

DEPARTMENT OF PROCUREMENT.

Job Title: Senior Procurement Officer.

Salary Scale: PU 6.1

Number of Vacancies: 1

Age Limit: Not more than 50 years.

PURPOSE OF THE JOB.

To provide technical support and deputize the Deputy Director in all matters related to the Procurement and Disposal function in the University.

(a) Duties and Responsibilities

1. Assist in ensuring the proper management and value for money for procurements and disposals handled by the Procurement Disposal Unit.
2. Deputized the Deputy Director Procurement and Disposal.
3. Develops appropriate procedures and guidelines for the Procurement and Disposal Department and Contracts Committee.
4. Coordinates the preparation of bids documents.
5. Assists in the evaluation of bid documents.
6. Responsible for contract administration including preparation of contracts and issuing approved contracts.
7. Liaises with Suppliers, Consultants, Contract and other stakeholders to ensure timely delivery of goods and services as per contract.
8. Prepares and updates specifications.
9. Performs any other duties assigned by the Supervisor.

(b) Person Specifications

- a) Should have a Master's degree in Procurement, Purchasing or Logistic and Supply Chain Management and a recognized institution.
- b) Should be a Member of a recognized professional procurement or logistics and supply chain management body.
- c) Should have at list 3years relevant working experience in procurement.
- d) Should have in depth knowledge of laws governing procurement.
- e) Should have the ability to build, lead and work with teams.
- f). Should be computer literate.
- g) Should have a well-developed communication and interpersonal relationship skills.

DEPARTMENT OF PHYSIOLOGY.

Job Title: Assistant Technician Physiology.

Salary Scale: PU12

Number of Vacancies: 1

Age Limit: Not more than 30 years

PURPOSE OF THE JOB.

To assist in the carrying out investigations and interpret results and submit reports to clinicians.

(a) Duties and Responsibilities.

1. Participate in carrying out laboratory investigations and interpret results and submit reports to clinicians.
2. Prepare reagents and ensure that similar preparations by junior staff are keeping with established procedures.

3. Liaises with ward management in the preparation of patients for laboratory tests.
4. Cares for and services laboratory equipment and maintain an inventory.
5. Participates in primary health care activities and research.
6. Continuously assesses the performance of laboratory staff and completes their annual confidential reports (forms).
7. Implement guidelines and regulations to ensure safety in the work place.
8. Maintains equipment and facilities in a functional condition.
9. Assist in preparation of students' practical's, industrial training, internship and field work.
10. Creates and keep records.

(b) Person Specifications.

- a) Must have a diploma in Medical Laboratory Technology from recognized institutions.
- b) Must be registered and currently licensed with Allied Health Professionals Council.
- c) At list three (3) years clinical experience with reputable organization or institution.
- d) Must have credit pass in Physics, Chemistry and Biology at 'O' level.
- e) At list a principal pass in either Physics, Chemistry or Biology at 'A' level.

DEPARTMENT OF SCIENCE & VOCATIONAL EDUCATION.

Job Title: Senior Lecturer.

Salary Scale: PU5

Number of Vacancies: 1

Age Limit: Not more than 55 years

PURPOSE OF THE JOB.

To teach, supervise students and conduct research and publish.

(a) Duties and Responsibilities.

1. Prepares well researched lectures and delivers them to undergraduate and post graduate students.
2. Sets tests, examinations and course work.
3. Marks test, course work and examination scripts, compiles and grades examination results.
4. Guides and advises students on their academic performance.
5. Conducts research and disseminates research findings through conferences seminars and publications.
6. Supervises undergraduate and posts graduate students undertaking research projects.
7. Conducts seminars and tutorials.
8. Carries out official administrative duties in the department as directed by the Head of Department.
9. Contributes to the University and wide society through community service.
10. Administers and invigilates tests and examinations

(b) Person Specifications.

- a) Should have earned PhD in the relevant field in related to crop science.
- b) Should have proven academic ability in research, publication and teaching.
- c) Should be computer literate.
- d) Should have a minimum of five (5) years of teaching experience at a recognized academic institution of higher learning, three (3) of which should have been at lecturer level.
- e) Should have at least three (3) scholarly publication in the area of specialization.
- f). Should have supervised at least three (3) graduate students to completion.
- g). Should have a good track record of service to the public.

DEPARTMENT OF MIDWIFERY.

Job Title: Teaching Assistant Midwifery.

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 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: Teaching Assistant Nursing.

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 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.