

LIRA UNIVERSITY

EMPLOYEMENT OPPORTUNITIES: EXTERNAL ADVERTISEMENT

Lira University was established as a Public University by Statutory Instrument 2015 No. 35, July 8th 2015 to expand equitable higher education in the country in order to respond to the critical development needs of the country.

In order to fulfill the current mandate and to position the University to meet all its objectives and planned activities, Lira University now wishes to recruit staff in the following positions:-

1. ADMINISTRATIVE POSITION

1. Senior Assistant Secretary **(01 Post)**
2. Legal Officer **(01 Post)**
3. Estates Officer **(01 Post)**
4. Assistant Registrar I **(01 post)**
5. Accounts Assistant **(01 Post)**
6. Records Assistant/HMIS **(01 Post)**
7. Drivers **(4 Posts)**

2. TEACHING POSITIONS

FACULTY OF HEALTH SCIENCES

1. **DEPARTMENT OF NURSING AND MIDWIFERY**
 - a) Professor **(1Post)**
 - b) Associate Professor **(1Post)**
2. **DEPARTMENT OF PUBLIC HEALTH**
 - a) Professor **(1Post)**
 - b) Associate Professor **(1Post)**

SUBMISSION GUIDELINES:

- Interested persons should submit 5 copies of their application letters together with certified copies of their Transcripts, Certificates and latest copy of their Curriculum Vitae giving full details of the applicants' education, qualifications, work experience and naming three referees with their postal addresses and phone contact in a sealed envelope. Applicants should indicate the job applied for at the right hand corner of the envelope. Applicants should make sure that at least two referees have forwarded their

recommendation letters concerning their application to the University Secretary before the closing date of this advertisement.

- The application should be delivered by hand or posted before 14th September 2016 to the: **Office of the University Secretary, Lira University, P.O. Box 1035, Lira, Tel: +256-471-660714, Website: www.lirauni.ac.ug, E-mail: universitysecretary@lirauni.ac.ug**
- On-line applications **will not** be considered.
- Only shortlisted persons will be contacted.
- The details of the job are on the University website as indicated above.
- Lira University is an Equal Opportunity Employer.

JOB DETAILS FOR THE ADVERTISEMENT OF 22ND AUGUST 2016

TEACHING POSITIONS

1. DEPARTMENT OF NURSING AND MIDWIFERY

a) *Professor (1Post)*

Age Limit: Not more than 55 years

Salary Scale: M3

Qualifications:

- i. Incumbent must be a holder of a PhD in any medical discipline.
- ii. Must have Masters in Nursing or Midwifery from a recognized University.
- iii. Must have successfully supervised at least four Masters' students and one PhD Student since appointment at the level of Associate professor.
- iv. Demonstrated skills in leadership, effective communication; collaboration and networking; problem identification and solving, undertaking , supervising and evaluating academic research projects
- v. Excellent skills in research project writing, implementation and supervision.
- vi. Practical knowledge of current issues and trends in the University curriculum reviews, development and implementation.

Experience:

- i. Minimum of 12 years University teaching experience, five of which served at the level of an Associate Professor in an internationally recognized University.
- ii. Should have evidence of continuous research including having published at least twelve (12) articles in internationally recognized Academic journals.

Duties:

- i. Reviews, develops and implements new methods of instructions to reflect changes in the curriculum.
- ii. Instructs and evaluates the performance of learners/students in the specific area of specialization.
- iii. Conducts academic research and publishes research findings which contribute to the University research profile.
- iv. Develops and presents Academic research proposals for funding.
- v. Provides technical backup support to other academic staff in the area of specialization.
- vi. Participates in the University curriculum review and development in his/her area of specialization.
- vii. Coordinates the development of Manuals and kits for the conduct, supervision and evaluation of practical assignments to students.
- viii. Supervises and evaluates the performance of post graduate students' academic research.
- ix. Participates in Senate/Council and their Committees' meetings.
- x. Attends/chairs the Faculty Board Committee Meetings.

b) **Associate Professor** (1Post)

Age Limit: 40 years and above

Salary Scale: M4

Qualifications:

- i. Must be a holder of a PhD in any medical discipline.
- ii. Must have Masters in Public Health from a recognized University.
- iii. Effective communication; collaboration and networking, problem identification and solving, undertaking, supervising and evaluating academic research projects.
- iv. Excellent skills in research project writing, implementation and supervision.
- v. Practical knowledge of current issues and trends in the University curriculum reviews, development and implementation.

Experience:

- i. Minimum of 8 years University teaching experience, 4 of which served at the level of a Senior Lecturer in an internationally recognized University.
- ii. Must have successfully supervised of at least four Masters' students and one PhD Student since appointment at the level of Senior Lecturer.
- iii. Should have evidence of continuous research including having published at least six (6) articles in internationally recognized Academic journals.

Duties:

- i. Participates in the review and development of the University curriculum.
- ii. Develops and implements new methods of instruction to reflect changes in the curriculum.
- iii. Designs, prepares and develops instructional materials.
- iv. Develops Manuals and kits for the conduct, supervision and evaluation of practical assignments to students.
- v. Supervises academic research for Masters and Undergraduate programmes.
- vi. Undertakes academic research and actively contributes to the development of the University research profile.
- vii. Instructs and evaluates students' performance.
- viii. Participates in Senate/Council programmes and activities.
- ix. Develops and presents academic research proposals for funding.

2. DEPARTMENT OF PUBLIC HEALTH

a) **PROFESSOR** (1Post)

Age Limit: Not more than 55 years

Salary Scale: M3

Qualifications:

- i. Incumbent must be a holder of a PhD in the relevant area of specialization.
- ii. Must have Masters Degree in Public Health from a recognized Institution.
- iii. Must have successfully supervised at least four Masters' students and one PHD Student since appointment at the level of Associate professor.
- iv. Demonstrated skill in leadership, effective communication; collaboration and networking; problem identification and solving, undertaking , supervising and evaluating academic research projects.
- v. Excellent skills in research project writing, implementation and supervision.
- vi. Practical knowledge of current issues and trends in the University curriculum reviews, development and implementation.

Experience:

- (i) Minimum of twelve (12) years University teaching experience, five of which served at the level of an Associate Professor in an internationally recognized University.
- (ii) Should have evidence of continuous research including having published at least twelve (12) articles in internationally recognized Academic journals.

Duties:

- i. Reviews, develops and implements new methods of instructions to reflect changes in the curriculum.
- ii. Instructs and evaluates the performance of learners/students in the specific area of specialization.
- iii. Conducts academic research and publishes research findings which contribute to the University research profile.
- iv. Develops and presents Academic research proposals for funding.
- v. Provides technical backup support to other academic staff in the area of specialization.
- vi. Participates in the University curriculum review and development in his/her area of specialization.
- vii. Coordinates the development of Manuals and kits for the conduct, supervision and evaluation of practical assignments to students.
- viii. Supervises and evaluates the performance of post graduate students' academic research.
- ix. Participates in Senate/Council and their Committees' meetings.
- x. Attends/chairs the Faculty Board Committee Meetings.

b) ASSOCIATE PROFESSOR (1POST)

Age Limit: 40 years and above

Salary Scale: M4

Qualifications:

- i. Must be a holder of a PhD in the Public Health or related discipline.

- ii. Must have Master's Degree in Public Health from a recognized University.
- iii. Effective communication; collaboration and networking, problem identification and solving, undertaking, supervising and evaluating academic research projects.
- iv. Excellent skills in research project writing, implementation and supervision. '
- v. Practical knowledge of current issues and trends University curriculum reviews development and implementation.

Experience:

- i. Minimum of 8 years University teaching experience, 4 of which served at the level of a Senior Lecturer in an internationally recognized University.
- ii. Must have successfully supervised of at least four Masters' students and one PhD Student since appointment at the level of Senior Lecturer.
- vi. Should have evidence of continuous research including having published at least six (6) articles in internationally recognized Academic journals.

Duties:

- i. Participates in the review and development of the University curriculum.
- ii. Develops and implements new methods of instruction to reflect changes in the curriculum.
- iii. Designs, prepares and develops instructional materials.
- iv. Develops Manuals and kits for the conduct, supervision and evaluation of practical assignments to students.
- v. Supervises academic research for Masters and Undergraduate programmes.
- vi. Undertakes academic research and actively contributes to the development of the University research profile.
- vii. Instructs and evaluates students' performance.
- viii. Participates in Senate/Council programmes and activities.
- ix. Develops and presents academic research proposals for funding.

ADMINISTRATIVE POSITIONS

1. SENIOR ASSISTANT SECRETARY (01 Post)

Age Limit: 30 – 45 years

Salary Scale: M6.2

Purpose of the Job

To manage the administrative functions in the Office of the University Secretary to ensure smooth functioning of the University.

Qualifications

- (i) Should hold a Masters Degree in Public Administration or Masters of Business Administration or Masters in Human Resource Management from a recognized University.
- (ii) A Bachelor's degree in Social Sciences or Commerce from a recognized University (at least Second Class Upper).

- (iii) Diploma in Administrative Law.

Duties and Responsibilities

- (i) Manages the receipt and dispatch of correspondences to and from the Office of the University Secretary
- (ii) Ensure provision of effective and efficient administrative support services to the Office of the University Secretary
- (iii) Organize, assembles and keeps custody of confidential documents and draws the attention of the University Secretary.
- (iv) Organizes and manages conferences and meetings convened by the Office of the University Secretary.
- (v) Updates and follows up delegated tasks to ensure progress and adherence to deadlines.
- (vi) Maintain calendar; fixes commitments and ascertains events that require the presence of the Vice Chancellor.
- (vii) Drafts, edits and finalizes documents, including correspondence and memorandum of understanding for the Office of the University Secretary, in accordance with varying deadlines.
- (viii) Prepares media and press briefings for the University Secretary in absence of Public Relations Officer.
- (ix) Coordinates the preparation and submission of the work plans and budgets for the Office to the University Secretary
- (x) Requisitions and accounts for funds and other consumables for the Office of the University Secretary.
- (xi) Draft minutes of Council and Top Management meetings.
- (xii) Performing any other duties assigned by the University Authority.

Work Experience

Should have a working experience as a Senior Administrator in Public Service for at least 3 years.

2. LEGAL OFFICER (1 Post)

Age Limit: 30 – 45 years

Salary Scale: M7

Purpose of the Job

- (i) To provide proper legal advice to the university in order to safeguard it from entering into bad contracts or making decisions without proper legal backing.
- (ii) To handle and defend cases for and against the university in courts of law.

Qualifications

- (i) Should have at least a Second Class Upper Degree of Bachelor of Laws (LLB) from a recognized institution.
- (ii) Postgraduate Diploma in Legal Practice from Law Development Centre (LDC).
- (iii) Must be a registered member of a recognized legal professional body.

Duties and Responsibilities

- (i) Draft all agreements and contract in which the University is involved and ensuring the interest of the university are legally protected.
- (ii) Drafts reports on decisions of courts and tribunals involving the University.
- (iii) Preparing agreements for companies wishing to provide contractual services for the University.
- (iv) Preparing all the relevant documents related to cases for or against the University and defends such cases in courts of law.
- (v) Seek legal advice from other prominent lawyers on complicated cases where the University's interests are at stake.
- (vi) Study and advice the Vice Chancellor on the soundness of all agreements about to be signed by the Vice Chancellor or other officers of the University on behalf of the university.
- (vii) Develops and maintains a legal registry where all contracts and legal documents can be safeguarded and easily accessible.
- (viii) Authenticate the University's seal.
- (ix) Performing any other duties assigned by the University Authority.

3. ESTATES OFFICER (01 POST)

Age: 30 – 45

Salary Scale: M6.2

Purpose of the Job

To provide technical leadership in the development, implementation and maintenance of the University physical infrastructure and electric installation.

Qualifications

- (i) A Master's degree in Civil / Structural Engineering from a recognized University.
- (ii) A Post Graduate qualification in Construction Economics or Management is an added advantage.
- (iii) Should be a registered Member of the Engineers Registration Board.

Work Experience

- (i) At least three years of working experience at the level of a civil/ structural engineer with a reputable organisation.
- (ii) Practical experience in reviewing and negotiating construction contracts; providing bills of quantities, technical designs and preparing structural drawings for the bidding process and
- (iii) Must be computer literate in relevant packages.

Duties and Responsibilities

- (i) Guides the review and development of Construction Guidelines and Technical Hand Books of the University in line with the nationally approved standards and Guidelines.

- (ii) Liaises with the Physical Planner in the development of technical plans and specifications for the University's infrastructure development projects in line with the approved National Standards.
- (iii) Carries out technical audits of civil/ structural project proposals to ensure adherence to structural design integrity and safety, and that any deviations are formally approved.
- (iv) Ensures maintenance of the University's physical infrastructure and electric installations through preparation of maintenance plans, programs, schedules and budgets.
- (v) Monitors and evaluates implementation of the University civil works projects with site teams to ensure adherence to design projects specifications and required standards.
- (vi) May be required to teach relevant courses in Public Health.

4. ASSISTANT REGISTRAR I (01 POST)

Age: Not more than 50 yrs

Salary scale: M6

Purpose of the job

To provide technical support in the planning, organization and management of activities related to student admission, registration, teaching and assessment, curriculum development and academic records.

Qualifications

- (i) A minimum of a Masters Degree in Education Management from a recognized university/institution.
- (ii) Ability to interpret and follow- up on implementation of managerial decisions; analyse records and generate solutions; work independently and detail oriented.
- (iii) Excellent skills with Microsoft products including Word, Excel and Outlook, familiarity with ACCESS Publisher and able to adopt to home grown data analysis tools.

Work Experience

Not less than 5 years of working experience in Assistant Registrar II position in a reputable University/institution of higher learning.

Duties and Responsibilities

- (i) Provides technical support in the development and implementation of university policies, rules and regulations in regard to student's academic and administrative management.
- (ii) Supervises the receipt of students academic records, evaluates and certifies all graduation applications to ensure adherence to University rules, regulations and guidelines for a complete graduation process and ceremony.
- (iii) Coordinates the collection, recording, maintenance and reporting of student academic records within the university policies, rules, regulations and guidelines.
- (iv) Participates in the admission of students to the university and submits student enrollment to academic registrar.

- (v) Supports the preparation and conduct of ceremonies relating to the convocation and graduation of students.
- (vi) Participates in programmes and activities aimed at the professional growth and development of the academic staff of the university in liaison with the management of the faculties and academic departments.
- (vii) Initiates reviews aimed at developing appropriate recommendations for the implementation of appropriate technology to enhance service delivery to the students and other stakeholders.
- (viii) Liaises with the university campuses and departmental managers on matters relating to the administration of students education and training facilities, and academic programmes and courses.
- (ix) Plans, supervises and evaluates the performance of Assistant Registrars II in the university.

5. ACCOUNTS ASSISTANT I (01 Post)

Age: 25 – 30 years

Salary Scale: M7

Purpose of the Job

To provide technical support to the University Bursar in the efficient and effective implementation of financial instructions, accounting procedures and controls in the management of the University financial revenue and expenditure.

Qualifications

- (i) At least 2nd Class Upper Bachelor's Degree in Commerce (Accounting option) or Bachelor of Science in Accounting and Finance from a recognized Institution.
- (ii) Professional qualification in Accountancy such as ACCA, CPA, ACIS and CPE obtained from recognized awarding Institution/body accredited by ICPAU is an added advantage.
- (iii) Computer literate in Accounting Packages.

Duties and Responsibilities

- (i) Ensures that payments being processed are within the approved budget and have been authorized by the accounting officer.
- (ii) Prepares monthly reconciliations.
- (iii) Extract fees reports for students.
- (iv) Maintain up to date student's debtor ledger.
- (v) Ensure that the students pay in slips are issued as per regulations.
- (vi) Verify student fees payment status before clearance.
- (vii) Processes payments.
- (viii) Assists the accountant and deputy bursar in preparing monthly returns and final accounts.
- (ix) Posting of the cash book and ledger.
- (x) Make mandatory deductions and remit on time.
- (xi) Any other duties assigned by University Authority.

Work Experience

Experience of not less than two (2) years in Accounts Department in a Higher Institution of Learning will be an added advantage.

6. RECORDS ASSISTANT/HMIS (01 Post)

Age Limit (27- 35 years)

Salary Scale: M12

Purpose of the job

To facilitate the smooth flow and access to information through records Management for action and decision making.

Qualifications

- (i) Must have a Diploma in Medical Records Management.
- (ii) Must have Uganda Advanced Certificate of Education or its equivalent.
- (iii) Must be computer literate.

Duties and Responsibilities

- (i) Take charge of Medical Records Unit.
- (ii) Ensure courteous and efficient booking, reception and documentation of patients.
- (iii) File and retrieve notes including indexing and coding.
- (iv) Ensure that activity data/statistics are recorded and sent in promptly.
- (v) Liaise with Medical and Nursing staff to ensure smooth running of the clinics and good records.
- (vi) Adhere to professional code of Conduct and Ethics
- (vii) Compile and submit regular data/returns to the Ministry of Health.
- (viii) Perform any other duties assigned from time to time.

Work Experience:

Should have a minimum of three (3) years working experience in a reputable organisation or government institution.

7. DRIVER (4 Post)

Age Limit (30-40 years)

Salary Scale: M20

Purpose of the Job

To drive University vehicles and ensure that vehicles are kept in proper mechanic condition.

Qualifications:

- (i) Uganda Certificate of Education.
- (ii) Must have valid Driving Permit
- (iii) Driving Permit Class (**at least DL**)
- (iv) Must have obtained a Drivers' Testing Certificate from the Ministry of Works and Transport.
- (v) Must have a good eye sight (vision on both eyes).
- (vi) Knowledge of traffic and highway safety and economical manners.
- (vii) Ability to relate well with both students and staff and know the University System.
- (viii) Knowledge of Elementary Motor Vehicle Mechanics.

Duties and Responsibilities

- (i) Report any car malfunctions or needed repairs.
- (ii) Report delays, accidents, or other traffic and transportation situations to the relevant authority.
- (iii) Check the condition of a vehicle's tires, brakes, windshields wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in good working condition.
- (iv) Comply with traffic regulations in order to operate vehicles in a safe and courteous manner.
- (v) Follow safety rules.

Work Experience:

Should have a minimum of five (5) years driving experience in a reputable organisation or government institution.