



LIRA UNIVERSITY

P.O. Box 1035

Lira, Uganda

Tel: +256 471 660714

Web: www.lirauni.ac.ug

Email: universitysecretary@lirauni.ac.ug

OFFICE OF THE UNIVERSITY SECRETARY

Date: 8th /October/2020

INTERNAL EMPLOYMENT ADVERT NO.1/2020

Lira University invites applications from suitably qualified serving staff of Lira University to fill the following Vacancies:

ADMINISTRATION			
OFFICE OF UNIVERSITY SECRETARY			
S/No	Job Title	Salary Scale	Number of Vacancies
1	Supervisor Security Guards	M12	1
HOSPITAL ADMINISTRATION			
1	Laundry Attendant	M20	2
2	Incinerator Attendant	M20	1

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. 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.**
3. Please visit our website at: www.lirauni.ac.ug for details of the job.
4. The deadline for receiving applications is 30th October 2020.
5. Lira University is an Equal Opportunity Employer.
6. Applicants should show demonstrable qualities of leadership and integrity.
7. Only shortlisted candidates will be contacted.
8. Due diligence by the university will form part of the selection criteria.
9. Any form of solicitation or lobbying will lead to automatic cancellation of application.

Job Title : **Supervisor Security Guards** (1 Vacancy).
Age Limit : Not more than 45 years.
Salary Scale : M12.
Reports to : Assistant Security Officer.

(a) Duties and Responsibilities

- Supervises Security Guards where deployed.
- Conducts routine inspection to ascertain that the deployed security detail is at the work station.
- Reports cases of non-attendance to duty by the Security Guards, for various reasons, for appropriate action.
- Briefs the Assistant Security Officer on daily administrative and operational security routines.
- Implements approved security protocols and ensures that the security detail adheres to them.
- Checks and reports on the functionality of security equipment.
- Supports the Assistant Security Officer in enforcing the Code of Conduct for the security personnel.
- Performs any other official duties as may be assigned to him or her by Assistant Security Officer.

(b) Person Specifications

- Should have Diploma in Social Work and Social Administration, Social Sciences, Development Studies or related field from recognized institution.
- Should have at least three (3) years' experience in security from a reputable institution.

HOSPITAL ADMINISTRATION

Job Title : **Laundry Attendant** (2 Vacancies).
Salary Scale : M20.
Report to : Head of Department.

(a) Duties and Responsibilities

- Collect dirty linen from wards, hostels, offices or any other places.
- Categorize linen for proper cleaning and ironing.
- Wash dirty linen.
- Sluice linen where necessary.
- Dry and iron clean linen.
- Distribute clean linen.
- Clean washing machines.
- Perform any other official duties as may be assigned to them by the supervisor.

(b) Person Specifications

- Must have Uganda Certificate of Education.
- Work experience and training in laundry management is an added advantage.
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Job Title : **Incinerator Attendant**(1 Vacancy).

Salary Scale : M20.

Reports to : Head of Department.

(a) Duties and Responsibilities

- Operates the Incinerator.
- Maintains the incinerator in good condition.
- Collects and sorts garbage for burning and disposal.
- Reports any faults on the incinerator to his or her supervisor.
- Performs any other official duties as may be assigned to him or her by the supervisor.

(b) Person Specifications

- Must have Uganda Certificate of Education.
- Work experience and training in Incinerator Management is an added advantage.

AUGUSTINE OYANG ATUBO

UNIVERSITY SECRETARY

Distribution:

Vice Chancellor

Deputy Vice Chancellor

Notice Boards

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