



# **MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY(MUST)**

## **EXTERNAL ADVERT No. 1/2020 -JOB OPPORTUNITIES**

Applications are invited from suitably qualified Ugandans to fill the following vacancies existing in Mbarara University of Science and Technology. Applicants are required to submit applications accompanied by detailed CVs, certified copies of all relevant academic documents, appointment and other employment documents (where applicable); and their national ID.

Applicants may apply for a maximum of only two (2) posts clearly indicating the first and second choice against the post applied for.

Applicants should indicate three names, telephone contacts and e-mail addresses of professional referees (excluding social referees) who can attest to their professional competences for the jobs applied for. Applications should be submitted to the address below not later than 25<sup>th</sup> September, 2020 at 5.00 pm.

**The Advert may also be accessed on the MUST website [www.must.ac.ug](http://www.must.ac.ug).**

The University Secretary,  
Mbarara University of Science and Technology,  
P.O Box 1410, Mbarara  
Email: [us@must.ac.ug](mailto:us@must.ac.ug)

<b>FACULTY OF MEDICINE</b>			
<b>Department</b>	<b>No. of Posts</b>	<b>Post</b>	<b>Qualifications and Responsibilities</b>
<b>ENT</b>	<b>1</b>	<b>Senior Lecturer M5</b>	<p><b><u>Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>a. Bachelor of Medicine &amp; Bachelor of Surgery</li> <li>b. Master of Medicine in Ear, Nose and Throat</li> <li>c. A fellowship in pediatric ENT surgery</li> <li>d. PhD track is added advantage</li> <li>e. Should have a minimum of five (5) years of teaching experience at a recognized academic institution of higher learning, three (3) of which should have been at Lecturer level</li> <li>f. At least 03 peer reviewed publications in the area of specialization, in which the applicant is first author or corresponding author in at least 50% of the publications.</li> <li>g. Should have a good track record of service to the community (public)</li> <li>h. Registration with Uganda Medical and Dental Practitioners' Council.</li> <li>i. Valid Annual Practising License</li> </ol> <p><b><u>Duties and Responsibilities:</u></b></p> <p>Reports to the Head of Department, and carries out the following duties:</p> <ol style="list-style-type: none"> <li>a) Teaching, examining, compiling and grading of examination results</li> <li>b) Clinical instruction to students on ward, tutorial rooms, and theatre</li> <li>c) Contributes to the planning and evaluation of academic programs in the Department/Faculty</li> <li>d) Research &amp; Publication</li> <li>e) Contributes to the University and wider society through community service</li> <li>f) Mentoring junior faculty</li> <li>g) Research supervision;</li> <li>h) Internship supervision;</li> <li>i) Student mentorship;</li> </ol>

			j) Any other duties assigned from time to time
<b>Pathology</b>	<b>1</b>	<b>Senior Lecturer M5</b>	<p><b><u>Qualifications:</u></b></p> <p>a) Bachelor of Medicine &amp; Bachelor of Surgery  b) Master of Medicine in Pathology  c) PhD track or subspecialty fellowship is additional advantage  d) Should have a minimum of five (5) years of teaching experience at a recognized academic institution of higher learning, three (3) of which should have been at Lecturer level  e) At least 03 peer reviewed publications in the area of specialization, in which the applicant is first author or corresponding author in at least 50% of the publications.  f) Should have a good track record of service to the community (public)  g) Registration with Uganda Medical and Dental Practitioners' Council.  h) Valid Annual Practising License</p> <p><b><u>Duties and Responsibilities:</u></b></p> <p>Reports to the Head of Department, and carries out the following duties:</p> <p>a) Teaching, examining, compiling and grading of examination results  b) Clinical instruction to students in practical, postmortem room &amp; specialized laboratories  c) Contributes to the planning and evaluation of academic programs in the Department/Faculty  d) Research &amp; Publication  e) Contributes to the University and wider society through community service  f) Mentoring junior faculty  g) Research supervision;  h) Internship supervision;  i) Student mentorship;  j) Any other duties assigned from time to time</p>

<b>Internal Medicine</b>	<b>1</b>	<b>Lecturer M6.1</b>	<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>a. Bachelor of Medicine &amp; Bachelor of Surgery</li> <li>b. Master of Medicine in Internal Medicine</li> <li>c. Fellowship in gastroenterology is additional advantage</li> <li>d. University teaching experience at a recognized academic institution of higher learning</li> <li>e. Experience in conducting research on health issues</li> <li>f. Registration with Uganda Medical and Dental Practitioners' Council</li> <li>g. Valid practising license</li> </ul> <p><b><u>Duties and Responsibilities:</u></b></p> <p>Reports to the Head of Department, and carries out the following duties:</p> <ul style="list-style-type: none"> <li>a) Teaching, examining, compiling and grading of examination results</li> <li>b) Research &amp; Publication;</li> <li>c) Research supervision;</li> <li>d) Student mentorship;</li> <li>e) Any other duties assigned from time to time.</li> </ul>
<b>Obstetrics &amp; Gynecology</b>	<b>1</b>	<b>Lecturer M6.1</b>	<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>a) Bachelor of Medicine &amp; Bachelor of Surgery</li> <li>b) Master of Medicine in Obstetrics &amp; Gynecology</li> <li>c) Fellowship or on track in urogynecology</li> <li>d) University teaching experience at a recognized academic institution of higher learning</li> <li>e) Experience in conducting research on health issues</li> <li>f) Registration with Uganda Medical and Dental Practitioners' Council</li> <li>g) Valid practising license</li> </ul> <p><b><u>Duties and Responsibilities:</u></b></p> <p>Reports to the Head of Department, and carries out the following duties:</p> <ul style="list-style-type: none"> <li>a) Teaching, examining, compiling and grading of examination results</li> <li>b) Research &amp; Publication;</li> <li>c) Research supervision;</li> </ul>

			<ul style="list-style-type: none"> <li>d) Student mentorship;</li> <li>e) Any other duties assigned from time to time.</li> </ul>
<b>Emergency Medicine</b>	<b>1</b>	<b>Assistant Lecturer M6.2</b>	<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>a) Bachelor of Medicine &amp; Bachelor of Surgery</li> <li>b) On Master of Medicine in Emergency Medicine Track/Passed Primaries</li> <li>c) Master of Medicine in Emergency Medicine (added advantage)</li> <li>d) University teaching experience at a recognized academic institution of higher learning</li> <li>e) Experience in conducting research on health issues</li> <li>f) Registration with Uganda Medical and Dental Practitioners' Council.</li> <li>g) Valid Annual Practicing License</li> </ul> <p><b><u>Duties and Responsibilities:</u></b></p> <p>Reports to the Head of Department, and carries out the following duties:</p> <ul style="list-style-type: none"> <li>a) Teaching and examining;</li> <li>b) Research &amp; Publication;</li> <li>c) Research supervision;</li> <li>d) Internship supervision;</li> <li>e) Student mentorship;</li> <li>f) Any other duties assigned from time to time.</li> </ul>
<b>Anesthesia</b>	<b>1</b>	<b>Assistant Lecturer M6.2</b>	<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>a) Bachelor of Medicine &amp; Bachelor of Surgery</li> <li>b) On Master of Medicine in Anesthesia Track/Passed Primaries</li> <li>c) Registration with Uganda Medical and Dental Practitioners' Council.</li> <li>d) Valid Annual Practicing License</li> </ul> <p><b><u>Duties and Responsibilities:</u></b></p> <p>Reports to the Head of Department, and carries out the following duties:</p> <ul style="list-style-type: none"> <li>a) Teaching, examining, compiling and grading of examination results</li> <li>b) Research &amp; Publication;</li> </ul>

			<ul style="list-style-type: none"> <li>c) Research supervision;</li> <li>d) Internship supervision;</li> <li>e) Student mentorship;</li> <li>f) Any other duties assigned from time to time.</li> </ul>
<b>Medical Laboratory Science</b>	<b>1</b>	<b>Laboratory Technician M12</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>a) Diploma in Medical Laboratory Science or Diploma in Laboratory Science</li> <li>b) Additional training in relevant fields will be an added advantage</li> </ul> <p><b>Duties and responsibilities</b></p> <p>Reports to the Head of Department, and carries out the following duties:</p> <ul style="list-style-type: none"> <li>a) Supporting Academic Staff in Conducting laboratory sessions to Undergraduate Students</li> <li>b) Planning and implementing of maintenance schedules and plans for Machinery and Equipment.</li> <li>c) Overseeing the implementation of Laboratory Occupational Health and Safety Policy, regulations, procedures and guidelines.</li> <li>d) Supporting the Faculty in Providing Specifications for Laboratory Machinery, Equipment and Consumables</li> <li>e) Participate in Budgeting and Procurement Planning for Laboratory Machinery Equipment and consumables</li> <li>f) Perform any other official duties as assigned by the Head of Department.</li> </ul>

**FACULTY OF APPLIED SCIENCES AND TECHNOLOGY**

<p><b>Electrical and Electronics Engineering</b></p>	<p><b>1</b></p>	<p><b>Senior Lecturer M5</b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>a) PhD in Electrical Engineering</li> <li>b) At least 3 publications demonstrating original contribution to knowledge through research in which the applicant is First Author or Corresponding author in at least 50% of the publications.</li> <li>c) Should have a minimum of five (5) years of teaching experience at a recognized academic institution of higher learning, three (3) of which should have been at Lecturer level</li> <li>d) Master of Science in Electrical Engineering</li> <li>e) Minimum of Second Class Upper Bachelor's degree in Electrical Engineering</li> </ul> <p><b>Duties and Responsibilities</b></p> <p>Reports to the Head of Department, and carries out the following duties:</p> <ul style="list-style-type: none"> <li>a) Supervision of research for Undergraduate and Graduate Students.</li> <li>b) Teaching, Examining and grading of Undergraduate students.</li> <li>c) Mentoring of Junior Staff.</li> <li>d) Conducting research and community outreach activities.</li> <li>e) Writing proposals for attracting funding to the Department.</li> <li>f) Perform any other official duties as assigned by the Head of Department.</li> </ul>
	<p><b>1</b></p>	<p><b>Assistant Lecturer M6.2</b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>a) Master of Science in Electrical/Electronic Engineering</li> <li>b) <i>Minimum of Second Class Upper Bachelor's degree in Electrical/Electronics/Computer Engineering.</i></li> <li>c) At least three years' experience teaching and or conducting research in an institution of higher learning,</li> </ul> <p><b>Duties and Responsibilities</b></p> <p>Reports to the Head of Department, and carries out the following duties:</p> <ul style="list-style-type: none"> <li>a) Teaching, Examining and grading of Undergraduate students.</li> <li>b) Supervision of research for Undergraduate Students.</li> <li>c) Conducting research and community outreach activities.</li> </ul>

			<p>d) Writing proposals for attracting funding to the Department.</p> <p>e) Perform any other official duties as assigned by the Head of Department.</p>
<b>Petroleum Engineering and environment</b>	<b>1</b>	<b>Senior Lecturer M5</b>	<p><b>Qualifications:</b></p> <p>a) PhD in Petroleum Engineering</p> <p>b) At least 3 publications demonstrating original contribution to knowledge through research in which the applicant is First Author or Corresponding author in at least 50% of the publications</p> <p>c) Should have a minimum of five (5) years of teaching experience at a recognized academic institution of higher learning, three (3) of which should have been at Lecturer level</p> <p>d) Master of Science in Petroleum Engineering</p> <p>e) Minimum of Second Class Upper Bachelor's degree in Mechanical/ Agriculture/ Civil Engineering</p> <p><b>Duties/Responsibilities</b></p> <p>Reports to the Head of Department, and carries out the following duties:</p> <p>a) Teaching, Examining and Grading Graduate and Undergraduate students.</p> <p>b) Supervision of research for Undergraduate and Graduate Students.</p> <p>c) Mentoring of Junior Staff.</p> <p>d) Conducting research and community outreach activities.</p> <p>e) Writing proposals for attracting funding to the Department.</p> <p>f) Perform any other official duties as assigned by the Head of Department.</p>
<b>Mechanical Engineering</b>	<b>1</b>	<b>Senior Lecturer M5</b>	<p><b>Qualifications:</b></p> <p>a) PhD in Mechanical Engineering or Industrial Engineering</p> <p>b) At least 3 publications demonstrating original contribution to knowledge through research in which the applicant is First Author or Corresponding author in at least 50% of the publications</p> <p>c) Should have a minimum of five (5) years of teaching experience at a recognized academic institution of higher learning, three (3) of which should have been at Lecturer level</p>



			<p>d) Master of Science in Mechanical Engineering or Industrial Engineering</p> <p>e) Second Class Upper Bachelor's degree in Mechanical/Manufacturing/Industrial Engineering.</p> <p>f) At least three years' experience at the level of Lecturer or equivalent in an institution of higher learning</p> <p><b><i>Duties/Responsibilities</i></b></p> <p>a) Supervision of research for Undergraduate and Graduate Students.</p> <p>b) Teaching, Examining and grading of Undergraduate students.</p> <p>c) Mentoring of Junior Staff.</p> <p>d) Conducting research and community outreach activities.</p> <p>e) Writing proposals for attracting funding to the Department.</p> <p>f) Perform any other official duties as assigned by the Head of Department.</p>
	2	<b>Assistant Lecturer M6.2</b>	<p><b><i>Qualifications:</i></b></p> <p>a) Master of Science in Mechanical Engineering or Industrial Engineering</p> <p>b) Second Class Upper Bachelor's degree in Mechanical/Manufacturing/Industrial Engineering.</p> <p>c) At least three years' experience teaching and or conducting research in a reputable institution of higher learning,</p> <p><b><i>Duties/Responsibilities</i></b></p> <p>a) Teaching, Examining and grading of Undergraduate students.</p> <p>b) Supervision of research for Undergraduate Students.</p> <p>c) Conducting research and community outreach activities.</p> <p>d) Writing proposals for attracting funding to the Department.</p> <p>e) Perform any other official duties as assigned by the Head of Department.</p>
	1	<b>Senior Laboratory Technician M10</b>	<p><b><i>Qualifications:</i></b></p> <p>a) Minimum National Diploma in Mechanical Engineering</p> <p>b) At least three years' experience in the relevant field.</p> <p><b><i>Duties/Responsibilities</i></b></p>

			<ul style="list-style-type: none"> <li>a) Supporting Academic Staff in Conducting laboratory sessions to Undergraduate Students</li> <li>b) Planning and implementing of Mechanical and Electrical maintenance schedules and plans for Machinery and Equipment.</li> <li>c) Overseeing the implementation of Laboratory Occupational Health and Safety Policy, regulations, procedures and guidelines.</li> <li>d) Supporting the Faculty in Provide Specifications for Laboratory Machinery, Equipment and Consumables</li> <li>e) Budgeting and Procurement Planning for Laboratory Machinery Equipment and consumables</li> <li>f) Perform any other official duties as assigned by the Head of Department.</li> </ul>
<b>Civil Engineering</b>	<b>1</b>	<b>Senior Lecturer M5</b>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>a) PhD in Civil/Building Services/Structural/Highway Engineering</li> <li>b) At least 3 publications demonstrating original contribution to knowledge through research in which the applicant is First Author or Corresponding author in at least 50% of the publications</li> <li>c) Should have a minimum of five (5) years of teaching experience at a recognized academic institution of higher learning, three (3) of which should have been at Lecturer level</li> <li>d) Master of Science in Civil/Building Services/Structural/Highway Engineering</li> <li>e) Second Class Upper Bachelor's degree in Civil/Building Services/Structural/Highway Engineering</li> <li>f) At least three years' experience at the level of Lecturer or equivalent in an institution of higher learning</li> </ul> <p><b>Duties/Responsibilities</b></p> <ul style="list-style-type: none"> <li>a) Supervision of research for Undergraduate and Graduate Students.</li> <li>b) Teaching, Examining and grading of Undergraduate students.</li> <li>c) Mentoring of Junior Staff.</li> <li>d) Conducting research and community outreach activities.</li> <li>e) Writing proposals for attracting funding to the Department.</li> </ul>

			f) Perform any other official duties as assigned by the Head of Department.
	2	<b>Assistant Lecturer M6.2</b>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>a) Master of Science in Civil/Building Services/Structural/Highway Engineering</li> <li>b) Second Class Upper Bachelor's degree in Civil/Building Services/Structural/Highway Engineering</li> <li>c) At least three years' experience teaching and or conducting research in an institution of higher learning,</li> </ul> <p><b>Duties/Responsibilities</b></p> <ul style="list-style-type: none"> <li>a) Teaching, Examining and grading of Undergraduate students.</li> <li>b) Supervision of research for Undergraduate Students.</li> <li>c) Conducting research and community outreach activities.</li> <li>d) Writing proposals for attracting funding to the Department.</li> <li>e) Perform any other official duties as assigned by the Head of Department.</li> </ul>
	1	<b>Senior Laboratory Technician-M10</b>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>a) National Diploma in Civil Engineering</li> <li>b) At least three years' experience in the relevant field</li> </ul> <p><b>Duties/Responsibilities</b></p> <ul style="list-style-type: none"> <li>a) Supporting Academic Staff in Conducting laboratory sessions to Undergraduate Students</li> <li>b) Planning and implementing of Mechanical and Electrical maintenance schedules and plans for Machinery and Equipment.</li> <li>c) Overseeing the implementation of Laboratory Occupational Health and Safety Policy, regulations, procedures and guidelines.</li> <li>d) Supporting the Faculty in Provide Specifications for Laboratory Machinery, Equipment and Consumables</li> <li>e) Budgeting and Procurement Planning for Laboratory Machinery Equipment and consumables</li> <li>f) Perform any other official duties as assigned by the Head of Department.</li> </ul>

<p><b>Biomedical Engineering</b></p>	<p><b>1</b></p>	<p><b>Senior Laboratory Technician M10</b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>a) Minimum of National Diploma in Biomedical Engineering</li> <li>b) At least three years' experience in the relevant field</li> </ul> <p><b>Duties and Responsibilities</b></p> <p>Reports to the Head of Department, and carries out the following duties:</p> <ul style="list-style-type: none"> <li>a) Supporting Academic Staff in Conducting laboratory sessions to Undergraduate Students</li> <li>b) Planning and implementing of Mechanical and Electrical maintenance schedules and plans for Machinery and Equipment.</li> <li>c) Overseeing the implementation of Laboratory Occupational Health and Safety Policy, regulations, procedures and guidelines.</li> <li>d) Supporting the Faculty in Provide Specifications for Laboratory Machinery, Equipment and Consumables</li> <li>e) Budgeting and Procurement Planning for Laboratory Machinery Equipment and consumables</li> <li>f) Perform any other official duties as assigned by the Head of Department.</li> </ul>
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<b>FACULTY OF SCIENCE</b>			
<b>Science Laboratory Technology</b>	<b>1</b>	<b>Laboratory Technician (Biology) M12</b>	<p><b><u>Qualifications</u></b></p> <p>a) Diploma in Science Laboratory Technology (Biology Option) from recognised institution</p> <p>b) Additional training in relevant fields will be an added advantage</p> <p><b><u>Duties and responsibilities</u></b></p> <p>a) Reports to the Head of Department / Unit, and carries out the following duties:</p> <p>b) Supporting Academic Staff in conducting laboratory sessions to Diploma Students</p> <p>c) Planning and implementing of maintenance schedules and plans for Machinery and Equipment.</p> <p>d) Overseeing the implementation of Laboratory Occupational Health and Safety Policy, regulations, procedures and guidelines.</p> <p>e) Supporting the Department and Faculty in Providing Specifications for Laboratory Machinery, Equipment and Consumables</p> <p>f) Participate in Budgeting and Procurement Planning for Laboratory Machinery Equipment and consumables</p> <p>g) Perform any other official duties as assigned by the Head of Department/Unit.</p>
<b>UNIVERSITY LIBRARY</b>			
	<b>2</b>	<b>Library Assistant M12</b>	<p><b><u>Qualifications:</u></b></p> <p>a) Diploma in Library and Information Studies.</p> <p>b) Computer literacy especially in Integrated Library Management Systems is a <b>must</b>.</p> <p><b><u>Duties and Responsibilities:</u></b></p> <p>Reports to the University Librarian, and carries out the following duties:</p> <p>a) Stock or shelve items.</p> <p>b) Process and maintain periodical files.</p> <p>c) Help patrons locate print and non-print resources.</p> <p>d) Check books in and out using computer system.</p> <p>e) Maintain records of overdue materials.</p> <p>f) Patrol library and ensure rules are being followed.</p> <p>g) Train staff to use online catalog.</p>

			<ul style="list-style-type: none"> <li>h) Handle interlibrary loan requests.</li> <li>i) Register new patrons and issue library cards.</li> <li>j) Answer queries and refer patrons to the Librarian where necessary.</li> </ul>
	1	<b>Computer Technician M12</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>a) Diploma in Computer Engineering/Computer Science/Information Technology</li> <li>b) Cisco Certified Network Associate Training</li> <li>c) Relevant and proven experience in creating and managing electronic open integrated library systems</li> <li>d) Relevant and proven experience in creating and managing electronic open access repositories for scholarly and published digital content</li> <li>e) Relevant and proven experience in creating collaborative eLearning and e-Working platforms using Claroline</li> </ul> <p><b>Duties and Responsibilities</b></p> <p>Reports to the Librarian and performs the following responsibilities:</p> <ul style="list-style-type: none"> <li>a) Install new / rebuild existing hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and Library/operational requirements.</li> <li>b) Provide Tier III/other support per request from various constituencies. Investigate and troubleshoot issues.</li> <li>c) Repair and recover from hardware or software failures. Coordinate and communicate with impacted constituencies.</li> <li>d) Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.</li> <li>e) Perform ongoing performance tuning, hardware upgrades, and resource optimization as required.</li> <li>f) Configure CPU, memory, and disk partitions as required</li> </ul>

**OFFICE OF THE UNIVERSITY BURSAR**

	<b>1</b>	<b>Senior Accounts Assistant M10</b>	<p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"><li>a) Diploma in either Business Administration studies with Accounting Major, or Accounting from a recognized awarding Institution or</li><li>b) Full pre-professional qualification in Accounting Qualification (ATC or CAT) awarded from a recognized Institution</li><li>c) Knowledge of computerized Accounting packages such Quick Books, Tally</li><li>d) At least six years' experience in posting Books of Accounts and generation of periodic financial statements</li></ul> <p><b><u>Duties and responsibilities</u></b></p> <ul style="list-style-type: none"><li>a) Preparing payment vouchers</li><li>b) Assigning invoice numbers to transactions for further processing</li><li>c) Recording and capturing data on the system</li><li>d) Providing information on Electronic Fund Transfer and executing payments to beneficiaries</li><li>e) Preparing payment Advice form and compiling returns</li><li>f) Posting Vote books and Subsidiary ledgers</li><li>g) Preparing Statutory documents and filing of URA returns</li><li>h) Obtaining accountability documents for payments/advances made</li><li>i) Participation in budget process for the Institute</li><li>j) Preparation of Bank Reconciliation statements</li></ul> <p><i>Note: The duty station for this position is Institute of Tropical Forest Conservation located in Bwindi Impenetrable Forest National Park, Rubanda District.</i></p>
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**OFFICE OF THE UNIVERSITY SECRETARY**

	1	<b>Mechanic M12</b>	<p><b><u>Qualifications</u></b></p> <p>a) a diploma in automotive or mechanical engineering from a recognized institution</p> <p>b) At least three years' experience in vehicle repair and maintenance in a busy organization</p> <p><b><u>Duties and responsibilities</u></b></p> <p>a) Providing advice to management on current and future transport requirements.</p> <p>b) Ensuring that vehicles are maintained and repaired on time.</p> <p>c) Performing spot safety checks to ensure vehicle are in safe mechanical condition at all times and are fully equipped with up-to-date safety kits.</p> <p>d) Inspecting and maintenance of generators.</p> <p>e) Carrying out minor repairs of vehicles and generators.</p> <p>f) Carrying out pre and post assessment of vehicles due for service and or repair.</p> <p>g) Any other duties that may be assigned from time to time.</p>
	1	<b>Driver M20</b>	<p><b><u>Qualifications</u></b></p> <p>a) Uganda Certificate of Education with a pass in English.</p> <p>b) Valid driving permit with classes B,CM,CH,DL,DM, DH</p> <p>c) At least three (3) years experience driving medium to heavy omnibuses.</p> <p>d) Should have Knowledge of motor vehicle mechanics.</p> <p><b><u>Duties and responsibilities</u></b></p> <p>a) Driving assigned vehicle(s) to defined destinations.</p> <p>b) Maintaining the safety and cleanliness of the vehicle.</p> <p>c) Inspecting the vehicle prior to departure for whichever destination.</p> <p>d) Keeping track of the service record and report to the mechanic when due.</p> <p>e) Identifying any mechanical problems and report to the mechanic for assessment</p> <p>f) Responsible for the log book</p>



			<ul style="list-style-type: none"> <li>g) Maintaining the safety of the passengers and their luggage</li> <li>h) Loading and unloading of luggage</li> <li>i) Any other duties that may be assigned from time to time</li> </ul>
	1	<b>Security Guard - M20</b>	<p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>a) Uganda Certificate of Education with a pass in English</li> <li>b) Training from a recognized security organization.</li> <li>c) At least two (2) years experience as a security guard in a reputable organization</li> <li>d) Must be physically fit.</li> <li>e) Must not be above 35 years of age at the time of applying.</li> </ul> <p><b><u>Duties and responsibilities</u></b></p> <ul style="list-style-type: none"> <li>a) Patrolling premises to ensure maximum security and detecting any unusual situations both day and night;</li> <li>b) Guarding against removal/theft of property by unauthorized persons;</li> <li>c) Ensuring security of government vehicles in the park yards;</li> <li>d) Keeping security at important entry points of the University/Departments such as gates, stores and buildings etc. to restrict entry by unauthorized persons;</li> <li>e) Apprehending suspected characters and questioning them for proper identification;</li> <li>f) Carrying out investigations;</li> <li>g) Performing any other related duties that may be assigned from time to time.</li> </ul>
	1	<b>Office Attendant M20</b>	<p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>a) Uganda Certificate of Education with a Pass in English language.</li> <li>b) At least one year experience in a similar position preferably in an institution of higher learning.</li> </ul> <p><b><u>Duties and responsibilities</u></b></p> <ul style="list-style-type: none"> <li>a) Receiving and delivering documents and other items.</li> <li>b) Photocopying documents.</li> <li>c) Responsible for the functioning of the projector and public address system in the lecture halls.</li> <li>d) Serve office employees with water, tea and clean up utensils.</li> </ul>

			<ul style="list-style-type: none"><li>e) Maintain cleanliness of the offices, equipment and furniture as required.</li><li>f) Opening offices and Lecture rooms in the morning and closing them at the end of the day.</li><li>g) Responsible for the faculty Min Stores</li><li>h) Perform any other related duties assigned from time to time.</li></ul> <p><i>Note: The incumbent shall be based in the Faculty of Medicine</i></p>
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