



LIRA UNIVERSITY

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OFFICE OF THE UNIVERSITY SECRETARY

EXCITING EMPLOYMENT OPPORTUNITIES WITH LIRA UNIVERSITY

Lira University was established as a Public University by Statutory Instrument No.35, of July 16th 2015 to expand access to equitable Higher Education in the country and to respond to the critical Human Resource Development needs of the country. The University is governed by the Universities and Other Tertiary Institutions Act, 2001 as amended 2006 of the Republic of Uganda. The University is located in Lango Sub-region in Northern Uganda, Lira City. 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.

FACULTY OF MEDICINE			
DEPARTMENT OF ANAESTHESIOLOGY			
S/No	Job Title	Salary Scale	Number of Vacancies
1	Lecturer	M6.1	1
DEPARTMENT OF OBSTETRICS AND GYNAECOLOGY			
S/No	Job Title	Salary Scale	Number of Vacancies
1	Teaching Assistant	M7	1
DEPARTMENT OF INTERNAL MEDICINE			
S/No	Job Title	Salary Scale	Number of Vacancies
1	Teaching Assistant	M7	1
DEPARTMENT OF SURGERY			
S/No	Job Title	Salary Scale	Number of Vacancies
1	Teaching Assistant	M7	1
FACULTY OF NURSING AND MIDWIFERY			
DEPARTMENT OF NURSING			
S/No	Job Title	Salary Scale	Number of Vacancies
1	Lecturer	M6.1	1
S/No	Job Title	Salary Scale	Number of Vacancies
1	Teaching Assistant	M7	4 Vacancies distributed as below: One (1) Teaching Assistant with Psychiatric Nursing experience. One (1) Teaching Assistant with Pediatric Nursing experience. One (1) Teaching

			assistant with surgical and theatre nursing experience. One (1) Teaching Assistant with Medical ward nursing experience.
DEPARTMENT OF EMERGENCY CARE			
S/No	Job Title	Salary Scale	Number of Vacancies
1	Teaching Assistant	M7	1 Teaching Assistant with experience in accident, emergency and intensive care unit.
FACULTY OF EDUCATION			
DEPARTMENT OF SCIENCE AND VOCATIONAL EDUCATION			
S/No	Job Title	Salary Scale	Number of Vacancies
1	Professor	M3	1
2	Senior Lecturer	M5	2
3	Lecturer	M6.1	2
4	Assistant Lecturer	M6.2	2
5	Teaching Assistant	M7	2
6	Laboratory Attendants	M20	2
DEPARTMENT OF PROFESSIONAL STUDIES			
S/No	Job Title	Salary Scale	Number of Vacancies
1	Lecturer	M6.1	1
2	Assistant Lecturer	M6.2	1
ADMINISTRATION			
1	Senior Public Relations Officer	M6.1	1
2	Secretary	M12	1
ACADEMIC REGISTRAR'S DEPARTMENT			
S/No	Job Title	Salary Scale	Number of Vacancies
1	Assistant Registrar I	M6.2	1

SUBMISSION GUIDELINES

1. Qualifying persons should submit five (5) copies of their application letters duly signed together with certified photocopies of their transcripts, certificates, five (5) recent passport photographs and latest copy of their curriculum vitae giving full details of the applicants' education, work experience and naming three referees with their postal addresses and day time phone contact. The application should be put in a big (A4) sealed envelope and the job applied for indicated on the envelope. Applicants must make sure that at least two referees have forwarded recommendation letters concerning their application to the University Secretary before the closing date of this advertisement.
2. Applicants for the vacancy of Teaching Assistants in Faculty of Nursing and Midwifery should indicate the relevant experience and area of interest on the application letter.
3. Applications should be hand delivered to the Office of the University Secretary and addressed to:

**The University Secretary,
Lira University, P.O. Box 1035, Lira.**

- 4.** Applicants can also apply on-line by sending scanned application letter, curriculum vitae and relevant documents to universitysecretary@lirauni.ac.ug
- 5.** Please visit our website at: www.lirauni.ac.ug for details of the job.
- 6.** The deadline for receiving applications is 30th September 2020.
- 7.** Lira University is an Equal Opportunity Employer.
- 8.** Applicants should show demonstrable qualities of leadership and integrity.
- 9.** Only shortlisted candidates will be contacted.
- 10.** Due diligence by the university will form part of the selection criteria.
- 11.** Any form of solicitation or lobbying will lead to automatic cancellation of Application.

UNIVERSITY SECRETARY

DEPARTMENT OF ANAESTHESIOLOGY

Job Title: Lecturer (1 Vacancy).

Age Limit: Not more than 50 years.

Salary Scale: M6.1.

Reports to: Head of Department.

(a) Duties and Responsibilities

- Prepares learning materials and delivers lectures to the undergraduate and postgraduate students.
- Contributes in the review, development and implementation of the university curriculum.
- Participates in the development of manuals and kits for the conduct, supervision, and evaluation of practical assignments to students.
- Examines, assesses and marks students' assignments and examinations.
- Undertakes research to support the development of the University academic research proposal.
- Supervises students' academic research and internship training programmes and activities.
- Participates in the organization and implementation of University academic conferences, seminars and workshops.
- Carries out clinical duties.
- Provides technical support and support supervision to Assistant Lecturers, Teaching Assistants, and other junior staff.

(b) Person Specifications

Minimum qualification: -

- Master of Medicine degree in Anaesthesia from a recognized Institution.
- Bachelor of Medicine and Bachelor of Surgery degree (MBChB) or its equivalent, or Bachelor of Science degree in Anaesthesia from a recognized Institution.
- Applicants should have relevant clinical and teaching experience of not less than (3) years.
- At least one publication in peer-reviewed journal.
- Must be registered and currently licensed by the relevant professional body.

DEPARTMENT OF OBSTETRICS AND GYNAECOLOGY

Job Title: Teaching Assistant (1 Vacancy).

Age Limit: Not more than 35 years.

Salary Scale: M7.

Reports to: Head of Department.

(a) Duties and Responsibilities:

- Participates in teaching students, diagnosis, treatment and management of patients in the clinics and wards.
- Examines patients and referring them for specialized health care.
- Being part of health professionals in the delivery of quality health care to patients.
- Adheres to the medical professional code of Conduct and Ethics.
- Participates in outreach and community health programmes.
- Participates in research activities and health data collection.
- Participates in Continuing Professional Development (CPD).
- Compiles and submits periodic reports.
- Any other duties that may be assigned to him/ her by the supervisor.

(a) Person Specifications

- Bachelor of Medicine & Bachelor of Surgery degree (MBChB) or its equivalent from a recognized Institution.
- Must be registered and currently licensed with the Medical and Dental Practitioners Council.

DEPARTMENT OF INTERNAL MEDICINE

Job Title: Teaching Assistant (1 Vacancy).

Age Limit: Not more than 35 years.

Salary Scale: M7.

Reports to: Head of Department.

(a) Duties and Responsibilities:

- Participates in teaching students, diagnosis, treatment and management of patients in the clinics and wards.
- Examines patients and refers them for specialized health care.
- Being part of health professionals in the delivery of quality health care to patients.
- Adheres to the medical professional Code of Conduct and Ethics.
- Participates in outreach and community health programmes.
- Participates in research activities and health data collection.
- Participates in Continuing Professional Development (CPD).
- Compiles and submits periodic reports.
- Any other duties that may be assigned to him/her by the supervisor.

(b) Person Specifications

- Must have a Bachelor of Medicine & Bachelor of Surgery degree (MBChB) or its equivalent from a recognized Institution.
- Must be registered and currently licensed with the Medical and Dental Practitioners Council.

DEPARTMENT OF SURGERY

Job Title: Teaching Assistant (1 Vacancy).

Age Limit: Not more than 35 years.

Salary Scale: M7.

Reports to: Head of Department.

Duties and Responsibilities:

- Participates in teaching students, diagnosis, treatment and management of patients in the clinics and wards.
- Examines patients and refers them for specialized health care.
- Being part of health professionals in the delivery of quality health care to patients.
- Adheres to the medical professional Code of Conduct and Ethics.
- Participates in outreach and community health programmes.
- Participates in research activities and health data collection.
- Participates in Continuing Professional Development (CPD).
- Compiles and submits periodic reports.
- Any other duties that may be assigned to him/her by the supervisor.

(a) Person Specifications

- Must have a Bachelor of Medicine & Bachelor of Surgery degree(MBchB) or its equivalent from a recognized Institution.
- Must be registered and currently licensed with the Medical and Dental Practitioners Council.

FACULTY OF NURSING AND MIDWIFERY

DEPARTMENT OF NURSING

Job Title: Lecturer (1 Vacancy).

Age Limit: Not more than 50 years.

Salary Scale: M6.1.

Reports to: Head of Department.

(a) Duties and Responsibilities

- Prepares learning materials and delivers lectures to the undergraduate and postgraduate students.
- Contributes in the review, development and implementation of the university curriculum.
- Participates in the development of manuals and kits for the conduct, supervision, and evaluation of practical assignments to students.
- Examines, assesses and marks students' assignments and examinations.
- Undertakes research to support the development of the University academic research proposal.
- Supervises students' academic research and internship training programmes and activities.
- Participates in the organization and implementation of University academic conferences, seminars and workshops.

- Carries out clinical duties.
- Provides technical support and support Supervision to Assistant Lecturers, Teaching Assistants, and other junior staff.

(b) Person Specifications

- PhD degree or Master's degree in Nursing from a recognized Institution.
- Bachelor of Science degree in Nursing from a recognized Institution.
- At least one publication in peer-reviewed journal.
- Applicants must be registered and currently licensed with the Uganda Nurses and Midwifery Council.

Job Title: Teaching Assistant – Nursing (4 Vacancies).

Report to: Head of Department.

Distributed as below:

One (1) vacancy of Teaching Assistant with Psychiatric Nursing experience.

One (1) Vacancy of Teaching Assistant with Pediatric Nursing experience.

One (1) Vacancy of Teaching Assistant with Theatre and Surgical Nursing experience.

One (1) Vacancy of Teaching Assistant with Ward Nursing experience.

Age Limit: Not more than 35years.

Salary Scale: M7.

(a) Duties and Responsibilities

- Prepare learning materials and deliver lectures to undergraduate students.
- Collect data and participate in the data analysis for the development of instruction manual and kits for practical exercises.
- Examine, assess and mark undergraduate students' assignments.
- Undertake research to support the development of the University academic research proposals.
- Guide and supervise Undergraduate students' academic research and clinical practice activities.
- Participate in clinical, laboratory or community outreach programmes.
- Perform clinical duties.
- Perform clinical teaching and mentorship of students.
- Participate in the organization and implementation of Departmental academic seminars, ward rounds, grand rounds, journal clubs and workshops.
- Provide remedial teaching to students to enhance their understanding of the topics covered by the senior academic staff-tutorial sessions to students.
- Any other duties that may be assigned to them by the supervisor.

(a) Person Specifications

- Bachelor of Science degree in Nursing from a recognized Institution.
- Experience in Psychiatric Nursing for one (1) Teaching Assistant Vacancy.
- Experience in Pediatric Nursing for one (1) Teaching Assistant Vacancy.
- Experience in Theatre and Surgical Nursing for one (1) Teaching Assistant Vacancy.
- Experience in Medical Ward Nursing experience for one (1) Teaching Assistant Vacancy.
- Applicants must be registered and currently licensed by Nurses and Midwifery Council.

DEPARTMENT OF EMERGENCY CARE

Job Title: Teaching Assistant – Nursing (1 Vacancy).

Age Limit: Not more than 35years.

Salary Scale: M7.

Reports to: Head of Department

(a) Duties and Responsibilities

- Prepares learning materials and delivers lectures to undergraduate students.
- Collects data and participates in the data analysis for the development of instruction manual and kits for practical exercises.
- Examines, assesses and marks undergraduate students' assignments.
- Undertakes research to support the development of the University academic research proposals.
- Guides and supervises Undergraduate students' academic research and clinical practice activities.
- Participates in clinical, laboratory or community outreach programmes.
- Performs clinical duties.
- Performs clinical teaching and mentorship of students.
- Participates in the organization and implementation of Departmental academic seminars, ward rounds, grand rounds, journal clubs and workshops.
- Provides remedial teaching to students to enhance their understanding of the topics covered by the senior academic staff-tutorial lessons to students.
- Any other duties assigned to him/her by the supervisor.

(b) Person Specifications

- Bachelor of Science degree in Nursing from a recognized Institution.
- Experience in accidents, emergency and intensive care is required.
- Applicants must be registered and currently licensed by Nurses and Midwifery Council.

FACULTY OF EDUCATION

DEPARTMENT OF SCIENCE AND VOCATIONAL EDUCATION

Job Title: Professor (1 Vacancy).

Age Limit: Not more than 60 years old.

Salary Scale: M3.

Reports to: Head of Department.

Purpose of the Job

To provide professional leadership in the development and implementation of the University academic programmes and learners in his/her specialized discipline.

(a) Duties and Responsibilities

- Reviews, develops and implements new methods of instructions to reflect changes in the curriculum.
- Instructs and evaluates the performance of learners/students in the specific area of specialization.
- Conducts academic research and publishes research findings which contribute to the University research profile.
- Develops and presents Academic research proposals for funding.
- Provides technical backup support to other academic staff in the area of specialization.
- Participates in the University curriculum review and development in his/her area of specialization.
- Coordinates the development of Manuals and kits for the conduct, supervision and evaluation of practical assignments to students.
- Supervises and evaluates the performance of post graduate students' academic research.
- Delivers public lectures in academic conferences, seminars and workshops.
- Participates in Senate/Council and their Committees' meetings.
- Attends/ chairs the Faculty Board Committee Meetings.
- Represents the University/Faculty at National and International fora.
- Any other duties that may be assigned to him/her by the supervisor.

(a) Person Specifications

- PhD degree in Physics or Science Education (Physics) from a recognized Institution.
- Master of Science degree in Physics or Master of Education degree (Physics Education) from a recognized Institution.

- Bachelor of Science degree in Physics or Bachelor of Science degree in Education (Physical) from a recognized Institution.
- Ten (10) years of teaching experience from recognized university.
- Twenty (20) recognized publications at least five (5) publications made within three (3) years preceding the time of application for this position.
- Supervision of five Post Graduate students to completion. At least 2(two) Post Graduate students to completion since last promotion.
- Evidence of attraction of grants is an added advantage.
- Evidence of community engagement.

Job Title: Senior Lecturer -Agriculture (1 Vacancy).

Age Limit: Not more than 55 years.

Salary Scale: M5.

Reports to: Head of Department.

Purpose of the Job

To take a lead role in research, teaching and curriculum development.

(a) Duties and Responsibilities

- Teaches Postgraduate and Undergraduates Students.
- Provides monitoring and enhancement of quality teaching within the department.
- Participates in University staff development initiatives related to learning and teaching.
- Supervises undergraduate and graduate students.
- Develops innovative and attractive courses, shapes and influences curriculum development and actively contributes to the review of courses in accordance to the departmental strategy.
- Engages with other researchers internally, nationally and internationally and contributes to the research objectives of the University.
- Advises, mentors and supports junior colleagues.
- Supervises the work of others for example in research teams and postgraduate studies.
- Plans, coordinates and conducts research.
- Assesses and grades students in the University.
- Any other duties that may be assigned to him/her by the supervisor.

(b) Person Specifications

- PhD degree in Agriculture or Agriculture Education from a recognized Institution.
- Master of Science degree in Agriculture or Master of Education degree (Agricultural Education) from a recognized Institution.
- Bachelor of Science degree in Agriculture or Bachelor of Science degree with Education (Agriculture double main) from a recognized Institution.
- Five (5) recognized publications in the area of specialization and at least two (2) of the publications within the last three years at the time of application.

- Minimum of five (5) years teaching experience.
- Evidence of community engagement.

Job Title: Senior Lecturer -Mathematics (1 Vacancy).

Age Limit: Not more than 55 years.

Salary Scale: M5.

Reports to: Head of Department.

Purpose of the Job

To take a lead role in research, teaching and curriculum development.

(a) Duties and Responsibilities

- Teaches postgraduate and undergraduates Students.
- Provides monitoring and enhancement of quality teaching within the department.
- Participates in University staff development initiatives related to learning and teaching.
- Supervises undergraduate and graduate students.
- Develops innovative and attractive courses, shapes and influences curriculum development and actively contributes to the review of courses in accordance to the departmental strategy.
- Engages with other researchers internally, nationally and internationally and contribute to the research objectives of the University.
- Advises, mentors and supports junior colleagues.
- Supervises the work of others for example in research teams and postgraduate studies.
- Plans, coordinates and conducts operational research in his/her specialty.
- Assesses and grades students in the University.
- Any other duties that may be assigned to him/her by the supervisor.

(b) Person Specifications

- PhD degree in Mathematics or PhD degree in Mathematics Education from a recognized Institution.
- Masters of Science degree in Mathematics or Master of Education degree (Mathematics Education) from a recognized Institution.
- Bachelor of Science degree in Mathematics or Bachelor of Science degree with education (Physical) from a recognized Institution.
- Five (5) recognized publications in the area of specialization and at least two (2) of the publications within the last three years at the time of application.
- Minimum of five (5) years of teaching experience.
- Evidence of community engagement.

Job Title: Lecturer - Chemistry (1 Vacancy).

Age Limit: Not more than 50 years.

Salary Scale: M6.1.

Reports to: Head of Department.

Purpose of the Job

To take a lead role in research, teaching and curriculum development.

(a) Duties and Responsibilities

- Prepares learning materials and delivers lectures to the undergraduate and postgraduate students.
- Contributes to the review, development and implementation of the university curriculum.
- Participates in the development of manuals and kits for the conduct, supervision, and evaluation of practical assignments to students.
- Examines, assesses and marks students' assignments and examinations.
- Undertakes research to support the development of the University academic research proposal.
- Supervises students' academic research and internship training programmes and activities.
- Participates in the organization and implementation of University academic conferences, seminars and workshops.
- Provides technical support and supervision to Teaching Assistants, and other junior staff.
- Any other duties that may be assigned to him/her by the supervisor.

(b) Person Specifications

- PhD degree in Chemistry or PhD degree in Science Education (Chemistry Option) from a recognized Institution.
- Master of Science degree in Chemistry or Master of Education degree (Chemistry Option) from a recognized Institution.
- Bachelor of Science degree in Chemistry or Bachelor of Science degree with Education (Chemistry Option) from a recognized Institution.
- Applicants should have teaching experience of not less than (3) years as Assistant Lecturer.
- At least one publication in peer-reviewed journal.

Job Title: Lecturer – Biology (1 Vacancy).

Age Limit: Not more than 50 years.

Salary Scale: M6.1.

Reports to: Head of Department.

Purpose of the Job

To take a lead role in research, teaching and curriculum development.

(a) Duties and Responsibilities

- Prepares learning materials and delivers lectures to the undergraduate and postgraduate students.
- Participates in the review, development and implementation of the university curriculum.

- Participates in the development of manuals and kits for the conduct, supervision, and evaluation of practical assignments to students.
- Examines, assesses and marks students' assignments and examinations.
- Undertakes research to support the development of the University academic research proposal.
- Supervises students' academic research and internship training programmes and activities.
- Participates in the organization and implementation of University academic conferences, seminars and workshops.
- Provides technical support and supervision to Teaching Assistants, and other junior staff.
- Any other duties that may be assigned to him/her by the supervisor.

(b) Person Specifications

- PhD degree in Biology or PhD degree in Science Education (Biology Education) from a recognized Institution.
- Master of Science degree in Biology or Master of Education degree (Biology Option) from a recognized Institution.
- Bachelor of Science degree in Biology or Bachelor of Science degree with education (Biological) from a recognized Institution.
- Applicants should have teaching experience of not less than (3) years as Assistant Lecturer.
- At least one publication in peer-reviewed journal.

Job Title: Assistant Lecturer – (Agriculture) (1 Vacancy).

Age Limit: Not more than 40 years.

Salary Scale: M6.2.

Reports to: Head of Department.

(a) Duties and Responsibilities

- Prepares learning materials and delivers lectures to undergraduate students.
- Collects data and participates in the data analysis for the development of instruction manual and kits for practical exercises.
- Examines, assesses and marks undergraduate students' assignments.
- Undertakes research to support the development of the University academic research proposals.
- Guides and supervises Undergraduate students' academic research and internship activities.
- Participates in laboratory and/ or community outreach programmes.
- Participates in the organization and implementation of Departmental academic seminars and workshops.

- Provides remedial teaching to students to enhance their understanding of the topics covered by the senior academic staff-tutorial sessions to students.
- Any other duties that may be to him/her by the supervisor.

(b) Person Specifications

- Master of Science degree in Agriculture or Master of Education degree (Agriculture Option) from a recognized Institution.
- Bachelor of Science degree in Agriculture or Bachelor of Science degree with Education (Agriculture Double Main) from a recognized Institution.

Job Title: Assistant Lecturer – Mathematics (1 Vacancy).

Age Limit: Not more than 40 years.

Salary Scale: M6.2.

Reports to: Head of Department.

(a) Duties and Responsibilities

- Prepares learning materials and delivers lectures to undergraduate students.
- Collects data and participates in the data analysis for the development of instruction manual and kits for practical exercises.
- Examines, assesses and marks undergraduate students' assignments.
- Undertakes research to support the development of the University academic research proposals.
- Guides and supervises undergraduate students' academic research and internship activities.
- Participates in the organization and implementation of Departmental academic seminars and workshops.
- Provides remedial teaching to students to enhance their understanding of the topics covered by the senior academic staff-tutorial sessions to students.
- Any other duties that may be assigned to him/her by the supervisor.

(b) Person Specifications

- Master of Science degree in Mathematics or Master of Science degree with Education (Physical) from a recognized Institution.
- Bachelor of Science degree in Mathematics or Bachelor of Education degree (Physical) from a recognized Institution.

Job Title: Teaching Assistant – Physics (1 Vacancy).

Age Limit: Not more than 35years.

Salary Scale: M7.

Reports to: Head of Department.

(a) Duties and Responsibilities

- Prepares learning materials and delivers lectures to undergraduate students.
- Collects data and participates in the data analysis for the development of instruction manual and kits for practical exercises.
- Examines, assesses and marks undergraduate students' assignments.
- Undertakes research to support the development of the University academic research proposals.
- Guides and supervises Undergraduate students' academic research and internship activities.
- Participates in laboratory and/ or community outreach programmes.
- Participates in the organization and implementation of Departmental academic seminars and workshops.
- Provides remedial teaching to students to enhance their understanding of the topics covered by the senior academic staff-tutorial sessions to students.
- Any other duties that may be assigned to him/her by the supervisor.

(b) Person Specifications

- First Class or Second-Class (Upper Division) Bachelor of Science degree in Physics or Bachelor of Science degree with Education (Physical) from a recognized Institution.

Job Title: Teaching Assistant – Biology (1 Vacancy).

Age Limit: Not more than 35 years.

Salary Scale: M7.

Reports to: Head of Department.

(a) Duties and Responsibilities

- Prepares learning materials and delivers lectures to undergraduate students.
- Collects data and participates in the data analysis for the development of instruction manual and kits for practical exercises.
- Examines, assesses and marks undergraduate students' assignments.
- Undertakes research to support the development of the University academic research proposals.

- Guides and supervises Undergraduate students' academic research and internship activities.
- Participates in laboratory and/ or community outreach programmes.
- Participates in the organization and implementation of Departmental academic seminars and workshops.
- Provides remedial teaching to students to enhance their understanding of the topics covered by the senior academic staff-tutorial sessions to students.
- Any other duties that may be assigned to him/her by the supervisor.

(b) Job Specification

- First Class or Second-Class (Upper Division) Bachelor of Science degree in Biology or Bachelor of Science with Education degree(Biological) from a recognized Institution.

Job Title: Laboratory Attendants – (2 Vacancies).

Age Limit: Not more than 35 years.

Salary Scale: M20.

Report to: Head of Department

(a) Duties and Responsibilities

- Prepare Materials for students practicals.
- Demonstrate laboratory skills to students.
- Assist students during practicals.
- Set up experiments.
- Manage Laboratory equipment.
- Keep stock of reagents and advise the department on reagents to purchase.
- Any other duties that may be assigned to them by their supervisor.

(b) Person Specifications

- 'O' level certificate with at least three credit passes in Biology, Chemistry and Physics from a recognized school.
- Certificate in Laboratory Technology from a recognized Institution is an added advantage.
- At least three (3) years experience in higher Institution of learning Laboratory or in advanced secondary school laboratory.

DEPARTMENT OF PROFESSIONAL STUDIES

Job Title: Lecturer - Education (1 Vacancy).

Age Limit: Not more than 50 years.

Salary Scale: M6.1.

Reports to: Head of Department.

Purpose of the Job

To support the implementation of students' academic and research programmes of the University

(a) Duties and Responsibilities

- Prepares learning materials and delivers lectures to the undergraduate and postgraduate students.
- Contributes in the review, development and implementation of the university curriculum.
- Participates in the development of manuals and kits for the conduct, supervision, and evaluation of practical assignments to students.
- Examines, assesses and marks students' assignments and examinations.
- Undertakes research to support the development of the University academic research proposal.
- Supervises students' academic research and internship training programmes and activities.
- Participates in the organization and implementation of University academic conferences, seminars and workshops.
- Provides technical support and supervision to Teaching Assistants, and other junior staff.
- Any other duties that may be assigned to him/her by the supervisor.

(b) Person Specifications

- PhD degree in Education from a recognized Institution.
- Master's degree in Education from a recognized Institution.
- Bachelor of Arts degree with Education or Bachelor of Education degree from a recognized Institution.
- Applicants should have teaching experience of not less than (3) years as Assistant Lecturer.
- At least one publication in peer-reviewed journal.

Job Title: Assistant Lecturer – (Education) (1 Vacancy).

Age Limit: Not more than 40 years.

Salary Scale: M6.2.

Reports to: Head of Department.

(a) Duties and Responsibilities

- Prepares learning materials and delivers lectures to undergraduate students.

- Collects data and participates in the data analysis for the development of instruction manual and kits for practical exercises.
- Examines, assesses and marks undergraduate students' assignments.
- Undertakes research to support the development of the University academic research proposals.
- Guides and supervises Undergraduate students' academic research and internship practice activities.
- Participates in the organization and implementation of Departmental academic seminars and workshops.
- Provides remedial teaching to students to enhance their understanding of the topics covered by the senior academic staff-tutorial sessions to students.
- Any other duties that may be assigned to him/her by the supervisor.

(b) Person Specifications

- Master of Education degree (Foundation of Education or Curriculum and Instruction studies) from a recognized Institution.
- Bachelor of Arts with Education degree or Bachelor of Science with Education degree or Bachelor of Education degree from a recognized Institution.

ADMINISTRATION

Job Title: Senior Public Relations Officer (1 Vacancy).

Age Limit: Not more than 50 years.

Salary Scale: M6.1.

Reports to: Vice Chancellor.

(a) Duties and Responsibilities

- Drafts articles, press releases and fact sheets about the available academic programmes, possible sources of logistical and financial support to the learners, research opportunities, fellowships etc. for dissemination to the media and public;
- Ensures that accurate University news/ information/ data are updated and posted to the website regularly;
- Participates in packaging and dissemination of information required by different categories of stakeholders and the public and supports maintenance of a sound feedback mechanism;
- Participates in media monitoring, analysis and prepares briefs to the Vice Chancellor;
- Researches and drafts media and press briefings about the University policies, plans, strategies, and programmes, initiatives and endeavours;

- Manages the University's media platforms.
- Provides technical support to the supervisor and the University Management generally in planning, organizing and implementing National Academic Exhibitions by the University.
- Advocates, builds and maintains good will and a positive image of the University in relation to the Mass media.
- Participates in the planning, organizing and implementing major functions of the University with the relevant technical departments and University Organs.
- Participates in the marketing drive of the University to increase University's visibility, funding, and enrollment.
- Any other duties that may be assigned to him/her by the supervisor

(b) Person Specifications

- Master's degree in a Business related field from a recognized Institution.
- Post graduate qualification in computer related field is an added advantage
- Honours Bachelor's degree in Mass Communication from a recognized Institution.
- At least 6 years working experience in Education related field.
- Demonstrated ability in: speaking, writing, editing and research on Education and media issues, establishing and maintaining strategic alliances and collaboration mechanisms with education and training institutions and relevant stakeholders; teamwork and networking; creativity, good judgment and decision making.
- Exposure and understanding/appreciation of issues of the Sector.

Job Title: Stenographer Secretary – (1 Vacancy).

Age Limit: Not more than 35 years.

Salary Scale: M12.

Reports to: Head of Department.

(a) Duties and Responsibilities

- Facilitates communication channels between Departments and the rest of the University Offices.
- Types letters, reports, presentations, papers, memos originating from the Department.
- Organizes and coordinates meetings, taking down minutes and providing feedback in line with the University policies.
- Ensures timeliness, cleanliness and tidiness of the office, safe custody, security and confidentiality of official information and documents of the University.
- Files and retrieves documents and establishes a professional user-friendly filing system.
- Responds to telephone calls and taking necessary action.
- Attends to all visitors and directs them appropriately.

- Receives incoming mails and other correspondences, recording and directing them for necessary action.
- Ensures that all outgoing mails and documents are recorded and dispatched in good time.
- Records appointments and screens requests for meetings, synchronizing and updating diaries and schedules.
- Handles Departmental Petty Cash.
- Any other duties that may assigned to him/her by the supervisor.

(b) Person Specifications

- Diploma in Secretarial studies or equivalent qualifications from a recognized Institution with the following subjects: Business communication stage III; Type writing stage III (50 wpm); short hand stage II (80/90 wpm); and office management.
- Should have ‘O’ level certificate with at least two credits including English language and three passes in ‘A’ level.
- Should have three years relevant working experience in government or equivalent level from a reputable Organization.
- Should be computer literate.
- Certificate in records management is an added advantage.

ACADEMIC REGISTRARS DEPARTMENT

Job Title: Assistant Registrar I (1 Vacancy).

Age Limit: Not more than 50 years.

Salary Scale: M6.2.

Reports to: Academic registrar.

Purpose of the Job

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

(a) Duties and Responsibilities

- Ensures the accurate collecting, recording, maintaining and reporting of students records.
- Provides technical support in the posting of all special notifications on transcripts including semester honours, grades obtained and grade changes when appropriate.
- Processes and records written requests for students’ information including transcripts, enrollment verifications, degree confirmation, etc.
- Provides technical support in problem solving involving research, analysis and resolution of students disputes as they relate to records and registration.
- Participates in organizing the graduation of students including input of all graduation applications, distribution of academic records and certificates to deserving graduands.

- Prepares reports and statistical data concerning transcript requests, enrollment verifications, and special programmes registrations, etc.
- 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.
- Provides technical support to the Faculties and academic departments during registration of students and conduct of University Examinations.
- Supervises, evaluates and provides appropriate training/ mentoring to Records' Assistants attached to the Academic Registrar's Office.

(b) Persons Specifications

- Master's degree in Education or related field from a recognized Institution.
- Bachelor's Degree in Records and Information Management, Education or related field of study from a recognized Institution.
- Three years (3) working experience at a level of Assistant Registrar II or equivalent level in a reputable institution of higher Education or in an organization specialized in information management.