MUNI UNIVERSITY

Office of the University Secretary
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EMPLOYMENT OPPORTUNITY ON PART-TIME BASIS

(External Advert Part time Lecturers 2015)

Applications are invited from suitably qualified Ugandans to fill vacant posts on part-time basis in Muni University. Hand written or typed applications should be submitted in triplicate to the office of University Secretary, Muni University, P. O. Box 725, Arua, Plot. 2 Independence Road, to be received not later than **28st August, 2015 (5:00pm).**

Vacant Positions

S/N	Post Title	Number of Vacancies	Scale	Status
ACADEMIC STAFF POSITIONS				
1.	Part-time Lecturer (Electronic Circuits)	1	Hourly rate	New
2.	Part-time Lecturer (Business Process Management)	1	Hourly Rate	New
3.	Part-time Lecturer Cisco IT Essentials (Practical Skills Development)	1	Hourly Rate	New

MODE OF APPLICATION:

1. The application should bear the title of the post as well as the reference number specified against the vacancy.
2. Applicants should attach three sets of certified photocopies of their certificates and testimonials, plus three recent certified passport size photographs, a signed typed CV.
3. The application must include the applicant's telephone contact, e-mail address and telephone numbers of three referees.
4. Applicants should not apply for more than two posts.
5. Applicants who shall not hear from the University on completion of the selection exercise should consider themselves unsuccessful.

University Secretary

Job Reference:	Muni. ACD PART-TIME 1.2/2015
JOB TITLE:	PART-TIME LECTURER – Electronic Circuits(1Post)
Salary Scale:	Hourly Rate- Very Attractive
Responsible to:	Head of Department
Terms of employment:	Part-time Basis

PURPOSE OF THE JOB

To develop and impart relevant professional knowledge and skills to students at Muni University.

KEY FUNCTIONS

i. Prepare and deliver lectures, tutorials and practical's in allocated courses following the blended learning approach.

ii. Develop, prepare, select and use instructional materials and teaching aids.

iii. Carry out continuous assessment and student performance evaluation.

iv. Set, administer and mark assignments, tests and examinations.

v. Compile and submit examination results and other reports to the Head of Department on time.

vi. Supervise students' research projects, fieldworks and industrial training.

vii. Offer academic and professional advice to students.

viii. Mentor students and staff of the University in area of expertise.

ix. To apply yourself to research and advancement of knowledge and outreach.

x. Handle any other relevant duties as may be assigned from time to time.

KEY OUTPUTS

1. Lectures prepared and delivered to undergraduate students.
2. Tests, examinations and coursework set, marked and results compiled.
3. Tests, examinations and coursework administered.

PERSON SPECIFICATIONS

1. Should have at least a Masters' degree in Information Systems Management, in Computer Science, Information Technology, MBA Information Technology, or in Electronics discipline from NCHE recognized University.
2. Teaching, research or other working experience is an added advantage
3. Should have a high level of academic potential to pursue higher degrees.
4. First Class or Upper Second Degree is an added advantage.
5. Demonstrated computer and communication skills

Job Reference:	Muni. ACD PART-TIME 2.2/2015
JOB TITLE:	PART-TIME LECTURER – Cisco IT Essentials (Practical Skills Development) (1Post)
Salary Scale:	Hourly Rate- Very Attractive
Responsible to:	Head of Department
Terms of employment:	Part-time Basis

PURPOSE OF THE JOB

To develop and impart relevant professional knowledge and skills to students at Muni University.

KEY FUNCTIONS

i. Prepare and deliver lectures, tutorials and practical's in allocated courses following the blended learning approach.
ii. Develop, prepare, select and use instructional materials and teaching aids.
iii. Carry out continuous assessment and student performance evaluation.
iv. Set, administer and mark assignments, tests and examinations.
v. Compile and submit examination results and other reports to the Head of Department on time.
vi. Supervise students' research projects, fieldworks and industrial training.
vii. Offer academic and professional advice to students.
viii. Mentor students and staff of the University in area of expertise.
ix. To apply yourself to research and advancement of knowledge and outreach.
x. Handle any other relevant duties as may be assigned from time to time.

KEY OUTPUTS

1. Lectures prepared and delivered to undergraduate students.
2. Tests, examinations and coursework set, marked and results compiled.
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PERSON SPECIFICATIONS

1. Should have at least a Masters' degree in Information Systems Management, in Computer Science, Information Technology, MBA Information Technology, or in Electronics discipline from NCHE recognized University.
2. Teaching, research or other working experience is an added advantage
3. Should have a high level of academic potential to pursue higher degrees.
4. First Class or Upper Second Degree is an added advantage.
5. Demonstrated computer and communication skills

Job Reference:	Muni. ACD PART-TIME 3.2/2014
JOB TITLE:	PART-TIME LECTURER –Business Process Management(1Post)
Salary Scale:	Hourly Rate- Very Attractive
Responsible to:	Head of Department
Terms of employment:	Part-time Basis

PURPOSE OF THE JOB

To develop and impart relevant professional knowledge and skills to students at Muni University.

KEY FUNCTIONS

xi.   Prepare and deliver lectures, tutorials and practical's in allocated courses following the blended learning approach.

xii.   Develop, prepare, select and use instructional materials and teaching aids.

xiii. Carry out continuous assessment and student performance evaluation.

xiv.   Set, administer and mark assignments, tests and examinations.

xv.   Compile and submit examination results and other reports to the Head of Department on time.

xvi.   Supervise students' research projects, fieldworks and industrial training.

xvii. Offer academic and professional advice to students.

xviii. Mentor students and staff of the University in area of expertise.

xix.   To apply yourself to research and advancement of knowledge and outreach.

xx.   Handle any other relevant duties as may be assigned from time to time.

KEY OUTPUTS

4. Lectures prepared and delivered to undergraduate students.
5. Tests, examinations and coursework set, marked and results compiled.
6. Tests, examinations and coursework administered.

PERSON SPECIFICATIONS

6. Should have at least a Master of Business Administration-Information Technology (MBA-IT), Information Systems Management, Computer Science, Information Technology from NCHE recognized University.
7. Teaching, research or other working experience is an added advantage
8. Should have a high level of academic potential to pursue higher degrees.
9. First Class or Upper Second Degree is an added advantage.
10. Demonstrated computer and communication skills