



OFFICE OF THE UNIVERSITY SECRETARY

JOB VACANCIES

Soroti University is a Public University in Uganda located in Soroti City, Eastern Uganda along Soroti-Moroto Road.

The University Secretary invites applications from suitably qualified persons to fill the vacant posts that exist in the University. The posts are listed below:

S/N	Department	Position	No	Scale
	SCHOOL OF HEALTH SCIENCES			
1	Department of Pathology	Lecturer	1	M6.1
		Mortuary Attendant	1	M15
		Laboratory Attendant (Mortician)	2	M14
2	Department of Biochemistry	Lecturer (Clinical)	1	M6.1
3	Department of Physiology	Assistant Lecturer	2	M6.2
4	Department of Obstetrics and Gynecology	Senior Lecturer	1	M5
		Lecturer	1	M6.1
		Assistant Lecturer	1	M6.2
5	Department of Nursing Sciences	Lecturer	2	M6.1
		Skills Instructor	1	M6.2
		Laboratory Attendant	1	M15
6	Department of Psychiatry	Lecturer	1	M6.1
7	Department of Paediatrics	Senior Lecturer	1	M5
		Lecturer	1	M6.1
		Assistant Lecturer	1	M6.2
8	Department of Internal Medicine	Senior Lecturer	1	M5
		Lecturer	1	M6.1
		Assistant Lecturer	1	M6.2
9	Department of Surgery	Lecturer	1	M6.1
		Assistant Lecturer	1	M6.2
10	Department of Public Health	Lecturer	1	M6.1
		Assistant Lecturer	1	M6.2
11	Department of Anatomy	Assistant Lecturer	1	M6.2
12	Department of Pharmacology	Assistant Lecturer	1	M6.2
13	Department of Microbiology	Assistant Lecturer	2	M6.2
		Laboratory Technician	1	M11
		Laboratory Assistant	1	M14
14	Department of Anesthesia	Lecturer	1	M6.1
		Assistant Lecturer	1	M6.2
15	Department of Radiology and Imaging Medicine	Lecturer	1	M6.1

		Assistant Lecturer	1	M6.2
	SCHOOL OF ENGINEERING & TECHNOLOGY			
	Office of the Dean of School	Industrial Liaison Officer	1	M6.2
16	Department of Electronic and Computer Engineering	Senior Lecturer	2	M5
		Lecturer	2	M6.1
		Senior Technician	1	M10
		Technician	1	M11
		Laboratory/Workshop attendant	2	M15
17	Department of Civil, Structural and Environmental Engineering	Senior Lecturer	1	M5
		Lecturer	1	M6.1
18	Department of Mechanical and Mechatronic Engineering	Senior Lecturer	1	M5
		Lecturer	1	M6.1
19	Department of Electrical and Energy Engineering			
		Assistant Lecturer	1	M6.2
20	FOOD AND INNOVATIONS INSTITUTE			
	Food and Innovations Department	Associate Professor	1	M4
	ACADEMIC SUPPORT DEPARTMENTS			
21	Directorate of Research and Innovation	Research and Innovations Officer	1	M6.2
22	Directorate of ICT	Systems Administrator (Web Developer)	1	M6.2
23	Open, Distance, and E-Learning Department	Multimedia Specialist	1	M6.2
24	Health Services Department	Enrolled Nurse	1	M12
	ADMINISTRATION AND FINANCE			
25	Office of the University Secretary	Administrator	1	M6.2
		Assistant Administrator	3	M7
26	Legal Affairs Department	Legal clerk	1	M10
27	Records Management Unit	Records Assistant	2	M12
28	Office of the Academic Registrar	Academic Registrar	1	M3
29		Assistant Academic Registrar	2	M6.2
30		Records Officer	1	M6.2
31	Directorate of Planning	Director, Planning	1	M3
32	Directorate of Quality Assurance	Principal Quality Assurance Officer	1	M5

33	Inventory Management Unit	Assistant Inventory Management Officer	1	M7
34	Procurement and Disposal Department	Procurement Officer	1	M6.2
35	Department of Internal Audit	Deputy Director	1	M4
36	Office of the Dean of Students	Senior Counsellor	1	M6.1
37		Sports Tutor	1	M6.2
38	Office of the University Librarian	Library Assistant	1	M12
39	Estates and Works Directorate	Deputy Director	1	M4
40	Security Department	Security Guard	2	M15
41	Technology Incubation and Acceleration Centre	Assistant Farm Manager	1	M7

Six (6) copies of a letter of application together with an up-to-date Curriculum vitae, a photocopy of the National Identity card or Passport biodata page, certified copies of academic and professional qualifications, appointment letters where applicable, and letters of reference in one (1) PDF file should be addressed to The University Secretary, Soroti University, P.O Box 211, Soroti Uganda OR sent by e-mail to us@sun.ac.ug not later than **16th June 2022, 5:00 PM EAT**. All applications should provide names, addresses, telephone contacts and e-mail addresses of two referees one of whom should be the previous or current employer or supervisor.

A detailed job advert and description is available on Soroti University website www.sun.ac.ug

NB:

- 1) Only shortlisted applicants will be contacted.
- 2) Soroti University is an Equal Opportunity Employer.

**ADBALLAH OYARE SHABAN
FOR: UNIVERSITY SECRETARY**

1.0 SCHOOL OF HEALTH SCIENCES

1.1 POSITION:	LECTURER
Number of vacancies:	1 (One)
Area of Specialization:	Pathology
Salary Scale:	M6.1-TS
Tenure:	Permanent
Responsible to:	Head of the Department

Purpose of the Job

To teach, supervise, promote research studies, disseminate research findings, participate in Community Service.

Qualifications

1. Master of Medicine in Human Pathology.
2. MBChB or MBBS or BDS.
3. Two (2) years' teaching, clinical practice and research in a reputable Organization or an Institution of Higher Learning.
4. Should have at least Two (2) publications in a peer reviewed Journal.
5. Must be registered with a relevant professional body.
6. Demonstrated computer literacy with online learning platforms

Key Functions

- a) Prepare and conduct lectures to undergraduate and postgraduate students
- b) Guide and advise students on their academic performance and attend to their queries on academic issues.
- c) Participate in and supervise pathology practical (postmortems, pathology clinical sessions).
- d) Conduct research in areas of his/her specialization
- e) Supervise and mentor students undertaking research.
- f) Organize, attend and conduct seminars and relevant trainings.
- g) Assess students' progress according to university standards
- h) Offer mentorship and career guidance to students and junior staff
- i) Attend to any other duties as may be assigned by the supervisor

Key Outputs

- (i) Lectures, practical and tutorials to undergraduate and postgraduate students conducted.
- (ii) Research activities undertaken.
- (iii) Research supervision done.
- (iv) Seminars conducted and attended.
- (v) Student assessment done.
- (vi) Community service carried out.

1.2 POSITION:	MORTUARY ATTENDANT
Number of vacancies:	(1)
Salary Scale:	M15-NTS
Tenure:	Permanent
Responsible to:	Assistant Laboratory Technician

Purpose of the Job

To assist in handling human remains for teaching.

Qualifications

1. Must have the Uganda Certificate of Education (O' Level) with at least a pass (7) in English, Mathematics, Biology, Physics and Chemistry.
2. Competences
 - Records and Information management;
 - Self-control and Stress management;
 - Concern for quality and standards;
 - Ethics and integrity;
 - Time management;
 - Should be fully vaccinated against Hepatitis B.

Key Functions

- a) Receiving, recording, preserving and keeping human remains from hospital safely;
- b) Releasing bodies to rightful claimants;
- c) Preparing bodies for post mortem;
- d) Assisting Pathologist and Mortuary Assistants in carrying out post mortem;
- e) Delivering Pathological specimens to the laboratory for examination;
- f) Collecting and disposing pathological remains safely;
- g) Cleaning and disinfecting the mortuary regularly and after each postmortem.

Key Outputs

- i. Human remains received, recorded, preserved and kept safely;
- ii. Bodies prepared for post mortem;
- iii. Pathologist and Mortuary Assistants assisted;
- iv. Pathological specimens delivered to the laboratory;
- v. Pathological remains collected and disposed of appropriately;
- vi. Mortuary cleaned and disinfected.

1.3 POSITION:	LABORATORY ATTENDANT (MORTICIAN)
Number of vacancies:	(2)
Salary Scale:	M14-NTS
Tenure:	Permanent
Responsible to:	Laboratory Technician

Purpose of the Job

To assist the pathologist in performing postmortem.

Qualifications

1. Should have at least a Certificate in Laboratory Science or Practice.
2. Should possess an experience of at least one (1) year of laboratory practice in a reputable institution.
3. Should have good interpersonal relationship and skills.
4. Should have integrity, dependable and reliable.
5. Should be registered with a professional organization where required.

Duties and Responsibilities

- a) Prepares specimens for post-mortem examinations
- b) Records and interprets test results arising out of simple laboratory analyses and investigations.
- c) Assists in preparing samples and specimen for the conduct of laboratory analysis and investigations.
- d) Implements laboratory standard operating procedures and safety and quality control standards.
- e) Undertakes simple preventative maintenance of laboratory equipment undertaken.
- f) Laboratory set up for teaching, investigation or research.
- g) Assists in instructing students and academic staff on laboratory procedure and proper and safe use of chemicals, reagents and laboratory equipment.
- h) Sets up, calibrates and operates standard laboratory equipment.
- i) Maintains work area for the conduct of laboratory analyses and investigations.

Key Outputs

- i. Laboratory practical and experiment procedure conducted.
- ii. Laboratory analyses and investigations recorded and results interpreted.
- iii. Samples and specimen prepared.
- iv. Laboratory standard operating procedures and safety and quality control standards implemented.
- v. Simple preventative maintenance of laboratory equipment undertaken.
- vi. Laboratory and appropriate chemicals, reagents and equipment for routine teaching, investigation or research prepared.
- vii. Communication on laboratory procedure and safety supported.
- viii. Standard laboratory equipment set up, calibrated and operated.
- ix. Laboratory work areas maintained.

1.4 POSITION:	LECTURER
Number of vacancies:	1 (One)
Area of Specialization:	Biochemistry (Clinical)
Salary Scale:	M6.1-TS
Tenure:	Permanent
Responsible to:	Head of Department

Purpose of the Job

To teach, supervise, promote research studies, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Science in Biochemistry
2. MBChB, BPHARM, or BMLS degree OR a Bachelor of Science in Biochemistry or Biology and Chemistry
3. PhD. track is an added advantage
4. Three (3) years' teaching or research experience in a reputable Organization or an Institution of Higher Learning.
5. Should have at least Two (2) publications in a peer-reviewed Journal.
6. Demonstrated computer literacy with online learning platforms

Key Functions

- a) Prepare and conduct lectures to undergraduate and postgraduate students
- b) Guide and advise students on their academic performance and attend to their queries on academic issues.
- c) Participate in and supervise Biochemistry practicals
- d) Conduct research in areas of his/her specialization
- e) Supervise and mentor students undertaking research.
- f) Organize, attend and conduct seminars and relevant trainings.
- g) Assess students' progress according to the university standards
- h) Offer mentorship and career guidance to students and junior staff
- i) Attend to any other duties as may be assigned by the supervisor

Key Outputs

- i) Lectures, practicals and tutorials to undergraduate and postgraduate students conducted.
- ii) Research activities undertaken.
- iii) Research supervision done.
- iv) Seminars conducted and attended.
- v) Student assessment done.
- vi) Community service carried out.

1.5 POSITION:	ASSISTANT LECTURER
Number of vacancies:	2 (two)
Area of Specialization:	Physiology
Salary Scale:	M6.2-TS
Tenure:	Permanent
Responsible to:	Head of the Department

Purpose of the Job

Assist the Senior Staff in teaching and examining undergraduate students, conducting practical's and in research activities.

Person Specifications

1. Should have a Master of Science Degree in Physiology.
2. MBChB or MBBS or BDS or BBLT or BNS.
3. Demonstrate competence in computer and communication skills

Key Functions

- a) Assists in preparing lectures, Practicals and conducting them to undergraduate students.
- b) Assists in setting tests, examinations and coursework according to University Standards.
- c) Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
- d) Assists in administering and invigilate tests, examinations and coursework according to University standards.
- e) Assists in supervising students undertaking research in line with the University's guidelines and regulations.
- f) Should show keen interest in research

Key Outputs

- i. Lectures prepared and delivered to undergraduate students.
- ii. Tests, examinations and coursework set, marked and results compiled.
- iii. Tests, examinations and coursework administered.

1.6 POSITION:	SENIOR LECTURER
Number of vacancies:	1 (One)
Area of Specialization:	Obstetrics and Gynecology
Salary Scale:	M5-TS
Tenure:	Permanent
Responsible to:	Head of Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Medicine in Obstetrics and Gynecology
2. MBChB or MBBS as the first degree.
3. At least three (3) years' teaching at the level of Lecturer in an Institution of Higher Learning or three (3) years of research in a reputable organization or 3 years of clinical work in Obstetrics and Gynecology.
4. Evidence of research in the relevant field with at least three (3) newly recognized publications within the last five years in peer reviewed journal or a book or book chapters with ISBN Numbers.
5. Evidence of supervision of at least one (1) graduate student to completion.
6. Registration with the Uganda Medical and Dental Practitioners' Council with a valid practicing license.

KEY FUNCTIONS

- a) Teach and assess undergraduate and postgraduate students according to set guidelines of the University.
- b) Mentor students.
- c) Conduct research.
- d) Supervise undergraduate and postgraduate research projects.
- e) Offer community service

Key Outputs

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, Grand rounds, Surgeries) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.7 POSITION:	LECTURER
Number of vacancies:	1 (One)
Area of Specialization:	Obstetrics and Gynecology
Salary Scale:	M6.1-TS
Tenure:	Permanent
Responsible to:	Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. A Master of Medicine in Obstetrics and Gynecology
2. MBChB or MBBS as the first degree.
3. At least three (2) years' teaching at the level of Lecturer in an Institution of Higher Learning or three (2) years of research in a reputable organization or 3 years of clinical work in Obstetrics and Gynecology.
4. Evidence of research in the relevant field with at least two (2) newly recognized publications within the last five years in a peer reviewed journal or a book or book chapters with ISBN Numbers.
5. Registration with the Uganda Medical and Dental Practitioners' Council with a valid practicing license.

KEY FUNCTIONS

- a. Teach and assess undergraduate and postgraduate students according to set guidelines of the University.
- b. Mentor students.
- c. Conduct research.
- d. Supervise undergraduate and postgraduate research projects.
- e. Offer community service

Key Outputs

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, Grand rounds, Surgeries) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.8 POSITION:	ASSISTANT LECTURER
Number of vacancies:	1 (One)
Area of Specialization:	Obstetrics and Gynecology
Salary Scale:	M6.2-TS
Tenure:	Permanent
Responsible to:	Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

- 1) Master of Medicine in Obstetrics and Gynecology
- 2) MBChB or MBBS as the first degree.
- 3) Registration with Medical and Dental Practitioners' council with a valid practicing license.

KEY FUNCTIONS

- a) Teach and assess undergraduate students according to set guidelines of the University.
- b) Mentor students.
- c) Conduct research.
- d) Supervise undergraduate research projects.
- e) Offer community service

Key Outputs

- i. Lectures, seminars, tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, Grand rounds, Surgeries) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.9 POSITION:	LECTURER
Number of vacancies:	1 (One)
Area of Specialization:	Midwifery Nursing
Salary Scale:	M6.1-TS
Tenure:	Permanent
Responsible to:	Head of the Department

Purpose of the Job

To teach, supervise, promote research studies and disseminate research findings.

Qualifications

1. A Master's degree in Midwifery and Women's Health.
2. Bachelor's degree in Nursing Science or Bachelors of Midwifery science from a recognized/accredited institution.
3. A PhD in Nursing is an added advantage
4. Should have at least two (2) years teaching experience.
5. Have at least two (2) peer-reviewed publication in journal, conferences of Nursing/midwifery/educational significance.
6. A good record of community and academic service.
7. Registered with the Uganda Nurses and Midwives Council with an up-to-date Practicing License.

Key Functions

- a) Prepare and conduct lectures to undergraduate and postgraduate students.
- b) Participate in clinical teaching
- c) Conduct research and disseminate research findings.
- d) Supervise students undertaking research.
- e) Conduct seminars.
- f) Set tests, examinations and course work.
- g) Administer and invigilate tests, course works and examinations.
- h) Mark tests and examinations scripts and compile results.
- i) Attend to students' inquiries and academic issues.
- j) Community engagement
- k) Perform any other duty assigned

Key Outputs

- i. Lecture plans prepared and Lectures delivered according to the time table.
- ii. Clinical teaching conducted.
- iii. Research proposals prepared and approved.
- iv. Research conducted and research findings disseminated/published.
- v. Students undertaking research supervised.
- vi. Seminars conducted.
- vii. Tests, examinations and course work set, marked and results compiled.
- viii. Community engagements undertaken.

1.10 POSITION: LECTURER
Number of vacancies: 1 (One)
Area of Specialization: Medical Surgical Nursing
Salary Scale: M6.1-TS
Tenure: Permanent
Responsible to: Head of the Department

Purpose of the Job

To teach, supervise, promote research studies and disseminate research findings.

Qualifications

1. Have a Master's degree in Medical Surgical Nursing.
2. Bachelor's degree in Nursing Science from a recognized/accredited institution.
3. A PhD in Nursing is an added advantage
4. Should have at least three (2) years' teaching experience.
5. Have at least two (2) peer-reviewed publication in journal, conferences of Nursing/midwifery/educational significance.
6. A good record of community and academic service.
7. Registered with the Uganda Nurses and Midwives Council and holds up-to-date Practicing License.

Key Functions

- a) Prepare and conduct lectures to undergraduate and postgraduate students.
- b) Participate in clinical teaching
- c) Conduct research and disseminate research findings.
- d) Supervise students undertaking research.
- e) Conduct seminars.
- f) Set tests, examinations and course work.
- g) Administer and invigilate tests, course works and examinations.
- h) Mark tests and examinations scripts and compile results.
- i) Attend to students' inquiries and academic issues.
- j) Community engagement

Key Outputs

- i. Lesson plans prepared and Lectures delivered according to the time table.
- ii. Clinical teaching conducted.
- iii. Research proposals prepared and approved.
- iv. Research conducted and research findings disseminated/published.
- v. Students undertaking research supervised.
- vi. Seminars conducted.
- vii. Tests, examinations and course work set, marked and results compiled.
- viii. Community engagements undertaken.

1.12 POSITION:	SKILLS INSTRUCTOR
Number of vacancies:	1 (One)
Area of Specialization:	Nursing/Midwifery
Salary Scale:	M6.2-TS
Tenure:	Permanent
Responsible to:	Head of the Department

Purpose of the job

The skills Laboratory Instructor will be in charge of the Nursing Skills Laboratory. He/she shall be responsible for skills laboratory practical, clinical and community teaching of the nursing students at the skills laboratory, clinical or hospitals and community placement sites.

QUALIFICATIONS

1. Master of Nursing Education or Nursing Science or Midwifery Science.
2. Have a Bachelor's degree in Nursing Science or Bachelor of Midwifery Science from a recognized/accredited institution.
3. Must have a Postgraduate Diploma in Medical education from a recognized/accredited institution is an added advantage.
4. Should have skills in Laboratory teaching or Clinical teaching experience or clinical practice experience at a level of a regional referral hospital of at least three (3) years
5. Be registered with the Uganda Nurses and Midwives Council and holds up-to-date Practicing License as BSN registered nurse or BMS registered Midwife.

Key Functions

- a) Conducting skills Laboratory teaching and learning
- b) Conducting Clinical Preparation, teaching, and supervision.
- c) Keeping Records at the Department
- d) Prevention and Control Infection from the Teaching and Learning Environment
- e) Ensuring Security and Maintenance of Laboratory equipment's.
- f) Participating in the Procurement and Supply chain management
- g) Ensuring Quality and adherence to the standard operating procedures
- h) Compiling and submitting to the course lecturer Practical test results.
- i) Participating in Community outreach activities.

Key Outputs

- i. Skills laboratory teaching and assessments conducted
- ii. Clinical allocations, teaching and supervisions conducted
- iii. Community teaching and supervisions conducted
- iv. Skills laboratory records and reports generated.
- v. Degree to adherence to Infection prevention and control measures
- vi. Availability and functionality of skills laboratory items
- vii. Skills laboratory supplies requisitioned and accounted for.
- viii. Adherence to Standard Operating procedures in the skills laboratory
- ix. Students on clinical and community placement practice taught and supervised.

1.13 POSITION:	LABORATORY ATTENDANT
Number of vacancies:	1 (One)
Department:	Nursing or Midwifery
Salary Scale:	M15-NTS
Tenure:	Permanent

Purpose of the Job

Carry out cleaning and maintenance duties of the laboratory facilities. Ensures good housekeeping and adherence to safety and health regulations under guidance to perform day to day cleaning activities.

Qualifications

1. Should have 'O' Level certificate with a pass in Biology, Chemistry, Physics, Mathematics and English.
2. Should have experience of two (2) years in the relevant field.
3. Proven working experience as a Cleaner.
4. Ability to handle heavy equipment and machinery.
5. Knowledge of cleaning skills of laboratory linen, mannequin and equipment.
6. Knowledge of infection prevention and control.
7. Knowledge of waste segregation, management and disposal.
8. Ability to work as part of a team or independently when required.

Key Functions

- a) Perform daily cleaning of the skills laboratory floor, dump dusting of the walls, windows and skills laboratory structure.
- b) Perform cleaning of the sluice room
- c) Wash the skills laboratory linen, staff uniforms and ensures that they are ironed
- d) Maintain the hygiene of the skills laboratory by performing waste segregation and management including waste disposal
- e) Empty specialist waste bins and containers and remove to appropriate processing point in accordance with guidance and instructions provided.
- f) Assist in carrying supplies, equipment to and from the skills laboratory as per instruction
- g) Perform and document routine inspection and maintenance activities
- h) Notify the Department of occurring deficiencies or needs for repairs
- i) Follow all health and safety regulations and operational SOPs as required.
- j) Carry out disinfection and sterilization of the skills laboratory equipment
- k) Clean any splash and clean any waste that may be generated during the teaching session in the skills laboratory.
- l) Carry out cleaning of the mannequins and other equipment
- m) Assist in the identification, quantification and documentation of cleaning supplies and personal protective equipment.

Key outputs

- I. Skills laboratories and sluice are cleaned, dump dusted

- II. Skills laboratory linen and staff uniform washed and cleaned
- III. Supplies are delivered to and from the skills laboratory
- IV. Mannequins and other equipment maintained clean
- V. Waste segregation, handling and disposal appropriately carried out

1.14 POSITION:	LECTURER
Number of vacancies:	1 (One)
Area of Specialization:	Psychiatry
Salary Scale:	M6.1-TS
Tenure:	Permanent
Responsible to:	Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Medicine in Psychiatry.
2. MBChB or MBBS as the first degree.
3. At least two (2) years' teaching experience at the level of Assistant Lecturer in an Institution of Higher Learning or three (2) years of research in a reputable organization or 2 years of clinical work in Psychiatry.
4. Evidence of research in the relevant field with at least two (2) newly recognized publications within the last five years in a peer reviewed journal or a book or book chapters with ISBN Numbers.
5. Registration with the Uganda Medical and Dental Practitioners' Council with a valid practicing license.

Key functions

- a. Teach and assess undergraduate and postgraduate students according to set guidelines of the University.
- b. Mentor students.
- c. Conduct research.
- d. Supervise undergraduate and postgraduate research projects.
- e. Offer community service

Key Outputs

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, Grand rounds) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.15 POSITION: SENIOR LECTURER

Number of vacancies: 1 (One)
Area of Specialization: Paediatrics.
Salary Scale: M5-TS
Tenure: Permanent
Responsible to: Head of Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Medicine in Paediatrics.
2. MBChB or MBBS as the first degree.
3. At least three (3) years' teaching at the level of Lecturer in an Institution of Higher Learning or three (3) years of research in a reputable organization or 3 years of clinical work in Obstetrics and Gynecology.
4. Evidence of research in the relevant field with at least three (3) newly recognized publications within the last five years in a peer reviewed journal or a book or book chapters with ISBN Numbers.
6. Registration with the Uganda Medical and Dental Practitioners' council with a valid practicing license.

Key Functions

- a. Teach and assess undergraduate and postgraduate students according to set guidelines of the University.
- b. Mentor students.
- c. Conduct research.
- d. Supervise undergraduate and postgraduate research projects.
- e. Offer community service

Key Outputs

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, Grand rounds,) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.16 POSITION:	LECTURER
Number of vacancies:	1 (One)
Area of Specialization:	Paediatrics
Salary Scale:	M6.1-TS
Tenure:	Permanent
Responsible to:	Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Medicine in Paediatrics.
2. MBChB or MBBS as the first degree.
3. At least two (2) years' teaching at the level of Assistant Lecturer in an Institution of Higher Learning or three (2) years of research in a reputable organization or 2 years of clinical work in Paediatrics.
4. Evidence of research in the relevant field with at least two (2) newly recognized publications within the last five years in a peer reviewed journal or book chapters with ISBN Numbers.
5. Registration with the Uganda Medical and Dental Practitioners' Council with a valid practicing license.

Key Functions

- a) Teach and assess undergraduate and postgraduate students according to set guidelines of the University.
- b) Mentor students.
- c) Conduct research.
- d) Supervise undergraduate and postgraduate research projects.
- e) Offer community service

Key Outputs

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, and Grand rounds) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.17 POSITION: ASSISTANT LECTURER

Number of vacancies: 1 (One)
Area of Specialization: Paediatrics
Salary Scale: M6.2-TS
Tenure: Permanent
Responsible to: Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Medicine in Paediatrics.
2. MBChB or MBBS as the first degree.
3. Registration with the Uganda Medical and Dental Practitioners' Council with a valid practicing license.

Key Functions

- a. Teach and assess undergraduate students according to set guidelines of the University.
- b. Mentor students.
- c. Conduct research.
- d. Supervise undergraduate research projects.
- e. Offer community service

Key Outputs

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, Grand rounds, Surgeries) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.18 POSITION: SENIOR LECTURER

Number of vacancies: 1 (One)
Area of Specialization: Internal Medicine
Salary Scale: M5-TS
Tenure: Permanent
Responsible to: Head of Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Medicine in Internal Medicine.
2. MBChB or MBBS as the first degree.
3. At least three (3) years' teaching at the level of Lecturer in an Institution of Higher Learning or three (3) years of research in a reputable organization or 3 years of clinical work in Obstetrics and Gynecology.
4. Evidence of research in the relevant field with at least three (3) newly recognized publications within the last five years in a peer reviewed journal or book chapters with ISBN Numbers.
5. Registration with the Uganda Medical and Dental Practitioners' Council with a valid practicing license.

Key Functions

- (a) Teach and assess undergraduate and postgraduate students according to set guidelines of the University.
- (b) Mentor students.
- (c) Conduct research.
- (d) Supervise undergraduate and postgraduate research projects.
- (e) Offer community service

Key Outputs

- i. Lectures, seminars, tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, Grand rounds,) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.19 POSITION:	LECTURER
Number of vacancies:	1 (One)
Area of Specialization:	Internal Medicine
Salary Scale:	M6.1-TS
Tenure:	Permanent
Responsible to:	Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Medicine in Internal Medicine.
2. MBChB or MBBS as the first degree.
3. At least two (2) years' teaching at the level of Assistant Lecturer in an Institution of Higher Learning or two (2) years of research in a reputable organization or 2 years of clinical work in Internal Medicine.
4. Evidence of research in the relevant field with at least two (2) newly recognized publications within the last five years in a peer reviewed journal or book chapters with ISBN Numbers.
5. Registration with the Uganda Medical and Dental Practitioners' Council with a valid practicing license.

Key Functions

- a. Teach and assess undergraduate and postgraduate students according to set guidelines of the University.
- b. Mentor students.
- c. Conduct research.
- d. Supervise undergraduate and postgraduate research projects.
- e. Offer community service

Key Outputs

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, and Grand rounds) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.20 POSITION: ASSISTANT LECTURER

Number of vacancies: 1 (One)
Area of Specialization: Internal Medicine
Salary Scale: M6.2-TS
Tenure: Permanent/Contract
Responsible to: Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Medicine in Internal Medicine.
2. MBChB or MBBS as the first degree.
3. Registration with the Uganda Medical and Dental Practitioners' Council with a valid practicing license.

Key Functions

- a. Teach and assess undergraduate students according to set guidelines of the University.
- b. Mentor students.
- c. Conduct research.
- d. Supervise undergraduate research projects.
- e. Offer community service

Key Outputs

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, Grand rounds, Surgeries) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.21 POSITION:	LECTURER
Number of vacancies:	1 (One)
Area of Specialization:	Surgery
Salary Scale:	M6.1-TS
Tenure:	Permanent
Responsible to:	Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Medicine in Surgery.
2. MBChB or MBBS as the first degree.
3. At least two (2) years' teaching at the level of Assistant Lecturer in an Institution of Higher Learning or two (2) years of research in a reputable organization or two (2) years of clinical work in Surgery.
4. Evidence of research in the relevant field with at least two (2) newly recognized publications within the last five years in a peer reviewed journal or book chapters with ISBN Numbers.
5. Registration with the Uganda Medical and Dental Practitioners' Council with a valid practicing license.

Key Functions

- a. Teach and assess undergraduate and postgraduate students according to set guidelines of the University.
- b. Mentor students.
- c. Conduct research.
- d. Supervise undergraduate and postgraduate research projects.
- e. Offer community service

Key Outputs

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, Grand rounds Surgeries) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.22 POSITION: ASSISTANT LECTURER

Number of vacancies: 1 (One)
Area of Specialization: Surgery
Salary Scale: M6.2-TS
Tenure: Permanent/
Responsible to: Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Medicine in Surgery.
2. MBChB or MBBS as the first degree.
3. Registration with the Uganda Medical and Dental Practitioners' council with a valid practicing license.

Key Functions

- a. Teach and assess undergraduate students according to set guidelines of the University.
- b. Mentor students.
- c. Conduct research.
- d. Supervise undergraduate research projects.
- e. Offer community service

Key Outputs

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, Grand rounds, Surgeries) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.23 POSITION:	LECTURER
Number of vacancies:	1 (One)
Area of Specialization:	Public Health
Salary Scale:	M6.1-TS
Tenure:	Permanent
Responsible to:	Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Science in Public Health.
2. Bachelors degree in a Health related discipline
3. At least two (2) years' teaching at the level of Assistant Lecturer in an Institution of Higher Learning or two (2) years of research in a reputable organization.
4. Evidence of research in the relevant field with at least two (2) newly recognized publications within the last five years or a book or book chapters with ISBN Numbers.
5. Registration with Medical and Dental Practitioners' council with a valid practicing license.

Key Functions

- a. Teach and assess undergraduate and postgraduate students according to set guidelines of the University.
- b. Mentor students.
- c. Conduct research.
- d. Supervise undergraduate and postgraduate research projects.
- e. Offer community service

Key Outputs

- i. Lectures, seminars, tutorials conducted.
- ii. Teaching clinical sessions
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.24 POSITION: ASSISTANT LECTURER

Number of vacancies: 1 (One)
Area of Specialization: Public Health
Salary Scale: M6.2-TS
Tenure: Permanent/Contract
Responsible to: Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Science in Public Health.
2. Bachelors degree in a Health related discipline
3. Registration with the Uganda Medical and Dental Practitioners' Council with a valid practicing license.

Key Functions

- a. Teach and assess undergraduate and postgraduate students according to set guidelines of the University.
- b. Mentor students.
- c. Conduct research.
- d. Supervise undergraduate and postgraduate research projects.
- e. Offer community service

Key Outputs

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.25 POSITION: ASSISTANT LECTURER

Number of vacancies: 1 (One)
Area of Specialization: Anatomy
Salary Scale: M6.2-TS
Tenure: Permanent/Contract
Responsible to: Head of the Department

Purpose of the Job

Assist the Senior Staff in teaching undergraduate students, conducting practical's and in research activities.

Qualifications

- a) Master of Science in Anatomy, or Master of Medicine in (Surgery or Orthopaedics or Obstetrics and Gynaecology).
- b) MBChB or MBBS or BDS as first degree.
- c) Registration with the Uganda Medical and Dental Practitioners' Council with a valid practicing license.

Key Functions

- a. Teach and assess undergraduate and postgraduate students according to set guidelines of the University.
- b. Mentor students.
- c. Conduct research.
- d. Supervise undergraduate and postgraduate research projects.
- e. Offer community service

KEY OUTPUTS

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- vi. Student assessments done.
- vii .Number of community service activities carried out.

1.26 POSITION	:	ASSISTANT LECTURER
Number of vacancies	:	1 (One)
Area of Specialization	:	Pharmacology
Salary Scale	:	M6.2-TS
Tenure	:	Permanent/Contract
Responsible to	:	Head of the Department

Purpose of the Job

To assist the Senior Staff in teaching undergraduate students, conducting practicals and in research activities.

Qualifications

1. Master of Science in Pharmacology OR A Master of Medicine.
2. Bachelor's Degree in a Health related discipline.
3. Registration with a relevant professional Body.
4. Demonstrated Computer literacy.

Duties and Responsibilities

- a. Teach and assess undergraduate and postgraduate students according to set guidelines of the University.
- b. Mentor students.
- c. Conduct research.
- d. Supervise undergraduate and postgraduate research projects.
- e. Offer community service

Key Outputs

- i. Lectures, seminars, the tutorials conducted.
- ii. Teaching clinical sessions
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- vi. Student assessments done.
- vii. Number of community service activities carried out.

1.27 POSITION	:	ASSISTANT LECTURER
Number of vacancies	:	2 (Two)
Area of Specialization	:	Microbiology
Salary Scale	:	M6.2-TS
Tenure	:	Permanent
Responsible to	:	Head of the Department

Purpose of the Job

To assist the Senior Staff in teaching undergraduate students, conducting practical sessions and research activities

Qualifications

1. Master of Science in Microbiology
2. A Bachelor's Degree in a Health-related discipline.
3. Should have Computer literacy and Communication skills

Duties and Responsibilities

- a) To assist in preparing lectures, practical work and conducting them to undergraduate students.
- b) To assist in setting tests, examinations and coursework according to University Standards.
- c) To assist in marking tests and examinations scripts and compiling results according to grading standards of the University.
- d) To assist in administering and invigilating tests, examinations and coursework according to University standards.
- e) To assist in supervising students undertaking research in line with the University's guidelines and regulations.
- f) To conduct research in the area of specialization and disseminating research findings.

Key Outputs

- i. Lectures and practical work conducted to undergraduate students.
- ii. Tests, examinations and coursework set according to University Standards.
- iii. Tests, examinations and coursework administered and invigilated.
- iv. Student tests and examinations scripts marked and results compiled.
- v. Students undertaking research supervised.
- vi. Research in the area of specialization conducted and findings disseminated.

1.28 POSITION	:	LABORATORY TECHNICIAN
Department	:	Microbiology
Number of vacancies	:	01 (one)
Salary Scale	:	M11-NTS
Tenure	:	Permanent
Responsible to	:	Senior Laboratory Technician
Responsible for	:	Assistant Laboratory Technician

Purpose of the job

To manage the day-to-day functions of the Laboratory.

Qualifications

1. Diploma in Science Laboratory Technology OR Ordinary Diploma in Science Technology (Biological Techniques).
2. Ordinary Level and Advanced Level certificate or its equivalent.
3. Two years' work experience in a Teaching or Research laboratory.

Duties and Responsibilities

- a) To support students and academic staff in carrying out laboratory analyses of specimens using appropriate methods and procedures in the Microbiology Laboratory.
- b) To record and interpret test results arising out of laboratory analyses and investigations in research.
- c) To prepare specimens for teaching and or investigations in research.
- d) To implement laboratory standard operating procedures, safety and quality control standards.
- e) To undertake preventative maintenance of laboratory equipment.
- f) To set up equipment for teaching and investigations in research and prepare appropriate culture media, chemicals/reagents.
- g) To guide students and academic staff on laboratory procedures, proper use of chemicals/reagents and laboratory equipment.
- h) To prepare and maintain an up-to-date laboratory inventory.

Key Outputs

- i. Laboratory teaching experiments and or research conducted and supported.
- ii. Laboratory analyses and investigations recorded and results interpreted.
- iii. Specimens for teaching and or investigations in research prepared.
- iv. Laboratory standard operating procedures, safety measures and quality control standards implemented.
- v. Preventative maintenance of laboratory equipment undertaken.
- vi. Laboratory is set up for teaching and or investigation in research.

- vii. An up-to-date laboratory inventory maintained.

1.29 POSITION	:	LABORATORY ASSISTANT
Department	:	Microbiology
Number of vacancies	:	01 (one)
Salary Scale	:	M14-NTS
Tenure	:	Permanent
Responsible to	:	Assistant Laboratory Technician

Purpose of the Job

To assist in carrying out day to day laboratory teaching and investigations.
under the guidance of the team leader.

Qualifications

1. Should have a Certificate in Science Laboratory Technology from a recognized institution.
2. Should at least possess a one (1) year's work experience of laboratory practice in a teaching or research laboratory.
3. Should have good interpersonal relationship skills.
4. Should have integrity and be dependable.

Duties and Responsibilities

- a) Assists students and staff in carrying out laboratory experiments.
- b) Records and interprets test results arising out of laboratory analyses and investigations.
- c) Assists in the preparation of reagents and specimens for teaching and research.
- d) Assists in the Implementation of laboratory standard operating procedures, and quality control standards.
- e) Undertakes preventative maintenance of laboratory equipment.
- f) Assists in setting up the Laboratory for teaching and research.
- g) Guides students and academic staff on the safe use of chemicals/reagents and laboratory equipment.
- h) Maintains work area clean for the conduct of laboratory analyses and investigations.
- i) Ensures that glass/plastic ware is cleaned and stored.
- j) And any other official duties assigned by the supervisor

Key Outputs

- i. Students and academic staff supported in carrying out laboratory experiments.
- ii. Laboratory analyses and investigations recorded and results interpreted.
- iii. Preparation of samples and specimen supported.
- iv. Laboratory standard operating procedures, safety measures and quality control standards implemented.
- v. Preventative maintenance of laboratory equipment undertaken.
- vi. Laboratory set up for teaching and or research.
- vii. Laboratory work areas maintained clean.

1.30 POSITION: LECTURER

Number of vacancies: 1(One)
Department: Anaesthesia and Critical Care
Salary Scale: M6.1-TS
Tenure: Permanent/Contract
Responsible to: Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Medicine in Anaesthesiology and Critical Care.
2. MBChB or MBBS as the first degree.
3. At least two (2) years' teaching experience at the level of Assistant Lecturer in an Institution of Higher Learning or two (2) years of research in a reputable organization two (2) years of clinical work in Anaesthesiology and Critical Care.
4. Evidence of research in the relevant field with at least two (2) newly recognized publications within the last five years in a peer reviewed journal or a book or book chapters with ISBN Numbers.
5. Registration with Medical and Dental Practitioners' council with a valid practicing license.

Key Functions

- a. Teach and assess undergraduate and postgraduate students according to set guidelines of the University.
- b. Mentor students.
- c. Conduct research.
- d. Supervise undergraduate and postgraduate research projects.
- e. Offer community service

Key Outputs

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, Grand rounds Surgeries) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.31 POSITION	:	ASSISTANT LECTURER
Number of vacancies	:	1 (One)
Department	:	Anaesthesia and Critical Care
Salary Scale	:	M6.2-TS
Tenure	:	Permanent/Contract
Responsible to	:	Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Medicine in Anaesthesiology and Critical Care.
2. MBChB or MBBS as the first degree.
3. Registration with the Uganda Medical and Dental Practitioners' council with a valid practicing license.

Key Functions

- a. Teach and assess undergraduate students according to set guidelines of the University.
- b. Mentor students.
- c. Conduct research.
- d. Supervise undergraduate research projects.
- e. Offer community service

Key Outputs

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, Grand rounds, Surgeries) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.32 POSITION:	LECTURER
Number of vacancies:	1(One)
Department :	Radiology and Imaging Medicine
Salary Scale:	M6.1-TS
Tenure:	Permanent
Responsible to:	Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Medicine in Radiology and Imaging Medicine.
2. MBChB or MBBS or BDS as the first degree.
3. At least two (2) years' teaching at the level of Assistant Lecturer in an Institution of Higher Learning or three (2) years of research in a reputable organization or two (2) years of clinical work in Radiology and Imaging Medicine.
4. Evidence of research in the relevant field with at least two (2) newly recognized publications within the last five years in a peer reviewed journal or book chapters with ISBN Numbers.
5. Registration with Medical and Dental Practitioners' council with a valid practicing license.

Key Functions

- a) Teach and assess undergraduate and postgraduate students according to set guidelines of the University.
- b) Mentor students.
- c) Conduct research.
- d) Supervise undergraduate and postgraduate research projects.
- e) Offer community service

Key Outputs

- i. Lectures, seminars, tutorials conducted.
- ii. Teaching clinical sessions conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

1.33 POSITION	:	ASSISTANT LECTURER
Number of vacancies	:	1 (One)
Area of Specialization	:	Radiology and Imaging Medicine
Salary Scale	:	M6.2-TS
Tenure	:	Permanent
Responsible to	:	Head of the Department

Purpose of the Job

To teach, supervise, promote research, disseminate research findings, and participate in Community Service

Qualifications

1. Master of Medicine in Radiology and Imaging Medicine.
2. MBChB or MBBS as the first degree.
3. Registration with the Uganda Medical and Dental Practitioners' Council with a valid practicing license.

Key Functions

- a) Teach and assess undergraduate students according to set guidelines of the University.
- b) Mentor students.
- c) Conduct research.
- d) Supervise undergraduate research projects.
- e) Offer community service

Key Outputs

- i. Lectures, seminars, and tutorials conducted.
- ii. Teaching clinical sessions (Ward rounds, Outpatient clinics, Grand rounds, Surgeries) conducted.
- iii. Research conducted and research findings disseminated/published.
- iv. Students' research supervised.
- v. Student assessments done.
- vi. Number of community service activities carried out.

2.0 SCHOOL OF ENGINEERING AND TECHNOLOGY

2.1 POSITION	:	Industrial Liaison Officer
Salary Scale	:	M6.2-NTS
Tenure	:	Permanent
Responsible to	:	The Dean School of Engineering & Technology.
Responsible for	:	Departmental Industry Coordinators

PURPOSE OF THE JOB

To assist the Dean in promoting positive relations between the School and a wide range of industries for mutual benefit.

QUALIFICATIONS

1. Bachelor's degree in an Engineering field.
2. Masters degree in engineering is an added advantage.
3. Should have a minimum of three (3) years' relevant experience in manufacturing or service industry or industry liaison.
4. Good problem-solving, communication, negotiating and inter-personal skills.
5. Knowledge of commercialization, patenting, licensing, spin-offs, and ability to stimulate entrepreneurship and innovation an added advantage

KEY FUNCTIONS

1. Coordinates student's industrial visits, and student's participation in community-based projects
2. Represents the Institution's vision to industry, and liaises with industry to create and maintain partnerships for mutual benefit.
3. Liaises with other engineering communities, innovators, researchers and act as a contact person.
4. Assists staff and students in the delivery of industry-based attachments, internships, joint projects, seminars and career placements.
5. Organizes periodic meetings with industry partners, educational activities and prepare reports on industry collaborations
6. Brings industry perspective to students and gives seminars/courses which bring professional practice aspects to the engineering programs.
7. Disseminates information, encourages technology transfer and organizes recruitment events/fairs
8. Secures opportunities for research, consultancy and industry-based projects
9. Assist with general administration of the School.

KEY OUTPUTS

1. Relevant Policies, Procedures, Guidelines developed and approved
2. Industry partner's data base created and maintained
3. Industrial Visits arranged, carried out and reports written
4. Students assisted with industrial attachments and internships

5. Memoranda of Understanding (MoUs), contracts with industry prepared and signed.
6. Industry Collaboration/Joint-project reports written and submitted
7. Industry-related seminars/courses given

2.1 JOB TITLE : SENIOR LECTURER (COMPUTER ENGINEERING OR COMPUTER SCIENCE)

Department : Electronics and Computer Engineering

Number of Vacancies : 1 (One)

Salary Scale : M5

Responsible to : Head of department

Responsible for : Lower level Academic Staff in the relevant discipline

Purpose of the Job

To teach, supervise students and conduct research and publish.

Qualifications

1. PhD in Computer Engineering or Computer Science
2. A Master's degree in Computer Engineering or Computer Science or related Field
3. A Bachelor's degree in Computer Engineering or Computer Science or related Field
4. At least 8 years relevant teaching experience from a recognized higher educational institution
5. Evidence of continuous research with at least 8 publications in reputable refereed

Duties and Responsibilities

- a) Prepares well-researched lectures and delivers them to undergraduate and post-graduate students.
- b) Sets tests, examinations and course work.
- c) Administers and invigilates tests and examinations.
- d) Marks tests, course work and examinations scripts, compiles and grades examination results.
- e) Guides and advises students on their academic performance.
- f) Conducts research and disseminates research findings through conferences, seminars and publications.
- g) Supervises undergraduate and post graduate students undertaking research projects.
- h) Conducts seminars and tutorials.
- i) Contributes to the University and wider society through community service.

Key Outputs

- i. Well researched lectures delivered.
- ii. Tests, examinations and course work set.
- iii. Tests and examinations administered and invigilated.
- iv. Tests, course work and examination scripts marked and examinations results compiled and graded.
- v. Research undertaken and findings disseminated.
- vi. Students guided and advised on their performance.
- vii. Students undertaking research supervised.
- viii. Seminars and tutorials conducted.
- ix. Community outreach service done

2.1 JOB TITLE : SENIOR LECTURER (ELECTRONICS ENGINEERING OR TELECOMMUNICATION ENGINEERING)

Department : Electronics and Computer Engineering

Number of Vacancies : 1 (One)

Salary Scale : M5

Responsible to : Head of department

Responsible for : Lower level Academic Staff in the relevant discipline

Purpose of the Job

To teach, supervise students and conduct research and publish.

Qualifications

1. PhD in Electronic Engineering or Telecommunication Engineering or related Field
2. A Master's degree in Electronic Engineering or Telecommunication Engineering or related Field
3. A Bachelor's degree in Electronic Engineering or Telecommunication Engineering or related Field
4. At least 8 years relevant teaching experience from a recognized higher educational institution
5. Evidence of continuous research with at least 8 publications in reputable refereed

Duties and Responsibilities

- a) Prepares well-researched lectures and delivers them to undergraduate and post-graduate students.
- b) Sets tests, examinations and course work.
- c) Administers and invigilates tests and examinations.
- d) Marks tests, course work and examinations scripts, compiles and grades examination results.
- e) Guides and advises students on their academic performance.
- f) Conducts research and disseminates research findings through conferences, seminars and publications.
- g) Supervises undergraduate and post graduate students undertaking research projects.
- h) Conducts seminars and tutorials.
- i) Contributes to the University and wider society through community service.

Key Outputs

- i. Well researched lectures delivered.
- ii. Tests, examinations and course work set.
- iii. Tests and examinations administered and invigilated.
- iv. Tests, course work and examination scripts marked and examinations results compiled and graded.
- v. Research undertaken and findings disseminated.
- vi. Students guided and advised on their performance.
- vii. Students undertaking research supervised.
- viii. Seminars and tutorials conducted.
- ix. Community outreach service done

2.3 JOB TITLE : LECTURER (APPLIED MATHEMATICS)

Department : Electronic and Computer Engineering

Number of Vacancies : 1 (One)

Salary Scale : M6.1

Responsible to : Head of Department

Responsible for : Lower level Academic Staff

Purpose of the Job

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

Qualifications

1. A PhD in Applied Mathematics
2. A Master's degree in Mathematics
3. A Bachelors degree in Mathematics
4. Evidence of continuous research with at least 3 publications in reputable refereed journals

Duties and Responsibilities

- a) Prepares lectures and delivers them to undergraduate and post-graduate students.
- b) Sets tests, examinations and course work.
- c) Administers and invigilates tests and examinations.
- d) Marks tests, course work and examinations scripts, compiles and grades examination results.
- e) Guides and advises students on their academic performance.
- f) Attends to students non-academic challenges and refers those that need further counseling and guidance.
- g) Conducts research and disseminates research findings through conferences, seminars and publications.
- h) Supervises undergraduate and post graduate students undertaking research projects.

- i) Conducts seminars and tutorials.
- j) Contributes to the University and wider society through community service.

Key Outputs

- i. Lectures delivered.
- ii. Tests, examinations and course work set.
- iii. Tests and examinations administered and invigilated.
- iv. Tests, course work and examination scripts marked and examinations results compiled and graded.
- v. Research undertaken and findings disseminated.
- vi. Students guided and advised on their performance.
- vii. Student non-academic challenges attended to or referred.
- viii. Students undertaking research supervised.
- ix. Seminars and tutorials conducted.
- x. Community outreach service done.

2.3 JOB TITLE : LECTURER (COMPUTER ENGINEERING OR COMPUTER SCIENCE)

Department : Electronic and Computer Engineering

Number of Vacancies : 1 (One)

Salary Scale : M6.1

Responsible to : Senior Lecturer

Responsible for : Lower level Academic Staff

Purpose of the Job

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

Qualifications

1. PhD in Computer Engineering or Computer Science
2. A Masters degree in Computer Engineering or Computer Science or related Field
3. A Bachelors degree in Computer Engineering or Computer Science or related Field
4. Evidence of continuous research with at least 3 publications in reputable refereed journals

Duties and Responsibilities

- a. Prepares lectures and delivers them to undergraduate and post-graduate students.
- b. Sets tests, examinations and course work.
- c. Administers and invigilates tests and examinations.
- d. Marks tests, course work and examinations scripts, compiles and grades examination results.
- e. Guides and advises students on their academic performance.
- f. Attends to students non-academic challenges and refers those that need further counseling and guidance.
- g. Conducts research and disseminates research findings through conferences, seminars and publications.

- h. Supervises undergraduate and post graduate students undertaking research projects.
- i. Conducts seminars and tutorials.
- j. Contributes to the University and wider society through community service.

Key Outputs

- i. Lectures delivered.
- ii. Tests, examinations and course work set.
- iii. Tests and examinations administered and invigilated.
- iv. Tests, course work and examination scripts marked and examinations results compiled and graded.
- v. Research undertaken and findings disseminated.
- vi. Students guided and advised on their performance.
- vii. Student non-academic challenges attended to or referred.
- viii. Students undertaking research supervised.
- ix. Seminars and tutorials conducted.
- x. Community outreach service done.

2.4 JOB TITLE : SENIOR TECHNICIAN (ELECTRONICS)

Department : Electronic and Computer Engineering
Number of Vacancies : 1(one)
Salary Scale : M10
Responsible to : Head of Department
Responsible for : Technician
Age of Applicant : 28 to 40 years

Purpose of the Job

To provide technical support to teaching and learning, innovation and research, and community outreach in the School of Engineering and Technology

Qualifications

1. National Diploma in Electrical and Electronics Engineering OR Telecommunications from a recognised Institution.
2. At least 6 (six) years relevant experience in electronics

Key duties and responsibilities:

- a) Installs, sets up, troubleshoots and maintains equipment and facilities in good operating condition.
- b) Assists in the planning, preparation and running of lab practical sessions for students.
- c) Implements guidelines and regulations to ensure safety in the laboratory
- d) Assists in research, innovation, development and consultancy projects

2.5 JOB TITLE : TECHNICIAN (ELECTRONICS)

Department : Electronic and Computer Engineering
Number of Vacancies : 1(one)
Salary Scale : M12
Responsible to : Head of Department
Responsible for : Assistant Technician
Age of Applicant: : 28 to 40 years

Purpose of the Job

To provide technical support to teaching and learning, innovation and research, and community outreach in the School of Engineering and Technology

Qualifications

1. National Diploma in Electrical and Electronics Engineering or Telecommunications from a recognised Institution.
2. At least 2 (two) years relevant experience in electronics

Key duties and responsibilities:

- a) Installs, sets up, troubleshoots and maintains equipment and facilities in good operating condition.
- b) Assists in the planning, preparation and running of lab practical sessions for students.
- c) Implements guidelines and regulations to ensure safety in the laboratory
- d) Assists in research, innovation, development and consultancy projects

2.6 JOB TITLE : LAB/WORKSHOP ATTENDANT (ELECTRONIC LAB)

Department : Electronic and Computer Engineering
Number of Vacancies : 1(One)
Salary Scale : M15
Responsible to : Assistant Technician
Responsible for : None
Age of Applicant: : 28 to 40 years

Purpose of the Job

Assists the Technician in the installation, use, care and maintenance of Laboratory equipment and Laboratory areas.

Qualifications

1. UCE with Credit in English and Math
2. Certificate in Radio and TV Repairs or Telecommunications is an added advantage.

Duties and Responsibilities

- a) Installs, sets-up and configures workstations, servers and ICT devices like routers and switches.
- b) Assists in the instruction and orientation of users to existing or new IT hardware, their operation and basic maintenance.
- c) Operates test equipment to diagnose hardware malfunctions.
- d) Undertakes preventive maintenance of ICT hardware and electronics equipment.
- e) Assists in assembling, configuring, testing or dismantling/ disconnection of networks electronic equipment.
- f) Undertakes hardware upgrades.
- g) Identifies and prepares obsolete ICT hardware and other equipment for disposal in accordance with the existing policy on disposal of University assets.
- h) Installs communications equipment and fixtures including public address systems, television cables, branches, connectors and splitters, router cables.

Key Outputs

- i. Installation, setup and configuration of ICT hardware and devices supervised.
- ii. Support to User instruction and orientation to operation and basic maintenance of existing or new IT hardware provided.
- iii. Hardware malfunctions diagnosed.
- iv. Hardware or equipment malfunction assessed and appropriate cost effective measures advised.
- v. Preventive maintenance undertaken.
- vi. User ICT hardware requests evaluated, advised and supported.
- vii. Support for assembly, configuration and testing of networks electronic equipment provided.
- viii. Hardware upgrades done.
- ix. Obsolete hardware and other equipment for disposal identified.
- x. Communications equipment and fixtures installed.

2.6 JOB TITLE : LAB/WORKSHOP ATTENDANT (COMPUTER LAB)

Department : Electronic and Computer Engineering
Number of Vacancies : 1(One)
Salary Scale : M15
Responsible to : Assistant Technician
Responsible for : None
Age of Applicant: : 28 to 40 years

Purpose of the Job

To support the installation, maintenance and modification of computer hardware and related equipment the ICT laboratories.

Qualifications

1. UCE with Credit in English and Math
2. Certificate in International Computer Driving License is an added advantage

Duties and Responsibilities

- a) Installs, sets-up and configures workstations, servers and ICT devices like routers and switches.
- b) Assists in the instruction and orientation of users to existing or new IT hardware, their operation and basic maintenance.
- c) Operates test equipment to diagnose hardware malfunctions.
- d) Undertakes preventive maintenance of ICT hardware and electronics equipment.
- e) Assists in assembling, configuring, testing or dismantling/ disconnection of networks electronic equipment.
- f) Undertakes hardware upgrades.
- g) Identifies and prepares obsolete ICT hardware and other equipment for disposal in accordance with the existing policy on disposal of University assets.
- h) Installs communications equipment and fixtures including public address systems, television cables, branches, connectors and splitters, router cables.

Key Outputs

- i. Installation, setup and configuration of ICT hardware and devices supervised.
- ii. Support to User instruction and orientation to operation and basic maintenance of existing or new IT hardware provided.
- iii. Hardware malfunctions diagnosed.
- iv. Hardware or equipment malfunction assessed and appropriate cost effective measures advised.
- v. Preventive maintenance undertaken.
- vi. User ICT hardware requests evaluated, advised and supported.
- vii. Support for assembly, configuration and testing of networks electronic equipment provided.
- viii. Hardware upgrades done.
- ix. Obsolete hardware and other equipment for disposal identified.
- x. Communications equipment and fixtures installed.

2.7 JOB TITLE	:	SENIOR LECTURER
Department	:	Civil, Structural and Environmental Engineering
Number of Vacancies	:	1 (One)
Salary Scale	:	M5
Responsible to	:	Head of department
Responsible for	:	Lower level Academic Staff in the relevant discipline

Purpose of Job

To teach, supervise students and conduct research and publish.

Qualifications

1. PhD in Civil Engineering or related field
2. Honours Bachelors degree in Civil Engineering
3. At least 8 years relevant teaching experience in a recognized higher educational institution
4. Evidence of continuous research with at least 8 publications in reputable refereed journals

Duties and Responsibilities

- a) Prepares well-researched lectures and delivers them to undergraduate and post-graduate students.
- b) Sets tests, examinations and course work.
- c) Administers and invigilates tests and examinations.
- d) Marks tests, course work and examinations scripts, compiles and grades examination results.
- e) Guides and advises students on their academic performance.
- f) Conducts research and disseminates research findings through conferences, seminars and publications.
- g) Supervises undergraduate and post graduate students undertaking research projects.
- h) Conducts seminars and tutorials.
- i) Assists in the development of the Curriculum.
- j) Contributes to the University and wider society through community service.

Key Outputs

- i. Well researched lectures delivered.
- ii. Tests, examinations and course work set.
- iii. Tests and examinations administered and invigilated.
- iv. Tests, course work and examination scripts marked and examinations results compiled and graded.
- v. Research undertaken and findings disseminated.
- vi. Students guided and advised on their performance.
- vii. Students undertaking research supervised.
- viii. Seminars and tutorials conducted.
- ix. Community outreach service done

2.8 JOB TITLE	:	LECTURER
Department	:	Civil, Structural & Environmental Engineering
Number of Vacancies	:	1 (One)
Salary Scale	:	M6.1
Responsible to	:	Senior Lecturer
Responsible for	:	Lower level Academic Staff

Purpose of the Job

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

Qualifications

1. PhD in Civil Engineering
2. Honours Bachelor degree in Civil Engineering
3. Evidence of continuous research with at least 3 publications in reputable refereed Journals

Duties and Responsibilities

- a) Prepares lectures and delivers them to undergraduate and post-graduate students.
- b) Sets tests, examinations and course work.
- c) Administers and invigilates tests and examinations.
- d) Marks tests, course work and examinations scripts, compiles and grades examination results.
- e) Guides and advises students on their academic performance.
- f) Attends to students non-academic challenges and refers those that need further counseling and guidance.
- g) Conducts research and disseminates research findings through conferences, seminars and publications.
- h) Supervises undergraduate and post graduate students undertaking research projects.
- i) Conducts seminars and tutorials.
- j) Contributes to the University and wider society through community service.

Key Outputs

- i. Lectures delivered.
- ii. Tests, examinations and course work set.
- iii. Tests and examinations administered and invigilated.
- iv. Tests, course work and examination scripts marked and examinations results compiled and graded.
- v. Research undertaken and findings disseminated.
- vi. Students guided and advised on their performance.
- vii. Student non-academic challenges attended to or referred.
- viii. Students undertaking research supervised.
- ix. Seminars and tutorials conducted.
- x. Community outreach service done.

2.9 JOB TITLE	:	SENIOR LECTURER
Department	:	Mechanical and Mechatronic Engineering
Number of Vacancies	:	1 (One)
Salary Scale	:	M5
Responsible to	:	Head of department
Responsible for	:	Lower level Academic Staff in the relevant discipline

Purpose of the Job

To teach, supervise students and conduct research and publish.

Qualifications

1. Ph.D. in Thermodynamics or Mechanics or Materials Science.
2. Honors Bachelor's degree in Mechanical Engineering
3. At least 8 years relevant teaching experience in a recognized higher educational institution
4. Evidence of continuous research with at least 8 publications in reputable refereed journals

Duties and Responsibilities

- a) Prepares well-researched lectures and delivers them to undergraduate and post-graduate students.
- b) Sets tests, examinations and course work.
- c) Administers and invigilates tests and examinations.
- d) Marks tests, course work and examinations scripts, compiles and grades examination results.
- e) Guides and advises students on their academic performance.
- f) Conducts research and disseminates research findings through conferences, seminars and publications.
- g) Supervises undergraduate and post graduate students undertaking research projects.
- h) Conducts seminars and tutorials.
- i) Contributes to the University and wider society through community service.

Key Outputs

- i. Well researched lectures delivered.
- ii. Tests, examinations and course work set.
- iii. Tests and examinations administered and invigilated.
- iv. Tests, course work and examination scripts marked and examinations results compiled and graded.
- v. Research undertaken and findings disseminated.
- vi. Students guided and advised on their performance.
- vii. Students undertaking research supervised.
- viii. Seminars and tutorials conducted.
- ix. Community outreach service done

2.11 JOB TITLE	:	LECTURER
Department	:	Mechanical and Mechatronic Engineering
Number of Vacancies	:	1 (One)
Salary Scale	:	M6.1
Responsible to	:	Senior Lecturer
Responsible for	:	Lower level Academic Staff

Purpose of the Job

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

Qualifications

1. PhD in Mechanical Engineering field
2. An honors Bachelors degree in Mechanical Engineering
3. Evidence of continuous research with at least 3 publications in reputable refereed journals

Duties and Responsibilities

- a) Prepares lectures and delivers them to undergraduate and post-graduate students.
- b) Sets tests, examinations and course work.
- c) Administers and invigilates tests and examinations.
- d) Marks tests, course work and examinations scripts, compiles and grades examination results.
- e) Guides and advises students on their academic performance.
- f) Attends to students non-academic challenges and refers those that need further counseling and guidance.
- g) Conducts research and disseminates research findings through conferences, seminars and publications.
- h) Supervises undergraduate and post graduate students undertaking research projects.
- i) Conducts seminars and tutorials.
- j) Contributes to the University and wider society through community service.

Key Outputs

- i. Lectures delivered.
- ii. Tests, examinations and course work set.
- iii. Tests and examinations administered and invigilated.
- iv. Tests, course work and examination scripts marked and examinations results compiled and graded.
- v. Research undertaken and findings disseminated.
- vi. Students guided and advised on their performance.
- vii. Student non-academic challenges attended to or referred.
- viii. Students undertaking research supervised.
- ix. Seminars and tutorials conducted.
- x. Community outreach service done.

2.12 JOB TITLE : ASSISTANT LECTURER (ELECTRICAL ENGINEERING)

Department : Electrical and Energy Engineering

Number of Vacancies : 1 (One)

Salary Scale : M6.2

Responsible to : Lecturer

Responsible for : Lower level Academic Staff

Purpose of the Job

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

Qualifications

1. MSc in Electrical Machines or related area.
2. Honors Bachelors degree in Electrical Engineering.
3. Below 40 years

Duties and Responsibilities

- a) Assists to prepare lecture material and conducts lectures to undergraduate students under the guidance of a Lecturer.
- b) Assists in setting tests, examinations and coursework.
- c) Assists in marking tests and examinations scripts and compiling examinations results.
- d) Assists in administering and invigilating tests, examinations and coursework.
- e) Assists in supervising student projects under guidance and supervision of a Lecturer.
- f) Assists in mentoring junior staff in academic growth and research.

Key Outputs

- i. Lectures prepared and delivered under guidance.
- ii. Tests, examinations and coursework set under guidance.
- iii. Tests and examinations scripts marked and examinations results compiled under guidance.
- iv. Tests, examinations and coursework administered or invigilated under guidance.
- v. Students' projects supervised under guidance.

vi. Junior Academic Staff mentored.

3.0 FOOD INNOVATION INSTITUTE

3.1 JOB TITLE : ASSOCIATE PROFESSOR

Department : Food and Innovation Institute

Number of Vacancies : 1 (One)

Salary Scale : M4-TS

Responsible to : Director Food and Innovations Institute

Responsible for : Senior Lecturer

Purpose of the Job

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

Qualification

1. PhD in either Food Science and Technology or Nutrition or Dietetics.
2. A Masters degree in either Food Science and Technology or Nutrition or Dietetics.
3. An honors degree in either Food Science and Technology or Nutrition or Dietetics or related field.
4. Should have conducted research as a Senior Lecturer in the relevant discipline, published and had at least five (7) years of teaching in a recognized institution of higher learning.
5. Should have demonstrated academic excellence and had Three (3) new publications in area of specialization since promotion to the track of Senior Lecturer.
6. Should have supervised at least three (3) graduate students to completion since last promotion.
7. Should have a good track record of service to the public.

Duties and Responsibilities

- a) Prepares and delivers lectures to undergraduate and postgraduate students.
- b) Conducts research and disseminates research findings.
- c) Promotes knowledge transfer of his/her subject through original work.
- d) Guides and supervises students doing research.
- e) Conducts seminars
- f) Sets and marks tests, examinations and course work
- g) Guides and advises students on their performance.

Key Outputs

- i. Lectures prepared and delivered.
- ii. Research conducted and research findings disseminated.
- iii. Knowledge of his/her subject promoted through original work.
- iv. Students doing research supervised.
- v. Seminars conducted.
- vi. Tests, examinations and course work set, scripts marked and graded.
- vii. Students guided and advised on their performance.

4.0 CENTRAL ADMINISTRATION

4.1 POSITION	:	Research and Innovations Officer
Department	:	Research and Innovation
Salary Scale	:	M6.2-NTNS
Tenure	:	Permanent
Responsible to	:	Senior Research and Innovation
Responsible for	:	None

Purpose of the Job

To assist in the coordination of activities required for research projects to be undertaken by the University, and to the implementation of research activities

Qualifications

1. Honours Bachelors' Degree in Arts, or Social Sciences, or Law, or Commerce, or Business Administration, or Management from a recognized University.
2. At least three (3) years of work experience in research, Innovation, evaluation and, or policy in a reputable Organisation.
3. Skills/Competencies
 - Research methodology and research proposals writing.
 - Computer skills in word processing, spreadsheets and database.
 - Supervisory skills to guide teams of professionals Interpersonal and communication skills
 - Project planning and management.
 - High degree of integrity and confidentiality.
 - Project planning and management.
 - High degree of integrity and confidentiality

DUTIES AND RESPONSIBILITIES

- a) To assist in the development and implementation of a research agenda in line with the strategic focus of the University
- b) To identify opportunities for action research that the University can participate in and present these to the Head of Department.
- c) To draw up implementation maps for approved research ventures and lead research teams.
- d) To participate in the preparation of research abstracts and publication of organizational research findings and other documents for internal and external use.

- e) To participate in conceptualizing, designing and implementing action research projects in the University.
- f) To assist in conceptualizing, designing and implementing rapid assessments on current and relevant research topics.
- g) To identify knowledge gaps within the University projects as well as sector specific gaps and suggest how these can be filled within action research.
- h) To establish and maintain linkages with institutions of learning with the aim of strengthening the Research function in the Institute.
- i) To assist in presenting research findings for background research and implementation of the projects in internal or external meetings when called upon.
- j) To track and document all relevant policies, documents and news that are important to the University.

KEY OUTPUTS

- i. Development and implementation of a research agenda in line with the strategic focus of the University Supported.
- ii. Opportunities for action research that the university can participate in identified and presented to the Head of Department.
- iii. Implementation maps for approved research ventures and lead research teams drawn up.
- iv. Research abstracts and publication of organizational research findings and other documents for internal and external use prepared
- v. Rapid assessments on current and relevant research topics conceptualized, designed and implemented.
- vi. knowledge gaps within the university projects as well as sector specific gaps identified and acted upon.
- vii. Action research projects in the University conceptualized, designed and implemented.
- viii. Linkages with institutions of learning with the aim of strengthening the Research function established and maintained
- ix. Research findings for background research and implementation of the projects in internal or external meetings presented.
- x. All relevant policies, documents and news that are important to the university tracked and documented

4.2 POSITION	:	Systems Administrator (Web Developer)
Department	:	ICT
Salary Scale	:	M6.2-NTS
Tenure	:	Permanent
Responsible to	:	Senior Systems Administrator
Responsible for	:	None

Purpose of the Job

To implement, supervise and maintain the University's website and its infrastructure.

Qualifications

- i. Bachelor's degree in Computer Science or Information Technology or Computer Systems Engineering or Computer Mathematics from a recognized institution.
- ii. Professional certification in any one or more of the following will be an added advantage:
Microsoft Certified System Administrator (MCSA), Microsoft Certified Solutions Expert (MCSE) – Data Platform or Business Intelligence, IBM Certified Database Administrator (ICDA), Oracle Database Certification (ODC), CISCO Certified Network Associate (CCNA), CISCO Certified Network Professional (CCNP), Certified Network Associate (CAN), Linux Professional Institute Certification (LPIC), Microsoft Certified System Administrator (MCSA) or Microsoft Certified System Engineer (MCSE).
- iii. Should have good communication skills.
- iv. Should be able to effectively supervise a multi-skilled technical team.

Duties and Responsibilities

1. To develop or reviews the University website security risk management framework and strategies.
2. To identify threats, and design, implement and monitor security measures for the protection of university website
3. To provide project and team leadership for management of Website infrastructure and administration.
4. To configure and troubleshoots website.

5. To constantly evaluate website performance by checking metrics such as loading time and memory consumption.
6. To administer, monitor and maintain all logging systems, website systems and network appliances
7. To provide technical support maintenance after setup upgrades and improvements on the University website.
8. to develop and document standard operating procedures and protocols to mitigate security vulnerabilities of the website.

Key Outputs

- a) University ICT security risk management framework and strategies developed or reviewed.
- b) Security threats identified and measures to deal with them developed and monitored.
- c) Project and team leadership for all security initiatives and administration provided.
- d) Security infrastructure devices configured and tested.
- e) Project plans, risk assessments and contingency plans for management of breaches in security developed and implemented.
- f) Technical expertise in the event of breach or infringement on the security of the ICT infrastructure provided.
- g) Logging systems monitored and security-related systems and network appliances administered and maintained.
- h) Security assessments undertaken and reported and advice on security enhancement tendered.
- i) Standard operating procedures and protocols to mitigate security vulnerabilities developed and documented.
- j) Notification of new ICT security threats tendered and appropriate course of action advised.
- k) Lower level ICT staff in the Department supervised, mentored, coached, counselled and appraised.
- l) Other official duties as assigned by the Deputy Director/ ICT Services done.

4.3 POSITION	:	Multimedia Specialist
Department	:	Open Distance E-learning
Salary Scale	:	M6.2-NTS
Tenure	:	Permanent
Responsible to	:	Senior Education Technologist
Responsible for	:	None

Purpose of the job:

To produce High Quality multimedia content in audiovisual technology, video production, photography and other digital media to support instructional priorities, communications and marketing.

Qualifications

1. Bachelor's degree in either Communication, Media Production, Computer Science, Information Technology or a related field from a recognized University.
2. At least 3 years' experience in managing a multimedia setting and producing high quality video/multimedia content, including using a wide variety of multimedia technology and equipment in educational or media settings.
3. Experience with formatting data into visually appealing multimedia deliverables.
4. Mastery of software and tools for video production, animation and graphic design
5. Demonstrated ability to incorporate audio, video, graphics and textual data to create presentations.
6. Experience in managing and troubleshooting computer and network problems and audiovisual technologies
7. Ability to work effectively in a team
8. Excellent verbal and written communications skills.

Key Functions:

1. To meet with end users, administrators, staff, and faculty to receive and assess needs, prioritize requests and create planning documents for video productions and other audiovisual services.
2. To coordinate schedules and provide outline of project for project execution with staff and other end users and estimated date of delivery.
3. To interview content experts and plan, script, and storyboard video/multimedia projects,
4. Conduct background research to evaluate client needs and advise on appropriate media
5. Lead the production and development of training and educational videos, or other media, from original concept to completed project
6. Develop multimedia artefacts like infographics, images, presentations, videos, animations, games, templates, branding elements and virtual reality objects
7. Post-production editing, including incorporation of computer-generated graphics and effects

8. Create original content for social media campaigns, news sites, and other marketing, communications, and/or instructional materials.
9. Manage lighting, audio, video, and relevant peripherals and control computer hardware and software for pre-production, production, and post production activities.
10. Oversee the design, planning, procurement, operation, maintenance, and support of technology and media equipment. Support audiovisual presentation room configurations.
11. Manage and troubleshoot computer and network problems, audiovisual technologies used in lecture rooms and other presentation settings; set-up presentation systems for seminars, meetings, and events; perform routine maintenance on audiovisual technologies and equipment.
12. Maintain media library using a digital asset management system; duplicate and distribute content; convert files for compatibility; research technology for both short- and long-term storage of media archives.
13. Work collaboratively with others to provide information and technical support.
14. Train and provide work direction to others.

4.4 POSITION	:	Enrolled Nurse
Department	:	Health Services
Salary Scale	:	M12-NTS
Tenure	:	Permanent
Responsible to	:	Assistant Nursing Officer
Responsible for	:	None

Purpose of the Job

To provide quality nursing and midwifery services in health facility and community.

Qualifications

- a) Diploma in Midwifery/ Nursing/ Psychiatric Nursing or Comprehensive Nursing
- b) Must be registered with the UNMC and hold a valid practicing license
- c) Competences

Behavioural competencies

- a) Concern for quality and standards
 - Checks own work and double checks the accuracy of particular information
 - Follows internal control procedures and ensures own compliance with standards
 - Takes action to improve performance and to ensure success
 - Endeavors to have clear information that relates to roles, performance expectations and tasks and accountability
- b) Ethics and integrity
 - Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards
 - Voluntarily modifies behaviour in order to hold to ethical standards
 - Observes the cardinal principles and code of conduct of the Public Service 52
- c) Public relations and customer care
 - Takes care to avoid behaviour that may portray a negative image of the organization
 - Follows up customer inquiries, requests and complaints and keeps customer updated about progress
 - Ensures courteous and professional service
 - Provides helpful information to clients
 - Sees oneself as a representative of the organization and acts in a way that promotes the organization
- d) Accountability
 - Accepts personal responsibility for own actions and inactions

- Uses public resources for the purpose for which they are voted and appropriated
- Provides required information on the use of resources provided
- Promptly accounts for any financial and other resources

e) Results orientation

- Demonstrates enthusiasm in accomplishing tasks and achieving goals
- Readily accepts responsibility and expresses enthusiasm about reaching goals
- Able to prioritize work and makes decisions that are aligned with established objectives
- Works to achieve job objectives and strives to improve results

Technical Competencies

a) Records and Information Management

- Collects, creates and receives records
- Identifies, retrieves, circulates and monitors records
- Respects and maintains the nature of records and information entrusted to him/her
- Ensures the security of records entrusted to him/her
- Understands the role of registries

b) Management of organizational environment

- Is aware of his/her job and what needs to be done
- Understands the contributions of the job in relation to the mission of the department and organization • Is able to identify the key stakeholders and the nature of the relationship.

c) Time management

- Maintains an organised work environment with easy access to necessary resources and files
- Maintains an organised filing system
- Takes specific steps to evaluate how time is used and to eliminate time wastage

d) Information communication technology (ICT)

- Uses existing technology to collect, organize, catalogue, classify and disseminate information

Duties and Responsibilities

- a) Provide quality nursing and midwifery services
- b) Prepare and submit reports
- c) Allocate and supervise duties of Enrolled Nurses

- d) Coach and mentor Enrolled Nurses
- e) Participate in research activities for evidence based practice
- f) Implement nursing protocols
- g) Manage performance of Enrolled Nurses
- h) Account for supplies and drugs
- i) Conduct PHC and health education
- j) Strictly adhere to code of conduct and ethics

4.5 JOB TITLE	:	ADMINISTRATOR
Number of Vacancies	:	One (1)
Department	:	University Secretary
Salary Scale	:	M6.2 NTNS
Responsible to	:	Senior Administrator
Responsible for	:	Assistant Administrator

PURPOSE OF THE JOB

To carry out general administration of the Office.

Qualifications

1. Honours Bachelor's degree in either Public Administration or Social Sciences or Development Studies or Social Work and Social Administration or Management Science or Law or Commerce (Management option) or Business Administration (Management Option) or Business Studies (Management option) or a related field from a recognized institution.
2. Should have at least three (3) years of experience in administration gained from a reputable organization.
3. Should have a Certificate in Administrative Law
4. Should be highly organized, mature and capable of interacting with high profile persons.
5. Should have people skills.
6. Should be computer literate.

DUTIES AND RESPONSIBILITIES

- a) Schedules appointments, organizes and takes minutes of meetings.
- b) Provides timely notification to the Responsible Officer of schedules on the calendar.
- c) Manages records of important contacts to the Office.
- d) Drafts administrative and other correspondences for the Responsible Officer as instructed.
- e) Undertakes official administrative assignments as instructed.
- f) Participates in the organization of University ceremonies and events involving the Responsible Officer.
- g) Organizes both local and international itineraries for the office including confirming travel, freight and hotel reservations.
- h) Compiles relevant data or information as instructed.
- i) Drafts speeches or briefs for the Responsible Officer.
- j) Oversees the security of persons and documents of the Office.
- k) Supervises and appraises the administrative support staff deployed to the Office.
- l) Provides regular briefs to the Responsible Officer on the functioning of the Office.

KEY OUTPUTS

- i. Appointments, meetings and other events are scheduled, organized and managed.
- ii. Timely notification of schedules on the calendar tendered.
- iii. Records of important contacts to the Office managed.
- iv. Administrative and other correspondences drafted.
- v. Official administrative assignments undertaken.
- vi. Support in the organization of University ceremonies and events involving the Responsible Officer provided.
- vii. Travel arrangements for the Responsible Officer managed.
- viii. Data or information required by the Responsible Officer compiled.
- ix. Speeches or briefs for the Responsible Officer drafted.
- x. Security of the office managed.
- xi. The administrative support staff of the Office supervised and appraised.
- xii. Regular brief to the Responsible Officer on the functioning of the Office tendered.

4.6 JOB TITLE	:	ASSISTANT ADMINISTRATOR
Number of Vacancies	:	Three (3)
Department	:	University Secretary
Salary Scale	:	M6.2 NTNS
Responsible to	:	Administrator
Responsible for	:	Office Assistant

PURPOSE OF THE JOB

To support the supervision of provision of shared administrative support services to the University.

Qualifications

1. Bachelors degree in either Public Administration or Social Sciences, Development Studies, Social Work and Social Administration, Management Science, Law, Commerce (Management option), Business Administration (Management option) or Business Studies (Management option) or a related field from a recognized institution.
2. Any relevant experience constitutes an added advantage.
3. Should have people skills.
4. Should be computer literate.

DUTIES AND RESPONSIBILITIES

- a) To supervise the delivery of common user goods and services.
- b) To coordinate mail, postage and courier services.
- c) To oversee the management of guests where deployed.
- d) To assist in the Unit where deployed in organizing events and ceremonies of a non-academic nature.
- e) To compile data and information for administrative decision making or speech preparation.
- f) To follow up and reports on status of implementation of administrative decisions taken by either Management or Council.
- g) To assist in assembling relevant administrative data or information as requested.
- h) To supervise and appraise lower level administrative and support staff.

KEY OUTPUTS

- i. Delivery of common user goods and services supervised.
- ii. Mail, postage and courier services coordinated.
- iii. Guest reception and schedules managed.
- iv. Assistance for organization of non-academic events and ceremonies provided.
- v. Data and information for administrative decision making or preparation of speeches compiled.
- vi. Status of implementing actionable administrative decisions tracked and reported.
- vii. Lower level administrative and support staff supervised and appraised.

4.7 JOB TITLE	:	LEGAL CLERK
Department	:	Legal Affairs Department
Salary Scale	:	M10 NTNS
Responsible to	:	Legal Officer
Responsible for	:	None

Purpose of the Job

Manage day-to-day operations of the Department by carrying out administrative functions and providing clerical support to the legal team.

Qualifications

1. Applicants should be Ugandans holding a Diploma Law from a recognized University or Institution
2. He/ she should possess Process Server Certificate.
3. Applicants should have a minimum of three (3) years working experience in a relevant field.
4. Competencies
 - Knowledge of Computer applications.
 - Good interpersonal skills.
 - Ability to work well under pressure.
 - Good presentation skills.
 - Good communication skills.

Duties and Responsibilities

- a) Delivering and receiving of Court related correspondence and Court process in the Legal Department
- b) Photocopying and filing Court related documents and others at large.
- c) Filing and taking out documents from court in line with laid down procedures.
- d) Maintaining and keeping Soroti University legal documents in line with Soroti University legal requirements.
- e) Receiving, recording and dispatching Soroti University legal correspondences in line with the Soroti University legal services Legal Department
- f) Conducting research on Soroti University legal matters and report the finds to the Soroti University advocates for further actions in line with Soroti University legal requirements.
- g) Any other duties that may be assigned from time to time.

Key Outputs

- i. Legal Research conducted;
- ii. Legal Officers kept updated on case files and court schedules;
- iii. Court documents filed;
- iv. Cases, legal opinions researched on behalf of Legal officers;
- v. Legal records secured;
- vi. University documents on legal matters served to particular destinations;
- vii. Clerical service provided to the Staff Tribunal.

4.8 JOB TITLE : Records Assistants

Department	:	Records and Information Management
Number of Vacancies	:	Two (2)
Salary Scale	:	M12 NTNS
Responsible to	:	Records Officer
Responsible for	:	None

Job Purpose

To help in the Management of University records.

Qualifications

1. Diploma in Library and Information Science or Information and Records Management from a recognised Institution.
2. Competences
 - (a) **Technical**
 - Information Communication and Technology;
 - Records and information management;
 - Coaching and mentoring;
 - (b) **Behavioral**
 - Communicating effectively
 - Time Management
 - Result Oriented

Key Functions

- a) Receiving, registering and classifying records;
- b) Opening files for keeping classified information and closing when due;
- c) Routing information and mails to officers responsible for action;
- d) Auditing records and record systems periodically in the hospital
- e) Organising and administering information in the registry and resource centre;
- f) Handling confidential matters as prescribed;
- g) Managing outflows and inflows of files and other correspondences;
- h) Tracking and restoring misplaced files to their rightful places;

Key outputs

- i. Records received, registered and classified;

- ii. Files opened for keeping classified information and closed when due;
- iii. Information and mails routed to officers responsible for action;
- iv. Records and record systems periodically audited;
- v. Information in the registry and resource centre organised and administered;
- vi. Confidential matters handled as prescribed;
- vii. Outflow and inflow of files and other correspondences
- viii. Misplaced files tracked and restored to their rightful places;

4.9 POSITIONS : ACADEMIC REGISTRAR

Salary Scale	:	M3
Responsible to	:	Vice Chancellor (Academic Affairs)
Responsible for	:	Deputy Academic Registrar Deans of Faculties or Schools Directors of Institutes, Colleges or other Academic bodies Senior Administrator

Purpose of the Job

To support the Deputy Vice Chancellor (Academic Affairs) in the administration and organization of all academic matters including admission, undergraduate studies, post graduate studies, examinations, research and publication.

Qualifications

1. Should have Hon. Bachelors and Master's degree in Management of higher Educational Institutions.
2. An earned PhD in relevant field is an added advantage.
3. Should have a minimum of ten (10) years working experience, five (5) of which should have been as Deputy Academic registrar in a recognised higher academic institution.
4. Applicants should be below 45 years of age
5. Should have strong leadership and communication skills.
6. Should be computer literate.
7. Should have a track record of high integrity and good managerial skills.

Duties and Responsibilities

The incumbent will be responsible for performing the following duties:

- a) Planning and coordinating curriculum development for all programs and courses taught at the university.
- b) Directing implementation of regulations governing student admissions requirements for all programs.
- c) Implementing all academic policies and procedures approved by the Council.
- d) Directing the safe custody of all documents and information relating to admissions, examinations and academic results.

- e) Coordinating the setting of teaching and examination timetables and sourcing for External Examiners.
- f) Directing compliance with approved schedules for setting and marking examinations and release of results.
- g) Monitoring and advises the Deputy Vice Chancellor/ Academic Affairs on cases of academic impropriety that may include fraud, dishonorable or scandalous conduct for action by the Senate.
- h) Organising and coordinates undergraduate, graduate, diploma and Certificate graduation ceremonies.
- i) Coordinating matters pertaining to administration of research grants and publications.
- j) Coordinating vetting of publications of Academic Staff for promotion.
- k) Providing secretarial services to Senate and its Committees.
- l) Organizing and coordinates all University Alumni activities.
- m) Coordinating the election of Deans, Directors and Heads of Academic Faculties and Departments.
- n) Setting performance targets, supervising and appraising staff of the Office.
- o) Performing any other duties as may be assigned from time to time by the supervisor.

Key Outputs

- i. Development of curricula coordinated.
- ii. Policy governing student admission enforced.
- iii. Students admitted.
- iv. Academic programs approved by Council implemented.
- v. Documents and information on admissions secured and properly managed.
- vi. Timetables for teaching and examinations prepared and External Examiners sourced.
- vii. Schedules for examinations setting, marking and release of results followed.
- viii. Advice on academic impropriety tendered and related cases reported.
- ix. Graduation ceremonies managed.
- x. Administration of research grants and publications coordinated.

- xi. Minutes of Senate meetings taken and decisions communicated and implemented as directed.
- xii. Alumni activities organized and coordinated.
- xiii. Election of Deans, Directors and Heads of Academic Faculties and Departments coordinated.
- xiv. Performance targets set and staff of the Office supervised and appraised.

4.10 JOB TITLE	:	ASSISTANT ACADEMIC REGISTRAR
Number of Vacancies	:	TWO (2)
Department	:	Office of the Academic Registrar
Salary Scale	:	M6.2
Responsible to	:	Senior Assistant Academic Registrar
Responsible for	:	None

Purpose of the Job

To assist in planning, coordinating and managing examinations.

Qualifications

1. Bachelor's degree in Education from a recognized institution.
OR
Bachelor's degree with a Post Graduate Diploma in Education from a recognized Institution of Higher Learning.
2. A minimum of three (3) years working experience in an Institution of Higher Learning.
3. Has good interpersonal and effective communication skills.
4. Has a high level of integrity.
5. Be computer literate.

Duties and Responsibilities

- a) Assist in compiling the University examinations time table.
- b) Assist in compiling and administering examinations papers.
- c) Assist in coordinating the issuance of examination cards to registered students.
- d) Assist in enforcing compliance with regulations governing examinations.
- e) Assist in monitoring the safe custody and integrity of examination results at Faculties.
- f) Assist in organizing arrangements for travel, accommodation and welfare of External Examiners.
- g) Assist in preparing and issuance of Academic Transcripts.
- h) Assist in verifying and certifying academic documents.

- i) Assist implementing and following-up on decisions relevant to the conduct of examinations.
- j) Assist in supervising and appraising lower level staff.

KEY OUTPUTS

- i. Examinations time table prepared.
- ii. Examination papers compiled and administered.
- iii. Examination cards issued.
- iv. Examinations regulations enforced.
- v. Examination results secured and properly kept.
- vi. Academic transcripts prepared and issued.
- vii. Academic transcripts verified and certified.
- viii. Implementation of decisions relevant to the conduct of examinations monitored.
- ix. Lower level staff supervised and appraised.

4.11 JOB TITLE	:	RECORDS OFFICER
Department	:	Records Management Unit
Salary Scale	:	M6.2
Responsible to	:	Senior Records Officer
Responsible for	:	Assistant Records Officer

Purpose of the Job

To facilitate the Records Management function to ensure records security, appropriate maintenance and ease of accessibility.

Qualifications

1. Should have an Honors Bachelor's degree in either, Records and Archives Management, Records Management & Information Science, or Library and Information Science.

OR

- Should have an Honours Bachelor's degree in Computer Science with a Post Graduate Diploma in Records Management or Information Science, Records and Archives Management, Records and Information Science or Library and Information Technology
2. Should have at three (3) years working experience in records management in a reputable organization.
3. Should have excellent organizational skills.
4. Should be computer literate.
5. Should have good interpersonal relationship and communication skills.

Duties and Responsibilities

- a) Initiates, develops and implements programs, procedures and strategies for the records section in line with University policies.
- b) Develops work plans for records section in line with work targets.
- c) Implements and evaluates the effectiveness and impact of records policies.
- d) Sets up and monitors records management information systems or electronic data management systems.

- e) Periodically audits the University records management system.
- f) Coordinates the transition of records from semi current to archives.
- g) Identifies and reports risks and hazards or where appropriate take action to eliminate or mitigate against the risk occurring again

Key Outputs

- i. Programs, procedures and strategies for the records section initiated, developed and implemented.
- ii. Work plans for records function developed in line with work targets.
- iii. Records policies implemented; and effectiveness and impact evaluated.
- iv. Records Management Information Systems or Electronic Data Management Systems set up and monitored.
- v. University records management system audited.
- vi. Transition of records from semi current to archives coordinated.
- vii. Risks and hazards identified and reported or appropriate action taken.

4.12 JOB TITLE	:	DIRECTOR PLANNING
Department	:	DIRECTORATE OF PLANNING
Salary Scale	:	M3
Responsible to	:	Deputy Vice-Chancellor
Responsible for	:	Deputy Director Planning

Purpose of the Job

To provide strategic leadership the planning function in the university.

Qualifications

1. Master's degree in either Economics or Planning or Statistics or other relevant discipline.
2. Bachelor's degree in either Economics or Statistics or other relevant quantitative discipline.
3. At least eight (8) years' experience in a planning department of a reputable organization three (3) of which should have been at a senior management level
4. Should have good leadership, communication and interpersonal skills.
5. Must be proficient in using relevant computer packages.
6. Should be able to work as a member of a team.
7. Must be a person of high integrity

Duties and Responsibilities

1. Coordinates the planning of University projects and the implementation of programs according to the development strategy of the University.
2. Coordinates the preparation and production of short and long term corporate plans.
3. Ensures the provision of technical support to the different University departments and to facilitate them in the identification of the various development projects.

4. Monitors the implementation of programs to ensure that programs/projects are implemented according to approved plans and schedules.
5. Ensures accurate maintenance of project data for use by various Heads of departments.
6. Initiates and monitor the progressive development of the planning process within various planning centres in the University.
7. Coordinates the formulation of the University policies, their implementation and their cost implications for the effective management of the University programs.

Key Outputs

- i. Planning of the University projects coordinated and programs implemented according to the University strategic plan.
- ii. Preparation and production of the short and long term corporate plans coordinated.
- iii. Technical support provided to departments and departments facilitated to identify developmental projects.
- iv. Implementation of programs monitored.
- v. Formulation of University policies coordinated.

4.13 JOB TITLE : PRINCIPLE QUALITY ASSURANCE OFFICER

Department : Quality Assurance

Salary Scale : M5

Responsible to : Manager Quality Assurance

Responsible for : Senior Quality Assurance Officer

Purpose of the Job

To provide technical support in the quality assurance standards and accreditation of programs for the products of the University in line National, Regional and International criteria.

Qualifications

1. Master's Degree with excellent record of teaching, research, administration and or community service.
2. Should have broad knowledge of the National, Regional and International academic systems, standards, norms and practices as they relate to Quality Assurance standards of education in institutions of higher learning.
3. ISO certification as a qualified Auditor or Assessor
4. Should have experience in quality rating and assessment.
5. Should be proficient in the use of information technology.
6. Should have Six (6) years proven experience three (3) of which should have been at senior management level in a reputable Institution.
7. Should have good, communication and people skills.
8. Should have knowledge of the law and National, Regional and International standards and practices of quality assurance governing Universities.
9. Should have a high level of demonstrated personal integrity.

Duties and Responsibilities

- a) To support the Development and review of policies, quality assurance framework, plans, tools and strategies for approval by Council or other relevant decision making organ of the University.

- b) To lead the monitoring of quality assurance requirements for teaching, learning, research and community outreach programs.
- c) To provide technical and professional support to the various academic and administrative units in the implementation or enhancement of quality assurance systems within the University.
- d) To lead the evaluation of quality assurance or inspection reports from the various units of the university.
- e) To lead the conduct of quality management system audits and conformity assessments by external advisors, assessors and auditing, certification, accreditation or pre-qualification bodies.
- f) To lead the sensitization, education and training of both staff and other relevant Stakeholders in Quality Management Systems.

Key Outputs

- i. Response to and implementation of policies and decisions, quality standards and any quality requirements by recognized decision making authorities managed.
- ii. Quality assurance requirements for teaching, learning, research and community outreach programs monitored and advice tendered.
- iii. Technical and professional support for implementation or enhancement of quality assurance systems within the University provided.
- iv. Quality Assurance teams and quality assurance and quality enhancement activities supervised.
- v. Quality management systems of the University planned, implemented and continually improved.
- vi. Quality assurance or inspection reports evaluated.
- vii. Provision of technical support in eliminating impediments to implementation of quality programs managed.
- viii. Conduct of quality management system audits and conformity assessments coordinated.
- ix. Sensitization, education and training of both staff and other relevant stakeholders in Quality Management Systems undertaken.

4.14 JOB TITLE : ASSISTANT INVENTORY MANAGEMENT OFFICER

Department : Inventory Management

Salary Scale : M7

Responsible to : Inventory Management Officer

Responsible for : Assistant Inventory Management Officer

Purpose of the Job

To ensure that stores are properly kept, maintained and properly issued out to users in the University.

Qualifications

1. Should have an Honours Bachelor's Degree in Stores Management or Purchasing and Supplies Management.
2. Should have records and information management skills.
3. Should have communication and interpersonal relationship skills.
4. Experience in Stores Management is an added advantage.

Duties and Responsibilities

- a) To receive, record and store goods and supplies.
- b) To receive approved requisitions and issues stores accordingly.
- c) To take stock of the various items in store.
- d) To ensure safety of supplies while in the store.
- e) To receive, check and verifies supplier's invoices.
- f) To keep up-to-date stock records and prepare requisite stores report.
- g) To ensure optimum stock levels are maintained in store.

Key Outputs

- i. Goods and supplies received, recorded stored.
- ii. Approved requisitions received and stores issued accordingly.
- iii. Safety of supplies ensured.
- iv. Stock of various items in store taken.

- v. Supplier's invoices received, checked and verified.
- vi. Up-to-date stock records kept and requisite stores report prepared.
- vii. Optimum stock levels maintained in the store.

4.15 JOB TITLE	:	PROCUREMENT OFFICER
Department	:	Procurement and Disposal Unit
Salary Scale	:	M6.2
Responsible to	:	Senior Procurement Officer
Responsible for	:	Assistant Procurement Officer

Purpose of the Job

Provide technical advice and guidance on procurement and disposal to Sub-Contracts Committees and the User Units in the University.

Qualifications

1. Honours Bachelor's degree in Procurement or Purchasing and Supplies Chain Management or Logistics and Supply Chain Management from a recognized institution.
2. Should have atleast three (3) years relevant working experience in procurement from a recognized Institution.
3. Must have finished CIPS level IV
4. Should have in-depth knowledge of laws governing procurement and disposal.
5. Should have the ability to build, lead, and work with teams.
6. Should be computer literate.
7. Should have well developed communication and interpersonal relationship skills.

Duties and Responsibilities

- a) To provide secretarial services to the Contracts-Sub Committees.
- b) To liaise with end-users and compile all procurement requirements for the University Units.
- c) To guide the suppliers on procurement and disposal procedures.
- d) To verify documentation relating to procurement and disposal, and organizes the documentation for easy use by all interested parties.

- e) To liaise with Accounts to ensure availability of procurement funds and timely payments to suppliers/Consultants/ contractors.
- f) To prepare periodic reports for the Contracts Committee and Public Procurement and Disposal of Public Assets Authority.

Key Outputs

- i. Secretarial services provided to the Contracts-Sub Committees.
- ii. Liaison with end-users maintained and all procurement requirements for the University Units compiled.
- iii. Suppliers guided on procurement procedures
- iv. Documentation relating to procurement and for easy use by users verified and organized.
- v. Availability of procurement funds and timely payments to suppliers/Consultants/ contractors ensured through liaison with Accounts.
- vi. Periodic reports prepared for the Contracts Committee and Public Procurement and Disposal of Public Assets Authority.

4.16 JOB TITLE	:	Deputy Director (Internal Audit)
Department	:	Internal Audit
Salary Scale	:	M4-NTNS
Responsible to	:	The Vice-Chancellor
Responsible for	:	Principal Internal Auditor

PURPOSE OF THE JOB

To provide technical guidance to Internal Audit team assignments relating to financial, performance, quality assurance, forensic, and IT audits.

Qualifications

1. A Master's degree in either Commerce (Accounting and Finance option) OR Science (Accounting and Finance) OR Business Administration (Accounting and Finance option).
2. A Honours Bachelor's degree in either Commerce, Accounting and Finance, Economics or Business Administration.
3. Should have a full professional accounting qualification such as CPA, or ACCA, or CIA or CIMA.
4. Should be a Member of a relevant professional body.
5. At least Eight (8) years working experience in accounting or financial management of a reputable organization, five (5) of which should have been at a senior management level
6. Should have high integrity with good communication and people skills.
7. Should be computer literate.

Duties and Responsibilities

- a) To coordinate and review audit plans and programs based on the risk profile of the University and advises accordingly.
- b) To manage compliance to rules and regulations in all audit engagements.
- c) To guide, directs and supervise team/s executing audits.
- d) To review and submit internal audit reports.

- e) To coordinate internal audit activities with Audit Committees and other relevant stakeholders.
- f) To assess and report on implementation of audit recommendations.
- g) To appraise and develop internal audit staff.

KEY OUTPUTS

- i. Audit plans and programs coordinated, reviewed and advised.
- ii. Compliance to rules and regulations in all audit engagements managed.
- iii. Audit team/s guided, directed or supervised.
- iv. Internal team/s audit reports reviewed and submitted.
- v. Internal audit activities coordinated.
- vi. Implementation of audit recommendations assessed and reported.
- vii. Internal audit staff appraised and developed.

4.17 JOB TITLE	:	Senior Counsellor
Department	:	Dean of Students Office
Salary Scale	:	M6.1-NTNS
Responsible to	:	Deputy Dean of Students
Responsible for	:	Counsellor

Purpose of the Job

To coordinate the provision of counseling and guidance services to the students and members of staff.

Qualifications

1. Should have a minimum of Master's Degree in Guidance and Counseling or its equivalent from a recognized awarding University / Institution.
2. Should have an Honours Bachelor's Degree in Guidance & Counseling or its equivalent from a recognized awarding University / Institution.
3. Should have at least six (6) years' working experience, three (3) of which must have been at level of Counsellor in a University setting or Institution of Higher learning preferably in students' welfare.
4. Should have good interpersonal relations.
5. Should have skills in handling students' problems and welfare.
6. Should be mature person with positive attitude towards people.
7. Should possess high supervision and coordination skills.

Duties and Responsibilities

1. To coordinate the planning and development of appropriate programs, strategies and activities for counselling and guidance at the University.
2. To counsel and guide staff and students to resolve their problems of any nature.
3. To provide competent advice to students on their careers.
4. To compile and maintain a record of useful information on guidance and counseling services and make it available to the clients.
5. To support the Dean of Students, the Medical Officer, the Wardens and other University's departments organs in the day-to-day care of staff and students as the cases may require.
6. To coordinate the development and dissemination of guidelines on counseling and guidance services.
7. To organize and conduct counselling and guidance training programs and mentorship
8. To refer clients to other specialized service entities found appropriate.

Key Outputs

- i. Programs, strategies and actuals planned and implemented
- ii. Staff and students assisted in resolving their problems
- iii. Career advice given to students.
- iv. Useful information on guidance and counseling compiled and maintained.
- v. Information gathered from other career guidance and counseling organizations/departments.
- vi. Seminars on guidance and counseling organized for staff and students.

4.18 JOB TITLE	:	SPORTS TUTOR
Department	:	Dean of Students Office
Salary Scale	:	M6.2-NTS
Responsible to	:	Deputy Dean of Students
Responsible for	:	Sports Technician

PURPOSE OF THE JOB

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

Qualifications

1. Should have an Honours Bachelor's degree in Sports Science, Physical Education or Science Education with Physical Education as a Teaching Subject or Sport and Exercise Physiology or Sports Management or Biological Sciences from a recognized institution.
2. Should have a minimum of three (3) years working experience in sports administration gained from a reputable organization.
3. Should have coaching qualifications in at least one game.
4. Working experience with students is an added advantage.

Duties and Responsibilities

- a) To prepare students for participation in National, Regional and International games and sporting events.
- b) To implement sporting and recreational programs for the University.
- c) To notify the medical team of the physical condition of players for necessary action.
- d) To participate in sports and recreation sponsorship and fundraising events.
- e) To supports the running of University sports tournaments and other sporting and recreational events.
- f) To compile data to update University inventory of sporting and recreational equipment and facilities.

- g) To coach University Teams in the relevant field of expertise.
- h) To manage the welfare of the University sports team while on training.
- i) To liaise with the University Games Union to organize and co-ordinate University sports and recreation programs.
- j) To coordinate the production and dissemination of sports publications at the University e.g. Sports fixtures, results, sports magazines and Journals.
- k) To supervise support staff tending the sports grounds.

Key Outputs

- i. Students participated in National, Regional and International games and sporting events prepared.
- ii. Sporting and recreational programs implemented.
- iii. Physical condition of players notified.
- iv. Support for sports and recreation sponsorship and fundraising events provided.
- v. Support for running sports tournaments and other sporting and recreational events provided.
- vi. Data for updating the inventory of sporting and recreational equipment and facilities compiled.
- vii. University Teams coached.
- viii. Welfare of the training University sports team managed.
- ix. Coordination of sports and recreation programs with the University Games Union undertaken.
- x. Production and dissemination of sports publications coordinated.
- xi. Support staff tending sports grounds supervised.

4.20 JOB TITLE	:	LIBRARY ASSISTANT
Department	:	University Library
Salary Scale	:	M12 -NTNS
Responsible to	:	Assistant Librarian
Responsible for	:	Library Attendant

Purpose of The Job

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

Qualifications

1. Diploma in Library Studies or Information Science from a recognized institution.
2. Should have good organizational skills and interpersonal relationship skills.
3. Computer literacy is an added advantage.

Duties and Responsibilities

- a) Assists library users in locating required library materials and handles general inquiries about Library services.
- b) Processes loaned and borrowed library materials.
- c) Sorts, dusts and shelves books and other reading materials.
- d) Maintains library records and performs security checks.
- e) Opens and closes the library as stipulated.
- f) Monitors the security of books, furniture and other assets of the library.
- g) Assists with Library stock maintenance and presentation including shelf arrangement and mounting displays.
- h) Operates reproduction equipment in the Library including photocopiers and scanners.

Key Outputs

- i. Library users directed and basic inquiries answered.
- ii. Loaning and borrowing of Library materials processed.
- iii. Books and other reading materials sorted, dusted and shelved.
- iv. Library records maintained and security checks performed.

- v. Library opened and closed as scheduled.
- vi. Security of Library resources and other assets monitored.
- vii. Library stock maintenance and presentation supported.
- viii. Reproduction equipment operated.

4.21 JOB TITLE : DEPUTY DIRECTOR (ESTATES AND WORKS)

Number of vacancies : 1 (one)
Department : Estates and Works
Salary scale : M4-NTS
Responsible to : University Secretary
Responsible for : Assistant Director

Purpose of the Job

To provide strategic leadership of the estates function in the University

Qualifications

1. Should have a Master's degree in a related field from a recognized institution.
2. An Honours Bachelors degree in Civil Engineering from a recognized institution
3. Should be a registered Engineer with Uganda Engineers Registration Board (UERB).
4. Should have strong leadership, interpersonal and negotiating skills as well as good communication skills.
5. Should have the ability to manage simultaneous (multiple) projects and to co-ordinate a safe and efficient operating environment.
6. Should be computer literate, capable of using word processing, spreadsheet and database – computer software packages.
7. Should have at least Eight (8) years' experience three (3) of which should have been at senior level in construction and maintenance of physical infrastructure.
8. Should have sound knowledge of project management, strategic planning and budgeting.

Duties and Responsibilities

1. To lead the development of policies, standards, strategies, plans and budgets for the operation of the University Estates and Works function.
2. To lead 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.

3. To lead the preparation or review of bills of quantities, design or other specifications or costing for goods and services that is supplied internally or outsourced.
4. To lead the implementation of technical projects including construction, rehabilitation, repair and maintenance of physical infrastructure and facilities in order to ensure conformity to policies, procedures, standards and contractual obligations.
5. To lead the implementation of planned preventive maintenance programs and schedules.
6. To lead 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.
7. To ensure upkeep of the University grounds, gardens, roadways and paths.
8. To lead the development and review of cost effective construction and maintenance measures using internal resources or external contractors where appropriate.
9. To provide technical leadership on the selection of external engineering contractors and contract terms during the process of procurement.
10. To lead 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, road sign posts and fire extinguishers.
11. To lead the Inspection and commissioning of completed construction and maintenance contracts.
12. To ensure management of the University fleet.

KEY OUTPUTS

- a) Estates and Works policies, standards, strategies, plans and budgets developed.
- b) Technical works and equipment specifications and performance standards to facilitate procurement developed.
- c) University vehicle fleet managed.

- d) Bills of quantities, design or other specifications or costing for procurement of goods and services prepared.
- e) Implementation of technical projects managed.
- f) Implementation of planned preventive maintenance programs and schedules managed.
- g) Development and implementation key operational and building management procedures and standards managed.
- h) Upkeep of the University grounds, gardens, roadways and paths managed.
- i) Cost effective construction and maintenance measures developed or regularly reviewed.
- j) Technical guidance for selection of external engineering contractors and development of appropriate contract terms provided.
- k) Safety, emergency and security measures for all works and fleet management advised.
- l) Completed construction and maintenance contracts inspected and commissioned.

4.22 JOB TITLE : SECURITY GUARD

Number of vacancies	:	2 (Two)
Department	:	Security
Salary Scale	:	M15-NTNS
Responsible to	:	Security Officer
Responsible for	:	None

Purpose of the Job

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

Duties and Responsibilities

1. Guarding and patrolling places where deployed.
2. Checking lock-up of premises at the close of the day.
3. Checking vehicles, persons, luggage or packages according to the established security policies and security protocol of the University.
4. Maintaining register at the security entry points.
5. Apprehending and questioning suspicious persons.
6. Directing clients to their inquired destinations on the University premises in accordance with the security protocols.
7. Reporting infringements to security including theft, burglary, vandalism and disturbances to public order to the Supervisor.

Key Outputs

- a) Deployment station guarded and patrolled.
- b) Lock up of premises checked.
- c) Security checks undertaken and security policies and protocols observed.
- d) Security register at entry points maintained.
- e) Suspicious persons questioned and apprehended.
- f) Clients directed to their destinations.
- g) Infringements to security reported.
- h) Performs any other official duties as assigned by the Supervisor.

Person Specifications

- i. Should have an O' level Certificate with at least a pass in English.
- ii. Should have undertaken training in basic policing duties.

4.23 JOB TITLE	:	ASSISTANT FARM MANAGER
Number of Vacancies	:	1 (ONE)
Department	:	Technology, Incubation and Acceleration Centre
Salary Scale	:	M7-NTS
Responsible to	:	Farm Manager/Program Officer
Responsible for	:	Technician Crop / Animal Husbandry

PURPOSE OF THE JOB

To support the implementation of the University policy on agriculture to ensure high productivity.

SPECIFICATIONS

1. Should have a Bachelor's degree in Animal Production and Management or Agriculture or its equivalent from a recognized University or Institution.
2. Experience in a related field is an added advantage.

KEY DUTIES AND RESPONSIBILITIES

- a) To deputize for the Farm Manager
- b) To draw up periodic work schedules and co-ordinate activities of the University staff.
- c) To prepare the University Farm for students' scheduled practical work.
- d) To assist the Farm Manager to work out a yearly budget/ plan for the farm in liaison with the Unit Foremen and Desk Officer.
- e) To co-ordinate Farm Stores, ensure proper records for what is bought and what is utilized

KEY OUTPUTS

- i. Farm Manager deputized.
- ii. Periodic work schedules drawn up and activities of the University staff coordinated.
- iii. University Farm prepared for students' scheduled practical work.
- iv. Yearly budget/ plan for the farm prepared in liaison with the Unit Foremen and Desk Officer.
- v. Farm Stores coordinated to ensure proper records for what is bought and what is utilized