

MUNI UNIVERSITY



EMPLOYMENT OPPORTUNITIES

Detailed External Advertisement No. 1/2025

February, 2025

Applications are invited from suitably qualified Ugandans to fill vacant positions at Muni University. Typed application letters should be submitted in triplicate to **the University Secretary, Muni University, P.O. Box 725, Arua**, or the **Kampala Liaison office in Makerere University Lincoln House A1** to be received not later than **Friday 14th, March 2025 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				
FACULTY OF TECHNOSCIENCE				
S/No.	Post	Number of Vacancies	Salary Scale	Job Reference Number
1	Assistant Lecturer in Electrical Engineering	1	PU6.2	MU/ACD/1.1/2025
FACULTY OF SCIENCE				
2	Lecturer in Zoology	1	PU6.1	MU/ACD/2.1/2025
3	Lecturer in Pure Mathematics	1	PU6.1	MU/ACD/3.1/2025
4	Lecturer in Statistics or Mathematical Statistics	1	PU6.1	MU/ACD/4.1/2025
5	Lecturer in Physics	1	PU6.1	MU/ACD/5.1/2025
FACULTY OF AGRICULTURE AND ENVIRONMENTAL SCIENCE				
6	Associate Professor in Agricultural Sciences	1	PU4	MU/ACD/6.1/2025
FACULTY OF MANAGEMENT SCIENCE				
7	Associate Professor in Social Sciences	1	PU4	MU/ACD/7.1/2025
8	Lecturer in Tourism and Hospitality Management	1	PU6.1	MU/ACD/8.1/2025
9	Senior Lecturer in Public Administration and Management	1	PU5	MU/ACD/9.1/2025
FACULTY OF EDUCATION				

10	Associate Professor in Educational Psychology	1	PU4	MU/ACD/10.1/2025
11	Assistant Lecturer in Economics	1	PU6.2	MU/ACD/11.1/2025
12	Assistant Lecturer in Education Majoring in Agriculture	1	PU6.2	MU/ACD/12.1/2025
13	Assistant Lecturer in Education Majoring in English Language	1	PU6.2	MU/ACD/13.1/2025
DIRECTORATE OF GRADUATION TRAINING, RESEARCH AND INNOVATION				
14	Senior Research Officer	1	PU6.1	MU/ACD/14.1/2025
ADMINISTRATIVE AND SUPPORT STAFF POSITIONS				
15	Principal Planner	1	PU5	MU/ADM/1.1/2025
16	Senior Quality Assurance Officer	1	PU6.1	MU/ADM/2.1/2025
17	Quality Assurance Officer	1	PU6.2	MU/ADM/3.1/2025

MODE OF APPLICATION:

1. The application letter should bear the title of the post and the reference number specified against the vacancy.
2. Applicants should attach three sets of **CERTIFIED PHOTOCOPIES of their Academic Documents and Professional Certificates**, National Identity Card and three recent passport size photographs, a typed and signed CV, evidence of previous/current employment (employment contract(s), appointment letter(s) and Certificate(s) of Service) and any other relevant documents. Where it is required, applicants for academic positions should attach evidence of publications and graduate research supervisions.
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**

FACULTY OF TECHNOLOGICAL EDUCATION

Job Reference:	MU/ACD/1.1/2025
Job Title:	Assistant Lecturer in Electrical Engineering
Department:	Electrical Engineering and Automation
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.2)
Responsible to:	Head of Department
Responsible for:	Teaching Assistants and Researchers
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

Purpose of the Job: To assist in teaching courses, conducting assessments, and providing support to undergraduate students.

KEY FUNCTIONS

1. Teach undergraduate courses.
2. Develop course materials and assessments.
3. Provide academic guidance and support to students.
4. Engage in scholarly activities such as research, publication, or innovation.
5. Contribute to departmental, university and community service.
6. Conduct research and disseminate research findings through conferences, seminars and publications.
7. Supervise undergraduate students undertaking research projects.
8. Conduct seminars and tutorials.
9. Write proposals for attracting funding to the Department.
10. Participate in meetings, workshops, and conferences.
11. Perform any other official duties as assigned by the Head of Department

KEY OUTPUTS

1. Lectures prepared and delivered to undergraduate students.
2. Tests, examinations and coursework set, marked and results compiled.
3. Tests, examinations and coursework administered.
4. Students undertaking research Supervised in line with the University's guidelines and regulations.
5. Research conducted and research findings disseminated.
6. Proposals for attracting funding to the Department developed.

PERSON SPECIFICATION

1. Should have at least a Masters' degree in Electrical Engineering or Electronics Engineering.

2. Should have First Class or Second-class Upper Bachelor of Science degree in Electrical Engineering or Electronics Engineering.
3. Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
4. Should have a high level of academic potential to pursue higher degrees.
5. Demonstrated computer and communication skills.
6. The applicant should be below the age of 45 years at the time of application.

FACULTY OF SCIENCE

Job Reference:	MU/ACD/2.1/2025
Job Title:	Lecturer in Zoology (Fisheries Science or Mammalogy or Ornithology)
Department:	Biology
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturers, Researcher& Teaching Assistants
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB: To teach, research, and community service activities within their department or discipline.

KEY FUNCTIONS

1. Teach undergraduate and graduate courses.
2. Develop course materials and assessments.
3. Provide academic guidance and support to students.
4. Engage in scholarly activities such as research, publication, or innovation.
1. Contribute to departmental, university and community service.
2. Conduct research and disseminate research findings through conferences, seminars and publications.
3. Supervise undergraduate and postgraduate students undertaking research projects.
4. Conduct seminars and tutorials.
5. Mentor Assistant Lecturers and teaching Assistants

KEY OUTPUTS

1. Lecturer plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.
7. Fundable Research grants applied for.
8. Junior Staff and students Mentored.

PERSON SPECIFICATION

1. Should have a Ph.D. or be on a PhD track in Fisheries Science or Mammalogy or Ornithology).
2. Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
3. Should have Master of Science degree in Zoology specializing in the field of Fisheries Science or Mammalogy or Ornithology.
4. Should have a first class or second-class upper Bachelor of Science degree in Zoology or Fisheries or Aquatic Sciences or Biological Sciences.
5. Should have 3 years' experience in teaching at a reputable higher institution of learning.
6. The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/3.1/2025
Job Title:	Lecturer in Pure Mathematics
Department:	Mathematics
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturers, Researcher& Teaching Assistants
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB: To teach, research, and community service activities within their department or discipline.

KEY FUNCTIONS

1. Teach undergraduate and graduate courses.
2. Develop course materials and assessments.
3. Provide academic guidance and support to students.
4. Engage in scholarly activities such as research, publication, or innovation.
5. Contribute to departmental, university and community service.
6. Conduct research and disseminate research findings through conferences, seminars and publications.
7. Supervise undergraduate and postgraduate students undertaking research projects.
8. Conduct seminars and tutorials.
9. Mentor Assistant Lecturers and teaching Assistants

KEY OUTPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.

4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.
7. Fundable Research grants applied for.
8. Junior Staff and students Mentored.

PERSON SPECIFICATION

1. Should have a PhD in Mathematics or be on a PhD track in Mathematics specializing in **Pure Mathematics**.
2. Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
3. Should have a Master’s of science degree in Mathematics- Specializing in **Pure Mathematics**.
4. Should hold either a First Class or Second-class Upper Bachelor degree of Science in Education majoring in Mathematics or Bachelor of Science majoring in Mathematics.
5. Should have at least three (3) years of teaching experience in the specified field of specialization.
6. Must be a person of integrity
7. The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/4.1/2025
Job Title:	Lecturer in Statistics or Mathematical Statistics
Department:	Mathematics
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturers, Researcher& Teaching Assistants
Terms of Employment:	Permanent and subject to six (6) months’ probation where applicable

PURPOSE OF THE JOB: To teach, research, and community service activities within their department or discipline.

KEY FUNCTIONS

1. Lecture undergraduate and graduate courses.
2. Develop course materials and assessments.
3. Provide academic guidance and support to students.
4. Engage in scholarly activities such as research, publication, or innovation.
5. Contribute to departmental, university and community service.
6. Conduct research and disseminate research findings through conferences, seminars and publications.

7. Supervise undergraduate and postgraduate students undertaking research projects.
8. Conduct seminars and tutorials.
9. Mentor Assistant Lecturers and teaching Assistants

KEY OUTPUTS

1. Lesson plans prepared and lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.
7. Fundable Research grants applied for.
8. Junior Staff and students Mentored.

PERSON SPECIFICATION

1. Should have a PhD in Mathematical statistics or PhD in Statistics or be on a PhD track in Statistics or Mathematical Statistics.
2. Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
3. Should have a Master's of science degree in Statistics or Mathematical statistics or Biostatistics or Master of Statistics.
4. Should hold either a First Class or Second-class Upper Bachelor degree of Science in Education majoring in Mathematics or Bachelor of Science majoring in Mathematics or Bachelor/BSc in Statistics.
5. Should have at least three (3) years of teaching experience in the specified field of specialization.
6. Must be a person of integrity
7. The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/5.1/2025
Job Title:	Lecturer in Physics (Radiation Physics or Nuclear Physics)
Department:	Physics
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturers, Researcher& Teaching Assistants
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB: To teach, research, and community service activities within their department or discipline.

KEY FUNCTIONS

1. Teach undergraduate and graduate courses.
2. Develop course materials and assessments.
3. Provide academic guidance and support to students.
4. Engage in scholarly activities such as research, publication, or innovation.
5. Contribute to departmental, university and community service.
6. Conduct research and disseminate research findings through conferences, seminars and publications.
7. Supervise undergraduate and postgraduate students undertaking research projects.
8. Conduct seminars and tutorials.
9. Mentor Assistant Lecturers and teaching Assistants

KEY OUTPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.
7. Fundable Research grants applied for.
8. Junior Staff and students Mentored.

PERSON SPECIFICATION

1. Should have a PhD in Physics or be on a PhD track in Physics specializing in Radiation Physics or Nuclear Physics.

2. Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
3. Should have a Master's of science degree in Radiation Physics or Nuclear Physics.
4. Should hold either a First Class or Second-class Upper Bachelor degree of Science in Education majoring in Physics or Bachelor of Science degree majoring in Physics, Electrical Engineering, BSc Mechanical Engineering.
5. Should have at least three (3) years of teaching experience in the specified field of specialization.
6. Must be a person of high integrity
7. The applicant should be below the age of 55 years at the time of application.

FACULTY OF AGRICULTURE AND ENVIRONMENTAL SCIENCE

Job reference:	MU/ACD/6.1/2025
JOB TITLE:	Associate Professor in Agricultural Sciences
Number of vacancies	(1Post)
Salary Scale:	(PU4)
Responsible to:	Head of Department
Interacts with:	Senior Lecturers, Senior Research Officers
Terms of employment:	Permanent or on Probation where applicable

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 Agricultural Sciences.
- Should have Master of Science in Agricultural Sciences.
- Should have Bachelor of Science in Agriculture majoring in Animal Science or Agronomy or Crop Science or Plant Pathology.
- Should have at least eight (8) years of teaching and/or research experience, three of which should have been at level of Senior Lecturer or Senior Scientist in a reputable institution.
- Should 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. Each Publication should appear in an indexed journal and the indexing house should be indicated.
- Three journal articles or book chapters shall be vetted.
- Should have supervised three (3) graduate students to completion.
- Should have contributed to community service.
- The applicant should be below the age of 55 years at the time of application.

FACULTY OF MANAGEMENT SCIENCE

Job reference:	MU/ACD/7.1/2025
JOB TITLE:	Associate Professor in Social Sciences
Number of vacancies	(1Post)
Salary Scale:	(PU4)
Responsible to:	Head of Department
Interacts with:	Senior Lecturers, Senior Research Officers
Terms of employment:	Permanent or on Probation where applicable

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 Development Studies or Development Management.
- Should have Master’s degree in Development Studies or Development Management.
- Should have Bachelor Degree in in the field of either Social Sciences or Humanities.
- Should have at least eight (8) years of teaching and/or research experience, three of which should have been at level of Senior Lecturer or Senior Scientist in a reputable institution.
- Should 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. Each Publication should appear in an indexed journal and the indexing house should be indicated.
- Three journal articles or book chapters shall be vetted.
- Should have supervised three (3) graduate students to completion.
- Should have contributed to community service.
- The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ACD/8.1/2025
JOB TITLE:	Lecturer in Tourism and Hospitality Management
Number of Posts	(1 Post)
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Lecturers, Assistant Lecturers Researchers
Terms of employment:	Permanent and subject to six (6) months’ probation

PURPOSE OF JOB

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

KEY FUNCTIONS

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

KEY OUTPUTS

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

PERSON SPECIFICATIONS

- Should have a PhD or should be on PhD track in Tourism or Hospital Management or Tourism and Hospitality Management or Wild life Management (Applicants on PhD Track should attach evidence of successful PhD Proposal Defense)
- Should have Masters in Tourism and Hospitality Management
- Should have Bachelors in Tourism and Hospitality Management or Tourism.
- Should have at least three (3) years of teaching experience at any level in institution of higher level.
- Being a registered professional is an added advantage.
- Demonstrated computer literacy.
- The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ACD/9.1/2025
JOB TITLE:	Senior Lecturer in Public Administration and Management
Number of Posts	(1 Post)
Salary Scale:	(PU5)
Responsible to:	Head of Department
Responsible for:	Lecturers, Assistant Lecturers, and Researchers
Terms of employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF JOB

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

KEY FUNCTIONS

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

KEY OUTPUTS

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

PERSON SPECIFICATIONS

- Should have a PhD in the field of Public Administration and Management or Human Resource Management.
- Should hold Master's Degree in the field of Public Administration and Management or Human Resource Management.
- Should hold Bachelor's degree in Public Administration or Bachelor of Arts in Public Administration or Bachelor of Public Administration and Management or Bachelor of Arts (Social Sciences or Humanity focusing on philosophy or sociology).
- 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. Each Publication should appear in an indexed journal and the indexing house should be indicated.
- Should have supervised one (1) graduate student to completion.
- Demonstrated computer literacy.
- The applicant should be below the age of 55 years at the time of application.

FACULTY OF EDUCATION

Job reference: MU/ACD/10.1/2025
JOB TITLE: Associate Professor in Educational Psychology
Number of Vacancies: (1Post)
Salary Scale: (M4)
Responsible to: Head of Department
Interacts with: Lecturers, Assistant Lecturers and Graduate Fellows or Teaching Assistants/Fellows
Terms of employment: Permanent and subject to six (6) months' probation Where applicable

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

1. To prepare and deliver lectures to undergraduate and postgraduate students
2. To conduct research and disseminate research findings.
3. To promote knowledge of his/her subject through original work.
4. To guide and supervise undergraduate and postgraduate students doing research.
5. To organize and conduct seminars.
6. 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.
7. To guide and advise students on their performance.
8. Writes competitive fundable research grants.
9. Provides academic leadership and guidance in the department.
10. Participates in curriculum development and review.
11. Mentors junior staff

KEY OUTPUT

1. Academic leadership and guidance provided.
2. Research studies identified, conducted and supervised.
3. Lectures prepared and delivered.
4. Seminars and tutorials conducted.
5. Tests and examinations set and scripts marked and graded.
6. Junior staff mentored.
7. Research grants won.

PERSON SPECIFICATIONS

1. Should have a PhD in Educational Psychology.
2. Should have Masters in Educational Psychology.
3. Bachelors in Arts or Science in Education or Bachelors in Philosophy or Theology with a Post Graduate Diploma in Education.
4. Should have at least eight (8) years of teaching experience of which three (3) years should have been at the level of Senior Lecturer or its equivalent in a recognized University/Institution.
5. 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. Each Publication should appear in an indexed journal and the indexing house should be indicated.
6. Three journal articles or book chapters shall be vetted.
7. Should have supervised three (3) graduate students to completion.
8. Should have contributed to community service.
9. The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/11.1/2025
JOB TITLE:	Assistant Lecturer in Economics
Number of Vacancies:	(1 Post)
Salary Scale:	(PU 6.2)
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

1. Assists in preparing lectures and conducting lectures to undergraduate students.
2. 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.
3. Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
4. Assists in administering and invigilate tests, examinations and coursework according to University standards.
5. Assists in supervising students undertaking research in line with the University's guidelines and regulations.

KEY OUTPUTS

1. Lectures prepared and delivered to undergraduate students.
2. Tests, examinations and coursework set, marked and results compiled.
3. Tests, examinations and coursework administered.
4. Students undertaking research Supervised in line with the University's guidelines and regulations.

PERSON SPECIFICATIONS

1. Should have at least a Masters' degree in Economics.
2. First Class or Second-class Upper Bachelor Degree in Education or Bachelor of Arts or Science with Education majoring in Economics or Bachelor of Arts or Science in Economics.
3. Should have a high level of academic potential to pursue higher degrees.
4. Registration as a Teacher with the Ministry of Education and Sports is an added advantage.
5. Demonstrated computer and communication skills.
6. The applicant should be below the age of 45 years at the time of application.

Job Reference:	MU/ACD/12.1/2025
JOB TITLE:	Assistant Lecturer in Education- Agriculture
Number of Vacancies:	(1 Posts)
Salary Scale:	(PU6.2)
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

1. Assists in preparing lectures and conducting lectures to undergraduate students.
2. 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.
3. Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
4. Assists in administering and invigilate tests, examinations and coursework according to University standards.
5. Assists in supervising students undertaking research in line with the University's guidelines and regulations.

KEY OUTPUTS

1. Lectures prepared and delivered to undergraduate students.
2. Tests, examinations and coursework set, marked and results compiled.
3. Tests, examinations and coursework administered.
4. Students undertaking research Supervised in line with the University's guidelines and regulations.

PERSON SPECIFICATIONS

1. Should have at least a Master's degree in Agriculture majoring in Crop Science.
2. Should hold a First Class or Second-class Upper Bachelor of Science with Education majoring in Agriculture or Vocational Studies majoring in Agriculture.
3. Should have a high level of academic potential to pursue higher degrees.
4. Must be a registered Teacher with the Ministry of Education and Sports.
5. Demonstrated computer and communication skills.
6. The applicant should be below the age of 45 years at the time of application.

Job Reference:	Muni. ADVERT MU/ACD/13.1/2025
JOB TITLE:	Assistant Lecturer in Education-English Language
Number of Vacancies	(1 Post)
Salary Scale:	(PU6.2)
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 English language studies or Masters in Linguistics or applied Linguistics (English Option)
- Should have a First Class or Second-class Upper Bachelor of Arts with Education majoring English and Literature or Bachelor of Arts English option with a Post Graduate Diploma in Education
- Should have a high level of academic potential to pursue higher degrees.
- Should be a registered teacher with the Ministry of Education and Sports.
- Demonstrated computer and communication skills
- The applicant should be below the age of 45 years at the time of application.

DIRECTORATE OF GRADUATE TRAINING RESEARCH AND INNOVATION

Job Reference:	MU/ACD/14.1/2025
JOB TITLE:	Senior Research Officer
Number of Vacancies	(1 Post)
Salary Scale:	(PU6.1)
Responsible to:	Associate Research Professor
Responsible for:	Researchers
Terms of employment:	Permanent and subject to six (6) months' probation where applicable

Purpose of the job

Support the Directorate of Graduate Training, Research and Innovation (DGTRI) in the development and implementation of research and innovation policies, undertake resource mobilization, establishing and managing partnerships to advance the university's research and innovation agenda and promoting collaboration and partnerships.

Key Functions

- Supporting the development of effective research approaches and procedures for different areas
- Contributing to development of a research agenda, themes and framework for DGTRI;
- Participating in development of information networks and fostering relationships with national and international research institutions in order to improve the quality of research activities;
- Conducting applied research and synthesizing research results and current knowledge and experience into papers and policy briefs;
- Assisting in linking national and international best practices and latest research results to the work practices of the University;
- Assisting in development and management of a database of research teams across the University units;
- Participating in identification of suitable research calls, development of research concepts and proposals;
- Supporting in monitoring, reporting and dissemination of research findings;
- Developing and maintaining of research, innovation databases as well as website information;
- Any other duties as may be assigned from time to time.

Key Outputs

- The development of effective research approaches and procedures for different areas supported

- Contribution to development of a research agenda, themes and framework for DGTRI provided;
- Participation in development of information networks and fostering relationships with national and international research institutions in order to improve the quality of research activities done;
- Applied research and synthesizing research results and current knowledge and experience into papers and policy briefs undertaken;
- Assistance in linking national and international best practices and latest research results to the work practices of the University provided;
- Assistance in development and management of a database of research teams across the University units provided;
- Participation in identification of suitable research calls, development of research concepts and proposals done;
- Support to the monitoring, reporting and dissemination of research findings provided;
- Development and maintenance of research, innovation databases as well as website information undertaken.

Person Specifications

- Should have PhD in the field of Natural Sciences or Applied Sciences or Health Sciences or Management Sciences or Social Sciences.
- Should hold Masters of Science in the field of Natural Sciences or Applied Sciences or Health Sciences or Management Sciences or Social Sciences.
- Should hold a Bachelor's Degree in the field of Natural Sciences or Applied Sciences or Health Sciences or Management Sciences or Social Sciences
- Excellent leadership, inter-personal and communication skills including demonstrated ability to work collaboratively in teams.
- Should have Eight (8) new publications in Peer reviewed journals. Plus Eight (8) Research Projects Completed in the area of Specialization since appointment as a researcher.
- Should have been a principal investigator or a member of a research team in at least three (3) research Projects
- Evidence of research skills.
- Evidence of contribution to the community.
- At least six (5) years' experience three of which should have been at the level of Research Officer or Scientist or lecturer or equivalent experience from a reputable institution.
- The applicant should be below the age of 55 years at the time of application.

ADMINISTRATIVE AND SUPPORT POSITIONS

Job Reference	Muni. ADVERT MU/ADM/1.1/2025
JOB TITLE:	Principal Planner
Salary Scale:	(PU 5 NTNSC)
Number of Vacancies	One (1) Post
Responsible to:	Deputy Chief Planner
Responsible for:	Senior Planner
Terms of employment:	Permanent and subject to six (6) months’ Probation where applicable

Purpose of the Job

To support in coordinating the planning and budgeting, reporting, monitoring, and evaluation function of the University.

Key Functions

1. To support the design, development and review of strategic plans for providing the strategic direction and development of the University.
2. To support the preparation of University projects proposals and implementation of programs according to the development strategy of the University.
3. To provide technical guidance in the development of performance indicators, quality standards and preparation of policy statements for the University.
4. To support the preparation of University’s sectorial and departmental plans and budgets.
5. To coordinate the institutionalization and carrying out of monitoring and evaluation process within the University to track performance of different Faculties, Departments, Units.
6. To develop, maintain and take custody of database on staff, students and other resources of the University for use by Departments in planning and decision making.
7. To support in strategic and operational decision making in the University through collection, analysis and interpretation of University and externally sourced data.
8. To support the operationalization of collaborative mechanisms in planning standards with the National, Regional and International organisations’ in the provision of University Education.
9. To provide technical support in the formulation of University polices, their implementation and cost implications.
10. To guide, mentor, coach and assess the performance of staff under him.
11. To support in providing Secretariat to the Technical Planning Committee.

12. To perform any other duties assigned.

Key Outputs

1. Support for coordination and development of University development plans and annual budgets provided.
2. Support for the preparation of university project proposals provided and programmes implemented according to the University strategic plan supported.
3. Technical guidance in the development of performance indicators, quality standards and policy statements for the University provided.
4. Annual Sector Plans, Budget Framework Paper (BFP) and Ministerial Policy Statements prepared.
5. Monitoring and evaluation of programmes implementation carried out.
6. Data base for planning and decision making developed and maintained.
7. Support to strategic and operational decision making in the University through collection, analysis and interpretation of university and externally sourced data provided.
8. Technical Support for formulation of university polices provided.
9. Technical Planning Committee Minutes produced.
10. Junior staff in the Department guided, mentored, coached and their performance assessed.
11. Any other duties assigned performed.

Person Specifications

1. Should have a Master's degree in Economics, Statistics or Quantitative Economics or Economic policy planning and management or Development economics from a recognised Institution.
2. Should hold a Bachelor's degree in Economics, Statistics or Quantitative Economics from a recognised awarding University/Institution.
3. Should have a minimum of **six (6) years working experience** in a planning department of a reputable Organisation, **at least three (3)** of which should have been served at **Senior level** in planning function.
4. Should have good leadership, communication and interpersonal skills.
5. Must be a person of high integrity
6. Should be able to work as a member of a team.
7. Must be proficient in using relevant computer packages.
8. Should be below the age of 55 years at the time of application.

Job reference:	MU/ADM/2.1/2025
JOB TITLE:	Senior Quality Assurance Officer
Number of Vacancies	(1 Post)
Salary Scale:	(PU6.1NTNSC)
Responsible to:	Principal Quality Assurance Officer
Responsible for:	Quality Assurance Officer,
Terms of employment:	Permanent and subject to six (6) months' probation Where applicable

Purpose of the Job:

To ensure effective quality assurance management process in the University.

Key Functions

- Plans, implements and continually improves the quality management systems of the University in conformity with nationally and universally accepted standards.
- Supports in the design, development and review of the quality assurance framework, policies, guidelines, strategies, tools, Standard Operating Procedures (SoPs) and systems in line with regulatory requirements and industry standards.
- Develops and maintains links with appropriate regulatory bodies, external agencies and networks with other higher education institutions on quality assurance.
- Provides technical and professional support to various academic and administrative units in the implementation and enhancement of quality assurance systems in the University.
- Organizes and participates in the sensitization, education and training of both staff and other stakeholders in quality management systems and standards.
- Supports in preparation of periodic reports on quality assurance in accordance with the University's quality assurance policy.
- Conduct audits, surveys and assessments to evaluate compliance with quality standards, regulatory requirements, and internal procedures and recommend corrective and preventive actions
- Investigates quality issues, non-conformances, and client complaints, implementing corrective actions to prevent recurrence.
- Support in communicating quality management targets, shortfalls, remedial measures and improved processes and procedures.
- Monitors and evaluates quality assurance requirements for teaching, learning, research and community outreach and advise accordingly.
- Ensures that the University's academic programs are continually updated and validated.

KEY OUTPUTS

- Quality management systems of the University planned, implemented and continually improved in conformity with universally accepted standards.
- Supports in the design, development and review of the quality assurance framework, policies, guidelines, strategies, tools, Standard Operating Procedures (SoPs) and systems in line with regulatory requirements and industry standards provided.
- Links with appropriate regulatory bodies, external agencies and networks developed and maintained.
- Technical and professional support to various academic and administrative units in the implementation and enhancement of quality assurance systems in the University provided.
- Sensitization programs and training to staff and other stakeholders in quality management systems and standards organized
- Production of periodic reports on quality assurance supported.
- Audits, surveys and assessments to evaluate compliance with quality standards, regulatory requirements, and internal procedures conducted and corrective actions recommended.
- Investigations on quality issues, non-conformances, and client complaints, conducted.
- Support in communicating quality management targets, shortfalls, remedial measures and improved processes and procedures provided.
- Monitoring and evaluation of quality assurance requirements for teaching, learning, research and community outreach conducted and advice provided.
- Academic programs are continually updated and validated.

PERSON SPECIFICATIONS

- Shall hold a minimum of Master's degree in Education, Management related courses, social sciences and health sciences from a recognized institution.
- Bachelor's degree in Education, Management related courses, Social Sciences and Health Sciences from a recognized institution
- Shall have at least Five (5) years working experience three (3) of which should have been at the level of Quality Assurance Officer in a reputable institution.
- Should have knowledge in program development, accreditation and approval processes of academic programs.
- Should have knowledge in national, regional and international standards, norms and practices relating to quality assurance standards of Education in Institutions of higher learning.
- Should be proficient in the use of information technology
- Should be a person of impeccable integrity.

- The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ADM/3.1/2025
JOB TITLE:	Quality Assurance Officer
Number of Vacancies	(1 Post)
Salary Scale:	(PU6.2 NTNSC)
Responsible to:	Senior Quality Assurance Officer
Responsible for:	Support staff deployed
Terms of employment:	Permanent and subject to six (6) months' probation Where applicable

Purpose of the Job:

To support effective quality assurance management process in the University.

Key Functions

- Support Planning, implementation and continued improvement of the quality management systems of the University in conformity with nationally and universally accepted standards.
- Supports in the design, development and review of the quality assurance framework, policies, guidelines, strategies, tools, Standard Operating Procedures (SoPs) and systems in line with regulatory requirements and industry standards.
- Support Development and help maintain links with appropriate regulatory bodies, external agencies and networks with other higher education institutions on quality assurance.
- Support the Provision of technical and professional support to various academic and administrative units in the implementation and enhancement of quality assurance systems in the University.
- Help in the Organization of sensitization, education and training of both staff and other stakeholders in quality management systems and standards.
- Supports in preparation of periodic reports on quality assurance in accordance with the University's quality assurance policy.
- Help in the process of Conducting audits, surveys and assessments to evaluate compliance with quality standards, regulatory requirements, and internal procedures and recommend corrective and preventive actions
- Support the processes of Investigation of quality issues, non-conformances, and client complaints, implementing corrective actions to prevent recurrence.
- Support in communicating quality management targets, shortfalls, remedial measures and improved processes and procedures.
- Monitors and evaluates quality assurance requirements for teaching, learning, research and community outreach and advise accordingly.
- Ensures that the University's academic programs are continually updated and validated.

KEY OUTPUTS

- Support in Quality management systems of the University planned, implemented and continually improved in conformity with universally accepted standards.
- Supports in the design, development and review of the quality assurance framework, policies, guidelines, strategies, tools, Standard Operating Procedures (SoPs) and systems in line with regulatory requirements and industry standards provided.
- Linkages with appropriate regulatory bodies, external agencies and networks supported.
- Technical and professional support to various academic and administrative units in the implementation and enhancement of quality assurance systems in the University provided.
- Sensitization programs and training to staff and other stakeholders in quality management systems and standards organization supported.
- Production of periodic reports on quality assurance supported.
- Audits, surveys and assessments to evaluate compliance with quality standards, regulatory requirements, and internal procedures supported and corrective actions recommended.
- Support in the Investigations on quality issues, non-conformances, and client complaints, conducted.
- Support in communicating quality management targets, shortfalls, remedial measures and improved processes and procedures provided.
- Support during Monitoring and evaluation of quality assurance requirements for teaching, learning, research and community outreach conducted and advice provided.
- Academic programs are continually updated and validated.

PERSON SPECIFICATIONS

- Shall hold a minimum of Master's degree in Education, Management related courses, social sciences or health sciences from a recognized institution.
- Bachelor's degree in Education, Management related courses, Social Sciences, Health Sciences, from a recognized institution
- Shall have at least three (3) years working experience at the level of Quality Assurance Officer in a reputable institution.
- Should have knowledge in program development, accreditation and approval processes of academic programs.
- Should have knowledge in national, regional and international standards, norms and practices relating to quality assurance standards of Education in Institutions of higher learning.

- Should be proficient in the use of information technology
- Should be a person of impeccable integrity.
- The applicant should be below the age of 55 years at the time of application.

FEBRUARY, 2025