

MUNI UNIVERSITY



EMPLOYMENT OPPORTUNITY (External Advertisement No. 1/2023)

March, 2023

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 **Monday, 27th March 2023 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

VACANT STAFF POSITIONS

ACADEMIC STAFF POSITIONS				
S.No	Post	Number of Vacancies	Scale	Job Reference Number
1.	Assistant Lecturer in Mechanical Engineering	1	M6.2	MU/ACD/1.1/2023
2.	Lecturer in Physics	1	M6.1	MU/ACD/1.2/2023
3.	Lecturer in General Management	1	M6.1	MU/ACD/1.3/2023
ADMINISTRATIVE & SUPPORT POSITION				
1.	Driver	1	M20	MU/ADM/2.1/2023

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 Academic Documents, Professional Certificates, appointment letters or Certificates of Service, National Identity Card 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. An applicant who shall not formally receive communication from the University on completion of the selection exercise should consider him/herself unsuccessful.

**UNIVERSITY SECRETARY
MUNI UNIVERSITY**

ACADEMIC STAFF POSITIONS

Job Reference:	Muni. ADVERT MU/ACD/1.1/2023
JOB TITLE:	Assistant Lecturer in Mechanical Engineering
Number of Vacancies	(1 Post)
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 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 invigilating tests, examinations, and coursework according to University standards.
- Assists in supervising students, undertaking research in line with the University's guidelines and regulations.
- Assist in research and community engagement activities.

KEY OUTPUTS

- Lectures prepared and delivered to undergraduate students.
- Tests, examinations and courseworks set, marked, and results compiled.
- Tests, examinations, and courseworks administered.
- Students undertaking research Supervised in line with the University's guidelines and regulations.
- Fundable Research grants applied for.
- Conducting research and community outreach activities.

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.
- The applicant must be below the age of 45 years.

Job Reference:	Muni. ADVERT MU/ACD/1.2/2023
JOB TITLE:	Lecturer in Physics
Number of Vacancies	(1 Post)
Salary Scale:	(M6.1)
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months' probation 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 research.

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 areas of academic practice.
- Participates in curriculum review.
- Attend to students' inquiries on 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

- Lectures planned, prepared, and delivered according to the time table.
- Fundable research proposals prepared and submitted.
- 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

1. Should hold a PhD or must be on a PhD track in the field of Space Science or Astronomy/Astrophysics or Material Science or Renewable Energy or Electronics or Radiation Physics
2. Applicants on PhD track must have defended their proposals by the time of submission of their applications (attach evidence of defense).
3. Should hold Masters of Science in the field of Space Science or Astronomy/Astrophysics or Material Science or Renewable Energy or Electronics or Radiation Physics
4. First Class or Second-class Upper Bachelor Degree in either Bachelor of Science Education majoring in Physics or Electrical Engineering or Mechanical Engineering or Bachelor of Science Majoring in Physics.
5. Should have at least three (3) years' teaching experience.
6. Demonstrate computer literacy skills.
7. The applicant must be below the age of 55 years.

Job Reference:	Muni. ADVERT MU/ACD/1.3/2023
JOB TITLE:	Lecturer in General Management
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 research 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.
- Mentors 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

- Lectures planned prepared and delivered according to the time table.
- Fundable research proposals prepared and submitted.
- Research conducted and research findings disseminated/published.
- Students undertaking research supervised.
- Seminars conducted.
- Tests, examinations and course works set, marked, and results compiled.
- Junior Staff and students Mentored.

PERSON SPECIFICATIONS

- Should hold a PhD or must be on a PhD track in the area of Management or PhD in Business Administration (Management Option) or PhD in Public Administration (Management Option).
- Applicants on PhD track must have defended their proposals by the time of submission of their applications (attach evidence of defense).
- Should have a Master's degree in Management Studies or Masters in Management Science or Public Administration (Management option) Or MBA (Management option).
- Should have a First Class or Second-class Upper Bachelor's Degree in Business Administration (Management option) or Commerce or Business Studies (Management option) or Bachelor of Arts (Management option) or Bachelor of Human Resources Management or Bachelor of Public Administration and Management (Human Resource Management Option)
- Should have at least three (3) years' teaching experience in the field of specialization.
- Having knowledge and experience in writing Fundable Research grant proposals is an added advantage.
- Demonstrate computer literacy.
- The applicant must be below the age of 55 years.

ADMINISTRATIVE AND SUPPORT POSITION

Job reference:	Muni. ADVERT MU/ADM/2.1/2023
JOB TITLE:	DRIVER
Number of Posts	(1 Post)
Salary Scale:	(M20)
Responsible to:	HEAD OF ESTATES
Terms of employment:	Permanent and subject to six (6) months' Probation

PURPOSE OF THE JOB:

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

KEY FUNCTIONS

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

KEY OUTPUTS

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

Eligibility Requirements

- Ugandan aged between 18 years and 55 years.
- Must have a National ID.
- Should have a minimum of O' level certificate with at least pass in English.
- Should have a valid driving permit of Class B, C and D.
- Certificate in defensive driving.
- Should have driving experience of at least 5 years.
- Computer literacy is an added advantage.
- Time conscious and self-motivated.
- Should have Good customer care and public relations.
- Must be a person of High level of integrity.

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MARCH, 2023