

PERSON'S SPECIFICATIONS FOR THE ADVERTISED POSITIONS:

DEPARTMENT OFFICE OF THE VICE CHANCELOR.

Job Title: Senior Administrative Secretary.

Salary Scale: P6.2

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 services to the University.

(a) Duties and Responsibilities.

- Interprets and provides guidance in the implementation of University administrative policies regulations and procedures.
- Assists the Deputy University Secretary/ Administrative and Council Affairs; in managing protocol affairs of visiting dignitaries or guests to the University
- Takes prepares and circulates minutes of the management meetings as assigned
- Monitors and evaluates the performance of the service providers for outsourced administrative services to the University.
- Managers travel arrangement for the senior staff of the University.
- Coordinates the procurement, provision, proper use and maintenance of common user facilities and services
- Participates in the organization of the University events and ceremonies.
- Supervises support staff deployed to Finance and Administration.
- Prepares speeches as assigned

(b) Person Specifications.

- Bachelors in Social Sciences, Law, Business Administration(Management) or Arts
- Should possess Administrative Officer's Law Course Certificate
- Should have at least three (3) years' experience in administration from a reputable institution, should be a person of high integrity
- Should have good leadership, interpersonal, negotiation and communication skills
- Should be computer literate

Job Title: Farm Manager.

Salary Scale: PU6.1

Number of Vacancies: 1

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To provide leadership, for the delivery of quality agricultural services in the University.

(a) Duties and Responsibilities.

- Supervises and manages agricultural activities programmes and staff in the University Farm.
- In-charge of the day today management of the farm
- Lays strategies and plans to improve the units at the farm for increased revenue
- Liaises with the Head of Agriculture Department in having structures and activities in places that will make the teaching of practical agriculture possible
- Advises the University Administration on farm requirements
- Coordinates the procurement of farm inputs and keeps records of what is bought
- Coordinates farm sales and ensures that what all the revenue collected is receipted and banked
- Budgets for the farm and ensures that the budget is followed
- Ensures that all livestock are healthy, productive and are accounted for
- Performs any other official duties as may be assigned by the Head of Department.

(b) Person Specifications.

- Must have a Bachelor's degree in Agricultural Engineering, Crop Science or Animal
- Should have three (3) years of working experience on institution farm
- Should have good leadership, communication and interpersonal skills
- Must be proficient in using relevant computer packages

Job Title: Senior Assistant Secretary.

Salary Scale: PU6.1

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 services to the University.

(a) Duties and Responsibilities.

- Interpret and provides guidance in the implementation of University administrative policies regulations and procedures.
- Assists the Deputy University Secretary/ Administrative and Council Affairs; in managing protocol affairs of visiting dignitaries or guests to the University
- Takes prepares and circulates minutes of the management meetings as assigned
- Monitors and evaluates the performance of the service providers for outsourced administrative services to the University.
- Managers travel arrangement for the senior staff of the University.
- Coordinates the procurement, provision, proper use and maintenance of common user facilities and services
- Participates in the organization of the University events and ceremonies.
- Supervises support staff deployed to Finance and Administration.
Prepares speeches as assigned

(b) Person Specifications.

- Bachelors in Social Sciences, Law, Business Administration(Management) or Arts
- Should possess Administrative Officer's Law Course Certificate
- Should have at least three (3) years' experience in administration from a reputable institution, should be a person of high integrity

- Should have good leadership, interpersonal, negotiation and communication skills
- Should be computer literate

Job Title: Legal Officer.

Salary Scale: PU6.2

Number of Vacancies: 1

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To provide effective legal services to the University on legal matters.

(a) Duties and Responsibilities.

- Provides legal services to the University including the drafting of agreements contracts registration and protection of intellectual property memorandum and other legal documents.
- Analyses critiques and proffers legal opinion on administrative and policy decisions on matters of law
- Supports the conduct of due diligence on firms intending to carry out major projects for the supply of goods or services to the University as may be directed by the senior Legal Officer
- Report on legal activities undertaken
- Supervises mentors' coaches' counsels and appraise lower level staff of the units
- Provide clear oral and written interpretation of laws and other statutory instruments relating to the University
- Conduct legal research and draft legal submissions and legal briefs to facilitate the defense team in court proceedings.
- Undertake other duties as may be assigned by Senior Legal Officer from time to time

(b) Person Specifications.

- i. Should have a Bachelor degree in law from a recognized University of Uganda.
- ii. Should have a diploma in legal practice from the Law Development Center.
- iii. Should be and advocate of the High Court of Uganda with valid practicing certificate
- iv. Should have practiced in the High Court or Court of Unlimited jurisdiction for at least two (2) years. Additional years of experience is an added advantage.
- v. Should be computer literate
- vi. Possession of Master's degree is an added advantage

Job Title: Assistant Records Officer.

Salary Scale: PU7

Number of Vacancies: 2

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

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

(a) Duties and Responsibilities.

- Receives, classifies, files records and prepares files for delivery to the authorized users.
- Creates closes replaces old files and updates registers in line with the filing procedures and the records manual

- maintains a schedule for and carries out file weeding as well as transfer of records for archiving in line with records, information and Archives policy.
- Maintains the files tracking system and continuously carries out file census in line with records management procedures.
- Develops, maintains and updates University database for all administrative records in line with records and information policy.
- Maintains and updates coding/ classification system for standardization of access and retrieval of files in line with the university records and information policy.
- Maintains the 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.
- Should have ability to work in a team environment.
- Should have good interpersonal relationship and communication skills.
- Should be computer literate.

Job Title: Stenographer Secretary.

Salary Scale: PU12

Number of Vacancies: 6

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To provide Secretarial and office managerial services.

(a) Duties and Responsibilities.

- Takes and transcribes dictation and producing error free work
- Receives and disseminates correspondences mails and other information for the office.
- Organizes meetings and circulating decision to the relevant action offices
- Receives and guiding clients to relevant offices
- Attends to telephone call on the third ring
- Maintains office cleanliness and orderliness
- Makes and follow up on appointments
- Supervises activities of the lower secretariat staff

(b) Person Specifications.

Diploma in Secretariat Studies from a recognized institution

Must have two principal passes in A' level

At least credit in English Language and Mathematics

Job Title: Receptionist.

Salary Scale: PU12

Number of Vacancies: 4

Age Limit: Not more than 35 years

PURPOSE OF THE JOB.

To provide guidance and office managerial services.

(a) Duties and Responsibilities.

- Receives and disseminates correspondences mails and other information for the office.
- Receives and guides clients to relevant offices
- Attends to telephone call on the third ring
- Maintains office cleanliness and orderliness
- Making and follow up on appointments

(b) Person Specifications.

Uganda Advanced Certificate of Education with at least two principal passes
Credit in English Language and Mathematics

Job Title: Binder.

Salary Scale: PU12

Number of Vacancies: 2

Age Limit: Not more than 35 years

PURPOSE OF THE JOB.

To Support in Library and Secretarial services.

(a) Duties and Responsibilities.

- Binds books in the Library
- Fixes the spiral for the heavy documents for used.

(b) Person Specifications.

Uganda Advanced Certificate of Education with at least two principal passes
Credit in English Language and Mathematics

Job Title: Driver.

Salary Scale: PU15.

Number of Vacancies:3

Age Limit: Not more than 45 years

PURPOSE OF THE JOB.

To drive and maintain the University vehicle in accordance with the transport policy; and as directed by the supervising officer.

(a) Duties and Responsibilities.

- Drives vehicles for official duty and assignments;
- Carries out basic maintenance and cleanliness of the vehicle;
- Reports major technical mechanical faults to the supervising officer;
- Maintains basic records regarding the vehicles as instructed; and
- Ensures the safety of the vehicle while on duty.

(b) Person Specifications.

Uganda Certificate of Education (UCE) with a pass in English Language.
▪ Valid Driving Permit of Class B, C or D.

Competences

- Basic Knowledge of mechanical and vehicle maintenance;
- Clean driving record;

- Public Relations and Customer Care;
- Time Management; and
- Flexibility.

Job Title: Security Guard.

Salary Scale: PU15

Number of Vacancies: 2

Age Limit: Not more than 45 years

PURPOSE OF THE JOB.

To guard the places where deployed and implement all approved security protocols

(a)Duties and Responsibilities.

- Guards and patrols place where deployed
- Check lock up of premises at the close of the day
- Checks vehicles, persons' luggage or packages according to the established security policies and security protocol of the University
- Maintains register at the security entry points
- Apprehends and questions suspicious persons.
- Direct clients to their inquired destinations on the University premises in accordance with the security protocol
- Reports infringements to security including theft burglary vandalism and disturbances to public order to the supervisor
- Performs any other official duties as assigned by the supervisor.

(b) Person Specifications.

Should have O' level Certificate with credits in English language and Mathematics

Will undergo training in basic policing duties

Job Title: Assistant Procurement Officer.

Salary Scale: PU7

Number of Vacancies: 1

Age Limit: Not more than 45 years

PURPOSE OF THE JOB.

To provide technical guidance and advice on procurement and disposal to sub Contract Committee and the User Units in the University

(a)Duties and Responsibilities.

- Provides the Secretariat services to the Sub Contracts Committees
- Liaises with end users and compiles all procurement requirements for the University Units
- Guides the suppliers on procurement procedures
- Verifies documentation relating to procurement and organizes the documentation for easy used by all interested parties
- Liaises with accounts to ensure availability of procurement funds and timely payments to suppliers/ Consultant/ contractors
- Prepares periodic reports for the Contract Committee and Public Procurement and Disposal of Public Assets Authority
- Performs any other duties assigned by the supervisor

(b) Person Specifications.

- Should have a Bachelor degree in Procurement and Purchasing or Logistics and Supply Chain Management from a recognized institution.
- Should have at least two years relevant working experience in procurement
- Should have the ability to build and work with teams
- Should be computer literate
- Should have well developed good communication and interpersonal relationship skills

Job Title: Planner.

Salary Scale: PU6.2

Number of Vacancies: 1

Age Limit: Not more than 45 years

PURPOSE OF THE JOB.

To support the planning process within the University.

(a) Duties and Responsibilities.

- Provides technical assistance with regard to development and review of budget, strategic and operational plans
- Compiles analyses and report on budget performance of the University
- Provides technical support to various units of the University in budgeting and development of project proposal
- Monitors and evaluate implementation and efficacy of existing policies
- Monitors evaluates and reports on the implementation of ongoing projects at the University in accordance with the project budget, targets and timeliness
- Compiles relevant and analyses relevant data to facilitate preparation of performance review reports
- Develops budget projections and forecasts
- Assists in the preparation of the policy statement of the University
- Performs any other duties as assigned from time to time

(b) Person Specifications.

- Should have a Master's degree in either Economics, Statistics or Mathematics.
- Should have at least two years of relevant working experience in planning
- A post graduate diploma in Project Planning and Management is an added advantage
- Should be able to demonstrate applied quantitative research, survey designs, statistical modelling problem solving and critical thinking ability
- Should have good presentation and Communication skills
- Should be a team player with good interpersonal relationship skills
- Should be computer literate

PHYSIOLOGY DEPARTMENT.

Job Title: Chief Quality Assurance Officer.

Salary Scale: PU3

Number of Vacancies: 1

Age Limit: Not more than 60 years

PURPOSE OF THE JOB.

To Provide strategic leadership of quality assurance standards and accreditation programs for the products of the University in line national, regional and international criteria.

(a) Duties and Responsibilities.

- Guides the Development and reviews of the quality for approval by Council assurance framework plans tools and strategies or other relevant decision making organ of the University.
- Oversees the University's response to the implementation of Council policies and decisions, quality standards and any other policy or quality requirements as set by the sector Ministry, National Council for Higher or other relevant quality assurance bodies
- Advises on the monitors quality assurance requirement for teaching, learning, research and community outreach programs
- Guides the Quality Assurance teams in the undertakings and oversees the quality assurance and quality enhancement activities of the University.
- Guides the implementation and improvement of the quality management systems of the University in conformity with university acceptable standards.
- Guides the evaluation of quality assurance or inspection reports from the various units of the University.
- Coordinates the conduct of the quality management system audits and conformity assessments by External Advisors, Assessors and auditing, certification, accreditation or prequalification bodies.
- Oversees and participates in the sensitization, education and training of both staff and other relevant stake holders in Quality Management System
- Lead the preparation of periodic reports on quality assurance audits in accordance with the University quality assurance policies
- Communicates quality management targets, shortfall, remedial measures and improved processes and procedures.

(b) Person Specifications.

- Should have earned a PhD with excellent records of teaching research and administration and community service
- Should have broad knowledge of the national, regional and international standards norms and practices as the relate the quality assurance standards of the education in institutions of higher learning
- Should have experience in quality rating and assessments in Higher Education
- Should be proficient in the use of information technology
- Should have eight (8) years proven experience three (3) of it should have been at senior of management in a reputable institution, broad knowledge of the law and national, regional and international standards and practices of quality assurance governing Universities
- Should have a high level of demonstrated personal integrity.

Job Title: Senior Human Resource Officer.

Salary Scale: PU6.1

Number of Vacancies: 1

Age Limit: Not more than 45 years

PURPOSE OF THE JOB.

To participate in provision of efficient and effective human resource functions: aligned with University policies and strategic goal.

(a) Duties and Responsibilities.

- Supports human resource practices across the University to reinforce recruitment development and retention of competent and efficient workforce
- Provides advice to senior management on establishment, structures, institutional development and change
- Manages and coordinates human resource planning, monitoring and reporting
- Coordinates the development, review and dissemination of human resource regulations policies and procedures and monitor implementation
- Promote Learning and Staff Development
- Liaises with other higher institutions of learning on human resource best practices in promoting development
- Carries out periodic human resource Audit
- Performs any other duties assigned by the supervisor.

(b) Person Specifications.

- Should have a Master degree in either Human Resource Management, Organizational Psychology or Business Administration (Human Resource Option)
- Should have at least six (6) years working experience in human resource management
- Should have basic supervisory skills
- Should have well developed interpersonal relationship and communication skills
- Should be computer literate

Job Title: Human Resource Officer.

Salary Scale: PU6.2

Number of Vacancies: 1

Age Limit: Not more than 45 years

PURPOSE OF THE JOB.

To participate in the development, review and implementation of policies relating to the effective utilization of the human resources within the University.

(a) Duties and Responsibilities.

- Implements, maintains and updates programs, procedures and strategies for the University in line with Human Resource policies
- Implements annual work plans for the University's Council and sub-committees in line with the Human Resource policy
- Benchmarks best practices from other Universities and provides information for facilitating organization review and change inline with human resource policy and the University priorities
- Coordinates and conducts performance management policies and programs inline with the human resource Manual

- Implements and reviews the performance management evaluation/assessment programs inline with human resource policy guidelines
- Conducts performance compliance audits and provides technical guidance and support to units on the performance management process inline with human resource policy guideline

(b) Person Specifications.

- Should have a Master's degree in either Human Resource Management, Organizational Psychology, Business Administration (Human Resource Option)
- Should have at least three (3) years working experience in human resource management
- Should have basic supervisory skills
- Should have well developed interpersonal relationship and communication skills
- Should be computer literate.

Job Title: Deputy Chief Estate Officer.

Salary Scale: PU4

Number of Vacancies: 1

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To lead the development policies, standards, strategies, plans and budgets for the operations of the University estates and works function

(a) Duties and Responsibilities.

- To Leads the Development of technical specifications and performance standards to facilitate procurement of furniture, parts, machinery and equipment as well as construction, rehabilitation, repair and maintenance of buildings and motor vehicles
- To Leads Preparation or review of bills of quantities design or other specifications or costing for goods and services that I supplied internally or outsourced
- To Leads the implementation of technical projects including constructions, repair and maintenance of physical infrastructure and facilities in order to ensure conformity to policies procedures, standards and contractual obligations
- To Leads the implementation of planned preventive maintenance programs and schedules
- To Leads the development and implementation of key operational and building management procedures and standards to ensure that they are effective represent best practice and are properly adhered to across the University
- Oversee the deployment of staff and upkeep of the University grounds gardens, roadways and paths
- To Leads the Development and review of cost effective construction and maintenance measures using internal resources or external contractors where appropriate.
- Provides technical leadership on the section of external engineering contractors and contract terms during the process of procurement

- To Leads the implementation of safety emergency and security measures for all works and fleet management including provision of equipment or accessories like fire and intruder alarms emergency lighting roads sign posts and fire extinguishers
- To Leads the inspection and commissioning of completed construction and maintenance contracts

(b) Person Specifications.

- Should have a Master's degree in Estates Management, Civil Engineering, Surveying, Built Environment, Valuation, and Physical Planning from recognized institution
- Must be registered with professional body
- A Post Graduate Diploma in Project Planning and Management is an added advantage
- Should have strong leadership, interpersonal and influencing skills as well as good communication skills
- Should have the ability to manage simultaneous projects and to coordinate a safe and efficient operating environment
- Should be computer literate capable of using all software packages to support his work
- Should have worked for at least six (6) years' experience three (3) of which should have been at senior level in construction and maintenance of physical infrastructure
- Should have sound knowledge of project management strategic planning and budgeting

Job Title: Senior Estates Officer.

Salary Scale: PU6.1

Number of Vacancies: 1

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To provide supervisory support of the estates function in the university

(a) Duties and Responsibilities.

- Supports the development of policies standards strategies plans and budget for the civil and electrical and electronics engineering works of the University.
- Supervises the implementation of technical specifications and performance standards for construction, rehabilitation and maintenance of the Universities physical, electrical and electronics infrastructure including buildings roads and electrical and electronic facilities
- Supervises the preparation or review of bills of quantities, design or other specifications or costing for implementation of internal civil and electrical and electronics engineering works.
- Supervises the on-site supervision and advises on contracted civil and electrical and electronics engineering works including construction rehabilitation repair and maintenance of physical infrastructure and facilities
- Supervises the implantation of planned preventive civil and electrical and electronics engineering maintenance programs and schedules

- Supervises the implementation and enforcements adherence to established key operational and building management procedures and standards in all civil and electrical and electronics engineering works
- Supervises the development and regularly review of cost effective installation construction and maintenance
- Support the provision of technical guidance on selection of external engineering contractors and contract terms during the process of procurement.
- Inspects supervises the conformity of civil electrical and electronics engineering works to prescribed safety emergency and security measures.
- Supervises civil and electrical and electronic engineering projects.

(b) Person Specifications.

- Should have a Master’s degree in Estates Management, Civil Engineering, Surveying, Built Environment, Valuation, and Physical Planning from recognized institution
- A Post Graduate Diploma in Project Planning and Management is an added advantage
- Registration by relevant professional body is an added advantage.
- Should have strong leadership, interpersonal as well as good communication skills
- Should have the ability to manage simultaneous projects and to coordinate a safe and efficient operating environment.
- Should be computer literate capable of using all software packages to support his work.
- Should have at least three (3) experience in construction and maintenance of physical infrastructure.
- Should have sound knowledge of project management strategic planning and budgeting.

Job Title: Transport and Logistics Officer.

Salary Scale: PU6.2

Number of Vacancies: 1

Age Limit: Not more than 45 years

To supervise the operations of the University vehicle fleet and management of logistics

(a) Duties and Responsibilities.

- Processes transport and logistics schedules and deployments
- Assesses and reports on the status of current transport requirements of the University including vehicle needs, vehicle allocation and transport requirements for distribution of logistics and storage or warehousing demands.
- Supervises the implementation of transport and logistics services
- Liaises with competent authorities to clear and transport University logistical supplies from internal and external.
- Implement and enforce adherence to established key operational procedures and standards for the appropriate management of inventory stores.
- Liaises with Procurement and Disposal and Inventory Management Units to advise strategies for appropriate management of inventory and stores
- Maintains proper records on all vehicles including servicing schedules licenses and insurance and takes appropriate actions where necessary including renewal.

- Supervises and organizes for vehicle repairs or service and procurement of vehicle spares where necessary
- Prepares monthly status report on all vehicles and their deployment in or out of the University
- Liaises with the relevant authorities to address internal transport and logistics challenges and serious accidents and traffic offenses involving University vehicles or Drivers
- Issues fuel, deploys and supervises Drivers
- Undertakes any other duties as assigned by the Senior Engineering Officer/ Mechanical

(b) Person Specifications.

- Should have Bachelor's degree in Mechanical Engineering, Procurement and Logistics Management or Fleet Management from a recognized Institution.
- Should be registered by a relevant professional body where required
- Should have well developed interpersonal relationship and communication skills.
- Should have supervisory ability
- Should be able to establish supporting networks with internal and external Stakeholders
- Should be computer literate
- Should have at least two (2) years' experience in transport and logistics management gained from reputable institution.

Job Title: Assistant Engineering Officer (Electrical).

Salary Scale: PU11

Number of Vacancies: 1

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To support the conduct of the electrical and electronics engineering works at the University.

(a) Duties and Responsibilities.

- Designs and draft plans, sketches and specifications for routine electrical and electronics engineering.
- Implements technical specifications and performance standards for routine electrical and electronics works
- Implements planned routine preventive electrical and electronics engineering maintenance programs and schedules.
- Compiles data to facilitate design of electrical and electronics engineering works
- Carries out on-site supervision of routine electrical and electronics engineering works
- Prepares written reports related to work assignments including progress and inspection reports
- Inspects and supervises the conformity of the routine electrical and electronics engineering works to prescribed safety emergency and security measures.
- Undertakes any other duties as assigned by the Estate Officer Electrical Electronics.

(b) Person Specifications.

- Should have at least a Diploma in Electrical Engineering or its equivalent from a recognized University

- Must have registered with Electricity Regulatory Authority, holder of class C permit.

Job Title: Estates Attendant.

Salary Scale: PU15.

Number of Vacancies:1

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To operate and maintain asset of the estate.

(a)Duties and Responsibilities.

- To maintain the cleanliness of the estate office
- Office items collected and delivered

(b) Person Specifications.

- O' level certificate with a pass in English Language and mathematics

Job Title: Vehicle Attendant.

Salary Scale: PU15.

Number of Vacancies:1

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To operate and maintain vehicles in the University.

(a)Duties and Responsibilities.

- Operates and maintains vehicles
- Sets standards of workmanship

(b) Person Specifications.

O' Level Certificate with credit at least credit in English and Mathematics

Should have supervisory skills.

Job Title: Assistant Academic Registrar.

Salary Scale: PU6.2.

Number of Vacancies:2

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To assist in planning, coordination and management of academic programs, admissions, registration, examinations and graduation ceremonies.

(a)Duties and Responsibilities.

- Assists in processing of Admissions, and issuance of Admission letters to admitted Students.
- Assists in registration of Students, and processing of Students' Identity Cards.
- Prepares and compile University Academic time tables, including teaching and examination time tables.
- Assists in examination arrangements, including processing of examination

permits.

- Maintains up-to-date inventory of researches done by students.
- Monitors the teaching of University Academic programmes in accordance with the approved University teaching time tables.
- Assists in enforcing policies and procedures related to student data and records residing in the student information system and linked systems.
- Keeps custody of examination approved results, and also maintain up-to-date the examination databases.
- Initiates and procure Academic Transcripts and Certificates blanks/ templates.
- Processes, issue and answer queries on Academic Transcripts and Certificates.
- Assists in planning and implementing practices that continuously improve the services and work provided by the office of the Academic Registrar.
- Assists in interpreting and enforcing approved academic policies, and regulations of the University.
- Assists in organizing meetings, and follow-ups of the decision of the University Senate Committees and working groups.
- Assists in organizing Graduation ceremonies and such other Academic functions of the University.

(b) Person Specifications.

- Should have a minimum of a postgraduate Diploma in Education or Education planning and Management or Education Leadership and Management or Management studies or Public Administration or Human Resource Management or Business Administration (Management option) from a recognized Institution.
- Bachelor's (Hons) degree in Education from a recognized Institution.
- Minimum of three (3) years' experience in a reputable institution.
- Good interpersonal and effective communication skills.

- Demonstrated computer literacy.
- Should have high level of integrity.

Job Title: University Librarian.

Salary Scale: PU3.

Number of Vacancies:1

Age Limit: Not more than 60 years

PURPOSE OF THE JOB.

To develop, control manage and coordinate all library and information systems and services of the University in support of teaching, learning and research.

(a) Duties and Responsibilities.

- Prepares annual work plans financial budgets for University library and information services and directs their implementation.
- Initiates development and review of library and information services policy and strategies
- Develops appropriate library systems procedures regulations and guidelines to facilitate the proper functioning of the University including cataloguing, classification and access to reading materials
- Manages the acquisition of library resources including reading material and electronic or other equipment from various sources including Donors and strategic partners.
- Oversees the provision of effective library/ information services and resources including internet e library and other emerging technologies
- Directs the organization of library resources their maintenance and manages their accurate inventory and safe custody.
- Coordinates the exhibition and promotion of new library resources relevant to the University's requirements
- Fosters advantageous collaborations with other institutions organizations and consortia in order to expand the reach of libraries' resources
- Researches on emerging trends and best practices and provides leadership on emerging landscape of academic research and technologies
- Monitors and reviews the performance of the libraries on the campus and makes appropriate recommendations to ensure attainment of academic and research excellence at the University.
- Coordinates the acquisition and proper maintenance of books, serial publications, documents, audio-visual materials, electronic and media resources, computer discs as well as other academic publications equipment and information technology for the various libraries.
- Receives and seeks complementary copies of books, publications and electronic media resources and issues them circulation to relevant units.
- Supervises, sets performance targets and appraises University library staff.

(b) Person Specifications.

- Should have earned a PHD in Library and Information Science from recognized institution.
- Should have demonstrated success in research, development and implementation of new technologies and innovative services in an academic library environment

- Should be at the rank of Associate Professor or Professor
- Should have proven ability to manage technical teams and transfer skills and knowledge to others through formal training and technical support
- Should have the ability to use existing and build new networks to identify opportunities, gather information and seek resources for the University library
- Broad knowledge and understanding of current issues for the management of library and information services in academic institutions of higher learning
- Should be computer literate have a good working knowledge of standard office documentation software and proficient in the use of relevant e-library applications and other information services technologies
- Should have a minimum of Seven (7) years working experience in library services in an institution of higher learning three (3) of which should have been at senior management level and must have made at least five (5) new scholarly publications.

Job Title: Assistant Librarian.

Salary Scale: PU 6.1

Number of Vacancies:

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To manage and maintain cataloguing and classification of library materials in an accessible form for end users

(a) Duties and Responsibilities.

- Catalogues and classifies library materials in accordance with set standards
- Compiles bibliographies to enable end users access information easily
- Checks the filling of the catalogue cards
- Carries out re cataloguing and re classification of reading materials
- Processes Library materials for selection and acquisition
- Supports the training of students using Library resources
- Implements systems and procedures to facilitate easy use of library resources
- Enforces policies, regulations and procedures governing the use of Library resources
- Compiles data for update of the Library inventory
- Supervises, mentors counsel and appraises lower level Library staff

(b) Person Specifications.

- Should have a Master's degree in Library and Information Science
- Should have organizational and supervisory skills
- Should have Knowledge of operation of library and information services in academic institutions of higher learning.
- Should have well developed communication and interpersonal relationship skill
- Should be computer literate, have a good working knowledge of standard office documentation software and proficient in the use of relevant e-library applications and other information services technologies.
- Should have at least two (2) years working experience in library services of a reputable institution.

Job Title: Library Clerk.

Salary Scale: PU12

Number of Vacancies: 2

Age Limit: Not more than 35 years

PURPOSE OF THE JOB.

To assist in providing routine and basic support services in the University Library

(a) Duties and Responsibilities.

- Assists library users in locating required library materials and handles general inquires about Library
- Processes loaned and borrowed library materials
- Sorts, dusts and shelves books and other reading materials
- Maintains library records and perform security checks
- Opens and closes the library as stipulated
- Monitors the security of books, furniture and other assets of the library
- Assists with Library stock maintenance and presentation including shelf arrangement and mounting displays
- Operates reproduction equipment in the Library including photocopiers and scanners

(b) Person Specifications.

Should have a Diploma in Library Studies or Information Science from a recognized institution

Should have a good organizational skills and interpersonal relationship skills

Computer literacy in an added advantage.

Should have credit in English language and Mathematics

Job Title: Sports Officer

Salary Scale: PU6.2

Number of Vacancies: 1

Age Limit: Not more than 50 years

PURPOSE OF THE JOB.

To provide support for the organization and conduct of supporting and recreational activities at the university campus and outside.

(a) Duties and Responsibilities.

- Prepares student for participation in national, regional and international games and sporting events
- Implements sporting and recreational programs for the University
- Notifies the medical team of the physical condition of players for necessary actions.
- Participates sports and recreation sponsorship and fundraising events
- Supports the running of the University sports tournaments and other sporting and recreational events.
- Compiles data to update university inventory of sporting and recreational equipment and facilities
- Coaches University Teams in the relevant fields of expertise

- Liaises with the University Games Union to organize and coordinate University sports and recreation programs
- Coordinates the production and dissemination of sports publications at the University eg. Sports fixtures, results, sports magazines and Journals
- Supervises support staff tending the sports ground
- Performs any other official duties as assigned by the Senior Sports Tutor

(b) Person Specifications.

- Should have a Master's degree in Sports Science, Physical Education, Sport and Exercise Psychology, Sports Management or Biological Science from a recognized institution
- Should have a minimum of three (3) years working experience in sports administration gained from a reputable organization.
- Should have a coaching qualification in at least one game
- Working experience with students is an added advantage.

Job Title: Assistant Warden.

Salary Scale: PU7.

Number of Vacancies:1

Age Limit: Not more than 45 years

PURPOSE OF THE JOB.

To assist the warden in the day to day routine administration of the halls of residence and hostels.

(a) Duties and Responsibilities.

- Attends to student's issues regarding their accommodation and Halls or Hostels facilities or refers the more complicated issues to the Chief Custodian.
- Receives and directs or assists visitors appropriately
- Supervises the cleaning, maintenance and security of Halls of residence and Hostels
- Compiles student's records for the attention of the Chief Custodian
- Collects and stores hall property, including sports and recreational facilities, as instructed by the Chief Custodian
- Reports cases of student's indiscipline to the Chief Custodian for appropriate action
- Assists in supervising the preparation of Halls of residence and Hostels facilities for official functions of the University and regulating the use of Hall or Hostel facilities by external Guests.
- Prepares exit situation report at the end of the shift for the attention of the Chief Custodian
- Reports any emergencies or suspicious activity to the Chief Custodian or other appropriate authority.
- Locks up or opens the gate and other entrances/ exits to the Halls of residence and Hostels at the stipulated times
- Performs any other official duties as assigned by the Chief Custodian.

(b) Person Specifications.

Should have at least a bachelor degree with at least second class Upper Second

Any security training constitutes an added advantage

HEALTH PLANNING AND POLICY MANAGEMENT DEPARTMENT

Job Title: Professor.

Salary Scale: PU3.

Number of Vacancies:1

Age Limit: Not more than 60 years

PURPOSE OF THE JOB.

To provide academic leadership and knowledge in the relevant discipline and lead the development and implementation of research and publication.

(a) Duties and Responsibilities.

- Provides academic leadership, guidance and mentorship in the department
- Prepares and delivers lectures to students
- Conduct seminars and tutorials
- Advises students on their academic performance
- Participate in curriculum development and review
- Supervises student's projects, field trips and placements where required
- Sets, marks and assesses coursework and examinations and provides timely feedback to students.
- Prepares and submits proposals and applications to external bodies for funding and accreditation purposes
- Conducts research and produces scholarly publications
- Promotes quality assurance in all spheres of service delivery
- Initiates and participates in outreach services for the development of the community
- Gives public lectures in the relevant discipline.

(b) Person Specifications.

- Should have an earned PHD in the relevant discipline from recognized academic institution of higher learning.
- Should have demonstrated outstanding professional ability or exceptional academic capability in accordance with the University promotions policy for academic staff
- Should have a good track records of relevant teaching, research, publications and service to the public of not less than seven (7) years
- Should have the ability to provides academic leadership
- Should have five (5) new publications since promotion to track of Associate Professor
- Should have supervised at least five (5) graduate students to completions

DEPARTMENT OF PUBLIC ADMINISTRATION

Job Title: Lecturer (Human Resource).

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, post graduate and research students as appropriate.

(a) Duties and Responsibilities.

- Prepares lectures and delivery them to the undergraduate and post graduate students
- Sets test, examinations and course works
- Administers and invigilates tests and examinations
- Marks tests, course works and examinations scripts, compiles and grades examination results
- Guides and advises students on their academic performance
- Attend to student non-academic challenges and refers those that need further counseling and guidance.
- Conducts research and disseminates research findings through conferences, seminars and publications
- Supervises undergraduate and post graduate students undertaking research projects
- Conduct seminars and tutorials
- Carries out official administrative duties in the department as directed by the Head of Department
- Contributes to the University and wider society through community service

(b) Person Specifications.

- Should have earned a PhD or Master degree on PhD track in Human Resource management.
- Should have excellent interpersonal and effective communication skills
- Should have proven ability to conduct scholarly research
- Should be computer literate
- Should have the ability to work in a team and network with the like minded
- Should have at least two years teaching experience at the level of Assistant Lecturer gained from a recognized institution of higher learning,
- Should have a good track record of service to the public.

Job Title: Assistant Lecturer (Human Resource).

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.

- prepares lecture materials and conduct lectures to undergraduate students under the guidance of a Lecturer
- sets tests, examinations and coursework
marks tests, and examinations scripts and compiling examinations results.

- administers and invigilating tests examinations and coursework
- supervises students project under the guidance and supervision of Lecturer
- mentors junior staff in academic growth and research
- Carries out official administrative duties that may be assigned by the Head of Department

(b) Person Specifications.

- Should have a Master’s degree in Human Resource Management
- Should have high level of academic potential to pursue 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 (Public Administration).

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 teaching of students and other academic and administrative functions for staff development.

(a)Duties and Responsibilities.

- Conduct tutorials for undergraduate students un the supervision
- Undertaking research under guidance of senior Academic Staff
- Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge
- Performs other official duties as assigned by the Supervisor

(b) Person Specifications.

- Should have first degree preferably first class degree or an Upper Second degree in Human Resource Management from a recognized institution of higher learning
- Should have the ability to work under minimal supervision and as part of a team
- Should have good interpersonal and presentation skills
- Should be computer literate.
-

DEPARTMENT OF COMMERCE AND BUSINESS MANAGEMENT

Job Title: Senior Lecturer (Finance Accounting).

Salary Scale: PU6.1.

Number of Vacancies:1

Age Limit: Not more than 55 years

PURPOSE OF THE JOB.

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

(a)Duties and Responsibilities.

- Prepares well research lectures and delivery them to the undergraduate and post graduate students
- Sets test, examinations and course works
- Administers and invigilates tests and examinations
- Marks tests, course works and examinations scripts, compiles and grades examination results
- Guides and advises students on their academic performance
- Attend to student non-academic challenges and refers those that need further counseling and guidance.
- Conducts research and disseminates research findings through conferences, seminars and publications
- Supervises undergraduate and post graduate students undertaking research projects
- Conducts seminars and tutorials
- Carries out official administrative duties in the department as directed by the Head of Department
- Contributes to the University and wider society through community service

(b) Person Specifications.

- Should have earned PhD in Finance and Accounting.
- Should have proven academic ability in research, publication and teaching.
- Should be computer literate
- 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.
- Should have at least three (3) years scholarly publications in the area of specialization.
- Should have supervised at least three (3) graduate students to completion.
- Should have a good track record of service to the public.

Job Title: Lecturer (Procurement).

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, post graduate and research students as appropriate.

(a) Duties and Responsibilities.

- Prepares lectures and delivery them to the undergraduate and post graduate students
- Sets test, examinations and course works
- Administers and invigilates tests and examinations
- Marks tests, course works and examinations scripts, compiles and grades examination results
- Guides and advises students on their academic performance
- Attend to student non-academic challenges and refers those that need further counseling and guidance.

- Conducts research and disseminates research findings through conferences, seminars and publications
- Supervises undergraduate and post graduate students undertaking research projects
- Conduct seminars and tutorials
- Carries out official administrative duties in the department as directed by the Head of Department
- Contributes to the University and wider society through community service

(b) Person Specifications.

- Should have earned PhD or Master degree on PhD track in Procurement
- Should have excellent interpersonal and effective communication skills
- Should have proven ability to conduct scholarly research
- Should be computer literate
- Should have the ability to work in a team and network with the like minded
- Should have at least two (2) years teaching experience at the level of Assistant Lecturer gained from a recognized institution of higher learning,
- Should have a good track record of service to the public.
-

Job Title: Teaching Assistant (Accounting).

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 teaching of students and other academic and administrative functions for staff development.

(a) Duties and Responsibilities.

- Conduct tutorials for undergraduate students un the supervision
- Undertaking research under guidance of senior Academic Staff
- Assist in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge
- Perform other official duties as assigned by the Supervisor

(b) Person Specifications.

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

DEPARTMENT OF ECONOMICS AND STATISTICS.

Job Title: Assistant Lecturer (Statistic and Economics).

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.

- Assist to prepare lecture materials and conduct lectures to undergraduate students under the guidance of a Lecturer
- Assist in setting tests, examinations and coursework
- Assist in marking tests, and examinations scripts and compiling examinations results.
- Assist in administering and invigilating tests examinations and coursework
- Assist in supervising students project under the guidance and supervision of Lecturer
- Assist in mentoring junior staff in academic growth and research
- Carries out official administrative duties that may be assigned by the Head of Department

(b) Person Specifications.

- Should have a Master's degree in Economic and Statistic, Economic policy management.
- Should have high level of academic potential to pursue 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: Assistant Lecturer (Procurement).

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.

- Assist to prepare lecture materials and conduct lectures to undergraduate students under the guidance of a Lecturer
- Assist in setting tests, examinations and coursework
- Assist in marking tests, and examinations scripts and compiling examinations results.
- Assist in administering and invigilating tests examinations and coursework
- Assist in supervising students project under the guidance and supervision of Lecturer
- Assist in mentoring junior staff in academic growth and research
- Carries out official administrative duties that may be assigned by the Head of Department

(b) Person Specifications.

- Should have a Master's degree in procurement
- Should have high level of academic potential to pursue 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 (Statistics and Economics).

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 teaching of students and other academic and administrative functions for staff development.

(a)Duties and Responsibilities.

- Conducts tutorials for undergraduate students un the supervision
- Undertakes research under guidance of senior Academic Staff
- Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge
- Performs other official duties as assigned by the Supervisor

(b) Person Specifications.

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

Job Title: Teaching Assistant (Quantitative Methods).

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 teaching of students and other academic and administrative functions for staff development.

(a)Duties and Responsibilities.

- Conducts tutorials for undergraduate students un the supervision
- Undertaking research under guidance of senior Academic Staff
- Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge
- Performs other official duties as assigned by the Supervisor

(b) Person Specifications.

- Should have first degree preferably first class degree or an Upper Second degree on Quantitative Methods from a recognized institution of higher learning.
- Should have the ability to work under minimal supervision and as part of a team
- Should have good interpersonal and presentation skills
- Should be computer literate.

DEPARTMENT OF SCIENCE AND VOCATIONAL EDUCATION.

Job Title: Associate Professor.

Salary Scale: PU4
Number of Vacancies:1
Age Limit: Not more than 60 years

PURPOSE OF THE JOB.

To provide academic leadership and knowledge in the relevant discipline and lead the development and implementation research and publications.

(a)Duties and Responsibilities.

- Prepares and delivers lectures to undergraduate and post graduate students.
- Conduct research and disseminates research findings
- Promotes knowledge transfer of his/her subject through original work
- Guides and supervises students doing research
- Conducts seminars
- Sets and marks tests, examination and course work
- Guides and advises students on their performance.

(b) Person Specifications.

- Should have earned PhD in mathematics
- Should have conducted research as a senior lecture in the same discipline published and had at least seven (7) years of teaching in a recognized institution of higher learning.
- Should have demonstrated academic excellence and had three (3) ne publications in areas of specialization since promotion to the track of Senior Lecturer
- Should have supervised at least three (3) graduate students to completion since last promotion
- Should have a good track record of service to the public

Job Title: Senior Lecturer (Biology).

Salary Scale: PU6.1.
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.

- Prepares well research lectures and delivery them to the undergraduate and post graduate students
- Sets test, examinations and course works
- Administers and invigilates tests and examinations
- Marks tests, course works and examinations scripts, compiles and grades examination results
- Guides and advises students on their academic performance
- Attend to student non-academic challenges and refers those that need further counseling and guidance.
- Conducts research and disseminates research findings through conferences, seminars and publications

- Supervises undergraduate and post graduate students undertaking research projects
- Conduct seminars and tutorials
- Carries out official administrative duties in the department as directed by the Head of Department
- Contributes to the University and wider society through community service

(b) Person Specifications.

- Should have earned PhD. In Biology
- Should have proven academic ability in research, publication and teaching.
- Should be computer literate
- 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.
- Should have at least three (3) years scholarly publications in the area of specialization.
- Should have supervised at least three (3) graduate students to completion.
- Should have a good track record of service to the public.

Job Title: Teaching Assistant (Agriculture).

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 teaching of students and other academic and administrative functions for staff development.

(a) Duties and Responsibilities.

- Conducts tutorials for undergraduate students un the supervision
- Undertakes research under guidance of senior Academic Staff
- Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge
- Performs other official duties as assigned by the Supervisor

(b) Person Specifications.

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

Job Title: Teaching Assistant (Chemistry).

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 teaching of students and other academic and administrative functions for staff development.

(a) Duties and Responsibilities.

- Conducts tutorials for undergraduate students under the supervision
- Undertakes research under guidance of senior Academic Staff
- Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge
- Performs other official duties as assigned by the Supervisor

(b) Person Specifications.

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

Job Title: Laboratory Attendant.

Salary Scale: PU15.

Number of Vacancies:3

Age Limit: Not more than 35 years

PURPOSE OF THE JOB.

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

(a) Duties and Responsibilities.

- Carries out laboratory analysis and submitting reports to the requesting officer;
- Prepares laboratory reagents and stains for routine investigations;
- Disposes hazardous laboratory substances and waste;
- Looks after and servicing laboratory equipment regularly;
- Requisitions for necessary supplies for laboratory work and keeping record of stock; and
- Compiles periodic laboratory reports and submitting them to the immediate supervisor.

(b) Person Specifications.

- Holds a Diploma (upper second class) in Science Technology majoring in Physics

PROFESSIONAL STUDIES DEPARTMENT

Job Title: Senior Lecturer (Educational Administration & Management)

Salary Scale: PU6.1.

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.

- Prepares well research lectures and delivery them to the undergraduate and post graduate students
- Sets test, examinations and course works
- Administers and invigilates tests and examinations

- Marks tests, course works and examinations scripts, compiles and grades examination results
- Guides and advises students on their academic performance
- Attend to student non-academic challenges and refers those that need further counseling and guidance.
- Conducts research and disseminates research findings through conferences, seminars and publications
- Supervises undergraduate and post graduate students undertaking research projects
- Conduct seminars and tutorials
- Carries out official administrative duties in the department as directed by the Head of Department
- Contributes to the University and wider society through community service

(b) Person Specifications.

- Possesses a PhD in Education Administration or related fields.
- Holds a relevant Master’s degree in Education Administration from a recognized institution.
- Holds a Bachelor of Education/Bachelor of Arts/Science with Education/Bachelor of Teacher Education upper second-class degree from a recognized institution.
- Has published three articles in related field in a peer-reviewed journal or one book or three book chapters.
- Has a relevant experience of at least six years in teaching higher education level.

Job Title: Lecturer (Curriculum Studies).

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, post graduate and research students as appropriate.

(a)Duties and Responsibilities.

- Prepares lectures and delivery them to the undergraduate and post graduate students
- Sets test, examinations and course works
- Administers and invigilates tests and examinations
- Marks tests, course works and examinations scripts, compiles and grades examination results
- Guides and advises students on their academic performance
- Attend to student non-academic challenges and refers those that need further counseling and guidance.
- Conducts research and disseminates research findings through conferences, seminars and publications
- Supervises undergraduate and post graduate students undertaking research projects
- Conduct seminars and tutorials

- Carries out official administrative duties in the department as directed by the Head of Department
- Contributes to the University and wider society through community service

(b) Person Specifications.

- Possesses a PhD in Curriculum Studies or related fields.
- Holds a relevant Master's degree in Curriculum Studies from a recognized institution.
- Holds a Bachelor of Education/Bachelor of Arts/Science with Education/Bachelor of Teacher Education upper second-class degree from a recognized institution.
- Has published three articles in related field in a peer-reviewed journal or one book or three book chapters.
- Has a relevant experience of at least six years in teaching higher education levels.

Job Title: Assistant Lecturer (Childhood Education).

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.

- Assists to prepare lecture materials and conduct lectures to undergraduate students under the guidance of a Lecturer
- Assists in setting tests, examinations and coursework
- Assists in marking tests, and examinations scripts and compiling examinations results.
- Assists in administering and invigilating tests examinations and coursework
- Assists in supervising students project under the guidance and supervision of Lecturer
- Assists in mentoring junior staff in academic growth and research
- Carries out official administrative duties that may be assigned by the Head of Department

(b) Person Specifications.

- Holds a Master of Education in Early Childhood Growth and Development from a recognized university.
- Holds a Bachelor of Education/Bachelor of Arts/Science with Education/Bachelor of Teacher Education upper second-class degree from a recognized institution.

Job Title: Assistant Lecturer (Educational Administration and management).

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.

- Assists to prepare lecture materials and conduct lectures to undergraduate students under the guidance of a Lecturer
- Assists in setting tests, examinations and coursework
- Assists in marking tests, and examinations scripts and compiling examinations results.
- Assists in administering and invigilating tests examinations and coursework
- Assists in supervising students project under the guidance and supervision of Lecturer
- Assists in mentoring junior staff in academic growth and research
- Carries out official administrative duties that may be assigned by the Head of Department

(b) Person Specifications.

- Master in Educational (Administration & Management)
- Holds a Bachelor of Education/Bachelor of Arts/Science with Education/Bachelor of Philosophy of Bachelor of Teacher Education upper second-class degree, Post graduate in Education from a recognized institution.

Distance and External Studies

Job Title: Senior Lecturer (Mathematics)

Salary Scale: PU6.1.

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.

- Prepares well research lectures and delivery them to the undergraduate and post graduate students
- Sets test, examinations and course works
- Administers and invigilates tests and examinations
- Marks tests, course works and examinations scripts, compiles and grades examination results
- Guides and advises students on their academic performance
- Attend to student non-academic challenges and refers those that need further counseling and guidance.
- Conducts research and disseminates research findings through conferences, seminars and publications
- Supervises undergraduate and post graduate students undertaking research projects
- Conducts seminars and tutorials
- Carries out official administrative duties in the department as directed by the Head of Department
- Contributes to the University and wider society through community service

(b) Person Specifications.

- Holds a PhD in Pure Mathematics from a recognized institution.
- Holds a relevant Master's degree in Pure Mathematics or very closely related area.
- Possesses a BSc or BSc with Education (Maths Major) with a minimum of upper second class from a recognized institution.
- Has reputable teaching experience of not less than six years in the subject area in a recognized university.
- Has published at least three articles in peer reviewed journals or one book or three book chapters in specialty area in the last three years.

Job Title: Senior Lecturer (History)

Salary Scale: PU6.1.

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.

- Prepares well research lectures and delivery them to the undergraduate and post graduate students
- Sets test, examinations and course works
- Administers and invigilates tests and examinations
- Marks tests, course works and examinations scripts, compiles and grades examination results
- Guides and advises students on their academic performance
- Attend to student non-academic challenges and refers those that need further counseling and guidance.
- Conducts research and disseminates research findings through conferences, seminars and publications
- Supervises undergraduate and post graduate students undertaking research projects
- Conducts seminars and tutorials
- Carries out official administrative duties in the department as directed by the Head of Department
- Contributes to the University and wider society through community service

(b) Person Specifications.

- Holds a PhD in History from a recognized institution.
- Holds a relevant Master's degree in History.
- Possesses a Bachelor of Arts with Education/Bachelor of Education/Bachelor of Teacher Education (History Major) with a minimum of upper second class from a recognized institution.
- Has reputable teaching experience of not less than six years in the subject area in a recognized university.
- Has published at least three articles in peer reviewed journals or one book or three book chapters in specialty area in the last three years.

Job Title: Lecturer (Geography).

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, post graduate and research students as appropriate.

(a)Duties and Responsibilities.

- Prepares lectures and delivery them to the undergraduate and post graduate students
- Sets test, examinations and course works
- Administers and invigilates tests and examinations
- Marks tests, course works and examinations scripts, compiles and grades examination results
- Guides and advises students on their academic performance
- Attend to student non-academic challenges and refers those that need further counseling and guidance.
- Conducts research and disseminates research findings through conferences, seminars and publications
- Supervises undergraduate and post graduate students undertaking research projects
- Conduct seminars and tutorials
- Carries out official administrative duties in the department as directed by the Head of Department
- Contributes to the University and wider society through community service

(b) Person Specifications.

- Possesses a PhD/PhD on track in Geography or related areas.
- Holds a relevant Master's degree in Geography or related areas from a recognized institution.
- Holds a Bachelor of Education/Bachelor of Arts/Science with Education/Bachelor of Teacher Education (Geography) upper second-class degree from a recognized institution.
- Has a relevant experience of at least three years in teaching higher education levels.

Job Title: Assistant Lecturer (Chemistry).

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.

- Assists to prepare lecture materials and conduct lectures to undergraduate students under the guidance of a Lecturer

- Assists in setting tests, examinations and coursework
- Assists in marking tests, and examinations scripts and compiling examinations results.
- Assists in administering and invigilating tests examinations and coursework
- Assists in supervising students project under the guidance and supervision of Lecturer
- Assists in mentoring junior staff in academic growth and research
- Carries out official administrative duties that may be assigned by the Head of Department

(b) Person Specifications.

- Holds a Master’s degree in Chemistry from a recognized university.
- Holds a Bachelor of Education/ Science with Education/Bachelor of Teacher Education upper second-class degree from a recognized institution.

Job Title: Assistant Lecturer (Literature in English).

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.

- Assists to prepare lecture materials and conduct lectures to undergraduate students under the guidance of a Lecturer
- Assists in setting tests, examinations and coursework
- Assists in marking tests, and examinations scripts and compiling examinations results.
- Assists in administering and invigilating tests examinations and coursework
- Assist in supervising students project under the guidance and supervision of Lecturer
- Assists in mentoring junior staff in academic growth and research
- Carries out official administrative duties that may be assigned by the Head of Department

(b) Person Specifications.

- Holds a Master of Arts in Literature in English
- Bachelor of Education in English Language/Literature (Second Class Upper Division).
- Has vast experience in teaching the subject from a number of universities.
- Team leader for review of Bachelor of Education (English Language and Literature) curricula for Lira University.
- Demonstrated competence and commitment in teaching English Language and Literature as a part timer.

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Job Title: Teaching Assistant (Physical Education).

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 teaching of students and other academic and administrative functions for staff development.

(a)Duties and Responsibilities.

- Conducts tutorials for undergraduate students un the supervision
- Undertakes research under guidance of senior Academic Staff
- Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge
- Performs other official duties as assigned by the Supervisor

(b) Person Specifications.

- Holds a Bachelor of Education/BSc with Education (Physical Education) with a minimum of upper second class from a recognized institution of higher learning.

Job Title: Teaching Assistant (Geography).

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 teaching of students and other academic and administrative functions for staff development.

(a)Duties and Responsibilities.

- Conducts tutorials for undergraduate students un the supervision
- Undertakes research under guidance of senior Academic Staff
- Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge
- Performs other official duties as assigned by the Supervisor

(b) Person Specifications.

- Should have a first degree or Second Class Upper division with Education (Geography) from recognized Institution
- Should a good interpersonal and presentation skills
- Should have the ability to work under minimum supervision and as part of a team
- Should be computer literate.

PATHOLOGY DEPARTMENT

Job Title: Mortuary Attendant.

Salary Scale: PU15.

Number of Vacancies:1

Age Limit: Not more than 35 years

PURPOSE OF THE JOB.

To assist in storing and preserving human remains and prepare them for post mortem.

(a)Duties and Responsibilities.

- Receives, recording, preserving and keeping human remains from hospital safely;
- Releases bodies to rightful claimants;
- Prepares bodies for post mortem;
- Assists Pathologist and Mortuary Assistants in carrying out post mortem;
- Delivers Pathological specimens to the laboratory for examination;
- Collects and dispose pathological remains safely;
- Cleans and disinfecting the mortuary; and
- Reports unclaimed bodies.

(b) Person Specifications.

- Must have the Uganda Certificate of Education (O' Level)

COMPUTER SCIENCE DEPARTMENT.

Job Title: Senior Lecturer

Salary Scale: PU6.1.

Number of Vacancies:3

Age Limit: Not more than 55 years

PURPOSE OF THE JOB.

To teach, supervise students and conduct research and publish

(a)Duties and Responsibilities.

- Prepares well research lectures and delivery them to the undergraduate and post graduate students
- Sets test, examinations and course works
- Administers and invigilates tests and examinations
- Marks tests, course works and examinations scripts, compiles and grades examination results
- Guides and advises students on their academic performance
- Attend to student non-academic challenges and refers those that need further counseling and guidance.
- Conducts research and disseminates research findings through conferences, seminars and publications
- Supervises undergraduate and post graduate students undertaking research projects
- Conducts seminars and tutorials
- Carries out official administrative duties in the department as directed by the Head of Department
- Contributes to the University and wider society through community service

(b) Person Specifications.

- Specialization in **Computer Animation** (at least 1) or **Computer Science** (at least 1) or **Computer Engineering** (at least 1). **PhD level** Has published at least three articles in peer reviewed journals or one book or three book chapters in specialty area in the last three years.

Information technology

INFORMATION TECHNOLOGY DEPARTMENT.

Job Title: Senior Lecturer

Salary Scale: PU6.1.

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.

- Prepares well research lectures and delivery them to the undergraduate and post graduate students
- Sets test, examinations and course works
- Administers and invigilates tests and examinations
- Marks tests, course works and examinations scripts, compiles and grades examination results
- Guides and advises students on their academic performance
- Attend to student non-academic challenges and refers those that need further counseling and guidance.
- Conducts research and disseminates research findings through conferences, seminars and publications
- Supervises undergraduate and post graduate students undertaking research projects
- Conducts seminars and tutorials
- Carries out official administrative duties in the department as directed by the Head of Department
- Contributes to the University and wider society through community service

(b) Person Specifications.

(1)-Specialization in areas of **Information Technology** or **Information Systems.**
PhD level

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, post graduate and research students as appropriate.

(a)Duties and Responsibilities.

- Prepares lectures and delivery them to the undergraduate and post graduate students
- Sets test, examinations and course works

- Administers and invigilates tests and examinations
- Marks tests, course works and examinations scripts, compiles and grades examination results
- Guides and advises students on their academic performance
- Attend to student non-academic challenges and refers those that need further counseling and guidance.
- Conducts research and disseminates research findings through conferences, seminars and publications
- Supervises undergraduate and post graduate students undertaking research projects
- Conduct seminars and tutorials
- Carries out official administrative duties in the department as directed by the Head of Department
- Contributes to the University and wider society through community service

(b) Person Specifications.

- Specialization in areas of **Library & Information Science**. Msc or on PhD track

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 teaching of students and other academic and administrative functions for staff development.

(a)Duties and Responsibilities.

- Conducts tutorials for undergraduate students un the supervision
- Undertakes research under guidance of senior Academic Staff
- Assists in the supervision of student practical work, advising on skills, methods and techniques to assist the transfer of knowledge
- Performs other official duties as assigned by the Supervisor

(b) Person Specifications.

- Areas of **Computer Science** or **Information Technology** or **Computer Engineering**. Additional training in Computer Repair & Maintenance is an added advantage. **First class or upper second degree**