

# MUNI UNIVERSITY



## EMPLOYMENT OPPORTUNITY

**(Detailed External Advertisement No. 3/2025)**

**SEPTEMBER 2025**

*Uthmaniyah*

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 Tuesday, **16<sup>th</sup> September, 2025 at 5:00pm.**

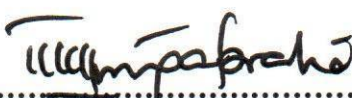
The detailed job descriptions and the person specifications for the positions advertised can be viewed on the University web-site, [www.muni.ac.ug](http://www.muni.ac.ug)

### VACANT STAFF POSITIONS

ACADEMIC STAFF POSITIONS				
S.No	Post	Number of Vacancies	Scale	Job Reference Number
<b>FACULTY OF MANAGEMENT SCIENCE</b>				
1.	Senior Lecturer in the field of Accounting and Finance	1	PU5	MU/AC/1.3/2025
2.	Assistant Lecturer in the field of Procurement and Logistics Management	1	PU6.2	MU/AC/2.3/2025
<b>FACULTY OF SCIENCE</b>				
3.	Lecturer in Chemistry	1	PU 6.1	MU/AC/3.3/2025
<b>ADMINISTRATIVE STAFF POSITIONS</b>				
1.	Principal Quality Assurance Officer	1	PU5	MU/ADM/1.3/2025

### 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 copies 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. An applicant should not apply for more than two posts.
5. Applicants who shall not formally receive communication from the University on completion of the selection exercise should consider themselves unsuccessful.

  
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**UNIVERSITY SECRETARY**  
**MUNI UNIVERSITY**



## ACADEMIC STAFF POSITIONS

### FACULTY OF MANAGEMENT SCIENCE

**Job reference:** MU/ACD/ 1.3/2025  
**JOB TITLE:** Senior Lecturer in the field of Accounting and Finance  
**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, and 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.
- Writes competitive fundable research grants.
- Conduct seminars and tutorials.
- Mentor lecturers and Assistant Lecturers.
- Participate in community engagement and outreach activities.

#### KEY OUTPUTS

- Well researched Lectures 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.



- Fundable Research grants applied for
- Participation in curriculum review undertaken.
- Lecturers and Assistant Lecturers mentored

#### **PERSON SPECIFICATIONS**

- Should hold a PhD in Finance and Accounting, or Accounting from a reputable University.
- Should have a Master's degree in Finance and Accounting or Financial Management with an accounting option or Master of Science in Accounting or Master of Business Administration-Accounting option.
- First Class or Second-class Upper Bachelor's Degree in Business Administration/Studies (Accounting Option) or Finance and Accounting or Bachelor of Science in Accounting or Bachelor of Commerce- Accounting option.
- Should have at least five (5) years of teaching experience at any level in an 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.
- Demonstrated computer literacy.
- The applicant should be below the age of 55 years at the time of application.



**Job Reference:** MU/ACD/2.3/2025  
**JOB TITLE:** Assistant Lecturer in the field of Procurement and Logistics Management  
**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, undertaking research and community outreach.

### **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 invigilating tests, examinations and coursework according to university standards.
- Assists in supervising students undertaking research in line with the University's guidelines and regulations.
- Participate in writing competitive fundable research grants.
- Conduct seminars and tutorials.
- Mentor Teaching Assistants
- Participate in community engagement and outreach activities.

### **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.
- Students guided and advised on their performance.
- Fundable Research grants applied for
- Participation in curriculum review undertaken.
- Teaching Assistants mentored



**PERSON SPECIFICATIONS**

- Should have at least a Masters' degree in Supply Chain Management or Masters in 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.
- Registration with the relevant professional body is an added advantage.
- Should Demonstrate computer and communication skills.
- The applicant should be below the age of 45 years at the time of application.



## FACULTY OF SCIENCE

<b>Job Reference:</b>	<b>MU/ACD/3.3/2025</b>
<b>Job Title:</b>	Lecturer in Chemistry (Physical or Inorganic)
<b>Department:</b>	Chemistry
<b>Number of vacancies:</b>	One (1) Post
<b>Salary Scale:</b>	(PU6.1 )
<b>Responsible to:</b>	Head of Department
<b>Responsible for:</b>	Assistant Lecturers, Researcher& Teaching Assistants
<b>Terms of Employment:</b>	Permanent and subject to six (6) months' probation where applicable

### Purpose of the Job:

To teach, assess students, undertake research, and community engagement activities.

### KEY FUNCTIONS

1. Conduct lectures and practical sessions in the field of Chemistry, ensuring students gain theoretical and hands-on expertise in these areas.
2. Participate in the development, review, and updating of curriculum materials
3. Provide guidance and mentorship to students, helping them achieve academic and professional growth.
4. Engage in research activities, publications and innovations relevant to the field, aiming to contribute to the advancement of knowledge in Chemistry.
5. Prepare and submit fundable research grant proposals to secure funding for departmental research projects.
6. Participate in departmental meetings, committee work, and other institutional responsibilities as required.
7. Supervise undergraduate and postgraduate students undertaking research projects.
8. Conduct seminars and tutorials.
9. Mentor Assistant Lecturers and teaching Assistants
10. Participate in Community engagements and out reach activities



## 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 Chemistry or should be on PhD track in Chemistry **(Specializing in Physical Chemistry or Inorganic Chemistry)**.
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 Degree in **Chemistry (Specializing in Physical Chemistry or Inorganic Chemistry)**.
4. Should hold either a First Class or Second-class Upper Bachelors degree of Science in Education majoring in Chemistry or Bachelor of Science degree majoring in Chemistry or Bachelor of Industrial Chemistry or Bachelor of Science Technology-Chemistry Option.
5. Must be a person of high integrity
6. The applicant should be below the age of 55 years at the time of application.



## ADMINISTRATIVE STAFF POSITION

<b>Job reference:</b>	<b>MU/ADM/1.3/2025</b>
<b>JOB TITLE:</b>	<b>Principal Quality Assurance Officer</b>
Number of Vacancies	(1 Post)
<b>Salary Scale:</b>	<b>(PU 5)</b>
<b>Responsible to:</b>	<b>Deputy Chief Quality Assurance Officer</b>
<b>Responsible for:</b>	<b>Senior Quality Assurance Officer,</b>
<b>Terms of employment:</b>	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.
- Coordinates 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.
- Prepares periodic reports on quality assurance in accordance with the University's quality assurance policy.
- Participate in conducting 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**

- Should hold a minimum of a Master's degree in Quantitative Economics or Mathematics, or Statistics or Business Administration (Accounting) or Monitoring and Evaluation or Masters in Higher Education Management and Administration.
- Bachelor's degree in fields of Quantitative Economics or Mathematics, or Statistics or Business Administration/Studies from a recognized institution
- Shall have at least five years' experience in the field of quality assurance, three (3) of which should have been at the level of Senior Quality Assurance Officer or Senior Researcher, or Senior teaching staff in a University.



- ISO, TQMS, CPA, ACCA, CIA or CFA Certifications is an added advantage. However, candidates with MBA (Accounting option) should possess any of the stated professional certifications.
- 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 or Institutions of higher learning.
- Should be proficient in the use of information technology and data analysis techniques and tools.
- Should be a person of strong and impeccable integrity.
- The applicant should be below the age of 55 years at the time of application.

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**SEPTEMBER 2025**

