



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY

P.O. Box 1410, Mbarara Uganda. Tel: +256 4856 60208; Fax: +256 4854 20782

EXTERNAL ADVERT No. 2/2024 - JOB OPPORTUNITIES

Mbarara University of Science and Technology (MUST) is a Ugandan Public University located in Western Uganda, Mbarara City, 7kms on Mbarara-Bushenyi road.

MUST's vision is to be a Center of Academic and Professional Excellence in Science and Technology. In order to achieve this vision, MUST is building a team of highly qualified and skilled persons who can ably contribute to providing equitable quality and relevant education and research with particular emphasis on science and technology and its application to community development.

Applications are therefore invited from suitably qualified Ugandans to fill vacant positions that exist in MUST. Applicants are required to submit formal application letters accompanied by detailed CVs, certified copies of all relevant academic documents, and copies of their National Identification Cards. Indicate three names, telephone contacts and e-mail addresses of professional referees. Applicants should request at least two of the referees to separately send sealed confidential reference letters attesting to the applicant's competences for the job applied for before the closing of the advert.

Applications should be submitted to the address below, not later than **Friday, 1st March, 2024 at 5.00 pm East African time.**

The Chief Human Resources Officer,
Mbarara University of Science and Technology,
P.O Box 1410, Mbarara
Email: appointments@must.ac.ug

Hard copy applications should be delivered to:
Central Registry,
Ground Floor,
Estates and Works Block,
Kihumuro Campus,
Mbarara (7kms on Mbarara- Bushenyi Road)

Note: Only short-listed candidates shall be contacted.

FACULTY OF MEDICINE

DEPARTMENT:

NURSING

Position:

Lecturer (Nursing)

Salary Scale:

PU6.1 (TS)

Reports to:

Head of Department

Number of posts:

One (01).

Tenure of Appointment:

Permanent, subject to successful completion of six months probationary period.

Qualifications and experience:

1. Master's degree in Nursing Science or Health Related Sciences.
2. Bachelor's degree in Nursing Science with a CPGA of 3.6 and above.
3. PhD or on PhD track in the relevant field shall be an added advantage.
4. Evidence of contribution to community service.
5. Registration with Uganda Nurses and Midwives Council.
6. Valid Practicing License.
7. Must be below 40 years of age at the time of application.

Duties and Responsibilities:

1. Teaching, engaging, informing, and inspiring staff and students through both classroom and online delivery of lectures, tutorials, seminars and clinical or laboratory demonstrations.
2. Developing innovative teaching materials for physical and online delivery to undergraduate and postgraduate students.
3. Carrying out clinical instruction to students on the ward, clinics and operating rooms.
4. Carrying out clinical work in the department (ward rounds, on call duties and theatre).
5. Supervising undergraduate and postgraduate students undertaking research projects.
6. Conducting high impact research and disseminating research findings.
7. Assessing and evaluating students' work, compiling and grading of examinations results.
8. Contributing to the planning and evaluation of academic programs in the Department/Faculty.
9. Contributing to the marketing of Departmental programs.
10. Participating in professional duties such as Faculty open days and other recruitment activities as appropriate.
11. Contributing to the University and wider society through community service.

12. Writing proposals for attracting resources to the Department.
13. Mentoring Junior Staff and Students.
14. Performing any other duties assigned from time to time by the Head of Department or Faculty and University Management.

DEPARTMENT: **OPHTHALMOLOGY**

Position: Lecturer (Ophthalmology)
Salary Scale: PU6.1 (TS)
Reports to: Head of Department
Number of posts: One (01).
Tenure of Appointment: Permanent, subject to successful completion of six months probationary period.

Qualifications and experience:

1. Master's degree in Ophthalmology.
2. Bachelor's degree in Medicine and Surgery with a CPGA of 3.6 and above.
3. PhD or on PhD track in the relevant field shall be an added advantage.
4. Evidence of contribution to community service.
5. Registration with Uganda Medical and Dental Practitioners Council.
6. Valid Practicing License.
7. Must be below 40 years of age at the time of application.

Duties and Responsibilities:

1. Teaching, engaging, informing, and inspiring staff and students through both classroom and online delivery of lectures, tutorials, seminars and clinical or laboratory demonstrations.
2. Developing innovative teaching materials for physical and online delivery to undergraduate and postgraduate students.
3. Carrying out clinical instruction to students on the ward, clinics and operating rooms.
4. Carrying out clinical work in the department (ward rounds, on call duties and theatre).
5. Supervising undergraduate and postgraduate students undertaking research projects.
6. Conducting high impact research and disseminating research findings.
7. Assessing and evaluating students' work, compiling and grading of examinations results.
8. Contributing to the planning and evaluation of academic programs in the Department / Faculty.
9. Contributing to the marketing Departmental programs.

10. Participating in professional duties such as Faculty open days and other recruitment activities as appropriate.
11. Contributing to the University and wider society through community service.
12. Writing proposals for attracting resources to the Department.
13. Mentoring junior staff and students.
14. Performing any other duties assigned from time to time by the Head of Department or Faculty and University Management.

DEPARTMENT:

PHYSIOLOGY

Position:

Assistant Laboratory Technician

Salary Scale:

PU12 (NTSc)

Number of posts:

Two (2)

Reports to:

Head of department

Tenure of Appointment:

Permanent' subject to successful completion of 6 months' probation.

Qualifications and Experience:

1. Diploma in Medical Laboratory Technology from a recognized Institution.
2. Additional training in relevant fields will be an added advantage.
3. Experience of at least three years in a Medical Laboratory shall be an added advantage.
4. Must be below 50 years of age at the time of application.

Duties and responsibilities

1. Supporting Academic Staff in Conducting laboratory sessions to Undergraduate Students.
2. Planning and implementing of maintenance schedules and plans for Machinery and Equipment.
3. Overseeing the implementation of Laboratory Occupational Health and Safety Policy, regulations, procedures and guidelines.
4. Supporting the Faculty in preparing specifications for Laboratory Machinery, Equipment and Consumables.
5. Participating in Budgeting and Procurement Planning for Laboratory Machinery Equipment and consumables.
6. Performing any other official duties assigned by the Head of Department.

FACULTY:

SCIENCE

Department: Education Foundations and Psychology
Position: Lecturer (Educational Foundations)
Salary Scale: PU6.1 (TNS)
Number of Posts: One (01)
Reports to: Head of Department
Tenure of Appointment: Permanent, subject to successful completion of 6 months' probation.

Qualifications and Experience:

1. PhD or PhD Track in Educational Foundations.
2. Master's Degree in Educational Foundations.
3. Bachelor of Science or Arts with Education (Minimum of a Second Class Upper) from a recognized University.
4. Evidence of Community Service.
5. Must not be above 40 years of age at the time of application.

Duties and Responsibilities:

1. Teaching, engaging, informing, and inspiring staff and students through both classroom and online delivery of lectures, tutorials, and seminars.
2. Developing innovative teaching materials for physical and online delivery to undergraduate and postgraduate students.
3. Supervising undergraduate and postgraduate students undertaking research projects.
4. Conducting high impact research and disseminating research findings.
5. Assessing and evaluating students' work, compiling and grading of examinations results.
6. Contributing to the planning and evaluation of academic programs in the Department / Faculty.
7. Contributing to the marketing of Departmental programs.
8. Participating in professional duties such as Faculty open days and other recruitment activities as appropriate.
9. Contributing to the University and wider society through community service.
10. Writing proposals for attracting resources to the Department.
11. Mentoring junior staff and students.
12. Performing any other duties that may be assigned from time to time by the Head of Department or Faculty and University Management.

Department: Education Foundations and Psychology

Position: Lecturer (Curriculum Studies)
Salary Scale: PU6.1 (TNS)
Number of Posts: One (01)
Reports to: Head of Department
Tenure of Appointment: Permanent, subject to successful completion of 6 months' probation.

Qualifications:

1. PhD or PhD Track in Curriculum Studies.
2. Master's Degree in Curriculum Studies.
3. Bachelor of Science or Arts with Education (Minimum of a Second Class Upper) from a recognized University.
4. Evidence of Community Service.
5. Must not be above 40 years of age at the time of application.

Duties and Responsibilities:

1. Teaching, engaging, informing, and inspiring staff and students through both classroom and online delivery of lectures, tutorials, and seminars.
2. Developing innovative teaching materials for physical and online delivery to undergraduate and postgraduate students.
3. Supervising undergraduate and postgraduate students undertaking research projects.
4. Conducting high impact research and disseminating research findings.
5. Assessing and evaluating students' work, compiling and grading of examinations results.
6. Contributing to the planning and evaluation of academic programs in the Department / Faculty.
7. Contributing to the marketing of Departmental programs.
8. Participating in professional duties such as Faculty open days and other recruitment activities as appropriate.
9. Contributing to the University and wider society through community service.
10. Writing proposals for attracting resources to the Department.
11. Mentoring junior staff and students.
12. Performing any other duties that may be assigned from time to time by the Head of Department or Faculty and University Management.

Department: Education Foundations and Psychology

Position: Assistant Lecturer (Curriculum Studies)

Salary Scale: PU6.2 (TNSc)
Number of Posts: One (01)
Reports to: Head of Department
Tenure of Appointment: Four (4) years' contract renewable once.

Qualifications:

1. Master's degree in Curriculum Studies.
2. Bachelor of Science or Arts with Education (Minimum of a Second Class Upper) from a recognized University.
3. Must not be above 35 years of age at the time of application.

Duties and Responsibilities:

1. Teaching, engaging, informing, and inspiring staff and students through both classroom and online delivery of lectures, tutorials, seminars or laboratory demonstrations.
2. Developing innovative teaching materials for physical and online delivery to undergraduate and postgraduate students.
3. Supervising undergraduate students undertaking research projects.
4. Conducting high impact research and disseminating research findings.
5. Assessing and evaluating students' work, compiling and grading of examinations results.
6. Contributing to the planning and evaluation of academic programs in the Department / Faculty.
7. Contributing to the marketing of Departmental programs.
8. Participating in professional duties such as Faculty open days and other recruitment activities as appropriate.
9. Contributing to the University and wider society through community service.
10. Writing proposals for attracting resources to the Department.
11. Mentoring junior staff and students.
12. Performing any other duties that may be assigned from time to time by the Head of Department or Faculty and University Management.

FACULTY: INTERDISCIPLINARY STUDIES

Department: Planning and Governance
Position: Assistant Lecturer (Planning and Governance)
Salary Scale: PU6.2 (TNS)
Number of posts: One (1)
Reports to: Head of Department
Tenure of Appointment: Four (4) years contract renewable once.

Qualifications and experience:

1. A Master's degree in Development Studies, Social Science, Governance and Planning or any other relevant discipline.
2. At least a second-class Upper Division Bachelor's Degree in Development Studies, Social Sciences or any other relevant discipline.
3. Experience of teaching political economy courses or related course at a recognized university shall be an added advantage.
4. Must not be above 35 years of age at the time of application.

Duties and Responsibilities:

1. Teaching, engaging, informing, and inspiring staff and students through both classroom and online delivery of lectures, tutorials, seminars or laboratory demonstrations.
2. Developing innovative teaching materials for physical and online delivery to undergraduate and postgraduate students.
3. Supervising undergraduate students undertaking research projects.
4. Conducting high impact research and disseminating research findings.
5. Assessing and evaluating students' work, compiling and grading of examinations results.
6. Contributing to the planning and evaluation of academic programs in the Department / Faculty.
7. Contributing to the marketing of Departmental programs.
8. Participating in professional duties such as Faculty open days and other recruitment activities as appropriate.
9. Contributing to the University and wider society through community service.
10. Writing proposals for attracting resources to the Department.
11. Mentoring junior staff and students.
12. Performing any other duties that may be assigned from time to time by the Head of Department or Faculty and University Management.

FACULTY:

APPLIED SCIENCES AND TECHNOLOGY

Department:

Energy, Mineral, and Petroleum Studies

Position:

Assistant Laboratory Technician

Salary Scale:

PU12 (NTSc)

Number of posts:

One (1)

Reports to:

Head of department

Tenure of Appointment:

Permanent subject to successful completion of 6 months' probation.

Purpose of the Job:

To plan and coordinate the implementation of all laboratory activities in the department.

Qualifications and experience:

1. Higher Diploma/ National diploma in petroleum engineering related field, mechanical, automotive engineering, classified as credit and above.
2. Honors Bachelor's Degree in Petroleum engineering, geology, Mechanical/ Automotive/ Industrial engineering with at least a CGPA of 3.50 is an added advantage.
3. UIPE membership.
4. Practicing license from ERB is an added advantage.
5. At least 3 years' experience at the level of a technician in an academic institution of higher learning or petroleum related industry, fast paced manufacturing industry, automotive industry.
6. Must not be above 50 years of age at the time of application.

Duties and responsibilities:

1. Supporting Academic Staff in conducting laboratory sessions to undergraduate students.
2. Planning and implementing of maintenance schedules and plans for machinery and equipment.
3. Overseeing the implementation of laboratory Occupational Health and Safety Policy, regulations, faculty in providing specifications for laboratory machinery, equipment and consumables procedures and guidelines.
4. Participating in budgeting and procurement planning for laboratory machinery equipment and consumables.
5. Participating in practical sessions timetabling, drawing software and equipment requirements, workshop practice and in-house training.
6. Supporting the work of Lecturers, other laboratory team and students in major experiments, research programs and other laboratory sessions by giving technical advice.
7. Developing and supporting implementation of EOSH policy.
8. Facilitating skills development and coaching of the other laboratory team members.
9. Designing and updating laboratory manuals in line with curriculum changes.
10. Drafting periodic reports on research tasks carried out, health and safety, maintenance and all other general laboratory activities.
11. Performing any other official duties as assigned by the Head of Department.

**DEPARTMENT: TROPICAL FOREST CONSERVATION
(BWINDI)**

Position: Herbarium Technician
Salary Scale: PU12 (NTS)
Number of posts: One (1)
Reports to: Deputy Chief Research Officer
Tenure of Appointment: Permanent, subject to successful completion of 6 months' probation.

Purpose of the Job: To manage, organise and maintain the herbarium and ethnobotany garden.

Qualifications and experience:

1. A Diploma in any plant science (botany, forestry, agriculture, environmental science, natural resource management) from a recognized institution.
2. Past experience working in a Herbarium shall be an added advantage.
3. Knowledge of plant taxonomy; Herbarium management techniques and Plant nursery management.
4. Computer literacy with knowledge and practice using Microsoft Office - Word, Excel and PowerPoint.
5. Must not be above 50 years of age at the time of application.

Duties and responsibilities:

1. Maintaining the herbarium and its collections in excellent condition and manage accessions and records.
2. Collecting and processing specimens and repair damaged material in the herbarium.
3. Updating the scientific names of plant specimens in the herbarium.
4. Assisting staff and visiting researchers in the collection, identification and processing of plant specimens.
5. Networking with other herbaria in Uganda and beyond to manage donations and exchanges.
6. Supervising field teams collecting plant materials (seeds, seedlings, and any plant part) for propagation in the ethnobotany garden nursery.
7. Identifying and monitoring the phenology of seed sources.
8. Managing the plant nursery in the ethnobotany garden.
9. Managing the sales of plant seedlings and other records from the ethnobotany garden and provide client support.
10. Periodically reporting on the activities, achievements, challenges, requirements and plans for the herbarium and ethnobotany garden to the Deputy Chief Research Officer.
11. Perform any other official duties as assigned by the supervisor.

DEPARTMENT: INFORMATION COMMUNICATION TECHNOLOGY

Position:	Assistant IT Officer
Salary Scale:	PU 7 (NTSc)
Reports to:	Senior IT Officer
Tenure of Appointment:	Permanent, subject to successful completion of 6 months' probation.

Purpose of the Job:

1. To provide operational support to staff, students and stakeholders in the use of university ICT devices, systems, platforms and services.
2. To manage and configure internet and network services for access by users, systems and services.
3. To support the web visibility and uptake of e-Learning at the university.
4. To oversee the management of Computer Labs/rooms at the Faculty of Applied Sciences at Technology and Kihumuro Campus.

Qualifications and experience:

1. An Honors Bachelor's Degree in Computer Science, Information Technology, Computer Engineering.
2. Cisco Certified Network Associate.
3. E-Learning Content Development/ Instructional Design.
4. Microsoft and Linux desktop, and server administration.
5. Cisco network and routing protocol experience.
6. HTML, CSS, JQuery, SQL, JavaScript
7. API web integration.
8. WordPress/ Drupal/ Joomla.
9. SCORM content preparation and importation.
10. Learning Management System administrative functions, including the creation of educational activities, management of user enrolments and assignment of different LMS roles, registration, security permissions, and integration with third-party tools.
11. Proven working experience in ICT support environment shall be an added advantage.
12. Must not be above 50 years at the time of application.

Duties and responsibilities:

1. Maintaining Desktop and Server Hardware and Software installation, configuration, monitoring, maintenance in offices and Labs.
2. Deploying Networks, segmentation and Network traffic control.
3. Developing and managing Firewall policy.

4. Troubleshooting system and network problems.
5. Diagnosing and solving hardware or software faults.
6. Configuring, managing and supporting university eLearning management tools and platforms.
7. Facilitating and coordinating user education, orientation and support to staff and students on eLearning.
8. Designing and Integrating client CMS programs and data feeds into Websites.
9. Performing any other duties that may be assigned by the supervisor.

DEPARTMENT:	ESTATES AND WORKS
Position:	Estates Officer
Salary Scale:	PU6.2 (NTS)
Number of posts:	One (1)
Reports to:	Chief Estates Officer
Tenure of Appointment:	Permanent, subject to successful completion of 6 months' probation.

Purpose of the Job:

To sure that the engineering and building services are maintained and operated efficiently and effectively.

Qualifications and experience:

1. An honor's Bachelor of Science in Civil Engineering from a recognized University.
2. Membership of the Uganda Institution of Professional Engineers (UIPE).
3. A Post Graduate Diploma in Project Planning & Management from a recognized Institution will be an added advantage.
4. Should have served at least 5 years as an Estates Officer, Maintenance Engineer or equivalent level in a reputable organization.
5. Must not be above 45 years of age at the time of application.

Duties and responsibilities:

1. Managing properties owned by or rented by MUST, including maintaining an inventory, tenancy agreements, utility consumption records, repair and maintenance records, and advising Chief estates Officer of the due date of expiry of tenancy agreements so that they are promptly renewed or new tenants sourced.
2. Facilitating resolution of disputes among tenants, where applicable.
3. Ensuring that all assets are appropriately labelled or branded and an inventory maintained.

4. Inspecting the properties to determine their repair requirements, including designing, budgeting, supervising and coordinating renovation and maintenance works.
5. Ensuring that all equipment and installations are maintained in good working condition and overseeing the rectification of any faults or defects that may occur.
6. Liaising with Mbarara University Security Unit to ensure that the properties and the occupants are kept secure at all times.
7. Ensuring that all solid waste generated is timely, safely and appropriately collected, temporarily stored and promptly disposed of.
8. Ensuring that there is safe and effective disposal of waste water as well as storm water.
9. Ensuring prompt settlement of bills for utilities and liaising with Utilities Bodies, namely UMEME for power supply, and National Water and Sewerage Corporation for water supply and sewerage services, to attend to any faults that may arise.
10. Identifying assets under the department that are due for disposal and ensuring that they are safely stored until authority to dispose them is secured.
11. Participating in the procurement process for works and services related to development projects undertaken by MUST, by providing input in the preparation of statement of requirements, bid evaluation and subsequently participating in contract management during implementation of the contracts.
12. Performing any other duties as assigned from time to time.

Position:	Assistant Engineering Officer (Civil)
Salary Scale:	PU11 (NTS)
Number of posts:	One (1)
Reports to:	Estates Officer
Tenure of Appointment:	Permanent, subject to successful completion of 6 months' probation.

Purpose of the Job:

To inspect and supervise the maintenance of access roads and buildings at MUST and carry out minor repairs in offices, laboratories and lecture halls.

Qualifications and experience:

1. A National Technician's Diploma in Civil Engineering and Building from a recognized Institution.
2. Membership to the Engineering professional body is an added advantage
3. Working Experience of at least 4 years.
4. Must not be above 45 years of age at the time of application.

Duties and responsibilities:

1. Developing and implementing plans and budgets for maintaining MUST premises and assets.
2. Ensuring effective use and storage of MUST assets.
3. Participating in the preparation of Bills of Quantities.
4. Supervising construction and other maintenance projects and works.
5. Managing utilities i.e. electricity, water and sewerage.
6. Supervising cleaners and ensure a high standard of cleanliness of MUST premises.
7. Supervising works done at the office premises including but not limited to installations, fumigation, and garden weeding.
8. Identifying faulty fixtures, equipment, furniture and ensure timely repairs of minor works within a period of one week of faults identification or reporting.
9. Preparing facilities condition assessment reports.
10. Performing any other duties as may be assigned by the supervisor.

Position:	Electrician
Salary Scale:	PU13 (NTS)
Number of posts:	One (1)
Reports to:	Assistant Engineering Officer
Tenure of Appointment:	Permanent subject to successful completion of 6 months' probation.

Purpose of the Job:

To put in place safety measures of all electrical installations and carry out repairs and fixing appliances.

Qualifications and Experience:

1. Must possess a Craft Certificate in Electrical Installation Part 2 and Part 3 from a recognized Technical Institution.
2. Possession of a Diploma in Electrical Engineering shall be an added advantage.
3. A working Experience of at least 5 years in an organization involved installation and maintenance of electrical systems and appliances is required.
4. Must not be above 45 years of age at the time of application.

Duties and Responsibilities:

1. Carrying out electrical installations, repairs and rectification.
2. Inspecting and testing electrical installations and equipment.
3. Guiding electrical wiring installations.

4. Diagnosing malfunctioning systems, apparatus, to locate the cause of breakdowns and correct the problem.
5. Installing sound systems, security systems, voice and data systems and new lightning and ceiling fans.
6. Replacing faulty circuit breakers, fuses, switches, and electronic components.
7. Repairing motors, transformers, generators and electronic controllers on machine tools and industrial robots.
8. Making electrical cost estimates.
9. Performing any other duties as directed by Supervisor.

Position:	Plumber
Salary Scale:	PU13 (NTS)
Number of posts:	One (1)
Reports to:	Assistant Engineering Officer
Tenure of Appointment:	Permanent subject to successful completion of 6 months' probation.

Purpose of the job:

To make sure that plumbing and sewerage installations are maintained and well-functioning and put in place measures to avoid frequent breakdowns.

Qualifications and Experience:

1. Must possess a Craft Certificate in Plumbing Part 1 and a Certificate of Plumbing in East Africa Certificate Part 2 from a recognized Technical Institution.
2. Possession of a Diploma in Water Engineering shall be an added advantage.
3. A working experience of at least 5 years in an organization involved in installation and maintenance of plumbing and sanitation network and appliances is required.
4. Must not be above 45 years of age at the time of application.

Duties and responsibilities:

1. Carrying out plumbing and sewerage installations.
2. Repairing damaged plumbing systems.
3. Testing pipe systems and fixing leaks.
4. Installing plumbing equipment such as sinks, toilets, air conditioners and other appliances.
5. Maintaining water treatment equipment.
6. Making cost estimates for plumbing & sewerage works.
7. Recommending on materials to be used in plumbing systems.

8. Inspecting and testing installations and appliances.
9. Carrying out emergency repairs.
10. Guiding in plumbing & sewerage installations.
11. Performing any other duties as directed by Supervisor.

OFFICE OF THE UNIVERSITY SECRETARY

Position:	Records Assistant
Salary scale :	PU12 (NTNSc)
Number of positions:	One (1)
Reports to:	Assistant Records Officer
Tenure of Appointment:	Permanent, subject to successful completion of six months' probation.

Purpose of the job:

To facilitate smooth flow and access to information for action and decision making.

Qualifications and Experience

1. A good Diploma in Records and Archives Management (DRAM), diploma in Records and Information Management (DRIM) or Diploma in Library and Information Management (DLIS) from a recognized institution.
2. Uganda Advanced Certificate of Education (A Level) with at least one principal pass.
3. Computer Skills using various packages.
4. Skills in usage of various office Equipment such as Photocopiers, Scanners and Audio-visual equipment.
5. Working experience of at least three years shall be an added advantage.
6. Must not be above 50 years of age at the time of application.

Duties and Responsibilities

1. Receiving, registering and classifying correspondences.
2. Filing classified information.
3. Routing correspondences to responsible officers for action.
4. Auditing records and registers to ensure proper data bank.
5. Scheduling disposal of unwanted records and information.

6. Performing any other duties assigned from time to time.

Post: Office Attendant
Salary Scale: PU15 (NTNS)
Number of vacancies: Three (3)
Reports to: Head of Department or as assigned
Tenure of Appointment: Permanent, subject to successful completion of 6 months' probation

Qualifications and Experience:

1. Uganda Certificate of Education ('O' Level) with at least four passes one of which must be in English Language.
2. At least two years' relevant experience preferably in an institution of higher learning.
3. Must not be above 50 years of age at the time of application.

Duties and responsibilities:

1. Receiving and delivering documents and other items.
2. Photocopying documents.
3. Responsible for the functioning of projectors and public address systems in lecture halls.
4. Preparing and serving tea, serving water, and cleaning utensils.
5. Cleaning offices, lecturer halls, equipment and furniture.
6. Opening Offices and lecturer halls every morning and closing them at the end of each day.
7. Performing any other duties as may be assigned from time to time.

Position: Security Guard
Salary scale: PU15 (NTNSc)
Number of positions: Two (2)
Reports to: The Security Guard Supervisor
Tenure of appointment: Permanent subject to successful completion of 6 months' probation

Purpose of the job:

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

Qualifications and Experience:

1. Uganda Certificate of Education ('O' Level) with at least four passes one of which must be in English Language.
2. Security Training from either Uganda Police, Army, Prisons, Uganda Wild Life Authority or any authorized / licensed security training firm.
3. Should have at least two (2) years' experience in security related work.
4. Must be physically fit.
5. Should have a discharge certificate where the applicant has left armed forces.
6. Computer literacy shall be an added advantage.
7. MUST not be above 35 years of age at the time of application.

Duties and Responsibilities:

1. Keeping surveillance at university facilities and properties.
2. Collaborating with any Security Company Guards hired by the University to support implementation of security procedures.
3. Cooperating with Uganda Police Force, Security Officers in other organizations, and informants during investigations.
4. Guiding motorists in proper parking and regulates traffic flow to and from the University.
5. Directing visitors to relevant Offices.
6. Apprehending suspects and handing them over to relevant authorities.
7. Recording gate passes and/or vehicle registration numbers for any vehicles entering or leaving the University premises.
8. Manning 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. Switching security lights on and off at the right times.
10. Switching generators on and off.
11. Raising and lowering the Ugandan flag and any other flags that the University may host.
12. Receiving and delivering newspapers to the relevant offices daily.
13. Checking that all the buildings are securely locked.
14. Checking that canteens and clubs are closed at the right time.