



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

### **EXTERNAL ADVERT No. 2/2023 - 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 quality and relevant education at the national and international levels 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. In addition, they should 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 **Monday, 22<sup>nd</sup> May, 2023 at 5.00 pm East African time.**

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

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

## **FACULTY: COMPUTING AND INFORMATICS**

**DEPARTMENT:**           **Software and Informatics Engineering**

**Position:**               Assistant Lecturer

**Salary Scale:**         6.2 (TS)

**Reports to:**            Head of Department

**Number of posts:**     One (1)

**Tenure of Appointment:** Four (4) year contract renewable only once.

### **Qualifications and experience:**

1. A Master's degree in Mathematics in which a final year research dissertation was biased in Computing.
2. A First-class or a Second-class Upper Division Bachelor's Degree in Mathematics.
3. Must be below 35 years of age at the time of application.

**NB:** *Experience of Teaching Mathematical Courses to Computing/IT/Software Engineering university students is an added advantage.*

### **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 required teaching materials for both classroom and online delivery and to contributing to the maintenance and development of existing courses.
3. Developing and running effective assessments and providing adequate feedback to students.
4. Fostering and maintaining links with the industry sector at local and national levels.
5. Assisting in marketing the programme,
6. Participating in professional duties such as faculty open days and other recruitment activities as appropriate.

7. Undertaking appropriate levels of mentorship for students and ensuring interpersonal skills are adequately developed.
8. Supervising the work of students in areas such as personal projects, fieldwork, and industry placements.
9. Communicating effectively with colleagues and students through internal networks and the sharing of ideas and information.
10. Performing any other official duties that may be assigned from time to time.

## **FACULTY OF BUSINESS AND MANAGEMENT SCIENCES**

**DEPARTMENT:** Procurement and Marketing

**Position:** Assistant Lecturer (Procurement)

**Salary Scale:** 6.2 (TS)

**Reports to:** Head of Department

**Number of posts:** One (1)

**Tenure of Appointment:** Four (4) year contract renewable only once.

### **Qualifications and experience**

1. A Master's degree in Procurement or Master of Business Administration with specialization in Procurement.
2. A First-class or a Second-class Upper Division Bachelor's Degree in Procurement or Business Administration specializing in Procurement from a recognized institution.
3. Must be below 35 years of age at the time of application.
4. Having specialized knowledge in teaching E-procurement in a university shall be an added advantage.
5. Should have practical computer knowledge using power point, excel and word.

## **Duties and responsibilities**

1. Teaching, engaging, informing, and inspiring students through both classroom and online delivery of lectures, tutorials and seminars with particular focus on e-procurement.
2. Developing required teaching materials for both classroom and online delivery and to contributing to the maintenance and development of existing courses.
3. Developing and running effective assessments and providing adequate feedback to students.
4. Fostering and maintaining links with the industry sector at local and national levels.
5. Assisting in marketing the programme.
6. Participating in professional duties such as faculty open days and other recruitment activities as appropriate.
7. Undertaking appropriate levels of mentorship for students and ensuring interpersonal skills are adequately developed.
8. Supervising the work of students in areas such as personal projects, fieldwork, and industry placements.
9. Communicating effectively with colleagues and students through internal networks and the sharing of ideas and information.
10. Performing any other official duties that may be assigned from time to time.

## **FACULTY OF MEDICINE**

**DEPARTMENT:**           **Emergency Medicine**

**Position:**               Lecturer

**Salary Scale:**         6.1 (TS)

**Reports to:**            Head of Department

**Number of posts:**     One (1)

**Tenure of Appointment:** Permanent.

### **Qualifications and experience:**

1. A Master's degree in Medicine Specializing in Emergency Medicine.
2. Bachelors in Medicine and Bachelors in Surgery with a minimum cumulative grade point average (CGPA) of 3.6.
3. Registration with Uganda Medical and Dental Practitioners Council.
4. Valid practicing license from Uganda Medical and Dental Practitioners Council.
5. Must be below 40 years of age at the time of application.

### **Duties and Responsibilities:**

1. Teaching, engaging, informing and inspiring students through both classroom and online delivery of lectures, tutorials, seminars, and clinical demonstrations.
2. Developing innovative teaching materials for physical and online delivery to 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 or 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. Assisting in 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 that may be assigned from time to time.

**DEPARTMENT:** Radiology

**Position:** Lecturer

**Salary Scale:** 6.1 (TS)

**Reports to:** Head of Department

**Number of posts:** One (1)

**Tenure of Appointment:** Permanent.

**Qualifications and experience:**

1. A Master's degree in Medicine Specializing in Radiology.
2. Bachelors in Medicine and Bachelors in Surgery with a minimum cumulative grade point average (CGPA) of 3.6.
3. Registration with Uganda Medical and Dental Practitioners Council.
4. Valid practicing license from Uganda Medical and Dental Practitioners Council.
5. Must be below 40 years of age at the time of application.

**Duties and Responsibilities:**

1. Teaching, engaging, informing, and inspiring 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 students.
3. Carrying out clinical instruction to students on the ward, clinics and operating rooms and laboratories.
4. Carrying out clinical work in the department (ward rounds, on call duties, theatre and Laboratory).
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. Assisting in marketing Departmental programs, as required.
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 that may be assigned from time to time.

## **OFFICE OF THE ACADEMIC REGISTRAR**

<b>Position:</b>	Assistant IT Officer
<b>Salary Scale:</b>	M7 (NTS)
<b>Reports to:</b>	Senior Assistant Registrar
<b>Number of posts:</b>	One (1)
<b>Tenure of Appointment:</b>	Permanent

### **Qualifications and Experience**

1. An honours bachelor's degree in Computer Science or Information Technology from a recognized institution.
2. Experience in handling student academic databases shall be an added advantage.

### **Duties and responsibilities**

The incumbent shall provide a wide range of services that are essential to the operations of the Office of the Academic Registrar as follows:

1. Receiving and processing applications from students.
2. Handling admission of students.
3. Enrolling and registering students.
4. Maintaining the students' academic management information system

5. Timetabling.
6. Assisting in the management of examinations.
7. Supporting graduation activities.
8. Performing any other duties that may be assigned from time to time.

## **OFFICE OF THE DEAN OF STUDENTS**

<b>Post:</b>	Cleaner
<b>Salary Scale:</b>	M20 (NTNS)
<b>Number of vacancies:</b>	Three (3)
<b>Reports to:</b>	Custodian
<b>Tenure of Appointment:</b>	Permanent

### **Qualifications**

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' experience working with students as a Cleaner in a University.

### **Duties and responsibilities**

1. Cleaning toilets/bathrooms and ensure they are in good working order.
2. Cleaning corridors, stairways, common rooms, doors and windows.
3. Disinfecting toilets and the surrounding areas.
4. Emptying and cleaning dustbins (ensuring they are clean all the time)
5. Safe custody of issued cleaning items (brooms/rugs/buckets and other cleaning (consumables) materials.
6. Making reports to the Custodian on any breakages or leakages that may require repairs.
7. Performing any other duties that may be assigned from time to time.