

MUNI UNIVERSITY



EMPLOYMENT OPPORTUNITIES

(Detailed External Advertisement No. 2/2026)

MARCH 2026

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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, 23rd March 2026 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
FACULTY OF MANAGEMENT SCIENCE				
1.	Associate Professor in Accounting and Finance	1	PU4	MU/ACD/1.2/2026
2.	Senior Lecturer in Marketing	1	PU5	MU/ACD/2.2/2026
ADMINISTRATIVE & SUPPORT STAFF POSITIONS				
3.	University Secretary	1	PU3	MU/ADM/1.2/2026
4.	Principal Quality Assurance Officer (Re-advertised)	1	PU5	MU/ADM/2.2/2026
5.	Sports Officer	1	PU6.2	MU/ADM/3.2/2026
6.	Information Technology Officer (Web Administrator)	1	PU6.2	MU/ADM/4.2/2026
7.	Driver	1	PU15	MU/ADM/5.2/2026

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 for previous employment and three recent passport size photographs, a typed and signed CV and any other relevant documents. Candidates for academic staff positions should attach evidence of graduate research supervision and peer reviewed publications.
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 themselves unsuccessful.

**UNIVERSITY SECRETARY
MUNI UNIVERSITY, MARCH 2026**

ACADEMIC STAFF POSITIONS

FACULTY OF MANAGEMENT SCIENCE

Job reference:	MU/ACD/ 1.2/2026
JOB TITLE:	Associate Professor in Accounting and Finance
Number of Posts	(1 Post)
Salary Scale:	(PU4)
Responsible to:	Head of Department
Responsible for:	Senior Lecturers, 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

1. Prepare well-researched lectures and delivering them to undergraduate and postgraduate students.
2. Set tests, examinations and course work in accordance with university policy and regulations.
3. Administer and invigilate tests and examinations according to university policy and regulations.
4. Mark tests, course works and examination scripts, compiling and grading examination results in accordance with university policy and regulations.
5. Guide and advice students on their academic performance.
6. Conduct research and disseminate research findings through conferences, seminars and publications.
7. Supervise undergraduate and post graduate students undertaking research projects.
8. Write competitive fundable research grants.
9. Conduct seminars and tutorials.
10. Mentor lecturers and Assistant Lecturer.

KEY OUTPUTS

1. Lectures well researched and delivered.
2. Research conducted and research findings disseminated through conferences, seminars and publications.
3. Tests and examinations are invigilated.
4. Seminars conducted.
5. Tests, examinations and course work set, scripts marked and graded and results submitted on time.
6. Students guided and advised on their performance.
7. Fundable Research grants applied for

8. Participates in curriculum review.
9. Lecturers and Assistant Lecturers mentored

PERSON SPECIFICATIONS

- (i) Should hold a PhD in the Field of Accounting or Finance or both fields from a reputable University.
- (ii) Should have a Master's degree in Accounting and Finance or Financial Management or Master of Science in Accounting or MBA (Accounting option).
- (iii) Bachelor's (Hons) Degree in Business Administration/Studies (Accounting Option) or Accounting and Finance or Bachelor of Science in Accounting or Bachelor of Commerce (Accounting option)
- (iv) Should have at least Eight (8) years of teaching experience in an institution of higher learning, three of which should have been at the level of a Senior Lecturer or a Senior Researcher.
- (v) Should have at least Eight (8) internationally recognized peer reviewed publications in the field of specialization.
- (vi) Should have supervised at least three (3) graduate students to completion (attach evidence of supervisor).
- (vii) Demonstrated computer literacy.
- (viii) The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ACD/2.2/2026
JOB TITLE:	Senior Lecturer (Marketing)
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

1. Prepare well-researched lectures and delivering them to undergraduate and postgraduate students.
2. Set tests, examinations and course work in accordance with university policy and regulations.
3. Administer and invigilate tests and examinations according to university policy and regulations.

4. Mark tests, course works and examination scripts, compiling and grading examination results in accordance with university policy and regulations.
5. Guide and advice students on their academic performance.
6. Conduct research and disseminate the research findings through conferences, seminars and publications.
7. Supervise undergraduate and post graduate students undertaking research projects.
8. Writes competitive fundable research grants.
9. Conduct seminars and tutorials.
10. Mentor lecturers and Assistant Lecturer.

KEY OUTPUTS

1. Lectures well researched and delivered.
2. Research conducted and research findings disseminated through conferences, seminars and publications.
3. Tests and examinations are invigilated.
4. Seminars conducted.
5. Tests, examinations and course work set, scripts marked and graded and results submitted on time.
6. Students guided and advised on their performance.
7. Fundable Research grants applied for
8. Participate in curriculum review.
9. Lecturers and Assistant Lecturers mentored

PERSON SPECIFICATIONS

- (i) Should hold a PhD in Marketing from a reputable University.
- (ii) Should have a Master's degree in Marketing or MBA (Marketing)
- (iii) First Class or Second class Upper Bachelor's (Hons) Degree in Marketing, Business Administration/Studies (Marketing Option) or Bachelor of Commerce- (Marketing).
- (iv) Should have at least five (5) years of teaching experience in institution of higher learning, three of which should have been at the level of a Lecturer.
- (v) Should have at least three (3) internationally recognized peer reviewed publications in the field of specialization.
- (vi) Should have supervised one (1) graduate student to completion.
- (vii) Demonstrated computer literacy.
- (viii) The applicant should be below the age of 55 years at the time of application.

ADMINISTRATIVE AND SUPPORT STAFF POSITIONS

Job reference:	MU/ADM/1.2/2026
JOB TITLE:	UNIVERSITY SECRETARY
Number of Posts	(1 Post)
Salary Scale:	(PU3)
Responsible to:	VICE CHANCELLOR
Responsible for:	University Bursar, Head Procurement, Head of Estates, Head of Planning, Head Security, Head Human Resource and Head Legal Service.
Terms of employment:	5 Years Contract renewable upon satisfactory performance

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

1. Carries the duties of an Accounting Officer of the University.
2. Secretary to the University Council and its Committees.
3. Provides professional advice and guidance as well as interpretation of Council policies and decisions.
4. Ensures the management and administration of the fiscal and physical resources of the University in accordance with the existing Laws, policies, regulations, guidelines, approved work-plans and budgets.
5. Coordinates and facilitates the timely preparation of the University annual budget and work plan.
6. Monitors and tracks the utilization of recurrent and development expenditures against approved work plans and budget.
7. Coordinates the production of University Financial and other quarterly Reports by the Administrative and Academic Units.
8. Coordinates the production of Final Audited Accounts of the University.
9. Maintains a register of all University assets and facilities and ensures that they are effectively and efficiently managed and utilized.
10. Coordinates the procurement of goods, services and works and ensure that all contractual obligations are fulfilled in accordance with appropriate laws, policies, regulations and guidelines
11. Ensures that procurement procedures, manuals, procurement plans and other document relating to procurement Management are in place in accordance with the law and regulations.

12. Ensures that Human Resource procedures, manuals and other document relating to Human Resource Management are in place and reviewed in accordance with the law and regulations.
13. Ensures that recruitment, performance management, staff development, staff welfare, discipline and other human resource functions are handled in accordance with the laws and regulations.
14. Ensures efficient and effective management of retirement benefit scheme and all matters relating to compensation and labour relations.
15. Ensures that legal matters are handled in accordance with the law and the University regulations.
16. Supervises Staff, assesses performance and identifies training needs and recommends appropriate training.

KEY OUTPUTS

1. 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
2. Procurement Plan produced and contract management reports prepared as required.
3. The University annual budget and work plan prepared and submitted to the University Council in line with budget cycle.
4. Final Audited Accounts of the University prepared and submitted to stakeholders by September.
5. An up-to-date Assets and Facilities Register maintained.
6. Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.

PERSON SPECIFICATIONS

- (i) Shall hold a minimum of Master's degree in the field of Management in either Human Resource Management or Financial Management or Management or Business Administration or Masters in Education Administration and Planning or Public Administration or Economics or Economic Policy and Planning.
- (ii) Bachelor's Degree in field of Public Administration or Business Administration (Management Option) or Social Sciences or Management or Education or Economics.
- (iii) A Ph.D. or a Postgraduate Diploma in Management or Education field is an added advantage.

- (iv) Should have at least ten (10) years' experience in administration, planning and management from a reputable organization, three (3) of which should have been at least at the level of a Deputy in Administration, planning and management.
- (v) Should have worked as an Accounting Officer.
- (vi) Should be knowledgeable in Government policies and procedures.
- (vii) Should have strong leadership, communication, public relations, good inter-personal and negotiation skills.
- (viii) Should have proven integrity.
- (ix) Demonstrated computer literacy skills.
- (x) A certificate in Administrative Law is a must.
- (xi) The applicant should be below the age of 65 years at the time of application.

Job reference:	MU/ADM/2.2/2026
JOB TITLE:	Principal Quality Assurance Officer
Number of Vacancies	(1 Post)
Salary Scale:	(PU5)
Responsible to:	Vice Chancellor
Responsible for:	Senior 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

1. Plans, implements and continually improves the quality management systems of the University in conformity with nationally and universally accepted standards.
2. 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.
3. Develops and maintains links with appropriate regulatory bodies, external agencies and networks with other higher education institutions on quality assurance.
4. Provides technical and professional support to various academic and administrative units in the implementation and enhancement of quality assurance systems in the University.
5. Organizes and participates in the sensitization, education and training of both staff and other stakeholders in quality management systems and standards.
6. Prepares periodic reports on quality assurance in accordance with the University's quality assurance policy.

7. Participate in conducting audits, surveys and assessments to evaluate compliance with quality standards, regulatory requirements, and internal procedures and recommend corrective and preventive actions
8. Investigates quality issues, non-conformance, and client complaints, implementing corrective actions to prevent recurrence.
9. Support in communicating quality management targets, shortfalls, remedial measures and improved processes and procedures.
10. Monitors and evaluates quality assurance requirements for teaching, learning, research and community outreach and advise accordingly.
11. Ensures that the University's academic programs are continually updated and validated.

KEY OUTPUTS

1. Quality management systems of the University planned, implemented and continually improved in conformity with universally accepted standards.
2. 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.
3. Links with appropriate regulatory bodies, external agencies and networks developed and maintained.
4. Technical and professional support to various academic and administrative units in the implementation and enhancement of quality assurance systems in the University provided.
5. Sensitization programs and training to staff and other stakeholders in quality management systems and standards organized
6. Production of periodic reports on quality assurance supported.
7. Audits, surveys and assessments to evaluate compliance with quality standards, regulatory requirements, and internal procedures conducted and corrective actions recommended.
8. Investigations on quality issues, non-conformances, and client complaints conducted.
9. Support in communicating quality management targets, shortfalls, remedial measures and improved processes and procedures provided.
10. Monitoring and evaluation of quality assurance requirements for teaching, learning, research and community outreach conducted and advice provided.
11. Academic programs are continually updated and validated.

PERSON SPECIFICATIONS

- (i) 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, or Masters in Educational Planning & Management or Educational Psychology or Masters in Information Technology or Information Science or Computer Science or Data Science or Artificial Intelligence.

- (ii) Bachelor's Degree in fields of Quantitative Economics or Mathematics, or Statistics or Business Administration/ Studies (Accounting option) or Bachelor of Commerce(Accounting Option) or BSc with Education from a recognized institution.
- (iii) 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 or Senior Auditor in a reputable institution.
- (iv) 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.
- (v) Should have knowledge in program development, accreditation and approval processes of academic programs.
- (vi) Should have knowledge in national, regional and international standards, norms and practices relating to quality assurance standards of Education or Institutions of higher learning.
- (vii) Should be proficient in the use of information technology and data analysis techniques and tools.
- (viii) Should be a person of strong and impeccable integrity.
- (ix) The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ADM/3.2/2026
JOB TITLE:	Sports Officer
Number of Vacancies	(1 Post)
Salary Scale:	(PU6.2)
Responsible to:	Dean of Students
Terms of employment:	Permanent and subject to six (6) months' probation Where applicable

PURPOSE OF THE JOB

To Ensure sports activities are promoted at the University

KEY FUNCTIONS

1. Develops budget proposals for sports and recreation activities.
2. Promotes student participation in national, regional and international games and sporting events.
3. Support supervision of the implementation of sporting and recreational programs for the University.
4. Advises on the maintenance of sports equipment and facilities.
5. Assists the monitoring of the performance of contracted or hired Coaches and advises the Senior Sports Officer accordingly.
6. Notifies the medical team of the physical condition of players for necessary action.

7. Plans and organizes sports and recreation sponsorship and fundraising events.
8. Conducts market surveys and advises management on appropriate sports equipment and facilities on the market and their cost.
9. Supports in the coordination and supervision of university sports tournaments and other sporting and recreational events.
10. Designs sports development programs of the University.
11. Undertakes Sports research to enhance the capability of the University in all sporting and recreational aspects including coaching, training, sports facilities management, events management and funds raising.
12. Maintains an inventory of University sporting and recreational equipment and facilities.
13. Coaches University Teams in the relevant field of expertise.

KEY OUTPUTS

1. Budget proposals for sports and recreation activities developed.
2. Student participation in national, regional and international games and sporting events promoted.
3. Implementation of sporting and recreational programs supervised.
4. Maintenance of sports equipment and facilities supervised or advised.
5. Performance of contracted or hired Coaches monitored and advised.
6. The physical condition of players notified.
7. Assistance for planning and organisation of sports and recreation sponsorship and fundraising events tendered.
8. Market surveys conducted and appropriateness and pricing of sports equipment and facilities advised.
9. Sports tournaments and other sporting and recreational events coordinated and supervised.
10. Support for the design of sports development programs provided.
11. Sports research to enhance the capability of the University in all sporting and recreational aspects undertaken.
12. Inventory of University sporting and recreational equipment and facilities maintained.
13. University Teams coached.

PERSON SPECIFICATION

- (i) Should hold a Master's Degree in Sports Science or Physical education or Sports Administration and Management from a recognized Institution/University.
- (ii) Should hold a Bachelor Degree in Sports Science or Physical education or BSc in Education(Physical Education) from a recognized Institution/University.
- (iii) Should be physically fit and capable of coaching sports.
- (iv) Should have worked for at least three (3) in sports or coaching and sports administration.
- (v) Demonstrated computer knowledge.
- (vi) Should have high integrity.

- (vii) Working experience with students is an added advantage.
(viii) The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ADM/2.2/2026
JOB TITLE:	Information Technology Officer(Web Administrator)
Number of Posts	(01 Post)
Salary Scale:	(PU6.2)
Responsible to:	HEAD OF ICT
Terms of employment:	Permanent and subject to six (6) months' Probation

Purpose of the Job

Job Purpose

Manage the University's online presence in coordination with the communications Office by aligning the web environment and content with the university's communication strategy. The officer will provide both administrative and technical management for Muni University website and its associated web pages.

Key, Duties and Responsibilities

- 1) The officer shall design, update and maintain the university's website in accordance with the university policies and guidelines.
- 2) Implement Search Engine Optimisation best practices to improve search engine rankings.
- 3) Ensure integrity of the University's online presence through monitoring Web servers and their performance.
- 4) Undertake Programming and Technical Support by performing scripting, system design using languages such as HTML5, CSS3, JavaScript, VBScript, Java, ASP, XML, or others.
- 5) Security and Compliance: Monitor site security, report breaches, and ensure compliance with accessibility standards and university policies.
- 6) Conduct Social Media Integration by staying current with social media trends and incorporating them into the university's digital systems.
- 7) Ensure the integrity of the online presence by monitoring web server performance and uptime.
- 8) Execute and monitor web-related policies and procedures established by the University
- 9) Analyse web performance, user behaviour, and analytics to recommend improvements. And evaluate hardware/software options and stay current on trends in web technologies.
- 10) Perform any other relevant duties assigned by the Supervisor

KEY OUTPUTS

- 1) The university's website designed, updated and maintained in accordance with the university policies and guidelines.
- 2) Search Engine Optimisation, best practices to improve search engine rankings implemented.
- 3) Integrity of the University's online presence ensured, Web server performance monitored.
- 4) Programming and Technical Support by scripting, system design using languages such as HTML5, CSS3, JavaScript, VBScript, Java, ASP, XML, or others
- 5) Monitor Site security monitored, breaches reported, and compliance with accessibility standards and university policies ensured.
- 6) Social Media integration conducted by staying current with social media trends and incorporation into the university's digital systems.
- 7) Integrity of the online presence ensured by monitoring web server performance and uptime.
- 8) Web-related policies and procedures established by the University executed and monitored.
- 9) Web performance and user behaviour analysis conducted. Analytics undertaken and recommendations for improvements are made.
- 10) Any other relevant duties assigned by the Supervisor are performed.

Person Specifications

- (i) Honours Bachelor's degree in Information Technology, Information Systems, Computer Science, Software Engineering, or computer Engineering,
- (ii) Minimum of Five (5) years' experience in managing online presence of large organizations.
- (iii) The person should have experience in using enterprise-level Content Management System platforms (WordPress, Drupal 9/10, or similar), proficient in HTML5, CSS3, JavaScript (jQuery), and responsive design principles.
- (iv) Possession of a relevant professional certification such as Linux Administration Certification, CompTIA Security+, AWS Certified Solutions Architect, or Microsoft Azure Administrator is an added advantage.
- (v) High level of integrity.
- (vi) The applicant should be below the age of 55 years at the time of application

Job reference: MU/ADM/2.2/2026
JOB TITLE: DRIVER
Number of Posts (01 Post)
Salary Scale: (PU15)
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 passenger and ensure general maintenance of motor vehicles.

KEY FUNCTIONS

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

KEY OUTPUTS

1. Accident-free driving record.
2. Notification for renewal of vehicle licenses and insurances filed.
3. Functional logbook maintained.
4. Records of replacement of worn-down vehicle parts maintained.
5. Service reports compiled.

Eligibility Requirements

- (i) Ugandan aged 18 years and above.
- (ii) Must have a National ID.
- (iii) Should have a minimum of O' level certificate with at least pass in English.
- (iv) Should have a valid driving permit of Class B, C and D.
- (v) Certificate in defensive driving.
- (vi) Should have driving experience of at least 5 years.
- (vii) Computer literacy is an added advantage.
- (viii) Time conscious and self-motivated.
- (ix) Should have Good customer care and public relations.
- (x) Must be a person of High level of integrity.
- (xi) The applicant should be below the age of 55 years at the time of application.


UNIVERSITY SECRETARY
MARCH 2026

