



# Mbarara University of Science and Technology

P.O. Box 1410, Mbarara Uganda, Telephone: +256-4856-60601, Fax: 256-4854-20782

## Office of the University Secretary

### JOB OPPORTUNITY - EXTERNAL ADVERT NO. 4/2022

Applications are invited from suitably qualified Ugandans to fill the position of **Office Attendant**. Applicants are required to submit handwritten applications accompanied by detailed CVs, certified copies of all relevant academic documents, appointment and other employment documents; and their national ID.

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 job applied for. Applications should be submitted to the address below not later than 27<sup>th</sup> May, 2022 at 5.00 pm.

The University Secretary,  
Mbarara University of Science and Technology,  
P.O Box 1410, Mbarara

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

<b>DEPARTMENT:</b>	<b>OFFICE OF THE UNIVERSITY SECRETARY</b>
<b>Post:</b>	Office Attendant
<b>Salary Scale:</b>	M20
<b>Number of Vacancies:</b>	1(One)
<b>Reports to:</b>	Head of Department or as assigned

#### Qualifications

- Uganda Certificate of Education with at least a Pass in English Language.
- At least two years relevant experience preferably in an institution of higher learning.

#### Duties and responsibilities

- Receiving and delivering documents and other items.
- Photocopying documents.
- Responsible for the functioning of the projector and public address system in the lecture halls.

E-mail: [info@must.ac.ug](mailto:info@must.ac.ug)  
Website: <http://www.must.ac.ug>



- d) Serving office employees with water, tea and cleaning utensils.
- e) Maintaining cleanliness of the offices, equipment and furniture as required.
- f) Opening offices and Lecture rooms in the morning and closing them at the end of the day.
- g) Performing any other related duties assigned from time to time.



**UNIVERSITY SECRETARY**  
**MAY 17, 2022**

