

MUNI UNIVERSITY



EMPLOYMENT OPPORTUNITIES
(External Advertisement No. 5/2024)

August, 2024

Applications are invited from suitably qualified Ugandans to fill vacant positions at Muni University. Typed application letters should be submitted in triplicate to **the University Secretary, Muni University, P.O. Box 725, Arua**, or the **Kampala Liaison office in Makerere University Lincoln House A1** to be received not later than **Monday 16th, September 2024 at 5:00pm.**

The detailed job descriptions and the person specifications for the positions advertised can be viewed on the University web-site, www.muni.ac.ug

VACANT STAFF POSITIONS

ACADEMIC STAFF POSITIONS				
FACULTY OF TECHNOSCIENCE				
S/No.	Post	Number of Vacancies	Salary Scale	Job Reference Number
1	Lecturer in Data Science or Artificial Intelligence or Computer Science	1	PU6.1	MU/ACD/1.5/2024
2	Assistant Lecturer in Computer Science or Software Engineering	1	PU6.2	MU/ACD/2.5/2024
FACULTY OF SCIENCE				
1	Lecturer in Climate Change Science	1	PU6.1	MU/ACD/3.5/2024
2	Lecturer in Zoology	1	PU6.1	MU/ACD/4.5/2024
3	Lecturer in Chemistry (Inorganic or Physical Chemistry)	1	PU6.1	MU/ACD/5.5/2024
4	Lecturer in Pure Mathematics	1	PU6.1	MU/ACD/6.5/2024
5	Lecturer in Physics	1	PU6.1	MU/ACD/7.5/2024
6	Teaching Assistant in Physics/Mathematics	1	PU7	MU/ACD/8.5/2024
7	Teaching Assistant in Biology/Chemistry	1	PU7	MU/ACD/9.5/2024
FACULTY OF HEALTH SCIENCE				
1	Lecturer in Biostatistics	1	PU6.1	MU/ACD/10.5/2024
2	Lecturer in Obstetrics and Gynecology	1	PU6.1	MU/ACD/11.5/2024

3	Lecturer in Histopathology or Clinical Chemistry	1	PU6.1	MU/ACD/12.5/2024
4	Assistant Lecturer in Midwifery	1	PU6.2	MU/ACD/13.5/2024
5	Assistant Lecturer in Physiology	1	PU6.2	MU/ACD/14.5/2024
6	Teaching Assistant in Midwifery	1	PU7	MU/ACD/15.5/2024
7	Technician in Parasitology/ Entomology	1	PU7	MU/ACD/16.5/2024
8	Senior Assistant Technician in Nursing	1	PU10	MU/ACD/17.5/2024
FACULTY OF AGRICULTURE AND ENVIRONMENTAL SCIENCE				
1	Associate Professor in Agriculture	1	PU4	MU/ACD/18.5/2024
2	Lecturer in Plant Physiology	1	PU6.1	MU/ACD/19.5/2024
3	Lecturer in Agriculture (Plant Pathology)	1	PU6.1	MU/ACD/20.5/2024
4	Lecturer in Animal Science (Animal Health)	1	PU6.1	MU/ACD/21.5/2024
5	Lecturer in Environmental Management	1	PU6.1	MU/ACD/22.5/2024
6	Lecturer in Environmental Science	1	PU6.1	MU/ACD/23.5/2024
7	Lecturer in Soil Science	1	PU6.1	MU/ACD/24.5/2024
8	Lecturer in Agribusiness	1	PU6.1	MU/ACD/25.5/2024
9	Assistant Lecturer in Animal Science (Animal Nutrition)	1	PU6.2	MU/ACD/26.5/2024
10	Assistant Lecturer in Horticulture	1	PU6.2	MU/ACD/27.5/2024
11	Assistant Lecturer in Agricultural Engineering	1	PU6.2	MU/ACD/28.5/2024
12	Assistant Lecturer in Forestry	1	PU6.2	MU/ACD/29.5/2024
13	Livestock Production Officer	1	PU6.2	MU/ACD/30.5/2024
14	Crop Production Officer	1	PU6.2	MU/ACD/31.5/2024
15	Technician in Agricultural Engineering	1	PU7	MU/ACD/32.5/2024

16	Technician in Forestry	1	PU7	MU/ACD/33.5/2024
FACULTY OF MANAGEMENT SCIENCE				
1	Associate Professor in Finance and Accounting	1	PU4	MU/ACD/34.5/2024
2	Senior Lecturer in Tourism and Hospitality Management	1	PU5	MU/ACD/35.5/2024
3	Senior Lecturer in Public Administration and Management	1	PU5	MU/ACD/36.5/2024
4	Lecturer in Procurement and Logistics Management	1	PU6.1	MU/ACD/37.5/2024
FACULTY OF EDUCATION				
1	Associate Professor in Educational Planning and Management or Educational Leadership and Management	1	PU4	MU/ACD/38.5/2024
2	Assistant Lecturer in Economics	1	PU6.2	MU/ACD/39.5/2024
3	Assistant Lecturer in Physical Education	2	PU6.2	MU/ACD/40.5/2024
4	Assistant Lecturer in Computer Studies	1	PU6.2	MU/ACD/41.5/2024
5	Assistant Lecturer in Philosophy of Education	1	PU6.2	MU/ACD/42.5/2024
6	Assistant Lecturer in Agriculture Education	2	PU6.2	MU/ACD/43.5/2024
7	Assistant Lecturer in Foundations of Education (History of Education or Comparative Education)	1	PU6.2	MU/ACD/44.5/2024
DIRECTORATE OF GRADUATION TRAINING, RESEARCH AND INNOVATION				
1.	Senior Research Officer	1	PU6.1	MU/ACD/45.5/2024
2.	Senior Grants Officer	1	PU6.1	MU/ACD/46.5/2024
OFFICE OF UNIVERSITY LIBRARIAN				
1	Library Attendants	3	PU13	MU/ACD/47.5/2024
ADMINISTRATIVE AND SUPPORT STAFF POSITIONS				
1.	Principal Procurement Officer	1	PU5	MU/ADM/48.5/2024

1	Senior International Relations Officer	1	PU6.1	MU/ADM/49.5/2024
2	Senior Quality Assurance Officer	1	PU6.1	MU/ADM/50.5/2024
3	Counsellor	1	PU6.2	MU/ADM/51.5/2024
4	Assistant Academic Registrar	1	PU6.2	MU/ADM/52.5/2024
5	Assistant Secretary	1	PU7	MU/ADM/53.5/2024
6	Assistant Administrative Secretary	1	PU7	MU/ADM/54.5/2024
7	Clinical Officer	1	PU11	MU/ADM/55.5/2024
8	Custodian	1	PU13	MU/ADM/56.5/2024
9	Plumber	1	PU13	MU/ADM/57.5/2024
10	Enrolled Nurse	1	PU13	MU/ADM/58.5/2024
11	Security Guards	3	PU15	MU/ADM/59.5/2024

MODE OF APPLICATION:

1. The application letter should bear the title of the post and the reference number specified against the vacancy.
2. Applicants should attach three sets of certified photocopies of their Academic Documents and Professional Certificates, National Identity Card and three recent passport size photographs, a typed and signed CV, evidence of previous employment (contract document(s), appointment letter(s) and Certificate(s) of Service) and any other relevant documents. Where it is required, applicants for academic positions should attach evidence of publications and graduate research supervision.
3. The application must include the applicant's telephone contact, e-mail address and telephone numbers of three referees.
4. An applicant who shall not formally receive communication from the University on completion of the selection exercise should consider him/herself unsuccessful.

**UNIVERSITY
SECRETARY MUNI
UNIVERSITY**

FACULTY OF TECHNOLOGICAL EDUCATION

Job Reference:	MU/ACD/1.5/2024
Job Title:	Lecturer in Data Science or Artificial Intelligence or Computer Science or Computer Engineering
Department:	Computer & Information Science
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturers and Researchers
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

Purpose of the Job: To teach, assess students, research, and undertake community service activities within their department or discipline.

KEY FUNCTIONS

1. Teach undergraduate and graduate courses.
2. Develop course materials and assessments.
3. Provide academic guidance and support to students.
4. Engage in scholarly activities such as research, publication, or innovation.
5. Contribute to departmental, university and community service.
6. Conduct research and disseminate research findings through conferences, seminars and publications.
7. Supervise undergraduate and postgraduate students undertaking research projects.
8. Conduct seminars and tutorials.
9. Write proposals for attracting funding to the Department.
10. Mentor Assistant Lecturers and Teaching Assistants
11. Perform any other official duties as assigned by the Head of Department

KEY OUTPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.
7. Fundable Research grants applied for.
8. Junior Staff and students Mentored.

PERSON SPECIFICATION

1. Should have a PhD in Data Science or Artificial Intelligence, or Computer Science or Computer Engineering or should be on a PhD track in the same areas.
2. Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
3. Should have a Master of Science degree in Data Science or Artificial Intelligence or Computer Science or Computer Engineering.
4. Should have a first class or second-class upper Bachelor of Science degree in Data Science or Artificial Intelligence or Computer Science or Computer Engineering.
5. Should possess at least 3 years' experience teaching in a reputable higher education institution.
6. Should be a person of high integrity.
7. The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/2.5/2024
Job Title:	Assistant Lecturer in Computer Science or Software Engineering, or Computer Engineering
Department:	Computer & Information Science
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.2)
Responsible to:	Head of Department
Responsible for:	Teaching Assistants and Researchers
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

Purpose of the Job: To assist in teaching courses, conducting assessments, and providing support to undergraduate students.

KEY FUNCTIONS

1. Teach undergraduate courses.
2. Develop course materials and assessments.
3. Provide academic guidance and support to students.
4. Engage in scholarly activities such as research, publication, or innovation.
5. Contribute to departmental, university and community service.
6. Conduct research and disseminate research findings through conferences, seminars and publications.
7. Supervise undergraduate students undertaking research projects.
8. Conduct seminars and tutorials.

9. Write proposals for attracting funding to the Department.
10. Participate in meetings, workshops, and conferences.
11. Perform any other official duties as assigned by the Head of Department

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.
4. Students undertaking research Supervised in line with the University's guidelines and regulations.
5. Research conducted and research findings disseminated.
6. Proposals for attracting funding to the Department developed.

PERSON SPECIFICATION

1. Should have a Master of Science degree in Computer Science or Software Engineering or Computer Engineering.
2. Should have a first class or second-class upper Bachelor of Science degree in Computer Science or Software engineering or Computer Engineering.
3. Should be a person of high integrity.
4. The applicant should be below the age of 45 years at the time of application.

FACULTY OF SCIENCE

Job Reference:	MU/ACD/3.5/2024
Job Title:	Lecturer in Climate Change Science
Department:	Biology
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturers, Researchers & Teaching Assistants
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB: To teach, research, and community service activities within their department or discipline.

KEY FUNCTIONS

1. Teach undergraduate and graduate courses.
2. Develop course materials and assessments.
3. Provide academic guidance and support to students.
4. Engage in scholarly activities such as research, publication, or innovation.
5. Contribute to departmental, university and community service.
6. Conduct research and disseminate research findings through conferences, seminars and publications.
7. Supervise undergraduate and postgraduate students undertaking research projects.
8. Conduct seminars and tutorials.
9. Write proposals for attracting funding to the Department.
10. Mentor Assistant Lecturers and teaching Assistants

KEY OUPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.
7. Fundable Research grants applied for.
8. Junior Staff and students Mentored.

PERSON SPECIFICATION

1. Should possess a Ph.D. in the Field of Climate Change or on PhD track in the same field.
2. Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
3. Should possess a Master's of Science in areas of either Conservation Biology or Wildlife ecology
4. Should possess a first class or second-class upper bachelor's degree in Biological Sciences.
5. Should three (3) years' experience in teaching at a reputable higher institution of learning.
6. The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/4.5/2024
Job Title:	Lecturer in Zoology
Department:	Biology
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturers, Researcher& Teaching Assistants
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB: To teach, research, and community service activities within their department or discipline.

KEY FUNCTIONS

1. Teach undergraduate and graduate courses.
2. Develop course materials and assessments.
3. Provide academic guidance and support to students.
4. Engage in scholarly activities such as research, publication, or innovation.
1. Contribute to departmental, university and community service.
2. Conduct research and disseminate research findings through conferences, seminars and publications.
3. Supervise undergraduate and postgraduate students undertaking research projects.
4. Conduct seminars and tutorials.
5. Mentor Assistant Lecturers and teaching Assistants

KEY OUTPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.
7. Fundable Research grants applied for.
8. Junior Staff and students Mentored.

PERSON SPECIFICATION

1. Should have a Ph.D. in Science with research in Fisheries or should be on a PhD track in science with research in Fisheries.
2. Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
3. Should have a Master's of Science in the field of zoology.
4. Should have a first class or second-class upper bachelor's degree in science (zoology).
5. Should 3years experience in teaching at a reputable higher institution of learning.
6. The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/5.5/2024
Job Title:	Lecturer in Chemistry
Department:	Chemistry
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturers, Researcher& Teaching Assistants
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB: To teach, research, and community service activities within their department or discipline.

KEY FUNCTIONS

1. Teach undergraduate and graduate courses.
2. Develop course materials and assessments.
3. Provide academic guidance and support to students.
4. Engage in scholarly activities such as research, publication, or innovation.
5. Contribute to departmental, university and community service.
6. Conduct research and disseminate research findings through conferences, seminars and publications.

7. Supervise undergraduate and postgraduate students undertaking research projects.
8. Conduct seminars and tutorials.
9. Mentor Assistant Lecturers and teaching Assistants

KEY OUTPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.
7. Fundable Research grants applied for.
8. Junior Staff and students Mentored.

PERSON SPECIFICATION

1. Should have a PhD in Chemistry or be on a PhD Chemistry track (Specializing in Inorganic or Physical Chemistry).
2. Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
3. Should have a Master's degree in Chemistry (Specializing in Inorganic Chemistry or Physical Chemistry).
4. Should hold a First Class or Second-class Upper Bachelor of Science degree in Education majoring in Chemistry or Bachelor of Science majoring in Chemistry or Bachelor of Industrial Chemistry, Bachelor of Science Technology-Chemistry Option.
5. The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/6.5/2024
Job Title:	Lecturer in Pure Mathematics
Department:	Mathematics
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturers, Researcher& Teaching Assistants
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB: To teach, research, and community service activities within their department or discipline.

KEY FUNCTIONS

1. Teach undergraduate and graduate courses.
2. Develop course materials and assessments.
3. Provide academic guidance and support to students.
4. Engage in scholarly activities such as research, publication, or innovation.
5. Contribute to departmental, university and community service.
6. Conduct research and disseminate research findings through conferences, seminars and publications.
7. Supervise undergraduate and postgraduate students undertaking research projects.
8. Conduct seminars and tutorials.
9. Mentor Assistant Lecturers and teaching Assistants

KEY OUTPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.
7. Fundable Research grants applied for.
8. Junior Staff and students Mentored.

PERSON SPECIFICATION

1. Should have a PhD in Mathematics or be on a PhD track in Mathematics specializing in Pure Mathematics.
2. Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
3. Should have a Master's of science degree in Mathematics- Specializing in pure mathematics.
4. Should hold either a First Class or Second-class Upper Bachelor degree of Science in Education majoring in Mathematics or Bachelor of Science majoring in Mathematics.
5. Must be a person of integrity
6. The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/7.5/2024
Job Title:	Lecturer in Physics (Radiation Physics or Nuclear Physics)
Department:	Physics
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturers, Researcher& Teaching Assistants
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB: To teach, research, and community service activities within their department or discipline.

KEY FUNCTIONS

1. Teach undergraduate and graduate courses.
2. Develop course materials and assessments.
3. Provide academic guidance and support to students.
4. Engage in scholarly activities such as research, publication, or innovation.
5. Contribute to departmental, university and community service.
6. Conduct research and disseminate research findings through conferences, seminars and publications.
7. Supervise undergraduate and postgraduate students undertaking research projects.
8. Conduct seminars and tutorials.
9. Mentor Assistant Lecturers and teaching Assistants

KEY OUTPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.
7. Fundable Research grants applied for.

8. Junior Staff and students Mentored.

PERSON SPECIFICATION

1. Should have a PhD in Physics or be on a PhD track in Physics specializing in Radiation Physics or Nuclear Physics.
2. Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
3. Should have a Master's of science degree in Physics or Nuclear Physics.
4. Should hold either a First Class or Second-class Upper Bachelor degree of Science in Education majoring in Physics or Bachelor of Science degree majoring in Physics, Electrical Engineering, BSc Mechanical Engineering.
5. Must be a person of high integrity
6. The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/8.5/2024
Job Title:	Teaching Assistant in Physical/Mathematics
Department:	Physics
Number of vacancies:	One (1) Post
Salary Scale:	(PU7)
Responsible to:	Head of Department
Terms of Employment:	Permanent and subject to six (6) months' probation; where applicable

PURPOSE OF THE JOB: To deliver practical and theoretical instructions to ensure students gain strong foundation in practical knowledge.

KEY FUNCTIONS

1. Assist in delivering lectures, tutorials, and practical demonstrations.
2. Support students in understanding core concepts and techniques.
3. Help prepare teaching materials and resources under the guidance of senior faculty.
4. Provide academic guidance and support to students, addressing their learning needs.
5. Assist students with skills development and practical training.
6. Supervise students during placements, ensuring adherence to safety and professional standards.
7. Collaborate with staff to provide hands-on experience.
8. Contribute to the development and review of courses and curricula.
9. Assist in integrating current best practices and innovations in into the teaching program.
10. Engage in academic research and professional activities.
11. Assist in organizing workshops, seminars, and other academic events.

12. Comply with all professional regulations and ethical guidelines.

KEY OUTPUTS

1. Lectures, tutorials, and practical demonstrations delivered
2. Academic Guidance and Support to Students provided.
3. Students assisted with skill development and practical training
4. Students in placement supervised.
5. Academic research undertaken

PERSON SPECIFICATION

1. Should have either a first class or second-class upper Bachelor of Science with Education in Physical sciences (Mathematics and Physics).
2. Proficiency in computer applications and strong communication skills.
3. High academic potential with the capability to pursue advanced degrees.
4. Must be a person of high integrity.
5. The applicant should be below the age of 45 years at the time of application.

Job Reference:	MU/ACD/9.5/2024
Job Title:	Teaching Assistant in Biology/Chemistry
Department:	Biology
Number of vacancies:	One (1) Post
Salary Scale:	(PU7)
Responsible to:	Head of Department
Terms of Employment:	Permanent and subject to six (6) months' probation; where applicable

PURPOSE OF THE JOB: To deliver practical and theoretical instructions to ensure students gain strong foundation in practical knowledge.

KEY FUNCTIONS

1. Assist in delivering lectures, tutorials, and practical demonstrations.
2. Support students in understanding core concepts and techniques.
3. Help prepare teaching materials and resources under the guidance of senior faculty.
4. Provide academic guidance and support to students, addressing their learning needs.
5. Assist students with skills development and practical training.

6. Supervise students during placements, ensuring adherence to safety and professional standards.
7. Collaborate with staff to provide hands-on experience.
8. Contribute to the development and review of courses and curricula.
9. Assist in integrating current best practices and innovations in into the teaching program.
10. Engage in academic research and professional activities.
11. Assist in organizing workshops, seminars, and other academic events.
12. Comply with all professional regulations and ethical guidelines.

KEY OUT PUTS

1. Lectures, tutorials, and practical demonstrations delivered
2. Academic Guidance and Support to Students provided.
3. Students assisted with skill development and practical training
4. Students in placement supervised.
5. Academic research undertaken

Person Specification

1. Should have a first class or second-class upper Bachelor degree in Science with Education in Biological Sciences (Biological and Chemistry) from a recognized institution.
2. Proficiency in computer applications and strong communication skills.
3. High academic potential with the capability to pursue advanced degrees.
4. Must be a person of high integrity.
5. The applicant should be below the age of 45 years at the time of application.

FACULTY OF HEALTH SCIENCE

Job Reference:	MU/ACD/10.5/2024
Job Title:	Lecturer in Biostatistics
Department:	Public Health
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturers and Researchers
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

Purpose of the Job: To teach, assess students, research, and undertake community service activities within their department or discipline.

KEY FUNCTIONS

1. Teach undergraduate and graduate courses.
2. Develop course materials and assessments.
3. Provide academic guidance and support to students.
4. Engage in scholarly activities such as research, publication, or innovation.
5. Contribute to departmental, university and community service.
6. Conduct research and disseminate research findings through conferences, seminars and publications.
7. Supervise undergraduate and postgraduate students undertaking research projects.
8. Conduct seminars and tutorials.
9. Mentor Assistant Lecturers and Assistant Lecturers.

KEY OUTPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.

7. Fundable Research grants applied for.
8. Junior Staff and students Mentored.

PERSON SPECIFICATION

1. Should have a Ph.D. in Biostatistics or should be on PhD track in Biostatistics.
2. Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
3. Should have a Masters in Biostatistics.
4. Should have a Bachelor's degree in Biostatistics or Epidemiology and Biostatistics or Bachelor of Science in Statistics.
5. Should possess at least 3 years' experience in teaching in a reputable higher education institution.
6. Should be a person of high integrity.
7. The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/11.5/2024
Job Title:	Lecturer in Obstetrics and Gynecology
Department:	Obstetrics and Gynecology
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturers and Researchers
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

Purpose of the Job: To teach, assess students, research, and undertake community service and advanced healthcare practice in clinical areas.

KEY FUNCTIONS

1. Deliver lectures, practical, and tutorials in Obstetrics and Gynecology to undergraduate and postgraduate students.
2. Develop and update course materials, including syllabi, lecture notes, and examinations.
3. Supervise student projects, dissertations, and clinical placements.
4. Ensure the integration of current research and clinical practices into the curriculum.
5. Conduct original research in the field of Obstetrics and Gynecology.
6. Publish research findings in reputable journals and present at conferences.

7. Seek and secure research funding through grants and collaborations.
8. Mentor students and members of faculty in research methodologies and practices.
9. Provide clinical care in affiliated hospitals or health centers as part of teaching and service responsibilities.
10. Participate in community outreach programs, providing expertise in maternal and reproductive health.
11. Collaborate with healthcare providers to improve clinical outcomes in Obstetrics and Gynecology.
12. Advise and mentor students on academic, career, and personal development matters.
13. Provide guidance and support to students during clinical rotations and internships.
14. Facilitate student engagement in extracurricular activities and professional organizations.
15. Contribute to the development and implementation of departmental policies and strategies.
16. Assist in the organization and coordination of academic and clinical activities within the department.
17. Engage in ongoing professional development to maintain clinical and academic expertise.
18. Participate in workshops, seminars, and training programs relevant to Obstetrics and gynecology.

KEY OUTPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.
7. Fundable Research grants applied for.
8. Junior Staff and students Mentored.

PERSON SPECIFICATION

1. Should possess a minimum of Master's degree in Obstetrics and Gynaecology or a related field.
2. Should possess a medical degree (MChB) or equivalent from a recognized institution.
3. Should be registered with the Uganda Medical and Dental Practitioners Council.

4. Should possess a minimum of 3 years of teaching and clinical practice in Obstetrics and Gynaecology.
5. Should be able to conduct independent research and contribute to the academic community.
6. Should possess the ability to work collaboratively with colleagues and in multidisciplinary teams.
7. Should be a person of high integrity.
8. The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/12.5/2024
Job Title:	Lecturer in Histopathology/clinical chemistry
Department:	Medical Laboratory Sciences
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturers and Researchers
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

Purpose of the Job: To teach, assess students, research, and undertake community service activities within their department or discipline.

KEY FUNCTIONS

1. Conduct lectures and practical sessions in the field of Histopathology or Clinical Chemistry, ensuring students gain theoretical and hands-on expertise in these areas.
2. Participate in the development, review, and updating of curriculum materials to ensure they meet current industry standards and advancements in medical laboratory science.
3. Provide guidance and mentorship to students, helping them achieve academic and professional growth.
4. Engage in research activities relevant to the field, aiming to contribute to the advancement of knowledge in Histopathology, Clinical Chemistry, or related areas.
5. Prepare and submit fundable research grant proposals to secure funding for departmental research projects.
6. Maintain active registration with the relevant professional body and stay updated on industry trends, standards, and best practices.
7. Participate in departmental meetings, committee work, and other institutional responsibilities as required.

KEY OUTPUTS

1. Lesson plans prepared and Lectures delivered according to the time table.
2. Fundable research proposals prepared and approved.
3. Research conducted and research findings disseminated/published.
4. Students undertaking research supervised.
5. Seminars conducted.
6. Tests, examinations and course work set, marked and results compiled.
7. Fundable Research grants applied for.
8. Junior Staff and students Mentored.

PERSON SPECIFICATION

1. Should have a PhD in Histopathology, Clinical Chemistry, Medical Laboratory Science/Technology, or any related core medical laboratory field or should be on a PhD track in the same areas.
2. Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
3. Should have a Master's Degree in Histopathology, Clinical Chemistry, Medical Laboratory Science, Biomedical Laboratory Technology, or any other related core medical laboratory field.
4. Should have a first class or second-class upper Bachelor's Degree in Medical Laboratory Science or Biomedical Laboratory Technology.
5. Should have at least three (3) years of teaching experience in the specified field of specialization.
6. Must be registered with the relevant professional body in the medical laboratory science field.
7. Experience and knowledge in writing fundable research grant proposals is considered an added advantage
8. Should be a person of high integrity.
9. The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/13.5/2024
Job Title:	Assistant Lecturer in Midwifery
Department:	Midwifery
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.2)
Responsible to:	Head of Department
Responsible for:	Teaching Assistants and Clinical Instructors
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF JOB: To assist in teaching courses, conducting assessments, and providing support to undergraduate students.

KEY FUNCTIONS

1. Deliver lectures, tutorials, and practical sessions in Midwifery and related courses.
2. Guide students in their clinical placements and ensure their competency in clinical skills.
3. Prepare and assess coursework, examinations, and practical evaluations.
4. Offer academic guidance and mentorship to students.
5. Assist in the development and revision of the curriculum and learning materials.
6. Participate in research activities related to midwifery and women's health.
7. Contribute to the production of scholarly articles and presentations.
8. Contribute to the department's strategic planning and development.
9. Engage in community outreach programs that promote maternal and child health.

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.
4. Students undertaking research supervised in line with the University's guidelines and regulations.
5. Research conducted and research findings disseminated.
6. Proposals for attracting funding to the Department developed.

PERSON SPECIFICATION

1. Should have a Master's degree in Midwifery or Midwifery and Women's Health from a recognized institution.
2. Should have a Bachelor's degree in Midwifery, Nursing Science, or a related field, with a CGPA of 3.6 or above.
3. Must at least have a minimum of 2 years of work experience in teaching or clinical practice.
4. Must be registered with the Uganda Nurses and Midwives Council and hold a valid practicing license.
5. Strong computer and communication skills.
6. Should be enthusiastic to work with students and maintain ethical standards during teaching and practice.
7. The applicant should be below the age of 45 years at the time of application.

Job Reference:

MU/ACD/14.5/2024

Job Title:

Assistant Lecturer in Physiology

Department:	Physiology
Number of vacancies:	One (1) Post
Salary Scale:	(PU6.2)
Responsible to:	Head of Department
Responsible for:	Teaching Assistants and researchers
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

Purpose of Job: To teach, assess students and support students in the field of physiology, both in theory and practical settings

KEY FUNCTIONS

1. Deliver lectures and practical sessions in physiology to students across various health-related programs.
2. Prepare lesson plans, teaching materials, and assessments to support the curriculum.
3. Guide students in understanding complex physiological concepts and applications.
4. Provide academic counseling and mentorship to students, assisting them in their academic and professional development.
5. Support students in their research projects, ensuring they meet academic standards.
6. Collaborate with colleagues to develop and update the curriculum in line with current trends in physiology and healthcare.
7. Contribute to the design and improvement of courses and teaching methodologies.
8. Engage in academic research to contribute to the advancement of the field of physiology.
9. Assist in organizing seminars, workshops, and other academic events.
10. Apply clinical knowledge to teaching, ensuring that students receive practical and real-world insights.
11. Collaborate with clinical professionals to integrate hands-on training into the curriculum.

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.
4. Students undertaking research Supervised in line with the University's guidelines and regulations.
5. Research conducted and research findings disseminated.
6. Proposals for attracting funding to the Department developed.

PERSON SPECIFICATION

1. Master's degree in Physiology from a recognized institution.
2. A Bachelor's degree in any of these health-related fields: MBChB, Nursing, Veterinary Medicine, Medical Laboratory Science, or Biomedical Sciences.
3. Experience in teaching in a clinical setting is an added advantage.
4. Proficiency in computer applications and effective communication skills.
5. The applicant should be below the age of 45 years at the time of application.

Job Reference:	MU/ACD/15.5/2024
Job Title:	TeachingAssistant in Midwifery
Department:	Midwifery
Number of vacancies:	One (1) Post
Salary Scale:	(PU7)
Responsible to:	Head of Department
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF JOB: To deliver practical and theoretical Instructions to students to allow students gain strong foundation in Midwifery

KEY FUNCTIONS

1. Assist in delivering lectures, tutorials, and practical demonstrations in midwifery.
2. Help prepare teaching materials and resources.
3. Provide academic guidance and support to midwifery students, addressing their learning needs.
4. Assist students with clinical skills development and practical training.
5. Supervise students during clinical placements, ensuring adherence to safety and professional standards.
6. Collaborate with clinical staff to provide hands-on experience in midwifery care.
7. Contribute to the development and review of midwifery courses and curricula.
8. Assist in integrating current best practices and innovations in midwifery into the teaching program.
9. Engage in academic research and professional activities
10. Assist in organizing workshops, seminars, and other academic events.
11. Comply with all professional regulations and ethical guidelines.

KEY OUTPUTS

1. Lectures, tutorials, and practical demonstrations in midwifery.
2. Academic guidance and support to midwifery students provided.
3. Assistance to students with clinical skills development and practical training provided.
4. Student's clinical placements supervised and adherence to safety and professional standards ensured.

Person Specification

1. Should have a Bachelor's degree in Midwifery with a CGPA of 3.6 or above from a recognized institution.
2. At least 2 years of experience in a teaching or clinical setting.
3. Must be registered with the Uganda Nurses and Midwives Council and must have a valid practicing license.
4. Proficiency in computer applications and strong communication skills.
5. The applicant should be below the age of 45 years at the time of application.

Job Reference:	MU/ACD/16.5/2024
Job Title:	Technician in Parasitology/ Entomology
Department:	Medical laboratory Sciences
Number of vacancies:	One (1) Post
Salary Scale:	(PU7)
Responsible to:	Head of Department
Responsible for:	None
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF JOB: to collect specimens to perform laboratory tests and support research and diagnostic activities related to parasitology and medical entomology within safe protocols.

KEY FUNCTIONS:

1. Perform laboratory techniques relevant to parasitology and entomology, including specimen collection, preservation, and identification.
2. Assist in conducting research studies, including fieldwork for specimen collection and in-lab experiments.
3. Maintain accurate records of laboratory results, specimens, and data analysis.
4. Ensure adherence to laboratory safety protocols and quality management systems, including regular calibration and maintenance of laboratory equipment.
5. Support quality assurance and control measures in all laboratory procedures.

6. Manage laboratory supplies and inventory, ensuring the timely availability of reagents and other materials.
7. Prepare and contribute to reports and publications in collaboration with the research team.
8. Participate in regular laboratory meetings and contribute to project planning and discussions.
9. Stay updated with the latest research and advances in parasitology and entomology.
10. Train and mentor junior staff or interns in laboratory techniques and procedures as required.

KEY OUTPUTS

1. Laboratory techniques relevant to parasitology and entomology performed.
2. Assist in research studies, including fieldwork for specimen collection and in-lab experiments provided.
3. Accurate records of laboratory results, specimens, and data analysis maintained.
4. Adherence to laboratory safety protocols and quality management systems, including regular calibration and maintenance of laboratory equipment undertaken.
5. Quality assurance and control measures in all laboratory procedures provided.
6. Laboratory supplies and inventory, ensuring the timely availability of reagents and other materials managed.
7. Reports and publications in collaboration with the research team developed.
8. Junior staff and interns trained and mentored in Laboratory techniques and procedures as required.

Person Specifications

1. Should have a Bachelor's degree in Medical Laboratory Science, Biomedical Laboratory Technology, Medical Entomology, or Parasitology with a CGPA of 3.6 or higher.
2. Must be registered with the relevant professional body and holder of a valid practicing license.
3. Minimum of one year of experience in an entomology or parasitology laboratory, preferably within a research or academic environment.
4. Proficiency in parasitology and entomology laboratory techniques, including specimen collection, preservation, and identification.
5. Strong knowledge of laboratory safety protocols and quality management systems.
6. Demonstrated computer skills, including proficiency in laboratory information systems and basic data analysis software.

7. The applicant should be below the age of 45 years at the time of application.

Job Reference:	MU/ACD/17.5/2024
Job Title:	Senior Assistant Technician in Nursing
Department:	Nursing
Number of vacancies:	One (1) Post
Salary Scale:	(PU10)
Responsible to:	Head of Department
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB: To provide technical support in the nursing department in the preparation and delivery of practical lessons, and ensuring that students gain hands-on experience in clinical settings.

KEY RESPONSIBILITIES:

1. Prepare, set up, and maintain nursing lab equipment and materials for practical sessions.
2. Assist academic staff in delivering practical lessons and demonstrations.
3. Ensure the nursing laboratory is clean, safe, and fully operational at all times.
4. Guide and supervise students during practical sessions and clinical placements.
5. Offer technical assistance to students in using equipment and following procedures.
6. Provide mentorship and advice to students on practical skills development.
7. Coordinate with the academic staff to align practical lessons with the theoretical curriculum.
8. Assist in organizing and managing clinical placements for students.
9. Participate in departmental meetings and contribute to the continuous improvement of practical teaching methods.

10. Ensure the nursing laboratory and clinical equipment are well-maintained, calibrated, and regularly inspected for safety.
11. Manage the inventory of laboratory supplies and order replacements as needed.
12. Stay updated on the latest trends in nursing technology and practices.
13. Participate in workshops, training, and courses to enhance technical skills and knowledge.

KEY OUTPUTS

1. Nursing lab equipment and materials prepared, set up, and maintained.
2. Academic staff assisted in delivering practical lessons and demonstrations.
3. Nursing laboratory is clean, safe, and fully operational at all times.
4. Students undertaking practical sessions and clinical placements guided
5. Mentorship and advice to students on practical skills development provided.

PERSON SPECIFICATIONS:

1. Should possess a Diploma in Nursing or Comprehensive Nursing with a Credit, Distinction, or equivalent.
2. At least 5 years of work experience in a teaching or clinical setting.
3. Must be registered with the Uganda Nurses and Midwives Council and hold a valid practicing license.
4. Must be a person of integrity.
5. The applicant should be below the age of 45 years at the time of application.

FACULTY OF AGRICULTURE AND ENVIRONMENTAL SCIENCE

Job reference:	MU/ACD/18.5/2024
JOB TITLE:	Associate Professor in Agriculture
Number of vacancies	(1Post)
Salary Scale:	(PU4)
Responsible to:	Head of Department
Interacts with:	Senior Lecturers, Senior Research Officers
Terms of employment:	Permanent or on Probation where applicable

PURPOSE OF THE JOB

To provide academic and professional leadership and knowledge to Senior Lecturers, Lecturers, Assistant Lecturers and students at undergraduate and postgraduate levels; and to promote knowledge of his/her subject through original work.

KEY FUNCTION

- To prepare and deliver lectures to undergraduate and postgraduate students
- To conduct research and disseminate research findings.
- To promote knowledge of his/her subject through original work.
- To guide and supervise undergraduate and postgraduate students doing research.
- To organize and conduct seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- To guide and advise students on their performance.
- Writes competitive fundable research grants.
- Provides academic leadership and guidance in the department.
- Participates in curriculum development and review.
- Mentors junior staff

KEY OUTPUT

- Academic leadership and guidance provided.
- Research studies identified, conducted and supervised.
- Lectures prepared and delivered.
- Seminars and tutorials conducted.
- Tests and examinations set and scripts marked and graded.
- Junior staff mentored.
- The number of research grants and the dollar amount of research grant won.

PERSON SPECIFICATIONS

- Must have a PhD in Agriculture Majoring in Animal Science or Agronomy
- Should have Master of Science in Agriculture Animal Science or Agronomy
- Should have Bachelor of Science in In Agriculture majoring in Animal Science or Agronomy.
- Should have at least eight (8) years of teaching and/or research experience, three of which should have been at level of Senior Lecturer or Senior Scientist in a reputable institution.
- Must have published at least Eight (8) articles in peer reviewed journals, or book chapters or book with ISBN Number in the area of specialization after being promoted to the position of a senior lecturer.
- Three journal articles or book chapters shall be vetted.
- Should have supervised three (3) graduate students to completion.
- Should have contributed to community service.
- The applicant should be below the age of 55 years at the time of application.

Job Reference: MU/ACD/19.5/2024
Job Title: Lecturer in Agriculture (Plant Physiology)
Number of vacancies (1 Post)
Salary Scale: (PU6.1)
Responsible to: Head of Department
Responsible for: Assistant Lecturer
Terms of employment: Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

KEY FUNCTIONS

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- Administer and invigilate tests, course works and examinations according to university standards.
- Mark tests and examinations scripts and compile results according to approved grading standards of the University.
- Writes competitive fundable research grants.
- Mentor Junior staffs in area of Research.
- Participates in curriculum review.
- Attend to students' inquiries and academic issues.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

KEY OUTPUTS

- Lesson plans prepared and Lectures delivered according to the time table.
- Fundable research proposals prepared and approved.
- Research conducted and research findings disseminated/published.
- Students undertaking research supervised.
- Seminars conducted.
- Tests, examinations and course work set, marked and results compiled.
- Fundable Research grants applied for.
- Junior Staff and students Mentored.

PERSON SPECIFICATIONS

- Should hold a PhD or must be on a PhD track in Plant Physiology or in Agriculture with a bias in Plant Physiology.
- Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).

- Should have a Master of Science in Plant Physiology or Master of Science in Crop Science (Crop Agronomy or Breeding, or Protection).
- First Class or Second-class Upper Bachelor of Science in Agriculture / Bachelor of Science in Botany.
- Should have at least three (3) years' teaching experience in the field of specialization or as Scientist in a reputable institution.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Having knowledge in Plant Biotechnology, Plant abiotic stresses, Field and Laboratory Data Analysis Skills is an added advantage.
- Demonstrate computer literacy.
- The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/20.5/2024
Job Title:	Lecturer in Agriculture (Plant Pathology)
Number of vacancies	(1 Post)
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturer
Terms of employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

KEY FUNCTIONS

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.

- Administer and invigilate tests, course works and examinations according to university standards.
- Mark tests and examinations scripts and compile results according to approved grading standards of the University.
- Writes competitive fundable research grants.
- Mentor Junior staffs in area of Research.
- Participates in curriculum review.
- Attend to students' inquiries and academic issues.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

KEY OUTPUTS

- Lesson plans prepared and Lectures delivered according to the time table.
- Fundable research proposals prepared and approved.
- Research conducted and research findings disseminated/published.
- Students undertaking research supervised.
- Seminars conducted.
- Tests, examinations and course work set, marked and results compiled.
- Fundable Research grants applied for.
- Junior Staff and students Mentored.

PERSON SPECIFICATIONS

- Should hold a PhD or must be on a PhD track in Plant Pathology or in Agriculture with a bias in Plant Pathology.
- Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
- Should have a Master of Science in Crop Protection (Plant Pathology or Entomology or Nematology)
- First Class or Second-class Upper Bachelor of Science in Agriculture.
- Should have at least three (3) years' teaching experience in the field of specialization or as Scientist in a reputable institution.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Having knowledge in Plant Biotechnology, Plant abiotic stresses, Field and Laboratory Data Analysis Skills is an added advantage
- Demonstrate computer literacy.
- The applicant should be below the age of 55 years at the time of application.

Job Reference: MU/ACD/21.5/2024

Job Title: Lecturer in Animal Science (Animal Health)

Number of vacancies (1 Post)

Salary Scale: (PU6.1)

Responsible to: Head of Department

Responsible for: Assistant Lecturer

Terms of employment: Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

KEY FUNCTIONS

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- Administer and invigilate tests, course works and examinations according to university standards.
- Mark tests and examinations scripts and compile results according to approved grading standards of the University.
- Writes competitive fundable research grants.
- Mentor Junior staffs in area of Research.
- Participates in curriculum review.
- Attend to students' inquiries and academic issues.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

KEY OUTPUTS

- Lesson plans prepared and Lectures delivered according to the time table.
- Fundable research proposals prepared and approved.
- Research conducted and research findings disseminated/published.
- Students undertaking research supervised.
- Seminars conducted.
- Tests, examinations and course work set, marked and results compiled.
- Fundable Research grants applied for.
- Junior Staff and students Mentored.

PERSON SPECIFICATIONS

- Should hold a PhD or must be on a PhD track in Animal Science (Health related), or Veterinary Medicine.
- Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
- Should have a Master of Science in Animal Science), or Animal Production or Veterinary Medicine.
- First Class or Second-class Upper Bachelor of Science in Agriculture.
- Should have at least three (3) years' teaching experience in the field of specialization or as Scientist in a reputable institution.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Having knowledge in Plant Biotechnology, Plant abiotic stresses, Field and Laboratory Data Analysis Skills is an added advantage
- Demonstrate computer literacy.
- The applicant should be below the age of 55 years at the time of application.

Job Reference	MU/ACD/22.5/2024
Job Title:	Lecturer in Environmental Management
Number of vacancies	(1 Post)
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturer
Terms of employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

KEY FUNCTIONS

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.

- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- Administer and invigilate tests, course works and examinations according to university standards.
- Mark tests and examinations scripts and compile results according to approved grading standards of the University.
- Writes competitive fundable research grants.
- Mentor Junior staffs in area of Research.
- Participates in curriculum review.
- Attend to students' inquiries and academic issues.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

KEY OUTPUTS

- Lesson plans prepared and Lectures delivered according to the time table.
- Fundable research proposals prepared and approved.
- Research conducted and research findings disseminated/published.
- Students undertaking research supervised.
- Seminars conducted.
- Tests, examinations and course work set, marked and results compiled.
- Fundable Research grants applied for.
- Junior Staff and students Mentored.

PERSON SPECIFICATIONS

- Should hold a PhD or must be on a PhD track in Environmental Management or any Environment related field.
- Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
- Should have a Master of Science in Environment & Natural Resources or Environment or Forestry
- First Class or Second-class Upper Bachelor of Science in Environment and Natural Resources fields or BA Environmental Management.
- Should have at least three (3) years' teaching experience in the field of specialization or as Scientist in a reputable institution.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Proven ability to conduct scholarly research. Knowledgeable in on-line teaching tools is an added advantage
- Demonstrate computer literacy.

- The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/23.5/2024
Job Title:	Lecturer in Environmental Science
Number of vacancies	(1 Post)
Salary Scale:	(PU6.1)
Responsible to:	Head of Department
Responsible for:	Assistant Lecturer
Terms of employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

KEY FUNCTIONS

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- Administer and invigilate tests, course works and examinations according to university standards.
- Mark tests and examinations scripts and compile results according to approved grading standards of the University.
- Writes competitive fundable research grants.
- Mentor Junior staffs in area of Research.
- Participates in curriculum review.
- Attend to students' inquiries and academic issues.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

KEY OUTPUTS

- Lesson plans prepared and Lectures delivered according to the time table.
- Fundable research proposals prepared and approved.

- Research conducted and research findings disseminated/published.
- Students undertaking research supervised.
- Seminars conducted.
- Tests, examinations and course work set, marked and results compiled.
- Fundable Research grants applied for.
- Junior Staff and students Mentored.

PERSON SPECIFICATIONS

- Should hold a PhD or must be on a PhD track in Environmental Science or Natural Resources fields.
- Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
- Should have a Master of Science in Environment & Natural Resources, Forestry or Environmental Engineering.
- First Class or Second-class Upper Bachelor of Science in Environment or Natural Resources fields.
- Should have at least three (3) years' teaching experience in the field of specialization or as Scientist in a reputable institution.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Proven ability to conduct scholarly research. Knowledgeable in on-line teaching tools is an added advantage.
- Demonstrate computer literacy.
- The applicant should be below the age of 55 years at the time of application.

Job Reference: MU/ACD/24.5/2024
Job Title: Lecturer in Soil Science
Number of vacancies (1 Post)
Salary Scale: (PU6.1)
Responsible to: Head of Department
Responsible for: Assistant Lecturer
Terms of employment: Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

KEY FUNCTIONS

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- Administer and invigilate tests, course works and examinations according to university standards.
- Mark tests and examinations scripts and compile results according to approved grading standards of the University.
- Writes competitive fundable research grants.
- Mentor Junior staffs in area of Research.
- Participates in curriculum review.
- Attend to students' inquiries and academic issues.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

KEY OUTPUTS

- Lesson plans prepared and Lectures delivered according to the time table.
- Fundable research proposals prepared and approved.
- Research conducted and research findings disseminated/published.
- Students undertaking research supervised.
- Seminars conducted.
- Tests, examinations and course work set, marked and results compiled.
- Fundable Research grants applied for.
- Junior Staff and students Mentored.

PERSON SPECIFICATIONS

- Should hold a PhD or must be on a PhD track in soil science or Land use Management.
- Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
- Should have a Master of Science in Soil Sciences or Land use Management or in Physical Land Resources from a recognized University.
- First Class or Second-class Upper Bachelor of Science in Agriculture (majoring in Soil Sciences) or Bachelor of Land Use and management.
- Should have at least three (3) years' teaching experience in the field of specialization or as Scientist in a reputable institution.

- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Experience in or both field based and laboratory research for at least One in area of specialization is an added advantage.
- Demonstrate computer literacy.
- The applicant should be below the age of 55 years at the time of application.

Job Reference: MU/ACD/25.5/2024
Job Title: Lecturer in Agribusiness
Number of vacancies (1 Post)
Salary Scale: (PU 6.1)
Responsible to: Head of Department
Responsible for: Assistant Lecturer
Terms of employment: Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

To conduct lectures to undergraduate and postgraduate students in relevant subjects; and maintain academic excellence through well researched and prepared lectures as well as conducting researches.

KEY FUNCTIONS

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- Administer and invigilate tests, course works and examinations according to university standards.
- Mark tests and examinations scripts and compile results according to approved grading standards of the University.
- Writes competitive fundable research grants.
- Mentor Junior staffs in area of Research.
- Participates in curriculum review.
- Attend to students' inquiries and academic issues.
- Conducting research and community outreach activities.
- To carry out administrative duties in the departments as directed by the Head of Department.

KEY OUTPUTS

- Lesson plans prepared and Lectures delivered according to the time table.
- Fundable research proposals prepared and approved.
- Research conducted and research findings disseminated/published.
- Students undertaking research supervised.
- Seminars conducted.
- Tests, examinations and course work set, marked and results compiled.
- Fundable Research grants applied for.
- Junior Staff and students Mentored.

PERSON SPECIFICATIONS

- Should hold a PhD or must be on a PhD track in Agribusiness or Agricultural Economics.
- Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
- Should have a Master of Science in in Agribusiness or Agricultural Economics from a recognized University.
- First Class or Second-class Upper Bachelor of Science in Agriculture or Agribusiness or Agricultural Economics.
- Should have at least three (3) years' teaching experience in the field of specialization.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Demonstrate computer literacy.
- The applicant should be below the age of 55 years at the time of application.

Job Reference:	MU/ACD/26.5/2024
JOB TITLE:	Assistant Lecturer in Animal Science (Animal Nutrition)
Number of Vacancies	(1 Posts)
Salary Scale:	(PU6.2)
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

Assist the Senior Staff in teaching and supervising research for undergraduate students and community outreach.

KEY FUNCTIONS

- Assists in preparing lectures and conducting lectures to undergraduate students.
- Assists in setting tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
- Assists in administering and invigilate tests, examinations and coursework according to university standards.
- Assists in supervising students undertaking research in line with the University's guidelines and regulations.

KEY OUTPUTS

- Lectures prepared and delivered to undergraduate students.
- Tests, examinations and coursework set, marked and results compiled.
- Tests, examinations and coursework administered.
- Students undertaking research Supervised in line with the University's guidelines and regulations.
- Support in community outreach provided

PERSON SPECIFICATIONS

- Should have at least a Masters' degree in Animal Science with a major in Animal Nutrition and production
- First Class or Second-class Upper Bachelor of Science degree in Animal Science or Bachelor of Science in Agriculture Majoring in Animal Science.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Excellency in statistical data analyses packages: R, Genstat, SAS etc. is an added advantage.
- Experience in or both field based and laboratory research for at least One (1) in area of specialization is an added advantage.
- Experience with feeding standards and formulation for various livestock will be an added advantage
- Demonstrated computer and communication skills.
- The applicant should be below the age of 45 years at the time of application.

Job Reference:	MU/ACD/27.5/2024
JOB TITLE:	Assistant Lecturer in Horticulture
Number of Vacancies	(1 Post)
Salary Scale:	(PU6.2)
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

Assist the Senior Staff in teaching and supervising research for undergraduate students and community outreach.

KEY FUNCTIONS

- Assists in preparing lectures and conducting lectures to undergraduate students.
- Assists in setting tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
- Assists in administering and invigilate tests, examinations and coursework according to university standards.
- Assists in supervising students undertaking research in line with the University's guidelines and regulations.

KEY OUTPUTS

- Lectures prepared and delivered to undergraduate students.
- Tests, examinations and coursework set, marked and results compiled.
- Tests, examinations and coursework administered.
- Students undertaking research Supervised in line with the University's guidelines and regulations.
- Support in community outreach provided

PERSON SPECIFICATIONS

- Should have at least a Masters' degree in Science in Horticulture / Master of Science in Crop Science (Research in Horticultural Crops) / Master of Science in Post-harvest Management.
- First Class or Second-class Upper Bachelor of Science degree in Horticulture.

- Molecular Biology, Horticultural Research Agenda, Horticultural Irrigation system, Horticultural Seed Science is added advantage.
- Field and Laboratory Data Analysis Skills is added advantage.
- Demonstrated computer and communication skills.
- The applicant should be below the age of 45 years at the time of application.

Job Reference:	MU/ACD/28.5/2024
JOB TITLE:	Assistant Lecturer in Agricultural Engineering
Number of Vacancies	(1 Posts)
Salary Scale:	(PU6.2)
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

Assist the Senior Staff in teaching and supervising research for undergraduate students and community outreach.

KEY FUNCTIONS

- Assists in preparing lectures and conducting lectures to undergraduate students.
- Assists in setting tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
- Assists in administering and invigilate tests, examinations and coursework according to university standards.
- Assists in supervising students undertaking research in line with the University's guidelines and regulations.

KEY OUTPUTS

- Lectures prepared and delivered to undergraduate students.
- Tests, examinations and coursework set, marked and results compiled.
- Tests, examinations and coursework administered.
- Students undertaking research Supervised in line with the University's guidelines and regulations.
- Support in community outreach provided

PERSON SPECIFICATIONS

- Should have at least a Masters' degree in Agricultural Engineering or in Water Resources Engineering from a recognized University.
- First Class or Second-class Upper Bachelor of Science degree in Agricultural Engineering or Agricultural Mechanization and Irrigation engineering.
- Excellency in statistical data analyses packages: R, Genstat etc. is an added advantage.
- Knowledge and Skills in GIS, GPS is an added advantage.
- Experience in or both field based and laboratory research is an added advantage
- Field and Laboratory Data Analysis Skills is added advantage.
- Demonstrated computer and communication skills.
- The applicant should be below the age of 45 years at the time of application.

Job Reference: MU/ACD/29.5/2024

JOB TITLE: Assistant Lecturer in Forestry

Number of Vacancies (1 Posts)

Salary Scale: (PU6.2)

Responsible to: Head of Department

Terms of employment: Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

Assist the Senior Staff in teaching and supervising research for undergraduate students and community outreach.

KEY FUNCTIONS

- Assists in preparing lectures and conducting lectures to undergraduate students.
- Assists in setting tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
- Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
- Assists in administering and invigilate tests, examinations and coursework according to university standards.
- Assists in supervising students undertaking research in line with the University's guidelines and regulations.

KEY OUTPUTS

- Lectures prepared and delivered to undergraduate students.
- Tests, examinations and coursework set, marked and results compiled.
- Tests, examinations and coursework administered.
- Students undertaking research Supervised in line with the University's guidelines and regulations.
- Support in community outreach provided

PERSON SPECIFICATIONS

- Should have at least a Masters' degree in Forestry.
- First Class or Second-class Upper Bachelor of Science degree in Forestry or Forestry Related Field.
- Experience in Forestry Resources Assessment including forest inventories and use of GIS and RS will be an added
- Demonstrated computer and communication skills.
- The applicant should be below the age of 45 years at the time of application.

Job reference:	MU/ACD/30.5/2024
JOB TITLE:	Livestock Production Officer
Number of vacancies	(1Post)
Salary Scale:	(PU6.2)
Responsible to:	Head of Department

Terms of employment: Permanent or on Probation of six months where applicable

PURPOSE OF THE JOB

To monitor animal care and advise on upkeep, breeding and health of animals for ensuring optimal production and product quality.

KEY FUNCTIONS

- **Animal Breeding:** Plans for breeding programs including selection of suitable breeding stock, management of mating and monitoring the reproduction process.
- **Animal Welfare:** Ensures proper management of animals including feeding, watering, grooming and providing animal health care as needed
- **Herd health Management:** Monitor animal herd health and wellbeing of animals, identifying signs of ill-health or injury and applying appropriate treatment and preventive measures on the herd
- **Record keeping:** Ensures appropriate farm records are maintained including animal inventory, health, breeding and other relevant information.
- Monitors and supervises the maintenance and cleanliness of animal facilities, including cleaning stalls, repairing of paddocks and ensuring proper sanitary conditions in the animal holding facilities
- **Nutrition Management:** Ensures availability of animal fodder, supplements, water and other feed resources for proper management of animals by developing and implementing nutrition plans for animals, selecting appropriate feeds, supplements and dietary adjustments based on needs basis.
- Monitors animal health and administers or supervises the routine administration of veterinary drugs and vaccines
- Supports pasture production, animal breeding and other animal husbandry practices on the farm
- Trains and support other livestock farm workers on animal care procedures, maintenance, and safety precautions
- Offering research support for animal related research.
- May undertake any other official delegated responsibilities as assigned by the immediate supervisor.

KEY OUTPUTS

- Well planned husbandry practices on the farm (breeding, nutrition and health)
- A highly hygienic environment for livestock production
- Readily available livestock feeds of quality and quantity
- A healthy animal population maintained
- Well trained animal support workers on the farm

PERSON SPECIFICATIONS

- Should hold a Masters Degree in Animal Science or Animal Production or Livestock Planning and development

- Should hold Bachelor of Science Degree in Animal Science or Agriculture Majoring in Animal Science or a Bachelor of Veterinary Medicine/ Practice
- Should have three (3) years' experience at the level of a production office or a scientist from a reputable.
- Good communication skills and computer literacy
- Practical Experience in animal handling and breeding management may be an added advantage
- Knowledge and experience in writing fundable research grants proposal will be an added advantage
- The applicant should be below the age of 45 years at the time of application.

Job reference:	MU/ACD/31.5/2024
JOB TITLE:	Crop Production Officer
Number of vacancies	(1Post)
Salary Scale:	(PU6.2)
Responsible to:	Head of Department
Terms of employment:	Permanent or on Probation of six months where applicable

PURPOSE OF THE JOB

To monitor crop research and production activities such as plant breeding, soil and water conservation practices, and enterprise specific value chain development for optimal production that ensures product quality.

KEY FUNCTIONS

- **Crop Production:** Plan and budget for crop production activities for specific enterprises that can be used as the university flagship commodities.
- **Student Recess Training:** Plan to conduct the recess training to students during the crop science week
- **Training of community based Agricultural extension agents:** provide relevant refreshers training to the subcounty agricultural officers, community based agricultural extension agents, and farmer groups
- **Soil and water conservation practices:** Ensures proper management of soil and water resources within the university farm
- **Record keeping:** Ensures appropriate farm records are maintained including crop inventories, major pests and diseases surveillance records, and other relevant information.
- **Trains and support** other crop farm workers on best crop production practices
- May also undertake any other official delegated responsibilities as assigned by the immediate supervisor.

KEY OUTPUTS

- Clearly developed plans and budget for crop production
- Well planned crop practices developed on the farm
- Well-developed training manual for crop specific enterprises
- Well set-up soil and water conservation practices on farm
- Provided training and support to extension workers around the farm and beyond
- Well trained crop support workers on the farm

PERSON SPECIFICATIONS

- Should hold Master of Science degree in Crop Science (Agronomy and Ecology or Breeding or Protection or Seed Systems).
- Should have Bachelor of Science Degree in Agriculture.
- Should have three (3) years' experience at the level of a production office or a scientist from a reputable.
- Good communication skills and computer literacy
- Practical Experience in Farm Management and Planning, Project Planning and management, Farm Budgeting and Financing and Experimental setup and data collection may be an added advantage.
- Knowledge and experience in writing fundable research grants proposal will be an added advantage
- The applicant should be below the age of 45 years at the time of application.

Job Reference	MU/ACD/32.5/2024
Job Title:	Technician in Agricultural Engineering
Number of vacancies	(1 Post)
Salary Scale:	(PU7)
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

Assist the Senior Staff in teaching undergraduate students.

KEY FUNCTIONS

- Prepares Laboratory/ Workshop Facility for routine investigations.

- Set the laboratory for practical sessions and examinations
- Maintain the laboratory/workshop and equipment in good working condition
- Ensure the students and staff access the laboratory when needed
- Carries out basic laboratory tests and submit reports to the requesting Head of department.
- Requisitions for the weekly Laboratory supplies and keeps a record of the stock.
- Compiles and submits daily workshop reports.
- Timely reports damage on the equipment.
- Ensures routine maintenance of agricultural equipment.
- Carries out routine infection control procedure (sterilizing, disposal of medical waste, incineration and disinfection).

KEY OUTPUTS

- Agricultural workshop prepared for exams and practical sessions
- Agricultural workshop supplies records of stock are kept.
- Agricultural workshop Supplies requisitioned and accounted for.
- Laboratory safety and quality assurance practices are observed.
- Routine maintenance schedule of agricultural equipment is prepared.

PERSON SPECIFICATIONS

- Should hold a Bachelor of Science degree in Agricultural Mechanization
- Bachelor Agricultural Mechanization or Irrigation Engineering from a recognized university is highly desirable.
- A minimum of three (3) years of relevant experience in the field.
- Strong understanding of agricultural power systems and machinery used in agricultural production.
- Proven experience with agricultural mechanization equipment and farm structures.
- Proficient in computer use, including relevant software applications.
- Demonstrated high level of personal and professional integrity.
- The applicant should be below the age of 55 years at the time of application.

Job Reference: MU/ACD/33.5/2024

Job Title: Technician in Forestry

Number of vacancies: 1 post

Salary Scale: PU7

Responsible to: Head of Department

Terms of employment: Permanent or on probation of six (6) months' where applicable

PURPOSE OF THE JOB

Assist the Senior Staff in teaching practical sessions to undergraduate students.

KEY FUNCTIONS

- Generate reports, inventories, and orders in the unit.
- Prepare for field practical sessions, demonstrations, and examinations.
- Prepare and supervise students' practical sessions.
- Perform routine maintenance on forestry field equipment and tools, ensuring that all equipment and tools are in optimal working condition to support educational activities.
- Implement and maintain guidelines and regulations to ensure quality assurance, control and safety in unit.
- Requisition and manage field supplies and maintain accurate records of equipment and tools to ensure that the inventory is adequately resourced.
- Promptly report any damage or malfunction of equipment and tools to the Head of Department to ensure timely repairs to minimize disruption to practical sessions.

KEY OUTPUTS

- Forestry unit fully prepared for practical sessions.
- Accurate and up-to-date records of supplies and maintenance schedules of the unit maintained.
- Timely requisition and accounting of forestry-related equipment, tool, and supplies timely requisitioned and accounted for.
- Field safety protocols are consistently observed.
- A routine maintenance schedule for forestry-related equipment and tools developed and adhered to.

PERSON SPECIFICATIONS

- Should hold a Bachelor of Science in Forestry or any Forestry field with second-class upper or First Class.
- A minimum of three (3) years field experience working in forestry related fields such as tree nurseries, forest plantations, natural forest inventory or forest extension.
- Proficient in computer use, including relevant software applications.
- Demonstrated high level of personal and professional integrity.
- The applicant should be below the age of 55 years at the time of application.

FACULTY OF MANAGEMENT SCIENCE

Job Reference:	MU/ACD/34.5/2024
JOB TITLE:	ASSOCIATE PROFESSOR–Accounting and Finance
Number of Vacancies	(1Post)
Salary Scale:	(PU4)
Responsible to:	Head of Department
Responsible for:	Senior Research Officers, Senior Lecturers
Terms of employment:	Permanent and subject to six (6) months' probation

PURPOSE OF THE JOB

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

KEY FUNCTIONS

- Writes competitive fundable research grants.
- Provides academic leadership and guidance in the department.
- Identifies and supervises research studies by the undergraduate and postgraduate students.
- Prepares and delivers lectures to students.
- Conducts seminars and tutorials.
- Sets and marks tests and examinations.
- Advises students on their academic performance.
- Participates in curriculum review.
- Mentors research staff

KEY OUTPUT

- Academic leadership and guidance provided.
- Research studies identified, conducted and supervised.
- Lectures prepared and delivered.
- Seminars and tutorials conducted.
- Tests and examinations set and scripts marked and graded.
- Junior staff mentored.
- The number of research grants and the dollar amount of research grant won.

PERSON SPECIFICATIONS

- Should have a PhD degree in the field of Business Administration (Accounting & Finance) or Accounting and Finance.
- Should have a Master's Degree in Business Administration major in Accounting and Finance or Master's degree (Accounting & Finance) or Master's Degree in Business Administration major in Entrepreneurship management plus a post graduate diploma in Financial Management.
- Should have a Bachelor's degree in Business Administration, Bachelor of Commerce or Bachelor of Arts (all majoring in Accounting & Finance) or Bachelor of Accounting and Finance from a recognized institution.

- Should have at least eight (8) years of teaching experience three of which should have been at the level of a Senior Lecturer an institution of higher learning.
- Should have at least eight (8) internationally recognized peer reviewed publications in the field of specialization.
- Should have supervised three (3) graduate students to completion.
- Being a registered professional is an added advantage.
- Demonstrated computer literacy.
- Being a registered professional is an added advantage.
- The applicant must be below the age of 55 years

Job reference:	MU/ACD/35.5/2024
JOB TITLE:	Senior Lecturer in Tourism and Hospitality Management
Number of Posts	(1 Post)
Salary Scale:	(M5)
Responsible to:	Head of Department
Responsible for:	Lecturers, Assistant Lecturers Researchers
Terms of employment:	Permanent and subject to six (6) months' probation

PURPOSE OF JOB

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

KEY FUNCTIONS

- Prepare well-researched lectures and delivering them to undergraduate and postgraduate students.
- Set tests, examinations and course work in accordance with university policy and regulations.
- Administer and invigilate tests and examinations according to university policy and regulations.
- Mark tests, course works and examination scripts, compiling and grading examination results in accordance with university policy and regulations.
- Guide and advice students on their academic performance.
- Conduct research and disseminating research findings through conferences, seminars and publications.
- Supervise undergraduate and post graduate students undertaking research projects.

- Conduct seminars and tutorials.
- Mentor lecturers and Assistant Lecturer.

KEY OUTPUTS

- Lectures well researched and delivered.
- Research conducted and research findings disseminated through conferences, seminars and publications.
- Tests and examinations are invigilated.
- Seminars conducted.
- Tests, examinations and course work set, scripts marked and graded and results submitted on time.
- Students guided and advised on their performance.
- Lecturers and Assistant Lecturers mentored

PERSON SPECIFICATIONS

- Should have a PhD in Tourism or Hospital Management or Tourism and hospitality Management or world life Management.
- Should have Masters in Tourism and Hospitality Management
- Should Bachelors in Tourism and Hospitality Management or Tourism
- Should have at least five (5) years of teaching experience at any level in institution of higher level.
- Should have at least three (3) internationally recognized peer reviewed publications in the field of specialization.
- Should have supervised one (1) graduate student to completion.
- Being a registered professional is an added advantage for.
- Demonstrated computer literacy.
- The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ACD/36.5/2024
JOB TITLE:	Senior Lecturer in Public Administration and Management
Number of Posts	(1 Post)
Salary Scale:	(M5)
Responsible to:	Head of Department
Responsible for:	Lecturers, Assistant Lecturers, Researchers
Terms of employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF JOB

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

KEY FUNCTIONS

- Prepare well-researched lectures and delivering them to undergraduate and postgraduate students.
- Set tests, examinations and course work in accordance with university policy and regulations.
- Administer and invigilate tests and examinations according to university policy and regulations.
- Mark tests, course works and examination scripts, compiling and grading examination results in accordance with university policy and regulations.
- Guide and advice students on their academic performance.
- Conduct research and disseminating research findings through conferences, seminars and publications.
- Supervise undergraduate and post graduate students undertaking research projects.
- Conduct seminars and tutorials.
- Mentor lecturers and Assistant Lecturer.

KEY OUTPUTS

- Lectures well researched and delivered.
- Research conducted and research findings disseminated through conferences, seminars and publications.
- Tests and examinations are invigilated.
- Seminars conducted.
- Tests, examinations and course work set, scripts marked and graded and results submitted on time.
- Students guided and advised on their performance.
- Lecturers and Assistant Lecturers mentored

PERSON SPECIFICATIONS

- Should have a PhD in the field of Public Administration and Management.
- Should hold Master's Degree in the field of Public Administration and Management.
- Should hold Bachelor's degree in Public Administration or Bachelor of Arts in Public Administration or Bachelor of Public Administration and Management or Bachelor of Arts (Social Sciences).
- Should have at least five (5) years of teaching experience at any level in institution of higher level.
- Should have at least three (3) internationally recognized peer reviewed publications in the field of specialization.

- Should have supervised one (1) graduate student to completion.
- Demonstrated computer literacy.
- The applicant should be below the age of 55 years at the time of application.

Job Reference: MU/ACD/37.5/2024
JOB TITLE: LECTURER –Procurement and Supply Chain Management
Number of Vacancies (1 Post)
Salary Scale: (M6.1)
Responsible to: Head of Department
Terms of employment: Permanent and subject to six (6) months' probation

PURPOSE OF THE JOB

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

KEY FUNCTIONS

- Prepare lectures and conduct lectures to undergraduate and postgraduate students.
- Conduct researches and disseminate research findings.
- Supervise students undertaking research.
- Conducting seminars.
- Set tests, examinations and course work according to University standards.
- Administer and invigilate tests, course works and examinations according to university standards.
- Mark tests and examinations scripts and compile results according to approved grading standards of the University.
- Writes competitive fundable research grants.
- Mentor Junior staffs in area of Research.
- Participates in curriculum review.
- Attend to students' inquiries and academic issues.

KEY OUTPUTS

- Lesson plans prepared and Lectures delivered according to the time table.
- Fundable research proposals prepared and approved.
- Research conducted and research findings disseminated/published.
- Students undertaking research supervised.
- Seminars conducted.
- Tests, examinations and course work set, marked and results compiled.
- Fundable Research grants applied for.
- Junior Staff and students Mentored.

PERSON SPECIFICATIONS

- Should hold a PhD or must be on a PhD track in the area of Procurement or supply chain management or logistics management from a Reputable University.
- Those applicants on PhD track must have defended their proposals by the time of submission of their applications (**attach evidence of defense**).
- Should have a Master's degree in Procurement and Supply Chain or Procurement and Logistics
- First Class or Second-class Upper Bachelor's Degree in Procurement and Supply Chain Management or Procurement and Logistics Management.
- Should have at least three levels (4, 5 and 6) of Certified institute of purchasing and Supplies.
- Should have at least three (3) years' teaching experience in the field of specialization.
- Having knowledge and experience in writing Fundable Research grants proposal is an added advantage.
- Demonstrate computer literacy.
- The applicant should be below the age of 55 years at the time of application.

FACULTY OF EDUCATION

Job reference: MU/ACD/38.5/2024

JOB TITLE: Associate Professor in Educational Planning and Management or Education Leadership and Management **Number of**

Vacancies: (1Post)

Salary Scale: (M4)

Responsible to: Head of Department

Interacts with: Lecturers, Assistant Lecturers and Graduate Fellows or Teaching Assistants/Fellows

Terms of employment:Permanent and subject to six (6) months' probation
Where applicable

PURPOSE OF THE JOB

To provide academic and professional leadership and knowledge to Senior Lecturers, Lecturers, Assistant Lecturers and students at undergraduate and postgraduate levels; and to promote knowledge of his/her subject through original work.

KEY FUNCTION

1. To prepare and deliver lectures to undergraduate and postgraduate students
2. To conduct research and disseminate research findings.
3. To promote knowledge of his/her subject through original work.
4. To guide and supervise undergraduate and postgraduate students doing research.
5. To organize and conduct seminars.
6. To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department and attend to examiners and Board meetings.
7. To guide and advise students on their performance.
8. Writes competitive fundable research grants.
9. Provides academic leadership and guidance in the department.
10. Participates in curriculum development and review.
11. Mentors junior staff

KEY OUTPUT

1. Academic leadership and guidance provided.
2. Research studies identified, conducted and supervised.
3. Lectures prepared and delivered.
4. Seminars and tutorials conducted.
5. Tests and examinations set and scripts marked and graded.
6. Junior staff mentored.
7. Research grants won.

PERSON SPECIFICATIONS

1. Should have a PhD in Education Planning & Management or Education Leadership and Management.
2. Masters in Educational Administration and Management or Educational Leadership and Management or Masters in Educational Planning and Management.

3. Bachelors in Education or Bachelors in related field with a Post Graduate Diploma in Education.
4. Should have at least eight years of teaching experience of which three (3) years should have been at the level of Senior Lecturer or its equivalent in a recognized University/Institution.
5. Must have published at least Eight (8) articles in peer reviewed journals, or book chapters or book with ISBN Number in the area of specialization after being promoted to the position of a senior lecturer.
6. Three journal articles or book chapters shall be vetted.
7. Should have supervised three (3) graduate students to completion.
8. Should have contributed to community service.
9. The applicant should be below the age of 55 years at the time of application.

Job Reference: MU/ACD/39.5 /2024
JOB TITLE: Assistant Lecturer in Economics
Number of Vacancies: (1 Post)
Salary Scale: (PU6.2)
Responsible to: Head of Department
Terms of employment: Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

Assist the Senior Staff in teaching undergraduate students.

KEY FUNCTIONS

1. Assists in preparing lectures and conducting lectures to undergraduate students.
2. To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department, attend to examiners and Board meetings.
3. Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
4. Assists in administering and invigilate tests, examinations and coursework according to University standards.
5. Assists in supervising students undertaking research in line with the University's guidelines and regulations.

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.

4. Students undertaking research Supervised in line with the University's guidelines and regulations.

PERSON SPECIFICATIONS

1. Should have at least a Masters' degree in Economics.
2. First Class or Second-class Upper Bachelor Degree in Education or Bachelor of Arts or Science with Education all majoring in Economics.
3. Should have a high level of academic potential to pursue higher degrees.
4. Must be a registered Teacher with the Ministry of Education and Sports.
5. Demonstrated computer and communication skills.
6. The applicant should be below the age of 45 years at the time of application.

Job Reference: MU/ACD/40.5/2024

JOB TITLE: Assistant Lecturer in Physical Education

Number of Vacancies: (2 Posts)

Salary Scale: (PU6.2)

Responsible to: Head of Department

Terms of employment: Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

Assist the Senior Staff in teaching undergraduate students.

KEY FUNCTIONS

1. Assists in preparing lectures and conducting lectures to undergraduate students.
2. To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department, attend to examiners and Board meetings.
3. Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
4. Assists in administering and invigilate tests, examinations and coursework according to University standards.
5. Assists in supervising students undertaking research in line with the University's guidelines and regulations.

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.

4. Students undertaking research Supervised in line with the University's guidelines and regulations.

PERSON SPECIFICATIONS

1. Should have at least a Masters' degree in Sports Science
2. First Class or Second-class Upper Bachelor Degree in Sports Science or Bachelor of Education or Science with Education majoring in Physical Education.
3. Should have a high level of academic potential to pursue higher degrees.
4. Must be a registered Teacher with the Ministry of Education and Sports.
5. Demonstrated computer and communication skills.
6. The applicant should be below the age of 45 years at the time of application.

Job Reference: MU/ACD/41.5/2024

JOB TITLE: Assistant Lecturer in Computer Studies

Number of Vacancies: (1 Post)

Salary Scale: (PU6.2)

Responsible to: Head of Department

Terms of employment: Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

Assist the Senior Staff in teaching undergraduate students.

KEY FUNCTIONS

1. Assists in preparing lectures and conducting lectures to undergraduate students.
2. To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department, attend to examiners and Board meetings.
3. Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
4. Assists in administering and invigilate tests, examinations and coursework according to University standards.
5. Assists in supervising students undertaking research in line with the University's guidelines and regulations.

KEY OUTPUTS

7. Lectures prepared and delivered to undergraduate students.

8. Tests, examinations and coursework set, marked and results compiled.
9. Tests, examinations and coursework administered.
10. Students undertaking research Supervised in line with the University's guidelines and regulations.

PERSON SPECIFICATIONS

1. Should have at least a Masters' degree in Computer Science
2. First Class or Second-class Upper Bachelors Degree in Education majoring in Computer Studies or Bachelor of Computer Science or Information Technology with a Post Graduate Diploma in Education.
3. Should have a high level of academic potential to pursue higher degrees.
4. Must be a registered Teacher with the Ministry of Education and Sports.
5. Demonstrated computer and communication skills.
6. The applicant should be below the age of 45 years at the time of application.

Job Reference: MU/ACD/42.5/2024

JOB TITLE: Assistant Lecturer in Philosophy of Education

Number of Vacancies: (1 Post)

Salary Scale: (PU6.2)

Responsible to: Head of Department

Terms of employment: Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

Assist the Senior Staff in teaching undergraduate students.

KEY FUNCTIONS

1. Assists in preparing lectures and conducting lectures to undergraduate students.
2. To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department, attend to examiners and Board meetings.
3. Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
4. Assists in administering and invigilate tests, examinations and coursework according to University standards.
5. Assists in supervising students undertaking research in line with the University's guidelines and regulations.

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.
4. Students undertaking research Supervised in line with the University's guidelines and regulations.

PERSON SPECIFICATIONS

1. Should have at least a Masters' degree in Foundations of Education(Philosophy of Education Option)
2. First Class or Second-class Upper Bachelor's Degree in Education majoring in Divinity or Religious Studies or Bachelors in Philosophy with a Post Graduate Diploma in Education.
3. Should have a high level of academic potential to pursue higher degrees.
4. Must be a registered Teacher with the Ministry of Education and Sports.
5. Demonstrated computer and communication skills.
6. The applicant should be below the age of 45 years at the time of application.

Job Reference: MU/ACD/43.5/2024

JOB TITLE: Assistant Lecturer in Agriculture Education

Number of Vacancies: (2 Posts)

Salary Scale: (PU6.2)

Responsible to: Head of Department

Terms of employment: Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB

Assist the Senior Staff in teaching undergraduate students.

KEY FUNCTIONS

1. Assists in preparing lectures and conducting lectures to undergraduate students.
2. To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department, attend to examiners and Board meetings.
3. Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
4. Assists in administering and invigilate tests, examinations and coursework according to University standards.
5. Assists in supervising students undertaking research in line with the University's guidelines and regulations.

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.
4. Students undertaking research Supervised in line with the University's guidelines and regulations.

PERSON SPECIFICATIONS

1. Should have at least a Master's degree in Agriculture majoring in Animal Science or Agricultural Mechanization.
2. First Class or Second-class Upper Bachelor of Science Degree in Education major in Agriculture or Vocational Studies majoring in Agriculture.
3. Should have a high level of academic potential to pursue higher degrees.
4. Must be a registered Teacher with the Ministry of Education and Sports.
5. Demonstrated computer and communication skills.
6. The applicant should be below the age of 45 years at the time of application.

Job reference:	MU/ADM/44.5/2024
JOB TITLE:	Assistant Lecturer in Foundations of Education (History of Education or Comparative Education)
Number of Vacancies	One (1) Post
Salary Scale	PU6.2
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months' probation
	Where applicable

PURPOSE OF THE JOB

Assist the Senior Staff in teaching undergraduate students.

KEY FUNCTIONS

1. Assists in preparing lectures and conducting lectures to undergraduate students.
2. To set tests and examinations, moderate examinations questions, Mark scripts, enter the results in the system, submit marked scripts to the department, attend to examiners and Board meetings.
3. Assists in marking tests and examinations scripts and compile results according to grading standards of the University.
4. Assists in administering and invigilate tests, examinations and coursework according to University standards.
5. Assists in supervising students undertaking research in line with the University's guidelines and regulations.

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.
4. Students undertaking research Supervised in line with the University's guidelines and regulations.

PERSON SPECIFICATIONS

1. Should have at least a Masters' degree in Education Foundations majoring in History of Education or Comparative Education.
2. First Class or Second-class Upper Bachelors Degree in Education or Bachelor of Arts majoring in History, Economics and Geography with a Post Graduate Diploma in Education.
3. Should have a high level of academic potential to pursue higher degrees.
4. Must be a registered Teacher with the Ministry of Education and Sports.
5. Demonstrated computer and communication skills.
6. The applicant should be below the age of 45 years at the time of application.

DIRECTORATE OF GRADUATE TRAINING RESEARCH AND INNOVATION

Job Reference: MU/ACD/45.5/2024
JOB TITLE: Senior Research Officer
Number of Vacancies (1 Post)
Salary Scale: (M6.1)
Responsible to: Associate Research Professor
Responsible for: Researchers
Terms of employment: Permanent and subject to six (6) months' probationWhere applicable

Purpose of the job

Support the Directorate of Graduate Training, Research and Innovation (DGTRI) in the development and implementation of research and innovation policies, undertake resource mobilization, establishing and managing partnerships to advance the university's research and innovation agenda and promoting collaboration and partnerships.

Key Functions

- Supporting the development of effective research approaches and procedures for different areas
- Contributing to development of a research agenda, themes and framework for DGTRI;
- Participating in development of information networks and fostering relationships with national and international research institutions in order to improve the quality of research activities;
- Conducting applied research and synthesizing research results and current knowledge and experience into papers and policy briefs;
- Assisting in linking national and international best practices and latest research results to the work practices of the University;
- Assisting in development and management of a database of research teams across the University units;
- Participating in identification of suitable research calls, development of research concepts and proposals;
- Supporting in monitoring, reporting and dissemination of research findings;
- Developing and maintaining of research, innovation databases as well as website information;
- Any other duties as may be assigned from time to time.

Key Outputs

- The development of effective research approaches and procedures for different areas supported

- Contribution to development of a research agenda, themes and framework for DGTRI provided;
- Participation in development of information networks and fostering relationships with national and international research institutions in order to improve the quality of research activities done;
- Applied research and synthesizing research results and current knowledge and experience into papers and policy briefs undertaken;
- Assistance in linking national and international best practices and latest research results to the work practices of the University provided;
- Assistance in development and management of a database of research teams across the University units provided;
- Participation in identification of suitable research calls, development of research concepts and proposals done;
- Support to the monitoring, reporting and dissemination of research findings provided;
- Development and maintenance of research, innovation databases as well as website information undertaken.

Person Specifications

- Should have PhD in field of Natural Sciences
- Should hold Masters of Science in the field of Natural Sciences
- Should hold a Bachelor's Degree in the field of Natural Sciences
- Excellent leadership, inter-personal and communication skills including demonstrated ability to work collaboratively in teams.
- Should have Eight (8) new publications in Peer reviewed journals plus eight (8) research projects completed in the area of specialization since appointment as Senior Researcher.
- Evidence of research skills.
- Evidence of contribution to the community.
- At least six (5) years' experience three of which should have been at the level of Research Officer or Scientist or equivalent experience from a reputable institution.
- The applicant should be below the age of 55 years at the time of application.

Job Reference: MU/ACD/46.5/2024
JOB TITLE: Senior Grants Officer
Number of Vacancies (1 Post)
Salary Scale: (M6.1)
Responsible to: Director Graduate Training Research and Innovation
Responsible for: Grants Officer
Terms of employment: Permanent and subject to six (6) months' probation where applicable

Purpose of the job

Managing and optimizing both internal and external grant funding processes to support the University's research and innovation initiatives. Will play a key role in ensuring that the University effectively secures, manages, and utilizes grant funding, thereby supporting the research, innovation and community engagement initiatives. Will ensure that grants are managed effectively and in accordance with institutional and donor guidelines.

Key Functions

- Overseeing the complete grant lifecycle, including proposal preparation, submission, award management, and compliance;
- Developing strategies to attract and secure grants that support the University's priorities;
- Providing expert assistance to faculty and staff in ensuring that proposals meet all required guidelines and standards;
- Ensuring that all grant activities comply with national and institutional regulations including ethical clearance;
- Monitoring grant budgets and expenditures, and support grant audits to ensure funds are used appropriately;
- Maintaining comprehensive records/database of all grant-related activities;
- Support preparation and submission of progress technical and financial reports, and other required documentation to funding agencies;
- Supporting training of faculty, staff, students and other stakeholders on grant management processes, best practices, and regulatory requirements;
- Developing and maintaining relationships with funding agencies, donors, and other key stakeholders;
- Contributing to the development and refinement of grant management policies and procedures to enhance efficiency and effectiveness within the University.
- Any other duties as may be assigned from time to time.

Key Outputs

- Oversight in the complete grant lifecycle, including proposal preparation, submission, award management, and compliance Provided;
- Strategies to attract and secure grants that support the University's priorities Developed;
- Expert assistance to faculty and staff in ensuring that proposals meet all required guidelines and standards Provided;
- Compliance with national and institutional regulations including ethical clearance in all grant activities ensured;
- Grant budgets and expenditures, and support grant audits to ensure funds are used appropriately monitored;
- Comprehensive records/database of all grant-related activities maintained;
- Support to the preparation and submission of progress technical and financial reports, and other required documentation to funding agencies Provided;
- Support to training of faculty, staff, students and other stakeholders on grant management processes, best practices, and regulatory requirements provided;
- Development and maintenance of relationships with funding agencies, donors, and other key stakeholders maintained;
- Contribution to the development and refinement of grant management policies and procedures to enhance efficiency and effectiveness within the University provided.

Person Specifications

- Should hold Masters' Degree in Business Administration, Public Administration, Economics, Management, Natural Sciences or Research Management.
- Should hold a Bachelor's Degree in Business Administration, Economics, Management or Natural Sciences or Social Sciences.
- At least five (5) years' experience three (3) of which should be at the level of Grants Officer, Grants Administrator, Research Officer or Researcher from a reputable institution.
- Excellent leadership, inter-personal and communication skills.
- The applicant should be below the age of 55 years at the time of application.

OFFICE OF THE UNIVERSITY LIBRARIAN

Job Reference:	MU/ACD/47.5/2024
Job Title:	Library Attendant
Number of vacancies:	Three (3) Posts
Salary Scale:	(PU13)
Responsible to:	LibraryAssistant
Terms of Employment:	Permanent and subject to six (6) months' probation where applicable

PURPOSE OF THE JOB: To Provide assistance to library users in accessing the library materials.

KEY FUNCTIONS

1. Assist in Opening and Closing of the Library;
2. Assisting users in searching of books, periodicals, and documents in other media.
3. Assist users with how to use library information services e.g. electronic catalogue.
4. Loan library materials such as books and DVDs and collect the returned materials.
5. Organize and re-shelve returned items such as periodicals, books and DVDs.
6. Maintain security of library property by manning the Check Point/ Property Counter;
7. Dusting of books, periodicals, documents in other media, shelves, chairs, tables.
8. Organize chairs, tables in respective units, sections and in the reading halls;
9. Provide library services for users with special needs including general users.
10. Prepare books for use, stamp books, paste bar code and spine label
11. Search out damaged books and periodicals, mending them and preparing them for binding;
12. Take stock of the library materials including assets.
13. Perform other duties as may become necessary for smooth running of the library or as may be assigned by the Supervisor.

KEY OUPUTS

1. Assistance to users in searching of books, periodicals, and documents in other media provided.
2. Loan library materials such as books and DVDs provided
3. Returned items such as periodicals, books and DVDs Re-shelved.
4. Security of library property by manning the Check Point/ Property Counter provided.

5. Books, periodicals, documents in other media, shelves, chairs, and tables dusted.
6. Any other duties performed as may become necessary for smooth running of the library or as may be assigned by the Supervisor.

PERSON SPECIFICATIONS

1. Should have a Certificate in Library and Information Studies from NCHE recognized institution.
2. Should have an "O" Level Certificate.
3. 5 years' experience in library services preferably in an Academic Library.
4. Should have effective communication skills.
5. Should be computer literate.
6. Should be a person of high integrity.
7. The applicant should be below the age of 55 years at the time of application.

ADMINISTRATIVE AND SUPPORT POSITIONS

Job reference:	MU/ADM/48.5/2024
JOB TITLE:	Principal Procurement Officer
Number of Vacancies	(1 Post)
Salary Scale:	(PU5)
Responsible to:	Deputy Chief Procurement Officer
Responsible for:	Senior Procurement Officer
Terms of employment:	Permanent and subject to six (6) months' Probation

PURPOSE OF THE JOB

To technically coordinate the planning, budgeting and controlling of Procurement and Disposal of Assets, and Inventory Management function to ensure value for money.

KEY FUNCTIONS

1. To facilitate and provide technical support on procurement policy review, procurement planning process, budgeting, control of public resources, and any other matter concerning procurement and disposal of Public Assets in the Entity;
2. To review procurement audit reports to ensure compliance and conformity with legal and regulatory framework governing Public Procurement and Disposal of Public Assets function;
3. To prepare, compile and submit appropriate reports to Contracts Committee, Accounting Officer and User Departments;
4. To put in place appropriate internal control system to ensure compliance and conformity with legal and regulatory framework governing the Public Procurement and Disposal of Assets function;
5. To review proposals for Contracts Committee members in the entity;
6. To consolidate and review the procurement plan of the entity and develop end of year performance reports;
7. To coordinate effective management of the evaluation process including constitution of evaluation team, timely evaluation and submission to the Contracts Committee;
8. To coordinate, monitor and appraise the contract management process in the entity;
9. To ensure effective management of negotiation processes;
10. To oversee the inventory management function within an entity; and
11. To supervise, mentor and motivate subordinate staff

KEY OUTPUTS

1. Technical support on procurement policy review, procurement planning process, budgeting, control of public resources, and any other matter concerning procurement and disposal of Public Assets in the Entity provided;

2. Procurement audit reports to ensure compliance and conformity with legal and regulatory framework governing Public Procurement and Disposal of Public Assets function reviewed;
3. Appropriate reports to Contracts Committee, Accounting Officer and User Departments prepared, compiled and submitted;
4. Appropriate internal control system to ensure compliance and conformity with legal and regulatory framework governing the Public Procurement and Disposal of Assets function put in place;
5. Proposals for Contracts Committee members in the entity reviewed;
6. Procurement plan of the entity and end of year performance reports consolidated, developed and reviewed;
7. Evaluation process including constitution of evaluation team, timely evaluation and submission to the Contracts Committee effectively coordinated and managed;
8. Contract management process in the entity coordinated, monitored and appraised;
9. Negotiation processes effectively managed;
10. Inventory management function within the entity overseen; and
11. Subordinate staff supervised, mentored and motivated.

PERSON SPECIFICATIONS

1. A minimum of Master's degree in Procurement and Supply Chain Management.
2. Bachelor in Procurement and Supply Chain Management or Bachelor of Commerce (BCOM) or Bachelor of Business Administration (BBA) with specialization in Procurement and Supply Chain Management.
3. Full professional qualification/membership of Procurement/Purchasing and Supply Chain Management (CIPS) from recognized awarding institution.
4. Should have at least six (6) year experience in Procurement and Disposal, three (3) of which should have been at the level of Senior Procurement Officer in public or any large reputable organization.
5. Demonstrate knowledge in relevant computer applications.
6. Should have good leadership, interpersonal and communication skills and capable of working as member of the organization's senior management team
7. Ability to build and motivate an effective team
8. Must have well-developed analytical and reporting skills and high level of integrity.
9. The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ADM/49.5/2024
JOB TITLE:	Senior International Relations Officer
Number of Vacancies	(1 Post)
Salary Scale:	(PU 6.1)
Responsible to:	The Vice Chancellor
Terms of employment:	Permanent and subject to six (6) months' Probation

Purpose of the Job

To provide leadership to the Internationalization agenda of the University

KEY FUNCTIONS

1. Plan and implement strategies and activities for cultivating internationalization of the University.
2. Develops and maintains strong networks of contacts both internal and external of institutional partners, government agencies, diaspora networks, embassies and consulates.
3. Initiates, develops and manages portfolio of partnerships and agreements on internationalization.
4. Monitors institutional agreements related to partnerships and linkages, including Memorandum of understandings, exchanges and academic programs and ensure timely assessments and renewals.
5. Proactively develops policies and guidelines supporting the University's internationalization agenda.
6. Coordinates with Faculties, departments and units within the University to advance the internationalization of the University with specific countries and agencies.
7. Prepares reports, briefing documents on country, institutional and regional engagements.
8. Support in the recruitment of foreign students and maintain database of foreign students.
9. Coordinate student exchanges and connect students to international opportunities for higher studies and internship placements.
10. Assist in the production of core program information, handbooks and online promotional materials.

KEY OUT PUTS

1. Strategies and activities for cultivating internationalization of the University planned and implemented.
2. Strong networks of contacts for internationalization both internal and external developed and maintained.
3. Portfolio of partnerships and agreements on internationalization initiated, developed and managed.

4. Institutional agreements related to partnerships and linkages, including MOU's, exchanges and academic programs and ensure timely assessments and renewals monitored,
5. Policies and guidelines supporting the University's internationalization agenda developed and reviewed.
6. Faculties, departments and units coordinated to advance the internationalization of the University.
7. Reports, briefing documents on country, institutional and regional engagements prepared.
8. Support in the recruitment of foreign students provided and their database maintained.
9. Student exchanges coordinated and connection of students to international opportunities for higher studies and internship placements provided.
10. Production of core program information, handbooks and online promotional materials assisted.

Person Specifications

1. A Master's Degree in International Relations/Diplomacy or a Master's Degree in Mass Communication or Journalism.
2. A Bachelor's (Hons) degree in International Relations /Diplomacy or Journalism or Mass Communication.
3. Should have a minimum of three (3) years' experience in international public relations and marketing duties in a reputable public or private institution at the level of an International Relations Officer or Communication Officer.
4. Experience in international relations in a university or Institution of higher learning is an added advantage.
5. The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ACD/50.5/2024
JOB TITLE:	Senior Quality Assurance Officer
Number of Vacancies	(1 Post)
Salary Scale:	(PU6.1)
Responsible to:	Principal Quality Assurance Officer
Responsible for:	Quality Assurance Officer,
Terms of employment:	Permanent and subject to six (6) months' probation Where applicable

Purpose of the Job:

To ensure effective quality assurance management process in the University.

Key Functions

- Plans, implements and continually improves the quality management systems of the University in conformity with nationally and universally accepted standards.
- Supports in the design, development and review of the quality assurance framework, policies, guidelines, strategies, tools, Standard Operating Procedures (SoPs) and systems in line with regulatory requirements and industry standards.
- Develops and maintains links with appropriate regulatory bodies, external agencies and networks with other higher education institutions on quality assurance.
- Provides technical and professional support to various academic and administrative units in the implementation and enhancement of quality assurance systems in the University.
- Organizes and participates in the sensitization, education and training of both staff and other stakeholders in quality management systems and standards.
- Supports in preparation of periodic reports on quality assurance in accordance with the University's quality assurance policy.
- Conduct audits, surveys and assessments to evaluate compliance with quality standards, regulatory requirements, and internal procedures and recommend corrective and preventive actions
- Investigates quality issues, non-conformances, and client complaints, implementing corrective actions to prevent recurrence.
- Support in communicating quality management targets, shortfalls, remedial measures and improved processes and procedures.
- Monitors and evaluates quality assurance requirements for teaching, learning, research and community outreach and advise accordingly.
- Ensures that the University's academic programs are continually updated and validated.

KEY OUTPUTS

- Quality management systems of the University planned, implemented and continually improved in conformity with universally accepted standards.
- Supports in the design, development and review of the quality assurance framework, policies, guidelines, strategies, tools, Standard Operating Procedures (SoPs) and systems in line with regulatory requirements and industry standards provided.
- Links with appropriate regulatory bodies, external agencies and networks developed and maintained.
- Technical and professional support to various academic and administrative units in the implementation and enhancement of quality assurance systems in the University provided.
- Sensitization programs and training to staff and other stakeholders in quality management systems and standards organized
- Production of periodic reports on quality assurance supported.

- Audits, surveys and assessments to evaluate compliance with quality standards, regulatory requirements, and internal procedures conducted and corrective actions recommended.
- Investigations on quality issues, non-conformances, and client complaints, conducted.
- Support in communicating quality management targets, shortfalls, remedial measures and improved processes and procedures provided.
- Monitoring and evaluation of quality assurance requirements for teaching, learning, research and community outreach conducted and advice provided.
- Academic programs are continually updated and validated.

PERSON SPECIFICATIONS

- Shall hold a minimum of Master's degree in Education, Management related courses, social sciences, health sciences or related courses from a recognized institution.
- Bachelor's degree in Education, Management related courses, Social Sciences, Health Sciences, or related courses from a recognized institution
- Shall have at least three (3) years working experience at the level of Quality Assurance Officer in a reputable institution.
- Should have knowledge in program development, accreditation and approval processes of academic programs.
- Should have knowledge in national, regional and international standards, norms and practices relating to quality assurance standards of Education in Institutions of higher learning.
- Should be proficient in the use of information technology
- Should be a person of impeccable integrity.
- The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ADM/51.5/2024
Job Title:	Counselor
Number of Vacancies:	One (1) Post
Salary Scale:	PU6.2
Responsible to:	Dean of Students
Terms of employment:	Permanent and subject to six (6) months' probation
	Where applicable

PURPOSE OF THE JOB

To coordinate the provision of counseling and guidance services to University students and staff, and ensure the efficient and effective functioning of counselling services and support for their emotional well-being.

KEY RESPONSIBILITIES

1. To initiate and 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 and improve their mental health.
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, and other University 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 and awareness programs and mentorship.
8. To refer clients to other specialized service entities found appropriate
9. To evaluate the outcome of interventions on students' and staff wellbeing.
10. To maintain accurate, timely and auditable counselling record, referral information and Education and Health Care Plans where applicable.
11. To perform other duties assigned by the Dean of Students

KEY OUTPUTS

1. Counselling programs initiated , strategies and activities planned and implemented
2. Staff and students assisted in resolving their problems
3. Career advice to students and staff provided
4. Useful information on guidance and counseling compiled and maintained
5. Seminars on guidance and counseling organized for staff and students
6. Case files, referrals and other related documents for the treatment of patients, compliance with protocols and procedures established and maintained
7. Consultations with other legal and treatment agencies and individuals in relation to patient/client records, rights, and responsibilities conducted
8. Liaison and coordination with other community organizations and partners undertaken
9. Evaluation of outcome of interventions conducted, any necessary changes and support provided
10. Accurate, timely and auditable counselling records, referral information and Education and Care Health Care Plans Maintained.
11. Any other duties assigned by the Supervisor undertaken.

PERSON SPECIFICATION

1. Should hold a minimum of Master's Degree in Guidance and Counseling or Counselling Psychology from a recognized awarding Institution.

2. Should hold a Bachelor's Degree in Guidance & Counseling or Bachelors in Counselling Psychology from a recognized awarding Institution.
3. Should have at least five (5) years' working experience in the field of counselling, three (3) of which must have been at the level of Counsellor in a reputable organization. Experience as a Counselor in a University or an Institution of Higher learning is an added advantage.
4. Should be a Licensed/Registered Professional Counselor with the responsible licensing body.
5. The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ADM/52.5/2024
JOB TITLE:	Assistant Academic Registrar
Number of vacancies:	1 Post
Salary scale:	(PU6.2)
Responsible to:	Senior Assistant Registrar
Terms of employment:	Permanent and subject to six (6) months' probation
	Where applicable

JOB PURPOSE:

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

KEY FUNCTIONS

- Assist in processing of Admissions, and issuance of Admission letters to admitted Students.
- Assist in registration of Students, and processing of Students' Identity Cards.
- Prepare and compile University Academic time tables, including teaching and examination time tables.
- Assist in examination arrangements, including processing of examination permits.
- Maintain up-to-date inventory of researches done by students.
- Monitor the teaching of University Academic programmes in accordance with the approved University teaching time tables.
- Assist in enforcing policies and procedures related to student data and records residing in the student information system and linked systems.
- Keep custody of examination approved results, and also maintain up-to-date the examination databases.
- Initiate and procure Academic Transcripts and Certificates blanks.
- Process, issue and answer queries on Academic Transcripts and Certificates.
- Assist in planning and implementing practices that continuously improve the services and work provided by the office of the Academic Registrar.

- Assist in interpreting and enforcing approved academic policies, and regulations of the University.
- Assist in organizing meetings, and follow-ups of the decision of the University Senate Committees and working groups.
- Assist in organizing Graduation ceremonies and such other Academic functions of the University.

KEY OUTPUTS

- Admission letters processed and issued.
- Students registered, and Students' Identity Cards issued.
- University Academic teaching and examination time tables compiled.
- Teaching of University Academic programmes monitored.
- Examination permits issued, and University examinations conducted.
- Up-to-date inventory of researches done by students maintained.
- Policies and procedures relating to student information management and linked systems enforced.
- Proper and safe custody of examination results, and databases maintained.
- Academic Transcript and Certificate blanks available at all times.
- Academic Transcripts and Certificates processed and issued, and queries answered.
- Productive work practices and standards maintained.
- Academic policies, regulations and standards of the University enforced.
- Meetings organized and held.
- Follow-up of the decision of the University Senate Committees and working groups made.
- Graduation ceremonies and such other Academic functions of the University organized and held.

EDUCATION AND EXPERIENCE

1. Should have a minimum of a postgraduate Diploma in Education or Education planning and Management or Education Leadership and Management or Management studies or Public Administration or Human Resource Management or Business Administration (Management option) from a recognized Institution.
2. Bachelor's (Hon) degree in Education, Social Sciences, Arts, or Management or Information Systems/Technology from a recognized Institution.
3. Minimum of three (3) years' experience in a similar position in a University or Institution of Higher learning or a reputable organization.
4. Good interpersonal and effective communication skills.

5. High level of integrity.
6. Demonstrated computer literacy.
7. Should have high level of integrity.
8. The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ADM/53.5/2024
JOB TITLE:	ASSISTANT SECRETARY
Number of Vacancies	One (1) Post
Salary Scale	PU 7
Responsible to:	Senior Assistant Secretary
Responsible for:	Custodian
Terms of employment:	Permanent and subject to six (6) months' probation
	Where applicable

PURPOSE OF THE JOB:

To assist the University Secretary in the general administration of the University and in providing efficient, effective and timely secretarial services to the Council and its committees

KEY FUNCTIONS

1. Assists in the preparation of notices and agenda items for meetings; taking of minutes; and following -up on the decisions arising from Council and Management meetings.
2. Assists in Planning and organizing events, and submit reports accordingly.
3. Provides support to Faculties and departments in planning and budgeting.
4. Liaises with HRM on staff welfare, death and funeral arrangements and expenses in accordance with terms and conditions of service.
5. Assists in making bookings for both local and international travel and hotel reservations.
6. Receives and handles administrative issues from the various Units of the University and prepares responses
7. Assist users on procurement and supplies management
8. Supervises Staff, assesses performance and identifies training needs and recommends appropriate training.

KEY OUTPUTS

1. Day to day administrative issues handled.
2. Minutes of meetings recorded correctly and produced in time.
3. Reports of University events are generated in time.

4. Assistance to Faculties and departments in planning and budgeting provided.
5. User departments assisted on procurement and supplies management
6. Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year

PERSON SPECIFICATIONS

1. Should have a minimum of an Honors Bachelor degree in Social Sciences or Business Administration (Management Option) or Bachelors degree in Social Work and Social Administration or Bachelor of Public Administration and Management from a recognized Institution.
2. Should have a minimum of three (3) years administrative experience from a recognized institution.
3. Should hold a Certificate in Administrative Law from a recognized awarding institution.
4. Should have good communication and interpersonal skills.
5. Demonstrated computer knowledge.
6. Should have high integrity.
7. The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ADM/54.5/2024
JOB TITLE:	ASSISTANT ADMINISTRATIVE SECRETARY
Number of Vacancies	One (1) Post
Salary Scale	PU 7
Responsible to:	Head of Department
Responsible for:	Stenographer Secretary
Terms of employment:	Permanent and subject to six (6) months' probation
	Where applicable

JOB PURPOSE

To provide secretarial, hospitality and office administrative services in the responsible office.

KEY FUNCTIONS

1. Drafting Correspondences and produces the work accordingly
2. Prepares reports, presentations and minutes.
3. Identifies and requisitions for office requirements.

4. Prepares responses to routine correspondence and disseminates information from the Office appropriately as instructed by Supervisor.
5. Maintains security of office assets.
6. Manages office records including their filing, security and retrieval.
7. Draws up and monitors programs, activities and appointments of the Office.
8. Receives and attends to Visitors/ Clients.
9. Receives or dispatches mail and correspondence from the Office.
10. Requisitions for, manages and accounts for office imprest.
11. Schedules meetings and appointments.
12. Performance assessment conducted by 31st July and performance agreements signed with lower secretarial and support staff by and 31st August every year.

KEY OUTPUTS

1. Appointments, meetings and other events scheduled, organized and managed.
2. Correspondence drafted, and produced.
3. Reports, presentations and minutes prepared.
4. Office requirements identified and requisitioned.
5. Office facilities, equipment and machines operated and managed.
6. Routine responses to correspondence prepared and information from Office disseminated appropriately.
7. Security of office assets maintained.
8. Office records managed.
9. Programs, activities and appointments of the Office drawn up and monitored.

PERSONS SPECIFICATIONS

1. Should have a degree in Secretarial Studies or a Bachelor of Business Administration and Office Management or Bachelor of Information and Administrative Management or Bachelor of Public Administration plus a diploma in Secretarial studies of Office Secretarial and Management)
2. Should have at least three (3) years of secretarial experience gained from a reputable institution.
3. Should be able to demonstrate a high ability to observe confidentiality.
4. Should have well developed communication skills.
5. Should be highly organized and able to work with limited supervision.
6. Should be flexible and readily adaptable.
7. Should be able to multitask
8. Should have good interpersonal relationship skills.
9. The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ADM/55.5/2024
JOB TITLE:	Clinical Officer
Number of Vacancies	One (1) Post
Salary Scale	PU 11

Responsible to: Senior Clinical Officer

Terms of employment: Permanent and subject to six (6) months' probation

Where applicable

JOB PURPOSE

To diagnose, treat and manage patients in the Health Unit and provide public health services.

KEY FUNCTIONS

1. Assist in in planning and budgeting for clinical work;
2. Diagnosing, treating and managing patients;
3. Conducting health education to patients;
4. Participating in research activities; and
5. Participating in continuous professional development activities

KEY OUTPUTS

1. Assistance in planning and budgeting for clinical services provided;
2. Patients diagnosed and treated;
3. Health education conducted;
4. Participation in research activities undertaken; and
5. Participation in continuous professional development activities undertaken.

PERSONS SPECIFICATIONS

1. Must have a Diploma in Clinical Medicine and Community Health.
2. Must be registered and licensed with the Allied Health Professionals Council.
3. Should have at least three (3) years' experience as a clinical Officer in a reputable organization.
4. Excellent Planning, organizing and coordinating skills;
5. Concern for quality and standards;
6. Strong Communication skills;
7. Impeccable ethics and integrity;
8. Self-control and stress management
9. The applicant should be below the age of 55 years at the time of application.

Job reference: MU/ADM/56.5/2024

JOB TITLE Custodian

Number of Vacancies One(1) Post

Salary Scale: (M13)

Responsible to: Chief Custodian

Responsible for: Office Attendant

Terms of employment: Permanent and subject to six (6) months' probation Where applicable

PURPOSE OF THE JOB

To assist in planning, analyzing security, fire, and vandalism risks, and maintaining the health, safety, and operation of buildings, vehicle fleet, equipment, and machinery in the assigned zone/location.

KEY FUNCTIONS

1. Ensures proper cleanliness and proper order of all lecture rooms and Offices including furniture.
2. Works with concerned staff to ensure security of persons and property within the University.
3. Keeps an inventory of all furniture fittings, machines and equipment used in the University and ensuring they are properly used and maintained.
4. Ensures proper maintenance of furniture.
5. Ensures that doors and windows are opened and closed at appropriate times and that lights are switches on and off before and after lectures.
6. Reports any problems in the area of jurisdiction to the supervisor.
7. Prepares the Semester report on the status of facilities and equipment in the area of jurisdiction.
8. Supervises Staff, assesses performance and identifies training needs and recommends appropriate training.

KEY OUTPUTS

1. An up -to-date assets inventory.
2. Facilities and equipment properly stored and maintained.
3. Materials and equipment items timely requisitioned.
4. Semester Reports on problems in their areas of jurisdiction timely produced and submitted.
5. Damages are timely reported for repairs.
6. Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.

PERSON SPECIFICATIONS

1. A minimum of A' Level Certificate with at least one Principal pass and a professional Certificate of not less than one year in the fields of Estates Management or Business Administration or Security Management or Public Administration.
2. Certificate in Occupational Health and Safety is an added advantage.
3. Demonstrated Computer Literacy is required.
4. Should have at least three years' experience in Office Management work or security related work.

5. Should have high level of integrity.
6. The applicant should be below the age of 55 years at the time of application.

Job reference: MU/ADM/57.5/2024
JOB TITLE: Plumber
Number of Vacancies One Post
Salary Scale: (PU13)
Responsible to: Assistant Estates Officer (Civil)
Terms of employment: Permanent and subject to six (6) months' probation
Where applicable

PURPOSE OF THE JOB

Maintain and regularly service water flow installations in the university.

KEY FUNCTIONS

1. Monitor usage and regulate water flow in all areas of the University to ensure constant availability of water.
2. Take meter reading and maintains records of water and sewerage bills.
3. Inspect plumbing systems and diagnose issues to determine appropriate solutions.
4. Carry out installation, repair, and maintenance of plumbing systems including pipes, fixers, fittings, and appliances.
5. Inspects periodically all water disposals on the line and sewer lines and advises the Senior Assistant Engineering Officer on regular servicing.
6. Assist in the supervision of new installation of plumbing systems.
7. Educate the users on proper usage and care of plumbing system.
8. Prepare costing and technical specifications for required plumbing tools and material schedules.
9. Carry out curative and preventive maintenance of water back up equipment like submersible pumps in collaboration with the electrical technicians.
10. Reports on any major water and sanitation issues to the Senior Assistant Engineering Officer.
11. Carries out other duties as may be assigned, and provide professional and community services.

KEY OUTPUTS

1. Usage and water flow in all areas of the University to ensure constant availability of water are monitored and regulated respectively.
2. Meter readings and records of water and sewerage bills are taken and maintained respectively.
3. Plumbing systems inspected. and of issues to determine appropriate solutions diagnosed.
4. Installation, repair, and maintenance of plumbing systems including pipes, fixers, fittings, and appliances carried out.

5. Water disposals on the line and sewer lines are periodically inspected.
6. Users are educated on proper usage and care of the plumbing system.
7. Costing and technical specifications for required plumbing tools and material schedules prepared.
8. Curative and preventive maintenance of water backup equipment like submersible pumps in collaboration with the electrical technicians carried out.
9. New installation of plumbing systems supervised.

PERSON SPECIFICATION

1. Should hold a Credit Advance Craft certificate or National Certificate in Plumbing from a recognized institution.
2. Should possess a certificate of trade test.
3. A minimum of 3 years relevant working experience in a reputable organization.
4. Should have high integrity.
5. Demonstrated Computer skills.
6. The applicant should be below the age of 55 years at the time of application.

Job reference: MU/ADM/58.5/2024
JOB TITLE: Enrolled Nurse
Number of Vacancies One (1) Post
Salary Scale PU 13
Responsible to: Assistant Nursing Officer
Terms of employment: Permanent and subject to six (6) months' probation
Where applicable

JOB PURPOSE

To Provide Quality Nursing Services in the facility and the Community

Key Functions

- 1) To provide quality nursing care in the facility and the Community
- 2) Administering treatment as prescribed.
- 3) Carrying out nursing procedures.
- 4) Carrying out procedures, keeping records and ensuring their safe custody.
- 5) Participating in ward rounds.
- 6) Receiving and registering patients.
- 7) Adhering to aseptic procedures.
- 8) Carrying out health education.

- 9) Participating in primary health care.
- 10) Adhering to ethical profession code of conduct.

Key Outputs:

1. Quality nursing services provided
2. Infection prevention and control measures implemented.
3. Accountability for available equipment, supplies and drugs provided.

Required Qualifications:

1. Should have Enrolled Nursing or Comprehensive Nursing Certificate from a recognized Institution.
2. Should be enrolled with Uganda Nurses and Midwives' Council and with a valid practicing license.
3. Five (5) years working experience as a nurse in a reputable institution.
4. The applicant should be below the age of 55 years at the time of application.

Job reference:	MU/ADM/59.5/2024
JOB TITLE:	SECURITY GUARD
Number of Vacancies	(3 Posts)
Salary Scale:	(PU15)
Responsible to:	SECURITY GUARD SUPERVISOR
Terms of employment:	Permanent and subject to six (6) months' Probation where applicable

PURPOSE OF THE JOB:

To assist in providing security to the University and ensure a safe and secure environment for students, staff, and property.

KEY FUNCTIONS

1. Keeps surveillance at University facilities and properties.
2. Collaborates with Security Company Guards hired by the University to support implementation of security procedures.
3. Cooperates with Uganda Police Force, Security Officers in other organizations, and informants during investigations.
4. Guides motorists in proper parking and regulate traffic flow to and from the University.
5. Directs visitors to relevant Offices.
6. Apprehends suspects and hands them over to relevant authorities.
7. Records gate passes and/or vehicle registration numbers for any vehicles entering or leaving the University premises.
8. Mans the University gates to control incoming and outgoing vehicles and pedestrian traffic and conducts spot checks to ensure that University property is not taken out of the University without authority.
9. Ensures security lights are switched on and off at the right times.

10. May be required to switch on and off the generator if necessary.
11. Raises and lowers the Ugandan flag and any other flags that the University may host.
12. Receives and delivers newspapers to the relevant offices daily.
13. Ensures that all the buildings are securely locked.
14. Ensures that canteens and clubs are closed at the right time.

KEY OUTPUTS

1. Daily surveillance report produced.
2. Traffic flow is well regulated.
3. Record of gate passes and vehicles entering or leaving the University premises maintained.
4. Security lights switched on and off at the right times; the buildings are securely locked and the generator promptly switched on when needed.
5. Security of persons and property ensured at all times.

PERSON SPECIFICATIONS

1. Should have a minimum of O' level Certificate with either; Police, Army, Prisons or Wild Life Authority Training (Armed Forces Training).
2. Should have a three (3) years' experience in security related work.
3. Should have a discharge certificate where the applicant has left armed forces.
4. Computer literacy is an added advantage.
5. High level of integrity.
6. The applicant should be below the age of 55 years at the time of application.

AUGUST, 2024