

PERSON'S SPECIFICATIONS FOR THE ADVERTISED POSITIONS:

DEPARTMENT OF MIDWIFERY.

Job Title: Lecturer.

Salary Scale: P6.1

Number of Vacancies: 2

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To conduct high quality research and teach undergraduate, postgraduate and research students as appropriate

(a) Duties and Responsibilities.

1. Prepare lecture and deliver them to undergraduate and post graduate students.
2. Set test examinations and coursework.
3. Marks tests, course work and examination scripts, compiles and grades examination results.
4. Grade and advise students on their academic performance.
5. Attends to students' non-academic challenges and refers those that need further counseling and guidance.
6. Conduct research and disseminates research findings through conferences, seminars and publications.
7. Supervises undergraduate and post graduate students undertaking their research projects.
8. Conduct seminars and tutorials.
9. Administer and invigilates tests and examinations
10. carries out official administrative duties in the department as directed by Head of Departments.
11. Contributes to the University and wider society through community service.

(b) Person Specifications.

1. should have an earned PHD or Master degree on PHD track

OR

Master's degree in Clinical Science.

2. Should have excellent interpersonal and effective communication skills.
3. Should have been proven ability to conduct scholarly research.
4. Should be computer literate.
5. Should have the ability to work in a team and network with the link minded
6. Should have at least (2) years teaching experience at the level of Assistant Lecturer gained from a recognized institution of higher learning.
7. Should have a good track records of service to the public.

Job Title: Teaching Assistant Midwifery.

Salary Scale: PU7

Number of Vacancies: 4

Age Limit: Not more than 35 years

PURPOSE OF THE JOB.

To undertake a range of duties associated with the teaching of students and other academic and administrative functions for staff development.

(a) Duties and Responsibilities.

1. Conduct tutorial for undergraduate students under the supervision.
2. Undertaking research under the guidance of senior Academic Staff.
3. Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge.
4. Perform other official duties as assigned by the supervisors.

(b) Person Specifications.

- a) Should have first degree in midwifery preferably first class degree or an Upper Second from recognized institution of higher learning.
- b) Should have good interpersonal and presentation skills.
- d) Should have the ability to work under minimum supervision and as part of the team.
- e) Should be computer literate.

DEPARTMENT OF NURSING.

Job Title: Lecturer.

Salary Scale: PU6.1

Number of Vacancies: 1

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To conduct high quality research and teach undergraduate, postgraduate and research students as appropriate.

(a) Duties and Responsibilities.

1. Prepare lecture and deliver them to undergraduate and post graduate students.
2. Set test examinations and coursework.
3. Marks tests, course work and examination scripts, compiles and grades examination results.
4. Grade and advise students on their academic performance.
5. Attends to students' non-academic challenges and refers those that need further counseling and guidance.
6. Conduct research and disseminates research findings through conferences, seminars and publications.
7. Supervises undergraduate and post graduate students undertaking their research projects.
8. Conduct seminars and tutorials.
9. Administer and invigilates tests and examinations
10. carries out official administrative duties in the department as directed by Head of Departments.
11. Contributes to the University and wider society through community service.

(b) Person Specifications.

- i. should have an earned PHD or Master degree on PHD track

- i. OR
Master's degree in Clinical Science.
- ii. Should have excellent interpersonal and effective communication skills.
- iii. Should have been proven ability to conduct scholarly research.
- iv. Should be computer literate.
- v. Should have the ability to work in a team and network with the link minded
- vi. Should have at least (2) years teaching experience at the level of Assistant Lecturer gained from a recognized institution of higher learning.
- vii. Should have a good track records of service to the public.

DEPARTMENT OF EMERGENCY.

Job Title: Lecturer.

Salary Scale: PU6.1

Number of Vacancies: 2

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To conduct high quality research and teach undergraduate, postgraduate and research students as appropriate.

(a) Duties and Responsibilities.

1. Prepare lecture and deliver them to undergraduate and post graduate students.
2. Set test examinations and coursework.
3. Marks tests, course work and examination scripts, compiles and grades examination results.
4. Grade and advise students on their academic performance.
5. Attends to students' non-academic challenges and refers those that need further counseling and guidance.
6. Conduct research and disseminates research findings through conferences, seminars and publications.
7. Supervises undergraduate and post graduate students undertaking their research projects.
8. Conduct seminars and tutorials.
9. Administer and invigilates tests and examinations
10. carries out official administrative duties in the department as directed by Head of Departments.
11. Contributes to the University and wider society through community service.

(b) Person Specifications.

- i. should have an earned PHD or Master degree on PHD track
 - i. OR
Master's degree in Clinical Science.
- ii. Should have excellent interpersonal and effective communication skills.
- iii. Should have been proven ability to conduct scholarly research.
- iv. Should be computer literate.
- v. Should have the ability to work in a team and network with the link minded
- vi. Should have at least (2) years teaching experience at the level of Assistant Lecturer gained from a recognized institution of higher learning.
- vii. Should have a good track records of service to the public.

Job Title: Teaching Assistant.
Salary Scale: PU7
Number of Vacancies: 4
Age Limit: Not more than 35 years

PURPOSE OF THE JOB.

To undertake a range of duties associated with the teaching of students and other academic and administrative functions for staff development.

(a) Duties and Responsibilities.

1. Conduct tutorial for undergraduate students under the supervision.
2. Undertaking research under the guidance of senior Academic Staff.
3. Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge.
4. Perform other official duties as assigned by the supervisors.

(b) Person Specifications.

- a) Should have first degree in nursing preferably first class degree or an Upper Second from recognized institution of higher learning.
- b) Should have good interpersonal and presentation skills.
- d) Should have the ability to work under minimum supervision and as part of the team.
- e) Should be computer literate.

DEPARTMENT OF HEALTH PLANNING POLICIES AND MANAGEMENT

Job Title: Assistant Lecturer.
Salary Scale: PU6.2
Number of Vacancies: 1
Age Limit: Not more than 40 years

PURPOSE OF THE JOB.

To assist the design, development and production of learning material and teaching.

(a) Duties and Responsibilities.

1. Assist to prepare lecture material and conducts lectures to undergraduate students under the guidance of a Lecturer.
2. Assists in setting tests, examinations and coursework.
3. Assists in marking tests and examinations scripts and compiling examination results.
4. Assists in administering and invigilating tests, examinations and coursework.
5. Assists in supervising student projects under guidance and supervision of a Lecturer
6. Assists in Monitoring junior staff in academic growth and research.
7. Carries out official administrative duties that may be assigned by the Head of Department.

(b) Person Specifications.

Master of Health Economics or Master of Health Services management or Master of Public health.
Bachelor of Science in Public Health or Bachelor of Health Services Management or Bachelor of Arts in Social Sciences.
Experience of 3 or more years in the field or teaching position in any institution of higher learning.

COMMUNITY HEALTH DEPARTMENT

Job Title: Teaching Assistant.

Salary Scale: PU7

Number of Vacancies: 1

Age Limit: Not more than 35 years

PURPOSE OF THE JOB.

To undertake a range of duties associated with the teaching of students and other academic and administrative functions for staff development.

(a)Duties and Responsibilities.

1. Conduct tutorial for undergraduate students under the supervision.
2. Undertaking research under the guidance of senior Academic Staff.
3. Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge.
4. Perform other official duties as assigned by the supervisors.

(b) Person Specifications.

Bachelor of Science in Public Health or Bachelor of Environmental Health Science.

Experience of 2 or more years in the field or teaching position in any institution of higher learning.

NUTRITION DEPARTMENT

Job Title: Teaching Assistant.

Salary Scale: PU7

Number of Vacancies: 1

Age Limit: Not more than 35 years

PURPOSE OF THE JOB.

To undertake a range of duties associated with the teaching of students and other academic and administrative functions for staff development.

(a)Duties and Responsibilities.

1. Conduct tutorial for undergraduate students under the supervision.
2. Undertaking research under the guidance of senior Academic Staff.
3. Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge.
4. Perform other official duties as assigned by the supervisors.

(b) Person Specifications.

Bachelor of Science in Human Nutrition and Dietetics

Experience of 2 or more years in the field or teaching position in any institution of higher learning.

TEACHING HOSPITAL ADMINISTRATION DEPARTMENT.

Job Title: Assistant Medical Records Officer.

Salary Scale: PU7

Number of Vacancies: 1

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To facilitate smooth flow of information through records management for action and decision making.

(a) Duties and Responsibilities.

1. Receives the classifies, files records and prepares files for delivery to the authorized users.
2. Creates, closes, replaces old files and updates registers in line with the filling procedures and the record manual.
- 3 Maintains a schedule for the and carries out file weeding as well as transfer record for archiving in line with Records, Information and Archives policy.
4. Maintains the files tracking system and continuously carries out file census in line with the records management procedure.
5. Develops, maintain and updates a database for all the administrative records in line with record and information policy.
6. Maintains and updates a coding/classifications system standardization of access and retrieval of files in line with the University records and information policy.
7. Maintains and Register, Index and File Movement Cards of Administrative records in the University.

(b) Person Specifications.

Should have a Degree in Library and Information Science, Records and Archives Management or related discipline from a recognized institution

Should have the ability to work in a team environment.

Should have a good interpersonal relationship and communication skills.

Should be computer literate.

Job Title: Assistant Administrative Officer.

Salary Scale: PU7

Number of Vacancies: 1

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To support the coordination and supervise the provision of efficient and reliable administrative support service to the department

(a) Duties and Responsibilities.

1. Interprets and provides guidance in the implementation of the departmental administrative policies.
2. Assists the Senior Hospital Administrator
3. Takes and prepares and circulate minutes of departmental meetings as assigned.
4. Supervises the support staff deployed to the department.

(b) Person Specifications.

Bachelors in social sciences, law, Business Administration (management) or Arts

Should possess Administrative Officer's Law Course Certificate.

Should have good leadership, interpersonal, negotiation and communication skills

Should be computer literate.

Job Title: Assistant Accountant.

Salary Scale: PU7

Number of Vacancies: 1

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To provide support in the development of the budgets, the monitoring and expenditure, preparation of period end accounting adjustments and making input to annual reporting.

(a) Duties and Responsibilities.

1. Participates in Budgeting preparation, monitoring and control.
2. Maintain accounting records and reporting.
3. Monitors revenue and expenditure performance against budget.
4. Reconcile revenue collected to the bank.
5. Reviews accounting systems, identifies weaknesses and proposes improvements
6. Contributes towards innovations creativity and fund arising strategies.
7. Processes payments and performs clerical works as assigned.
8. Performs any other official duties as may be assigned by the Accountant.

(b) Person Specifications.

Should possess degree in Finance and Accounting from a reputable institution.

Should have a minimum of a Diploma in Business Studies (Finance and Accounting or Financial Management obtained from a recognized awarding institution

OR

Pre-professional Accounting (ATC or CAT) awarded from recognized institution and accredited by the institute of Public Accountants of Uganda.

Should be proficient in using words processing spread sheet as well as computerized accounting system software

ANATOMY DEPARTMENT.

Job Title: Laboratory Assistant.

Salary Scale: PU12

Number of Vacancies: 1

Age Limit: Not more than 35 years

PURPOSE OF THE JOB.

To produce periodic analyses laboratory reports and maintain the safety of the stocks in the laboratory.

(a) Duties and Responsibilities.

Carrying out laboratory analysis and submitting reports to the requesting officer;

- ii. Preparing laboratory reagents and stains for routine investigations;
- iii. Disposing hazardous laboratory substances and waste;
- iv. Looking after and servicing laboratory equipment regularly;
- v. Requisitioning for necessary supplies for laboratory work and keeping record of stock; and
- vi. Compiling periodic laboratory reports and submitting them to the immediate supervisor.

(b) Person Specifications.

- A Certificate in Medical Laboratory Techniques from a recognized Institution.
- Registered by the Allied Health Professionals Council.

PHYSIOLOGY DEPARTMENT.

Job Title: Assistant Lecturer.
Salary Scale: PU6.2
Number of Vacancies: 1
Age Limit: Not more than 40 years

PURPOSE OF THE JOB.

To assist the design, development and production of learning material and teaching.

(a) Duties and Responsibilities.

1. Assist to prepare lecture material and conducts lectures to undergraduate students under the guidance of a Lecturer.
2. Assists in setting tests, examinations and coursework.
3. Assists in marking tests and examinations scripts and compiling examination results.
4. Assists in administering and invigilating tests, examinations and coursework.
5. Assists in supervising student projects under guidance and supervision of a Lecturer
6. Assists in Monitoring junior staff in academic growth and research.
7. Carries out official administrative duties that may be assigned by the Head of Department.

(b) Person Specifications.

Should have a Master's degree in in the relevant discipline

OR

A first degree in a clinical discipline and having registered and successfully passed all the first year courses in a relevant Master's degree program.

Should have a high level of academic potential to peruse higher degrees.

Should have good interpersonal and effective communication skills.

Should be computer literate

Should have a good track record of service to the public.

Job Title: Teaching Assistant.

Salary Scale: PU7

Number of Vacancies: 1

Age Limit: Not more than 35 years

PURPOSE OF THE JOB.

To undertake a range of duties associated with the teaching of students and other academic and administrative functions for staff development.

(a) Duties and Responsibilities.

1. Conduct tutorial for undergraduate students under the supervision.
2. Undertaking research under the guidance of senior Academic Staff.
3. Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge.
4. Perform other official duties as assigned by the supervisors.

(b) Person Specifications.

a) Should have first degree in Clinical Medicine

b) Should have good interpersonal and presentation skills.

d) Should have the ability to work under minimum supervision and as part of the team.

e) Should be computer literate.

Job Title: Laboratory Assistant.
Salary Scale: PU12
Number of Vacancies: 1
Age Limit: Not more than 35 years

PURPOSE OF THE JOB.

To produce periodic analyses laboratory reports and maintain the safety of the stocks in the laboratory.

(a) Duties and Responsibilities.

Carrying out laboratory analysis and submitting reports to the requesting officer;
ii. Preparing laboratory reagents and stains for routine investigations;
iii. Disposing hazardous laboratory substances and waste;
iv. Looking after and servicing laboratory equipment regularly;
v. Requisitioning for necessary supplies for laboratory work and keeping record of stock; and
vi. Compiling periodic laboratory reports and submitting them to the immediate supervisor.

(b) Person Specifications.

- A Certificate in Medical Laboratory Techniques from a recognized Institution.
- Registered by the Allied Health Professionals Council.

ANAESTHESIOLOGY DEPARTMENT.

Job Title: Lecturer.
Salary Scale: P6.1
Number of Vacancies: 2
Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To conduct high quality research and teach undergraduate, postgraduate and research students as appropriate

(a) Duties and Responsibilities.

1. Prepare lecture and deliver them to undergraduate and post graduate students.
2. Set test examinations and coursework.
3. Marks tests, course work and examination scripts, compiles and grades examination results.
4. Grade and advise students on their academic performance.
5. Attends to students' non-academic challenges and refers those that need further counseling and guidance.
6. Conduct research and disseminates research findings through conferences, seminars and publications.
7. Supervises undergraduate and post graduate students undertaking their research projects.
8. Conduct seminars and tutorials.
9. Administer and invigilates tests and examinations
10. carries out official administrative duties in the department as directed by Head of Departments.
11. Contributes to the University and wider society through community service.

(b) Person Specifications.

1. should have an earned PHD or Master degree on PHD track

OR

Master's degree in Clinical Science.

2. Should have excellent interpersonal and effective communication skills.

3. Should have been proven ability to conduct scholarly research.

4. Should be computer literate.

5. Should have the ability to work in a team and network with the link minded

6. Should have at least (2) years teaching experience at the level of Assistant Lecturer gained from a recognized institution of higher learning.

7. Should have a good track records of service to the public.

Job Title: Teaching Assistant.

Salary Scale: PU7

Number of Vacancies: 1

Age Limit: Not more than 35 years

PURPOSE OF THE JOB.

To undertake a range of duties associated with the teaching of students and other academic and administrative functions for staff development.

(a)Duties and Responsibilities.

1. Conduct tutorial for undergraduate students under the supervision.

2. Undertaking research under the guidance of senior Academic Staff.

3. Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge.

4. Perform other official duties as assigned by the supervisors.

(b) Person Specifications.

a) Should have first degree in Clinical Medicine

b) Should have good interpersonal and presentation skills.

d) Should have the ability to work under minimum supervision and as part of the team.

e) Should be computer literate.

PATHOLOGY DEPARTMENT

Job Title: Teaching Assistant.

Salary Scale: PU7

Number of Vacancies: 1

Age Limit: Not more than 35 years

PURPOSE OF THE JOB.

To undertake a range of duties associated with the teaching of students and other academic and administrative functions for staff development.

(a)Duties and Responsibilities.

1. Conduct tutorial for undergraduate students under the supervision.

2. Undertaking research under the guidance of senior Academic Staff.

3. Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge.

4. Perform other official duties as assigned by the supervisors.

(b) Person Specifications.

- a) Should have first degree in Clinical Medicine
- b) Should have good interpersonal and presentation skills.
- d) Should have the ability to work under minimum supervision and as part of the team.
- e) Should be computer literate.

INTERNAL MEDICINE DEPARTMENT

Job Title: Lecturer.

Salary Scale: P6.1

Number of Vacancies: 2

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To conduct high quality research and teach undergraduate, postgraduate and research students as appropriate

(a) Duties and Responsibilities.

- 1. Prepare lecture and deliver them to undergraduate and post graduate students.
- 2. Set test examinations and coursework.
- 3. Marks tests, course work and examination scripts, compiles and grades examination results.
- 4. Grade and advise students on their academic performance.
- 5. Attends to students' non-academic challenges and refers those that need further counseling and guidance.
- 6. Conduct research and disseminates research findings through conferences, seminars and publications.
- 7. Supervises undergraduate and post graduate students undertaking their research projects.
- 8. Conduct seminars and tutorials.
- 9. Administer and invigilates tests and examinations
- 10. carries out official administrative duties in the department as directed by Head of Departments.
- 11. Contributes to the University and wider society through community service.

(b) Person Specifications.

- 1. should have an earned PHD or Master degree on PHD track

OR

Master's degree in Clinical Science.

- 2. Should have excellent interpersonal and effective communication skills.
- 3. Should have been proven ability to conduct scholarly research.
- 4. Should be computer literate.
- 5. Should have the ability to work in a team and network with the link minded
- 6. Should have at least (2) years teaching experience at the level of Assistant Lecturer gained from a recognized institution of higher learning.
- 7. Should have a good track records of service to the public.

