Extension Education or Agriculture and Rural Innovation
- 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/2.1/2021</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>
<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 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.

**ADMINISTRATIVE STAFF POSITIONS**

Job reference:	MUNI NEW ADVERT: REF/MU/ADM/1.1/2021
JOB TITLE:	UNIVERSITY LIBRARIAN
Number of Posts	(1 Post)
Salary Scale:	(M3)
Responsible to:	VICE CHANCELLOR
Responsible for:	Deputy University Librarian
Terms of employment:	5 Year Contract

## 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 or Business Administration Information Technology Option 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.



Job reference:	MUNI NEW ADVERT: REF/MU/ADM/2.1/2021
JOB TITLE:	UNIVERSITY SECRETARY
Number of Posts	(1 Post)
Salary Scale:	(M3)
Responsible to:	VICE CHANCELLOR
Responsible for:	University Bursar, Head Procurement, Head of Estates, Head of Planning, Head Security, Head Human Resource, Head Legal Office
Terms of employment:	5 Year Contract

### PURPOSE OF THE JOB

To provide leadership and general administration of the University, including the custody of the seal and administration of University assets.

### KEY FUNCTIONS

- Carries out the duties of Accounting Officer of the University.
- Secretary to the University Council and its Committee.
- Provides professional advice and guidance as well as interpretation of Council policies and decisions.
- Ensures that accounting procedures, manuals and other documents relating to financial control and management are in place as per approved financial laws and regulations.
- Coordinates and facilitates the timely preparation of the University annual budget and work plan.
- Monitors and tracks the utilization of recurrent and development expenditures against approved work plans and budget.
- Coordinates the production of University Financial Management Reports by Administrative and Academic Units
- Coordinates the production of Final Audited Accounts of the University.
- Maintains a register of all University assets and facilities and ensures that they are effectively and efficiently managed and utilized.
- Coordinates the procurement of goods, services and works and ensure that all contractual obligations are fulfilled in accordance with Public Procurement Disposal of Assets Act (PPDA).
- Ensures that procurement procedures, manuals, procurement plans and other document relating to procurement Management are in place in accordance with the law and regulations.
- Ensures that Human Resource procedures, manuals and other document relating to Human Resource Management are in place in accordance with the law and regulations.
- Ensures that recruitment, performance management, staff development, staff welfare, discipline and other human resource functions are handled in accordance with the laws and regulations.
- Ensures efficient and effective management of retirement benefit scheme and all matters relating to compensation and labour relations.
- Ensures that legal matters are handled in accordance with the law and the University regulations.

- Supervises Staff, assesses performance and identifies training needs and recommends appropriate training.

#### **KEY OUTPUTS**

- The following reports produced annually and circulated to stakeholders:
  - i) Financial Performance Report.
  - ii) Human Resource Management Performance Report.
  - iii) Legal Matters Report.
  - iv) Procurement and contract management Report
  - v) Recruitment and staff development plan prepared.
  - vi) Security Report
  - vii) Disaggregated Staff Data
- Procurement Plan produced and contract management reports prepared as required
- The University annual budget and work plan prepared and submitted to the University Council in line with budget cycle.
- Final Audited Accounts of the University prepared and submitted to stakeholders by September.
- An up-to-dated Assets and Facilities Register.
- Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.

#### **PERSON SPECIFICATIONS**

- Shall hold a minimum of Master's Degree in the field of Management in either Human Resource Management or Financial Management or Education Management or Business Administration or Education Administration and Planning, Public Administration.
- Bachelor's Degree in the area of Public Administration or Social Sciences or Management or Education
- A Ph.D. or a Postgraduate Diploma in Management field is an added advantage.
- Should have at least ten (10) years' experience in administration of a reputable institution three (3) of which should have been at a senior level of management.
- Being knowledgeable in Government policies and procedures is an added advantage.
- Should have strong leadership, good inter-personal skills, communication, public relations and negotiation skills.
- Demonstrated computer literacy skills.
- A certificate in Administrative Law