



KYAMBOGO UNIVERSITY

P. O. BOX 1 KYAMBOGO
Tel: +256 414-286452 Fax: +256 414-220464
Email: dirkyu@kyu.ac.ug / www.kyu.ac.ug
DIRECTORATE OF HUMAN RESOURCES

18th June 2020

EXTERNAL VACANCY ANNOUNCEMENT

Kyambogo University is a Public University established in 2003 following the merger of the former Institute of Teacher Education Kyambogo (ITEK), Uganda Polytechnic Kyambogo (UPK), and Uganda National Institute for Special Education (UNISE). The University campus is located on Kyambogo Hill in the capital city, Kampala. It is the second largest university in Uganda with more than 30,000 students on-campus.

Kyambogo University is a unique institution which has adopted an integrated approach to education, focusing on vocationalising at all levels. The University has embraced the fields of science and technology, teacher education, special needs education, humanities, business management and entrepreneurship.

To achieve its mission and strategic goals, Kyambogo University seeks to fill the following positions on permanent terms: please visit www.kyu.ac.ug/jobs to download the complete and detailed job advert.

A. NON-TEACHING

SN	POSITION	SALARY SCALE	VACANCIES
1.	Director Planning and Development	M3	1
2.	Deputy University Bursar	M4	1
3.	Deputy Academic Registrar	M4	1
4.	Senior Assistant Registrar	M5	4
5.	Senior Assistant Secretary	M5	1
6.	Senior Counsellor	M5	1

SN	POSITION	SALARY SCALE	VACANCIES
7.	Assistant Internal Auditor	M7	1
8.	Laboratory Technologist	M7	1
9.	Driver (Ordinary University cars, Tractor, Bus, Tricycle)	M15	6

B. TEACHING VACANCIES

SN	FACULTY	DEPARTMENT	POSITION	SALARY SCALE	SPECIALISATION	VACANCIES
1.	SOME	Business Admin. & Entrepreneurship	Lecturer	M6	Business Administration	1
		Procurement and Marketing	Lecturer	M6	Procurement and Logistics	1
		Management Science	Lecturer	M6	Management Science	1
	Vocational Studies	Human Nutrition & Home Economics	Professor	M3	Human Nutrition	1
			Associate Professor	M4	Human Nutrition	1
		Art and Design	Associate Professor	M4	Fine Art & Industrial Design	1
			Senior Lecturer	M5	Fine Art & Industrial Design	1
			Lecturer	M6	Fine Art & Industrial Design	1
		Agriculture	Lecturer	M6	Crop Science	1

			Assoc. Professor	M4	Agriculture Education & Extension	1
		Human Nutrition and Home Economics	Lecturer	M6	Clothing and textile(1) Human Nutrition (2)	3
3.	Engineering	Mechanical Engineering	Professor	M3	Mechanical	1
			Lecturer	M6	Automobile Engineering (1)	1
					Automotive & Power Engineering (1)	
		Lands and Architectural Studies	Professor	M3	Architecture	1
			Associate Professor	M4	Architecture	1
			Senior Lecturer	M5	Architecture	1
			Lecturer	M6	Architecture	3
		Civil Engineering	Professor	M3	Civil Engineering	1
			Associate Professor	M4	Civil Engineering	1
			Senior Lecturer	M5	Construction Management (1) Structural Engineering (1)	2
			Lecturer	M6	Construction Management (1) Structural Engineering (1)	2

		Electrical and Electronics Engineering	Professor	M3	Electrical Engineering	1
			Associate Professor	M4	Electrical Engineering	1
			Senior Lecturer	M5	Biomedical Engineering	1
			Lecturer	M6	Electrical (1) Telecommunication (1) Biomedical (1)	3
4.	Education	Psychology	Professor	M3	Psychology	1
			Associate Professor	M4	Psychology	1
			Lecturer	M6	Community /environmental Psychology	1
			Senior Lecturer	M5	Educational Psychology	1
			Lecturer	M6	Educational Psychology	1
		Educational Planning & Management	Senior Lecturer	M5	Educational Leadership	1
		Curriculum Teaching and Media studies	Professor	M3	Curriculum	1
			Senior Lecturer	M5	Curriculum	1
			Lecturer	M6	Curriculum	2

		Foundations of Education	Lecturer	M6	History of Education	1
		Distance Education	Professor	M3	Distance Education	1
			Associate Professor	M4	Distance Education	1
			Senior Lecturer	M5	Distance Education	1
		Teacher Education & Extension	Professor	M3	Teacher Education	1
			Senior Lecturer	M5	Teacher Education	1
			Lecturer	M6	Language Education	1
		Early Childhood Development	Senior Lecturer	M5	Early Childhood Education	1
			Lecturer	M6	Early Childhood Education	5
5.	Arts and Social Sciences	History	Senior Lecturer	M5	Political History	1
		Languages and communication	Lecturer	M6	Library and Information Science	2
		Geography and Social Studies	Lecturer	M6	Human Geography	1

		Music and Performing Arts	Lecturer	M6	Music composition, Ethnomusicology	1
		Religious Studies	Lecturer	M6	Religious Studies Teaching methods	1
		Sociology and Social Administration	Associate Professor	M3	Demography/social work/social Admin	1
6.	Science	Biological Sciences	Senior Lecturer	M5	Parasitology	1
			Lecturer	M6	Botany	1
		Sports Science	Professor	M3	Sportscience	1
			Associate Professor	M4	Sportscience	1
			Senior Lecturer	M5	Sports Science	1
			Lecturer	M6	Leisure Science	1
		Physics	Professor	M3	Material Science or Energy Physics	1
		Mathematics	Professor	M3	Mathematics	1
			Senior Lecturer	M5	Mathematics Statistics	1
		Chemistry	Professor	M3	Chemistry	1
Computer Science	Associate Professor	M4	Computer Science	1		
7.	Special Needs and Rehabilitation	Adult and Community Education	Professor	M3	Adult and Community Education	1
		Community and	Professor	M3	Community and Disability Studies	1

	Disability Studies	Associate Professor	M4	Community and Disability Studies	1
		Lecturer	M6	Community Based Rehabilitation	1
	Special Needs Studies	Professor	M3	Special Needs Studies	1
		Associate Professor	M4	Special Needs Studies	1
		Lecturer	M6	Visual Impairment	1
				Intellectual Impairment	1

NB: In case of teaching positions, applicants who had applied under the open advertisement which was posted on the website in December 2019 need not reapply.

DETAILED JOB DESCRIPTIONS

A. NON-TEACHING

1. JOB TITLE: DIRECTOR PLANNING AND DEVELOPMENT (RE-ADVERTISED)

Salary Scale: M3

Responsible to: Deputy Vice-Chancellor (Finance and Administration)

Responsible for: Deputy Director Planning and Development

PURPOSE OF THE JOB

To be responsible for the planning and development function of the University.

DUTIES AND RESPONSIBILITIES

1. To coordinate the design and development of strategic plans to provide strategic direction and set the pace for the development of Kyambogo University.

2. To coordinate the preparation of University projects proposals and implementation of programs according to the development strategy of the University.
3. To oversee the planning, coordination and provision of technical guidance in the development of performance indicators, quality standards and preparation of policy statements for Kyambogo University.
4. To coordinate the preparation of University's sectoral plans.
5. To coordinate the institutionalization and carrying out of monitoring and evaluation process within Kyambogo University to track performance of different Departments, Divisions and Sections.
6. To oversee the development and maintenance of database for use by Departments in planning and decision making.
7. To undertake internal and external surveys to collect stakeholders' views on the services rendered by Kyambogo University.
8. To operationalize collaborative mechanisms in planning standards with the National, Regional and International organisations in the provision of University Education.
9. To provide technical support in the formulation of University polices, their implementation and cost implications for effective management of University programmes
10. To guide, mentor, coach and assess the performance of staff in the Directorate of Planning and Development.
11. To perform any other duties assigned by the superior officers of the University.

KEY OUTPUTS

1. Design and development of strategic plans coordinated
2. Preparation of University project proposals and programmes implemented according to the University strategic plan.
3. Provision of technical guidance in the development of performance indicators, quality standards and policy statements for the University planned and coordinated.
4. Annual Sector Plans, Budget Framework Paper (BFP) and Ministerial Policy Statements prepared.
5. Monitoring and evaluation of programmes implementation carried out.
6. Data base for planning and decision making developed and maintained.
7. Internal and external surveys on Kyambogo University service delivery conducted.
8. Collaborative mechanisms in planning standards established and operationalized.
9. Technical support to formulation of University polices provided.

10. Staff in the Directorate of planning and development guided, mentored, coached and performance assessed.

PERSON SPECIFICATION

a) Qualifications

- i. Should have a Master's degree in Economics, Planning, Statistics or other relevant discipline from a recognised awarding University/Institution.
- ii. Should have a Bachelor's degree in Economics, Statistics or other relevant quantitative discipline from a recognised awarding University/Institution.

b) Competencies

- i) Should have good leadership, communication and interpersonal skills.
- ii) Must be a person of high integrity
- iii) Should be able to work as a member of a team.
- iv) Must be proficient in using relevant computer packages.

c) Working Experience

Must have a minimum of ten (10) years working experience in a planning department of a reputable organisation, five (5) of which should have been served at senior management level in planning function.

d) Age Limit

Should be below the age of 55 years at the time of application.

2. JOB TITLE: DEPUTY UNIVERSITY BURSAR (Re-advertised)

Salary Scale: M4

Responsible to: University Bursar

Responsible for: Senior Assistant Bursar

PURPOSE OF THE JOB

To deputise the University Bursar in the management of accounting and financial transactions of the University.

KEY FUNCTIONS

1. To supervise financial transactions in the Office of the University Bursar including revenue generation and disbursement of funds.
2. To manage the financial management system, assess and advise the University Bursar on its viability to meet the current and future needs of the University.
3. To assist in preparing annual work plans and financial budgets for the Office of the University Bursar and in their implementation.
4. To support the University Bursar in developing fiscal plans and in preparing, consolidating and monitoring implementation of University budgets and work plans.
5. To supervise the management of stores and assets of the University including maintenance of an updated Assets Register.
6. To supervise reporting on financial transactions of the University including the preparation of accountabilities, financial statements and update and custody of financial records.
7. To enforce compliance to instituted accounting, accountability and risk management systems for resources and assets of the University.
8. To support the conduct of audits and preparing timely responses to audit queries and mandatory inquiries whenever necessary.
9. To develop and report financial forecasts, including cash flow forecasts, to guide fiscal policy and financial management in the University.
10. To Manage and assess the performance of staff in the Office of the University Bursar.
11. To advise and make proposals to the University Bursar on the staff development needs of the Office.
12. To mentor, coach and counsel staff in the Office of the University Bursar.

KEY OUTPUTS

1. Financial transactions in the Office of the University Bursar including revenue generation and disbursement supervised.
2. The financial management system managed and advice to the University Bursar on its viability to meet the current and future needs of the University tendered.

3. Assistance for the preparation and implementation of annual work plans and financial budgets for the Office of the University Bursar provided.
4. Support to the University Bursar for fiscal planning and preparation, consolidation and monitoring implementation of University budgets and work plans provided.
5. Stores, assets and Assets Register of the University managed.
6. Preparation of financial reports and update and proper management of financial records supervised.
7. Compliance to accounting, accountability and risk management standards for fiscal resources and assets enforced.
8. Support for the conduct of audits and preparation of responses to audit queries and mandatory inquiries provided.
9. Financial forecasts developed.
10. Staff managed and appraised.
11. Advice and proposals to the University Bursar on the staff development needs of the Office of the University Bursar developed.
12. Staff of the Office of the University Bursar mentored, coached and counselled.

PERSON SPECIFICATIONS

a) Qualifications

- i. Must possess a Master's degree in Commerce, Accounting and Finance or Business Administration (Accounting or Finance option).
- ii. Must possess a Bachelor's degree in Commerce, Economics (Finance Option) Accounting and Finance or Business Administration.
- iii. Full professional accounting qualification such as ACCA, CPA or CIMA.
- iv. Must be a Member of a recognised professional accounting body like the Institute of Certified Public Accountants of Uganda (ICPAU) or equivalent.

b) Competencies

- i. Should have high integrity with excellent communication, leadership and people skills.
- ii. Should be computer literate, with good working knowledge of standard office documentation software and with demonstrable knowledge and skills in computerised Financial Management systems and packages.

- iii. Ability to supervise and enforce compliance to standards in the use and accountability of the University's fiscal resources and assets.
- iv. Ability to monitor and evaluate budget performance.
- v. Ability to empower others and encourage them to exploit their professional potential
- vi. Should have proven ability to manage technical teams and transfer skills and knowledge to others through formal training and technical support.
- vii. Can sustain change and positively balance the combination of human resources, financial resources, technology and change processes to realise the University's strategic objectives.
- viii. Should have broad knowledge of the University's fiscal policy, financial regulatory framework and legislation governing the management of public finances.

c) Experience

- i. Should have a minimum of eight (8) years working experience in accounting or financial management of a reputable organization, four (4) of which should have been at a senior management level.
- ii. Should be at least 35 years of age at the time of application

3. JOB TITLE: DEPUTY ACADEMIC REGISTRAR (1 Vacancy)

Salary Scale: M4

Responsible To: Academic Registrar

PURPOSE OF THE JOB

To deputise the Academic Registrar in supporting the administration and organisation of all academic matters including admission, undergraduate studies, postgraduate studies, examinations, research and publication.

KEY FUNCTIONS

- 1. To support the Academic Registrar in planning and coordinating curriculum development for all programmes and courses taught at the University and affiliate institutions of higher learning.

2. To support the Academic Registrar in managing the implementation of academic policies and procedures approved by Council.
3. To coordinate the management of admission of students and advise the Academic Registrar on their compliance to University admissions requirements.
4. To support the Academic Registrar in coordinating management of lectures, examinations, arranging for engagement of External Examiners and release of results in accordance with approved schedules.
5. To support the Academic Registrar in organising graduation ceremonies.
6. To support the Academic Registrar in organising meetings and providing secretariat services to academic related Boards/ Committees instituted by Senate.
7. To support the Academic Registrar in coordinating matters pertaining to administration of research grants and publications.
8. To manage and assess the performance of staff in the Office of the Academic Registrar.
9. To mentor, coach and counsel staff in the Office of the Academic Registrar.
10. To supervise the proper management of records relating to admissions and academics.

KEY OUTPUTS

- a) Support to the Academic Registrar in planning and coordinating curriculum development at the University and affiliate institutions of higher learning provided.
- b) Support to the Academic Registrar in implementing academic policies and procedures approved by Council provided.

- c) Support to the Academic Registrar in management of admission of students provided and advice on their compliance to admission requirements tendered.
- d) Support to the Academic Registrar in coordinating management of lectures, examinations, arranging for engagement of External Examiners and release of results provided.
- e) Support to the Academic Registrar in organising graduation ceremonies provided.
- f) Support to the Academic Registrar in facilitating academic related Boards/ Committees instituted by Senate provided.
- g) Support to the Academic Registrar in coordinating matters pertaining to administration of research grants and publications provided.
- h) Staff in the Office of the Academic Registrar managed and assessed.
- i) Staff in the Office of the Academic Registrar mentored, coached and counselled.
- j) Proper management of records relating to admissions and academics supervised.

PERSON SPECIFICATIONS

a) Qualifications

- (i) Must possess a Master's degree in either Education or Education Planning and Management, Human Resource Management, Public Administration, Management Studies or Organizational Psychology from a recognised institution.
- (ii) Must possess a Bachelor's degree in Education, Arts with Education or Science with Education from a recognised institution or first degree with a Postgraduate Diploma in Education

b) Competencies

- (i) Should have high integrity with excellent communication, leadership and people skills.
- (ii) Should have proven ability to manage technical teams and transfer skills and knowledge to others through formal training and technical support.
- (iii) Should be computer literate, with good working knowledge of standard office documentation software and with demonstrable knowledge and skills in the management of databases.
- (iv) Should have the ability to be proactive and reinforce University academic standards.
- (v) Ability to create and maintain an organised work environment with easy access to necessary resources including documents and files.
- (vi) Ability to organise and facilitate meetings in a manner that enhances the achievement of University academic objectives.
- (vii) Should be able to manage relationships and work approaches in a consistent manner that supports the efficiency and effectiveness of operations in the Office of the Academic Registrar.
- (viii) Can sustain change and positively balance the combination of human resources, financial resources, technology and change processes to realise the University's strategic objectives.
- (ix) Should have broad knowledge of University academic policies, regulations and standards.

c) Experience

- (i) Should have a minimum of eight (8) years working experience in a reputable organization, four (4) of which should have been

at senior management level in Academic Registrars Department of an institution of higher learning.

- (ii) Should be at least 35 years of age at the time of application.

4. JOB TITLE: SENIOR ASSISTANT REGISTRAR (4 Vacancies)

Salary Scale: M5

Responsible to: Deputy Registrar

Responsible for: Assistant Registrar

PURPOSE OF THE JOB

To assist in planning, coordinating and managing the relevant section under the Academic Registrar's Department.

KEY FUNCTIONS

1. To assist the Deputy Academic Registrar in setting the strategic direction and overseeing the daily operations of the Office of the Academic Registrar.
2. To assist in preparing and implementing the annual work plan and budget of the department/section.
3. To assist the Deputy Academic Registrar in promoting a collaboration among divisions, supporting the highest quality service and day-to-day operations.
4. To assist in planning and implementing practices that continuously improve the services and work provided by the office of the Academic Registrar including course registration, academic record keeping, records privacy, transfer credit evaluation, curriculum management, transcript services, academic calendars, advisory support and degree requirement tracking,

reporting, graduation certification, commencement and other essential academic service functions.

5. To assist in interpreting and enforcing academic rules and regulations of Kyambogo University.
6. To assist in enforcing policies and procedures related to student data and records residing in the student information system and linked systems.
7. To assist the Deputy Registrar in organizing meetings and follow-ups of the decision of the University Senate Committees and working groups.
8. To assist in managing specific portions of commencement operations.
9. To supervise and appraise lower level staff.
10. To perform any other duties assigned by the Deputy Academic Registrar.

KEY OUTPUTS

- a) Post- Graduate/Undergraduate examination timetables are prepared and issued in time
- b) Support to preparation and implementation of annual workplan and budgets provided
- c) Set and moderate Post-Graduate/undergraduate examination papers are receiving for typesetting, printing, packing and issuing.
- d) Conduct and administration of undergraduate examinations is monitored.
- e) Teaching of approved and accredited undergraduate academic programmes monitored.
- f) Well-coordinated and administered examinations, marking of post-graduate and undergraduate examinations scripts and processing of examination results monitor.
- g) Internal and external examiners organized and monitored.

- h) Presentation to Senate Committees of undergraduate examination results organized and coordinated.
- i) Meetings of Senate and its Committees effectively organized and coordinated.
- j) Decisions of Senate and its Committees properly compiled and communicated and implementation monitored
- k) Academic ceremonies effectively and efficiently coordinated and certificates and transcripts produced and distributed in time.
- l) Adequate and safe custody of Certificates before their distribution provided
- m) Reports on admission, registration, teaching, examination and graduation compiled and written
- n) Examinations time table prepared.
- o) Examination papers compiled and administered.
- p) Examination cards issued.
- q) Examination regulations enforced
- r) Examination results secured and properly kept
- s) Academic transcripts prepared and issued.
- t) Academic transcripts verified and certified
- u) Implementation of decisions relevant to the conduct of examinations monitored.
- v) Lower level staff supervised and appraised.

PERSON SPECIFICATION

(a) Qualifications

- (i) Must possess a Masters' degree in any of the following fields from a recognized University/Institution; Education or Educational Planning and Management or Human Resources Management or Public Administration and Management or Management Studies or Organizational Psychology or Business Administration (Management Option).

- (ii) Must possess a Bachelor's Degree in any of the following fields from a recognized awarding University/Institution; Education or Arts with Education or Science with Education or 1st Degree with Post Graduate Diploma in Education.

(b) **Competencies**

- (i) Good interpersonal and effective communication skills.
- (ii) High level of integrity.
- (iii) Computer Literate.
- (iv) Fluent in English language.

(c) **Experience**

Must have a minimum working experience of six (6) years in Administration, three (3) of which must have been served at the level of Assistant Registrar or equivalent level in a University or a reputable higher education institution.

(d) **Age limit;**

Should be below the age of 55 years at the time of application.

5. JOB TITLE: SENIOR ASSISTANT SECRETARY (Re-advertised)

Salary Scale M5

Responsible to: Deputy University Secretary

Responsible for: Assistant Secretaries

PURPOSE OF THE JOB

To provide efficient, effective and timely secretariat services to the Council and its committees.

DUTIES AND RESPONSIBILITIES

1. To liaise with the Deputy University Secretary on all matters relating to Council meetings and meetings of the Committees.
2. To make arrangements for the Council meetings and its Committees.
3. To prepare Minutes and decisions of Council and Committee.
4. To follow up actions on the decisions made by the Council and its committees to ensure their implementation.
5. To file and update record of minutes of Council and its Committee.
6. To assist in monitoring, evaluating and reporting on the performance of outsourced administrative service providers to the University.
7. To perform any other Officer duties assigned by the Deputy University Secretary.

KEY OUTPUTS

1. Arrangements for the Council meetings and Committees made.
2. Minutes and decisions of Council and Committees prepared.
3. Effective implementation of the decisions made by Council and its Committees monitored.
4. Council minutes filed, secured and stored.
5. Performance of outsourced administrative service providers monitored and reported on.

PERSON SPECIFICATION

a) Qualifications

- i. Should have a Master's degree in any of the following fields: Public Policy, Public Administration and Management, Business

Administration, Human Resources Management, and Development Studies from a recognised awarding University/Institution.

- ii. Should have a Bachelor's degree in relevant Arts/Social Sciences or Humanities Discipline or Law from a recognised awarding University/Institution.
- iii. Should possess Administrative Officer's Law Course Certificate

b) Competences

- i) Should be a person of high integrity.
- ii) Should have good interpersonal negotiations and committee skills.
- iii) Should be computer literate.

c) Working experience

Should have at least six (6) years' working experience in administration in a recognized organization / institution, three (3) of which must have been served at the level of Assistant Secretary in Public University or an equivalent level from a reputable Institution.

d) Age Limit

Should be below the age of 55 years at the time of application.

6. JOB TITLE: SENIOR COUNSELLOR

Salary Scale: M5

Responsible to: Dean of Students

Responsible for: Counsellors

PURPOSE OF THE JOB

To coordinate the provision of counseling and guidance services to the students and members of staff.

DUTIES AND RESPONSIBILITIES

1. To 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 of any nature.
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, the Wardens and other University department 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 programs and mentorship
8. To refer clients to other specialized service entities found appropriate.
9. To perform other duties assigned by the Dean of Students

KEY OUTPUTS

- a) Programs, strategies and actuals planned and implemented
- b) Staff and students assisted in resolving their problems.
- c) Career advice given to students.
- d) Useful information on guidance and counseling compiled and maintained.

- e) Information gathered from other career guidance and counseling organizations/departments.
- f) Seminars on guidance and counseling organized for staff and students.

PERSON SPECIFICATION

a) Qualifications

- i. Should have a minimum of Master's Degree in the field of Guidance and Counseling or its equivalent from a recognized awarding University / Institution.
- ii. Should have a Bachelor's Degree in Guidance & Counseling or its equivalent from a recognized awarding University / Institution.

b) Competencies

- i. Should have good interpersonal relations.
- ii. Should have skills in handling students' problems and welfare.
- iii. Should be mature person with positive attitude towards people.
- iv. Should possess high supervision and coordination skills.

c) Working experience

Should have at least six (6) years' working experience, three (3) of which must have been at level of Counsellor in University administration or higher Institution preferably in students' welfare.

d) Age limit;

Should be below the age of 55 years at the time of application.

7. JOB TITLE: ASSISTANT INTERNAL AUDITOR (1 Vacancy)

Salary Scale: M7

Responsible to: Internal Auditor

Responsible for: Audit Assistant

PURPOSE OF THE JOB

To support Audit exercises and reviews as per plan.

DUTIES AND RESPONSIBILITIES

1. To confirm completeness of documentations.
2. To perform arithmetical accuracy tests.
3. To participate in stock taking.
4. To carryout audit reviews.

KEY OUTPUTS

- a) Draft audit working papers made.
- b) Initial draft of Internal Audit reports written.
- c) Stock verified.
- d) Audit reviews carried out.

PERSON SPECIFICATION

- (i) Bachelor's degree in Commerce, Accounting, Finance, Business Administration, Business Studies, (Accounting option) or equivalent.
- (ii) A professional qualification such as ACCA, CPA, CIMA or CIA is an added advantage.
- (iii) Computer Literacy especially in Audit packages.
- (iv) Good interpersonal and communication skills.
- (v) High level of integrity.

8. JOB TITLE: LABORATORY TECHNOLOGIST (Re-advertised)

Salary Scale: M7
Responsible to: Director Health Services
Responsible for: Laboratory Technician
Laboratory Assistant

PURPOSE OF THE JOB

To manage the Medical centre laboratory services and carry out specialized analysis for disease diagnosis, treatment, prevention and control of epidemics, and research.

KEY FUNCTIONS

1. To plan and budget for laboratory services in the medical centre.
2. To participate in investigations of epidemic disease outbreaks.
3. To participate in collection, handling, and analyzing specimens brought for investigation in the laboratory.
4. To carryout laboratory analysis, interpreting results and submitting reports to the clinicians.
5. To requisition and account for laboratory equipment, materials.
6. To compile and submit reports to the Director Health Service.

KEY OUTPUTS

1. Planning and budgeting for laboratory activities carried out.
2. Laboratory investigations for the identification of epidemic disease outbreaks carried out.
3. Laboratory test results and treatment harmonized.
4. Clinical staff advised on proper collection, handling and transportation of specimen.
5. Laboratory equipment, materials and other resources requisitioned for, kept securely and accounted for.
6. Laboratory data compiled, analyzed and stored.
7. Appropriate disposal of laboratory wastes done.
8. Reports compiled and submitted.

PERSON SPECIFICATION

- i. Should have Bachelor's degree in Laboratory Technology.
- ii. Should have at least worked for three years as a Laboratory Technologist.
- iii. Should have proven integrity.

- iv. Ability to supervise and enforce compliance to quality and standard operating procedures.
- v. Good communication and interpersonal skills.
- vi. Planning and budgeting skills
- vii. Computer literacy

9. JOB TITLE: DRIVER (ORDINARY UNIVERSITY VEHICLES – 2, BUS-2, TRACTOR-1& TRICYCLE-1) – Re-advertised.

Salary Scale: M15

Responsible to: Transport Officer

Responsible for: Turn Man

PURPOSE OF THE JOB

To drive and maintain office vehicle.

KEY FUNCTIONS

1. To drive University vehicles as instructed by the Transport Officer.
2. To record the movement of the vehicle in the log book.
3. To keep the vehicle clean and in a sound working state.
4. To be responsible for vehicle while on duty.
5. To monitor the mechanical condition of the vehicle and report any faults/defects to ensure that it is maintained in a good working condition.
6. To report the vehicle's servicing in time.
7. To perform any other official duties as assigned by the supervisor.

KEY OUTPUTS

1. Vehicles driven as per given instructions.
2. Vehicle movement recorded in the log book.
3. Vehicles cleaned.
4. Mechanical condition of Vehicles monitored and faults/defects reported for timely maintenance.
5. Vehicle routine servicing reported in time.

PERSON'S SPECIFICATIONS

- i. 'O' Level Certificate with credit in English and Math or its equivalent.
- ii. Valid Driving License/ Permit with relevant classes.

- iii. A Certificate of Competence issued by Chief Mechanical Engineer, Ministry of Works and Transport.
- iv. A Certificate in Defensive driving will be an added advantage.
- v. Knowledge and skills in motor vehicle mechanics will be an added advantage.
- vi. Should have five years driving experience.
- vii. Fluent in English language
- viii. Good interpersonal skills

B. TEACHING POSITIONS

PERSON SPECIFICATIONS

PROFESSOR

- (a) Must have a PhD in a relevant Discipline.
- (b) Must have published at least ten articles in peer reviewed journals, or ten book chapters (five of which should have been after the last promotion to the rank of Associate Professor) or two books with ISBN Number.
- (c) The five journal articles shall be vetted.
- (d) Should have supervised two graduate students to completion, one of whom should be at PhD level.
- (e) At least ten (10) years teaching experience.
- (f) Should have contributed to community service.

ASSOCIATE PROFESSOR

- (a) Must have a PhD in a relevant Discipline.
- (b) Must have published at least three new articles in peer reviewed or three book chapters or one book with an ISBN Number in the area of specialization since promotion to the rank of Senior Lecturer or two books with ISBN Number.
- (c) The three journal articles or book chapters or book shall be vetted.
- (d) Should have supervised at least two graduate students to completion since last promotion/appointment to the rank of Senior Lecturer.
- (e) At least ten (10) years teaching experience.
- (f) Should have contributed to community service.

SENIOR LECTURER

- (a) Should have a PhD in relevant Discipline.
- (b) Must have published at least three articles in peer reviewed journal or at least three book chapters or one book with an ISBN Number since the last promotion/appointment.
- (c) Three journal articles or book chapters shall be vetted.
- (d) Should have supervised at least one graduate student to completion since last promotion/appointment to the rank of Lecturer.
- (e) Should have a minimum of three years' teaching or research experience in a reputable organization at the level of Lecturer or its equivalent.
- (f) Should have contributed to community service.

LECTURER

- a) Must have a PhD in a relevant discipline.
- b) Experience of two years at the minimum level of Assistant Lecturer in a University will be an added advantage.

JOB TITLE:**PROFESSOR****Salary scale:**

M3

Responsible to:

Head of Department

Responsible for:

Associate Professors

Department:

Departments where the discipline/programme is domiciled

Interacts with:

Senior Lecturers, Lecturers, Assistant Lecturers, students, Graduate Fellows/Teaching Assistants, Teaching Fellows

PURPOSE OF THE JOB

To promote research studies and dissemination of research findings and assist the Head of Department in guiding and advising the academic staff within the department on the provision and promotion of quality and internationally acceptable academic education.

KEY FUNCTIONS

1. To provide academic leadership and guidance in the department.

2. To identify and supervise the conduct of research studies by the undergraduate and postgraduate students.
3. To prepare and deliver lectures to students.
4. To organize and conduct seminars and tutorials.
5. To set tests and examinations as well as mark and grade scripts.
6. To advise students on their academic performance.
7. To lead curriculum review.
8. To coach and mentor academic staff in the department.

PERSON SPECIFICATION

- a) Must have a PhD in a relevant Discipline.
- b) Must be at the minimum level of Associate Professor with at least have ten (10) years of teaching/research experience in a recognized University/Institution.
- c) Must have published at least ten articles in peer reviewed journals, or ten book chapters (five of which should have been published after the last promotion) or two books with ISBN Number.
- d) Five journal articles shall be vetted.
- e) Should have supervised two graduate students to completion, one of whom should be at PhD level.
- f) Should have contributed to community service.

JOB TITLE:

ASSOCIATE PROFESSOR

Salary Scale:

M4

Responsible to:

Head of Department/Professor in the relevant discipline

Responsible for:

Senior Lecturers

Department:

Departments where the discipline/programme is domiciled

Interacts with:

Lecturers, Assistant Lecturers, Graduate Fellows or Teaching Assistants/Fellows

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 students doing research.
5. To organize and conduct seminars.
6. To set tests, examinations, course work and mark scripts as well as grading them.
7. To guide and advise students on their performance.

PERSON SPECIFICATIONS

- a) Must have a PhD in a relevant Discipline.
- b) Must be at the minimum level of Senior Lecturer or its equivalent with at least eight (8) years of teaching experience in a recognized University/Institution.
- c) Must have published at least three new articles in peer reviewed journals, or three book chapters or one book with ISBN Number in the area of specialization since promotion to the rank of Senior Lecturer.
- d) Three journal articles or book chapters shall be vetted.
- e) Should have supervised two graduate students to completion.
- f) Should have contributed to community service.

JOB TITLE: SENIOR LECTURER

Salary Scale: M5

Responsible to: Head of department

Responsible for: Lecturers, Assistant Lecturers, and Teaching Assistants

PURPOSE OF THE JOB

To teach undergraduate and postgraduate students at the University through well researched and prepared lectures; maintain academic and professional excellence through research and dissemination of research findings; and Contribute to the University and wider society through community service.

KEY FUNCTIONS

1. To prepare well-researched lectures and delivering them to undergraduate and postgraduate students.
2. To set tests, examinations and course work in accordance with University policy and regulations.
3. To administer and invigilate tests and examinations according to University policy and regulations.

4. To mark tests, course works and examination scripts, compiling and grading examination results in accordance with University policy and regulations.
5. To guide and advise students on their academic performance.
6. To conduct research and disseminating research findings through conferences, seminars and publications.
7. To supervise undergraduate and post graduate students undertaking research projects.
8. To conduct seminars and tutorials.
9. To carry out administrative duties in the department as directed by the Head of Department.

KEY OUTPUTS

1. Well researched Lectures prepared and delivered.
2. Research conducted and research findings disseminated through conferences, seminars and publications.
3. Students undertaking researches supervised.
4. Seminars conducted.
5. Tests, examinations and course work set, scripts marked and graded and results submitted on time.
6. Students guided and advised on their performance

PERSON SPECIFICATION

- (a) Should have a PhD in relevant Discipline.
- (b) Must have published at least three articles in peer reviewed journal or at least three book chapters or one book with an ISBN Number since the last promotion/appointment.
- (c) Three journal articles or book chapters shall be vetted.
- (d) Should have supervised at least one graduate student to completion since last promotion/appointment to the rank of Lecturer.
- (e) Should have a minimum of three years' teaching or research experience in a reputable organization at the level of Lecturer or its equivalent.
- (f) Should have contributed to community service.

JOB TITLE: LECTURER

Salary Scale: M6

Responsible to: Senior Lecturer

Responsible for: Assistant Lecturers

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

1. To prepare lectures and conduct lectures to undergraduate and postgraduate students.
2. To conduct researches and disseminating research findings.
3. Supervise students undertaking research.
4. To conduct seminars.
5. To set tests, examinations and course work according to University standards.
6. To administer and invigilate tests, course works and examinations according to University standards.
7. To mark tests and examinations scripts and compile results according to approved grading standards of the University.
8. To attend to students' inquiries and academic problems.
9. To carry out administrative duties in the departments as directed 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.

PERSON SPECIFICATION

- a) Must have a PhD in a relevant discipline.
- b) Experience of two years at the minimum level of Assistant Lecturer in a University will be an added advantage.

HOW TO APPLY FOR THE POSITION

1. Interested persons who meet the minimum requirements should submit their applications together with the following:
 - (a) A detailed and up-to-date Curriculum Vitae.

- (b) Certified copies of academic transcripts, certificates, professional qualifications and appointment letters.
 - (c) Names and addresses of three referees.
 - (d) Copies of National Identity Card, birth certificate or copies of relevant pages of the passport indicating the applicant's date of birth.
2. Sealed application should be sent to the address below not later than **17th July 2020, 5:00pm East African Time.**

Director Human Resources
Kyambogo University
Second Floor, Administration Block (Records Office)
P.O. Box 1,
Kyambogo, Kampala
Uganda
Tel: +256 414 286 452

NOTE

- 1. Only short listed candidates shall be contacted for interviews
- 2. Applicants who shall not hear from Kyambogo University upon completion of the selection exercise should consider themselves as unsuccessful.

Kyambogo University is an Equal Opportunity Employer