



MUNI UNIVERSITY

Office of the University Secretary

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EMPLOYMENT OPPORTUNITY

(External Advert/ Re-Advert No.2/2014)

Applications are invited from suitably qualified Ugandans to fill the various new and re-advertised vacant posts in Muni University. Type written applications should be submitted in triplicate to the University Secretary, Muni University, P. O. Box 725, Arua, Plot. 2 Independence Road, to be received not later than **5.00 pm -28th November 2014**.

Vacant Positions

ACADEMIC STAFF POSITIONS			Status
1	Professor (1 Post)	M3	Re-advert
2	Associate Professor - (1 Post)	M4	New position
3	Lecturer – Science with Education (1 Post)	M6	New position
4	Lecturer - Computer Science (1 Post)	M6	Re-advert
5	Lecturer - Information Technology (1 Post)	M6	Re-advert
6	Library Assistant I (1 Post)	M12	Re-advert
7	Computer Laboratory Attendant (1)	M15	Re-advert
ADMINISTRATORS AND SUPPORT STAFF			
1	Deputy Bursar (1 Post)	M4	New position
2	Senior Planner	M6	New position
3	Communications Officer (1 Post)	M7	New position
4	Senior Personal Secretary (1 Post)	M8	New position
5	Assistant Procurement Officer (1 Post)	M8	New position
6	Assistant Records Management Officer (1 Post)	M12	New position
7	Dean of Students (1 Post)	M3	Re-advert
8	Senior Internal Auditor (1 Post)	M6	Re-advert
9	Senior Human Resource Officer (1 Post)	M6	Re-advert
10	Senior Procurement Officer (1 Post)	M6	Re-advert

11	Enrolled Nurse (1 Post)	M13	Re-advert
12	Lab Technician-Medical (1 Post)	M15	Re-advert

MODE OF APPLICATION:

1. The application should bear the title of the post as well as the reference number specified against the vacancy.
2. Applicants should attach three sets of certified photocopies of their certificates and testimonials, plus three recent passport size photographs and, a signed typed CV.
3. The application must include the telephone contact and e-mail address of both the applicant and the referees.
4. Applicants should not apply for more than two posts.
5. Applicants who had already applied need not apply any more.
6. Applicants who shall not hear from the University on completion of the selection exercise should consider themselves unsuccessful.

Click on link below to view the detailed Advert

ACADEMIC STAFF POSITIONS

Job Reference: Muni RE-ADVERT ACD 1/2014

JOB TITLE: PROFESSOR - 1 Post)

Salary Scale: (M3)

Responsible to: Head of Department

Responsible for: Researchers

PURPOSE OF THE JOB

To teach, supervise and promote research studies, disseminate research findings and participate in Community Service.

KEY FUNCTIONS

1. Writes competitive fundable research grants.
2. Provides academic leadership and guidance in the department.
3. Identifies and supervises research studies by the undergraduate and postgraduate students.
4. Prepares and delivers lectures to students.
5. Conducts seminars and tutorials.
6. Sets and marks tests and examinations.
7. Advises students on their academic performance.
8. Participates in curriculum review.
9. Mentors research staff

KEY OUTPUT

1. Academic leadership and guidance provided.
2. Research studies identified, conducted and supervised.
3. Lectures prepared and delivered.
4. Seminars and tutorials conducted.
5. Tests and examinations set and scripts marked and graded.
6. Junior staff mentored.
7. The number of research grants and the dollar amount of research grant won.

PERSON SPECIFICATIONS

1. Should have a PhD degree either in Information Systems or Information Technology or Software Engineering or Computer Science or Mathematics or Chemistry or Physics
2. Should have at least ten (10) years of teaching experience at any level in institution of higher level.
3. Should have at least fifteen (15) internationally recognized peer reviewed publications in the field of specialization.
4. Should have supervised five graduate students to completion, two of which must be at PhD level.
5. Being a registered professional is an added advantage.
6. Demonstrated computer literacy.
7. Should have high integrity

Job Reference:	Muni ACD 2/2014
JOB TITLE:	ASSOCIATE PROFESSOR 1 Post)
Salary Scale:	(M4)
Responsible to:	Head of Department
Responsible for:	Researchers

PURPOSE OF THE JOB

To teach, supervise, promote research studies, disseminate research findings and participate in Community Service.

KEY FUNCTIONS

1. Writes competitive fundable research grants.
2. Provides academic leadership and guidance in the department.
3. Identifies and supervises research studies by the undergraduate and postgraduate students.
4. Prepares and delivers lectures to students.
5. Conducts seminars and tutorials.
6. Sets and marks tests and examinations.
7. Advises students on their academic performance.
8. Participates in curriculum review.
9. Mentors research staff

KEY OUTPUT

1. Academic leadership and guidance provided.
2. Research studies identified, conducted and supervised.
3. Lectures prepared and delivered.
4. Seminars and tutorials conducted.
5. Tests and examinations set and scripts marked and graded.
6. Junior staff mentored.
7. The number of research grants and the dollar amount of research grant won.

PERSON SPECIFICATIONS

1. Should have a PhD degree either in Mathematics, Chemistry, Biology, Physics, Computer Science, Information Technology, Information Systems, Software Engineering, Computer Engineering, Nursing Science, Human Medicine and Science with Education
2. Should have at least eight years of teaching experience at any level in an institution of higher learning.
3. Should have at least eight (8) internationally recognized peer reviewed publications in the field of specialization.
4. Should have supervised three graduate students to completion.
5. Being a registered professional is an added advantage.
6. Demonstrated computer literacy.
7. Should have high integrity

Job Reference:	Muni ACD 3/2014
JOB TITLE:	LECTURER – SCIENCE WITH EDUCATION (Mathematics, Chemistry, Biology and Physics (1 Post)
Salary Scale:	(M6)
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months probation

PURPOSE OF THE JOB

To teach, supervise, promote research studies and disseminate research findings.

KEY FUNCTIONS

1. Prepare and conduct lectures to undergraduate and postgraduate students.
2. Conduct researches and disseminating research findings.
3. Supervise students undertaking research.
4. Conducting seminars.
5. Set tests, examinations and course work according to University standards.
6. Administer and invigilate tests, course works and examinations according to University standards.
7. Mark tests and examinations scripts and compile results according to approved grading standards of the University.
8. Attend to students' inquiries and academic issues.

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 SPECIFICATIONS

1. Should have a Master's Degree but on PhD track in Science with Education or related field from NCHE recognized institution.
2. Should have at least three (3) years' teaching experience.
3. Being a registered professional is an added advantage.
4. Demonstrated computer literacy.
5. Should have high integrity

Job Reference:	Muni. RE-ADVERT ACD 4/2014
JOB TITLE:	LECTURER - Computer Science (1 Post)
Salary Scale:	(M6)
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months probation

PURPOSE OF THE JOB

To teach, supervise, promote research studies and disseminate research findings.

KEY FUNCTIONS

9. Prepare and conduct lectures to undergraduate and postgraduate students.
10. Conduct researches and disseminating research findings.
11. Supervise students undertaking research.
12. Conducting seminars.
13. Set tests, examinations and course work according to University standards.
14. Administer and invigilate tests, course works and examinations according to University standards.
15. Mark tests and examinations scripts and compile results according to approved grading standards of the University.
16. Attend to students' inquiries and academic issues.

KEY OUTPUTS

7. Lesson plans prepared and Lectures delivered according to the time table.
8. Fundable research proposals prepared and approved.
9. Research conducted and research findings disseminated/published.
10. Students undertaking research supervised.
11. Seminars conducted.
12. Tests, examinations and course work set, marked and results compiled.

PERSON SPECIFICATIONS

6. Should have a Master's Degree but on PhD track in Computer Science or related field from NCHE recognized institution.
7. Should have at least three (3) years' teaching experience.
8. Being a registered professional is an added advantage.
9. Demonstrated computer literacy.
10. Should have high integrity

Job Reference:	Muni. RE-ADVERT ACD 5/2014
JOB TITLE:	LECTURER –Information Technology (1 Post)
Salary Scale:	(M6)
Responsible to:	Head of Department
Terms of employment:	Permanent and subject to six (6) months probation

PURPOSE OF THE JOB

To teach, supervise, promote research studies and disseminate research findings.

KEY FUNCTIONS

1. Prepare lectures and conduct lectures to undergraduate and postgraduate students.
2. Conduct researches and disseminating research findings.
3. Supervise students undertaking research.
4. Conducting seminars.
5. Set tests, examinations and course work according to University standards.
6. Administer and invigilate tests, course works and examinations according to University standards.
7. Mark tests and examinations scripts and compile results according to approved grading standards of the University.
8. Attend to students' inquiries and academic issues.

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 SPECIFICATIONS

1. Should have a Master's Degree but on PhD Track in information technology or related field from NCHE recognized institution.
2. Should have at least three (3) years' teaching experience.
3. Being a registered professional is an added advantage.
4. Demonstrated computer literacy.
5. Should have high integrity

Job Reference: Muni. RE-ADVERT ACD 6/2014

JOB TITLE: LIBRARY ASSISTANT (1 Post)

Salary Scale: (M12)

Responsible to: Assistant Librarian II

Terms of employment: Permanent and subject to six (6) months probation

PURPOSE OF THE JOB

To provide clerical services to the University Library.

KEY FUNCTIONS

1. Assist library users in locating required library materials.
2. Process loaned and borrowed library materials.
3. Sort and shelf books and other reading materials.
4. Ensure clean and tidy environment in the library including shelves, books, furniture and other installations.
5. Maintain library records and performing security checks.
6. Open and close the library as stipulated.
7. Ensure security of books, furniture and other assets of the library.
8. Perform other duties as may become necessary for smooth running of the library or as may be assigned by the Supervisor.

KEY OUTPUTS

1. Library users assisted in locating required library materials.
2. Loaned and borrowed library materials processed.
3. Books and other reading materials sorted and shelved.
4. Clean and tidy environment in the library including shelves, books, furniture and other installations ensured.
5. Library records Maintained and security checks performed.
6. Library opened and closed as stipulated.
7. Security of books, furniture and other assets of the library ensured.

PERSON SPECIFICATIONS

1. A Diploma in Library or Information Science with three years experience.
2. Should have effective communication skills.
3. Should be computer literate.
4. Should have high integrity.

Job Reference:	Muni. RE-ADVERT. ACD 7/2014
JOB TITLE:	COMPUTER LAB ATTENDANT (1Post)
Salary scale:	M15
Responsible to:	Computer Technician
Terms of employment:	Permanent and subject to six (6) months probation

PURPOSE OF THE JOB

To provide front-line service to students and staff making use of computer laboratories and to ensure that the laboratory environment is appropriate for users to complete their academic computer related tasks.

KEY FUNCTIONS

1. Care for the cleanliness and proper maintenance of the computer laboratory.
2. Opens and closes the computer labs according to the schedule.
3. Maintains the arrangement of computer towers, keyboards and mice in order at all times of the day.
4. Check sand refill printers' paper trays. See that users do not tamper with printers or use their own paper. The printing area should be well organized.
5. Ensures that machines are in a good working condition. Software and hardware problems that cannot be sorted by the laboratory attendants are to be reported to technician.
6. Ensures that users do not install software or tamper with hardware.
7. Switch on and off workstations and air conditioners in the computer laboratory.
8. Inform the supervisor via email or phone when sick or unavailable to perform duties.

KEY OUTPUT

1. Periodic reports prepared.

PERSONS SPECIFICATIONS

1. At least a Credit Certificate in Computer Science, Information Technology or Computer Engineering from NCHE recognized Institution.
2. Demonstrated Computer skills
3. Should have high integrity.

ADMINISTRATIVE AND SUPPORT STAFF POSITIONS

Job Reference:	Muni ADM 1/2014
JOB TITLE:	DEPUTY BURSAR (1 Post)
Salary Scale:	(M4)
Responsible to:	University Bursar
Responsible for:	Assistant Bursar
Terms of employment:	Permanent and subject to six (6) months probation.

PURPOSE OF THE JOB

To assist the University Bursar in providing financial and planning services to the University and in maintaining University accounts as determined by the University Council.

KEY FUNCTIONS

1. Assists the University Bursar in:
 - i) Developing strategic financial plans and budgets for the University outlining projected revenue sources and expenditures and measures to be taken to control costs.
 - ii) Putting place effective financial management systems and procedures in accordance with Government financial policies and procedures.
 - iii) Supervising the preparation and timely production of annual budgets and work plans.
 - iv) Ensuring proper maintenance of books of accounts and production of periodical Financial Statements/Reports and Analysis.
 - v) Preparing monthly financial reports showing achievements against set targets and provides justification for any variance.
 - vi) Establishing stringent expenditure control procedures to ensure that proper authorization for payments is strictly followed.
 - vii) Establishing and ensuring that any expenditure incurred is supported by payment vouchers and other valid accounting documents and budgetary allocations are not exceeded without justifiable cause.
 - viii) Supervising the preparation and production of quarterly and final accounts of the University.
 - ix) Ensuring proper maintenance, storage and security of financial and accounting documents.

KEY OUTPUTS

1. Strategic financial plans and budgets for the University developed.
2. A computerized financial management system in use.
3. Annual budget and work plan prepared and promptly submitted to the University Secretary.
4. Up-to-date books of accounts maintained and periodical Financial Statements/Reports and Analysis produced.

5. Monthly financial reports prepared.
6. Payment vouchers and other valid accounting documents properly maintained.
7. Final accounts of the University prepared and promptly submitted to the University Secretary.
8. Financial and accounting documents properly maintained and safely stored.
9. Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.

PERSON SPECIFICATION

1. A minimum of a Masters Degree in Finance or Accounting or Business Administration (accounting option) from a recognized institution.
2. Full professional qualification in either ACCA or CPA or ICMA.
3. Should have strong leadership, interpersonal and communication skill with a track record of managing large budgets.
4. Should be proficient in the use of word processing and spreadsheet.
5. Knowledge and use of a computerized financial management system will be an added advantage.
6. Should have a minimum of five years' experience of financial management gained from a large institution.
7. Should have experience and knowledge of government and donor funding policies and procedures.
8. Should have high integrity

Job Reference:	Muni ADM 2/2014
JOB TITLE:	SENIOR PLANNER (1 Post)
Salary Scale:	(M6)
Responsible to:	University Secretary
Responsible for:	Planner, Investments Officer
Terms of employment:	Permanent and subject to six (6) months probation.

PURPOSE OF THE JOB

To develop comprehensive and integrated University plans and monitor and evaluate their implementation.

KEY FUNCTIONS

1. Formulates, develops and coordinates University development plans and annual budgets.
2. Prepares development proposals for the University projects.
3. Prepares and disseminates performance reports for the University to users.
4. Monitors and evaluates projects being implemented by the University.
5. Spearheads the review of the strategic plans.
6. Guides and coordinates the formulation of the strategic annual plans for effective utilization of University resources.
7. Harmonizes the plans of the various departments and administrative units of the University.
8. Offers support to strategic and operational decision making in the University through collection, analysis and interpretation of University and externally sourced data.
9. Maintains a comprehensive database on the staff, students and other resources of the University.
10. Computes staff, student ratios, and workload coefficients and updates the information on a regular basis.
11. Prepares the programme status reports required by Council, Management and donors.
12. Determines University investment priorities.
13. Coordinates monitors and evaluates the performance of the University programmes and projects.
14. Maintains the University Management Information System.
15. Develops and maintains an up-to-date data bank.
16. Secretary to Technical Planning Committee.
17. Ensures safe custody of all planning data.
18. Supervises Staff, assesses performance and identifies training needs and recommends appropriate training.

KEY OUTPUTS

1. University development plans and annual budgets developed and coordinated.
2. Performance standards and indicators for the University prepared and disseminated to users.
3. Investment priorities in the University determined.
4. Annual Performance report for programmes and projects produced.
5. University Management Information System maintained.
6. An up-to-date bank developed and maintained.
7. Up to date Statistical reports required by different University entities availed.
8. Staff, student ratios, workload coefficients computed and updated.
9. Minutes of Technical Planning Committee produced.
10. Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.

PERSON SPECIFICATIONS

1. Should have a minimum of a Masters degree in Economics, Statistics or Quantitative Economics from a recognized institution.
2. Should have at least six (6) years of working experience as a Planner three of which should have been at Senior Level in public or reputable organization.
3. Should have demonstrated computer knowledge in relevant programmes.
4. Should have good communication and interpersonal skills.
5. Should have high integrity.

Job Reference:	Muni ADM 3/2014
JOB TITLE	COMMUNICATION OFFICER (1 Post)
Salary Scale:	(M7)
Responsible to:	Vice Chancellor
Responsible for:	Assistant Communication Officer
Terms of employment:	Permanent and subject to six (6) months probation.

PURPOSE OF THE JOB

To assist the Vice Chancellor in promoting good public relations in the University, the Media and the public.

KEY FUNCTIONS

1. Prepares and implements public relation plan and programme which meet and protect and promote the University image.
2. Makes arrangements and maintains positive media relations through press conferences, articles, press releases, radio and T.V. programmes.
3. Guides the public and clients on how, where and when to obtain the University services.
4. Initiates programmes and activities that will enhance a better understanding of the operations of the University by all stakeholders.
5. Advices the Vice Chancellor on media issues.
6. Supervises Staff, assesses performance and identifies training needs and recommends appropriate training.

KEY OUTPUTS

1. University Annual Communication Action plan prepared and implemented.
2. University Communication Annual report produced and submitted to the Vice Chancellor.
3. Appropriate information disseminated.
4. University image protected and promoted through print and electronic media.
5. Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.

PERSON SPECIFICATIONS

1. A minimum of an Honours degree in Mass Communication.
2. Should have a minimum of three (3) years' experience in public relations and marketing duties in a reputable public or private Organization.
3. Good leadership, communication and inter-personal skills.
4. Demonstrated Computer Literacy skills.
5. High level of integrity.

Job Reference:	Muni ADM 4/2014
JOB TITLE:	SENIOR PERSONAL SECRETARY (1 Post)
Salary Scale:	(M8)
Responsible to:	Vice Chancellor
Responsible for:	Stenographer Secretary
Terms of employment:	Permanent and subject to six (6) months probation

PURPOSE OF THE JOB

To be responsible for general office administration and management of meetings for the Office of the Vice Chancellor

MAIN FUNCTIONS

1. Takes and transcribes dictation and produces the work accordingly.
2. Receives and disseminate correspondences, mails and other information for the Vice Chancellor's office.
3. Drafts appropriate correspondences and submit them to the responsible authority for authentication and ensure their timely dispatch.
4. Arranges meetings that directly fall under the ambit of the Vice Chancellor's office
5. Makes local and international travel and hotel reservations.
6. Attends to all visitors by ascertaining the nature of business and directing them to appropriate officers.
7. Oversees the filing maintenance, storage, security and retrieval of files and documents.
8. Schedules appointments, synchronize and update the diary and screen requests for meetings.
9. Attends to telephone inquiries, placing out-going and in-coming mails and handling both in-coming and out-going faxes, downloading e-mail.
10. Requests, manages and accounts for office equipment, materials and imprest.

KEY OUTPUTS

1. Secretarial duties carried out.
2. Clients attended to and directed to appropriate offices.
3. Vice Chancellor's Dairy kept up-to-date.
4. Office equipment requisitioned and managed.
5. Imprest requisitioned, managed and accounted for.
6. Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.

PERSON SPECIFICATIONS

1. An Honors Bachelors' degree in Secretarial Studies, Diploma in Secretarial Studies with Business Communication Stage II; Typewriting Stage III (50 wpm); Shorthand Stage II (100 wpm) and Office Management is an added advantage.
2. Should have good communication and interpersonal skills.
3. Demonstrated Computer Literacy skills.
4. Minimum of 3 years working experience
5. Should have high level of integrity.

Job Reference:	Muni ADM 5/2014
JOB TITLE	ASSISTANT PROCUREMENT OFFICER (1 Post)
Salary Scale:	(M8)
Responsible to:	Procurement Officer
Terms of employment:	Permanent and subject to six (6) months probation

PURPOSE OF THE JOB

To assist the Procurement Unit to handle the necessary procurement documentation and to advise on the procurement process and procedure

KEY FUNCTIONS

1. Assists in liaising with end-users and compiling procurement requirements of the University.
2. Assists in guiding and advising suppliers on procurement procedures.
3. Assists in verifying, managing and organizing procurement documentation for easy use by all interested parties.
4. Assists in preparing draft bid documents and procurement plans.
5. Assists in preparing draft procurement reports.
6. Initiating Local Purchase Order (LPO)

KEY OUTPUTS

1. Procurement documentation properly referenced, verified and managed
2. Suppliers guided on correct and proper procurement procedures.
3. Procurement requirements from User Departments and Units compiled in time.
4. Draft bidding documents prepared on time.

PERSON SPECIFICATIONS

1. Bachelors degree in Procurement, Purchasing & Supply Chain Management Or Business Administration (Majoring In Procurement).
2. Should have at least three (3) year experience in procurement management in public or large private organization.
3. Should have good interpersonal and communication skills.
4. Should have high level of integrity.

Job Reference:	Muni ADM 6/2014
JOB TITLE:	ASSISTANT RECORDS MANAGEMENT OFFICER (1 post)
Salary Scale:	(M12)
Responsible to:	Records Management Officer
Terms of employment:	Permanent and subject to six (6) months probation

PURPOSE OF THE JOB

To assist in creation, storage, easy retrieval and archival of documents.

KEY FUNCTIONS

1. Assists in Ensuring that records and documents are properly coded and filed for easy reference.
2. Assists in Ensuring security of all records and documents.
3. Tracks and makes available movement schedules for files.
4. Assists in Maintaining and updating track schedules for opened and closed files on a daily basis.
5. Assists in ensuring that proper maintenance and filing of records and documents.
6. Assists in ensuring the appropriate compartmentalization of files, record and documents in the registry.
7. Assists in Receiving, creating and managing an inventory of files, records and documents.
8. Participates in the design and implementation of an online registry and the overall registry re-organization.
9. Assists in systematic weeding of documents in accordance with the law, regulations and guidelines.

KEY OUTPUTS

1. Correspondences received, registered and classified.
2. Records and documents are safely stored and are easily retrieved.
3. Records and registers audited.
4. Registry properly organized.
5. Correspondences routed to responsible officers
6. Disposal and archival scheduled properly kept.

PERSON SPECIFICATIONS

1. Should have a diploma in Records Management or Bachelor in Library and Information Science or its equivalent.
2. At least three (3) years relevant experience in records management.
3. Competence in data management will be an added advantage.
4. Demonstrate good computer literacy.
5. Have good communication, leadership and interpersonal skills.
6. Knowledge of a computerized Records Management System and competence in dataset management will be an added advantage.
7. Should be a person with high integrity.

Job Reference: Muni. RE-ADVERT. ADM 7/2014

JOB TITLE: DEAN OF STUDENTS (1 Post)

Salary Scale: (M3)

Responsible to: Vice Chancellor

Terms of employment: A five (5) year contract, renewable once, subject to good performance.

PURPOSE OF THE JOB

To ensure provision of welfare services to students to maintain discipline among students in accordance with the University Rules and Regulations and to ensure effective and efficient management of students' affairs.

KEY FUNCTIONS

1. Plans and monitors accommodation and related welfare of students.
2. Develops appropriate strategies for controlling and managing students' conflicts and strikes.
3. Ensures that the catering services are efficiently managed and provided in the University.
4. Ensures that the security of students is catered for and all cases of insecurity are reported and handled accordingly.
5. Supervises the students' leadership to ensure that it is run in accordance with University Policy and Regulations.
6. Plans, implements and monitors annual work plans and budgets of the department in accordance with the University's strategic plan and financial policies.
7. Manages the students' information services in line with the University's communication strategy.
8. Directs all matters related to students' health with assistance of the University Medical officer in-charge.
9. Oversees Guidance and Counseling services for the students.
10. Ensures that all sports and recreation activities are well organized.
11. Provides secretariat support to the students Affairs and Welfare Committee.
12. Supervises and appraises staff in the department in line with the Human Resource Policies.

KEY OUTPUTS

1. Students' accommodation planned and monitored.
2. Strategies for controlling students' strikes and conflicts developed.
3. Catering services efficiently managed and provided to students.
4. Security matters handled.
5. Students' leadership supervised.
6. Work plans and budgets developed and submitted.
7. Students' information services managed.
8. Good health of students promoted.
9. Guidance and counseling services provided.
10. Sports and recreational activities organized.
11. Secretariat support provided.
12. Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.

PERSON SPECIFICATIONS

1. Minimum of a Masters Degree from a recognized university.
2. Good interpersonal relations.
3. Have skills in handling students' problems and welfare.

4. Mature person with positive attitude towards people.
5. Possess high supervision and coordination skills.
6. Have at least five years' experience in administration of higher institution preferably in students' welfare.
7. Should have high integrity

Job Reference:	Muni. RE-ADVERT. ADM 8/2014
JOB TITLE:	SENIOR INTERNAL AUDITOR (1 Post)
Salary Scale:	(M6)
Responsible to:	Audit Committee
Responsible for:	Internal Auditor
Terms of employment:	Permanent and subject to six (6) months probation.

PURPOSE OF THE JOB

Responsible for the overall supervision of Internal Audit Department and to provide technical support and guidance on financial performance and quality assurance services in systems of internal control, risk management and governance processes in the University.

KEY FUNCTIONS

1. Provides oversight of Internal Audit methods and procedures. Maintain a comprehensive Internal Audit plan and system of internal controls.
2. Evaluates University quality assurance procedures and processes and ensure compliance.
3. Examines financial transactions for accuracy and compliance with institutional policies, applicable laws and regulations;
4. Evaluates financial and operational procedures to ensure adequate internal controls.
5. Identifies, assesses and evaluates the University risk areas, make appropriate recommendations for improved internal controls and accounting procedures.
6. Assists members of the University management in the effective discharge of their responsibilities by furnishing them with analyses, recommendation, counsel and relevant information.
7. Utilizes the Internal Audit resources to maximize the efficiency and effectiveness of the Internal Audit activities.
8. Maintains appropriate auditing standards.
9. Supervises and appraises staff in the Internal Audit Department.

KEY OUTPUTS

1. Quarterly Internal Audit Reports compiled and submitted.
2. University Audit Committee of Council Minutes written.
3. Auditing standards adhered to.
4. Procedural Manual up dated.
5. Internal Audit Quality assurance maintained.
6. Annual Work Plan developed.

PERSON SPECIFICATIONS

1. Masters degree in Finance, Accounting or equivalent
2. Bachelors degree in Accounting, Finance, Commerce, Business Administration, Business Studies (Accounting option) or equivalent.
3. A full professional qualification such as CPA, ACCA, or CIA
4. A member of Institute of Internal Auditors.
5. Five (5) years of fulltime experience in internal and external auditing, three (3) of which should have been at a senior level in a reputable organization.
6. Computer Literacy.
7. Good interpersonal and communication skills.
8. Should have high level of integrity.

Job Reference:	Muni. RE-ADVERT.ADM 9/2014
JOB TITLE:	SENIOR HUMAN RESOURCE OFFICER (1 Post)
Salary Scale	(M6)
Responsible to:	University Secretary
Responsible for:	Human Resource Officer
Terms of employment:	Permanent and subject to six (6) months probation

PURPOSE OF THE JOB

To assist in managing, coordinating and enforcing the implementation of Human Resource Policies and Regulations of the University and guiding the University in all matters of Human Resource Management.

KEY FUNCTIONS

1. Provides support to the University Secretary in the management of Human Resources
2. Initiates and facilitates the development, implementation and review of Muni University Human Resource Policies and Regulations.
3. Coordinates the recruitment, selection, induction and placement of staff.
4. Oversees the University's staff welfare.
5. Prepares the Human Resource Investment and Development Plan and submits to the University Secretary.
6. Oversees the implementation of the approved Human Resource Investment and Development Plan for the University.
7. Oversees the management of information and records at the University.
8. Ensures that staff with special needs are attended to and provided with necessary facilities.
9. Ensures that exit interviews are conducted and reports prepared.
10. Ensures that certificates of service are issued to members of staff who retire.
11. Updates staffing and establishment data.
12. Ensures proper management of salaries, wages and benefits.
13. Projects staffing needs for teaching and non-teaching departments.
14. Supervises Staff, assesses performance and identifies training needs and recommends appropriate training.

KEY OUTPUTS

1. Recruitment, selection, induction and placement of staff is coordinated.
2. Human Resource Investment and Development Plan prepared.
3. A report on the exit interviews conducted and certificates of service issued to members of staff.
4. Up-to-date staffing and establishment data kept.
5. Staffing needs for teaching and non-teaching departments projected.
6. Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.
7. Annual Staff performance and training report prepared and submitted to the University Secretary.

PERSON SPECIFICATIONS

1. A minimum of a Master's degree in Human Resource Management or Organizational and Industrial Psychology or Management or Organizational Development or Public Administration and Management (HR option) or MBA (HR option).
2. Should have at least three (3) years' experience in Human Resource Management at a Senior Level in a Public Institution.

3. Should have high integrity with excellent communication, leadership and interpersonal skills.
4. Should have proven ability to transfer skills and knowledge to others through formal training and technical support
5. Demonstrated computer literacy and presentation skills.
6. Should have the ability to work independently and as part of a team.
7. Should have high integrity

Job Reference:	Muni. RE-ADVERT.ADM 10/2014
JOB TITLE:	SENIOR PROCUREMENT OFFICER (1 Post)
Salary Scale:	(M6)
Reports to:	University Secretary
Responsible for:	Procurement Officer
Terms of employment:	Permanent and subject to six (6) months probation

PURPOSE OF THE JOB

To plan, coordinate, manage and implement the procurement and disposal of goods, works and services of the University and ensure value for money.

KEY FUNCTIONS

1. Assists the University Secretary in preparing the Annual Procurement Plan.
2. Provides leadership to the Procurement and Disposal Unit.
3. Develops and manage the unit's budget and account for it.
4. Plans and sets annual targets for staff of the Unit.
5. Supervises and supporting Staff in the Unit in their work.
6. Submits regular reports on the Unit to the University Secretary.
7. Initiates the recruitment and selection of suppliers in accordance to the Public Procurement and Disposal of Assets and Regulations.
8. Proposes Evaluation Committee for the Contract Committee approval.
9. Collects departmental procurement requirements and compiling them into annual and procurement plans.
10. Submits quarterly procurement requirements to the University Secretary for approval.
11. Prepares bid documents and recommending procurement methods to Contracts Committee.
12. Places orders with suppliers through the use of LPOs.
13. Receives and opens bids, coordinating the evaluation of bids and submitting reports thereof to Contracts Committee.
14. Provides timely advice to the University Secretary, the Contracts Committee, and Senior Management Team on matters pertaining to procurement.
15. Liaises with the Bursar's Office to ensure availability of procurement funds and that the suppliers are paid timely.
16. Develops appropriate systems, procedures and guidelines for the Procurement Unit.
17. Submits statutory and management reports as specified in the Procurement Regulations or as may be required by the University Secretary.
18. Manages the disposal of assets in accordance with the law and regulations.
19. Supervises Staff, assesses performance and identifies training needs and recommends appropriate training.

KEY OUTPUTS

1. Annual Procurement Plan prepared and implemented.
2. Contract management reports produced.
3. Regular reports on the Units submitted to the University Secretary.
4. Timely payments to suppliers effected.
5. Appropriate systems, procedures and guidelines for the Procurement Unit developed and implemented.
6. Statutory and Management reports submitted.
7. Prompt disposal of assets in accordance with the regulations.
8. Performance assessment conducted by 31st July and performance plans agreed with Staff by 31st August every year.

PERSON SPECIFICATIONS

1. A minimum of a Masters degree in Procurement, Purchasing & Supply Chain Management or Business Administration (majoring in Procurement). Or a full professional qualifications from the Chartered Institute of Purchasing and Supply (CIPS) or equivalent.
2. Should have at least five (5) year experience in procurement management in a large public organization
3. Demonstrated knowledge in relevant computer applications.
4. Should have good leadership, interpersonal and communication skills and capable of working as member of the organization's senior management team.
5. Ability to build and motivate an effective team.
6. Must have well-developed analytical and reporting skills.
7. High level of integrity.

Job Reference:	Muni RE-ADVERT. ADM 11/2014
JOB TITLE:	ENROLLED NURSE (1 Post)
Salary Scale:	(M13)
Responsible to:	Nursing Officer
Terms of employment:	Permanent and subject to six (6) months probation

PURPOSE OF THE JOB:

To provide Nursing Care in the University Health Centre.

KEY FUNCTIONS

1. Receives patients, registers and prepares for consultation, diagnosis and treatment.
2. Handles admissions and issues discharge letters and death certificates.
3. Provides treatment to patients based on the Doctor's prescriptions.
4. Participate in Doctors ward rounds.
5. Provides bedside nursing care.
6. Maintain a clean and healthy environment for patients.
7. Carries out routine Hospital infection control procedure (sterilizing, disposal of medical waste, incineration and disinfection).
8. Compiles daily reports and hand over to in-coming shift Nurse.

KEY OUTPUTS

1. Patients received, registered and prepared for diagnosis.
2. Quality nursing care and treatment provided to patients.
3. Proper records about patients kept.
4. Bedside nursing procedures carried out.
5. A clean and healthy environment maintained.

PERSON SPECIFICATION

1. A Certificate in Nursing.
2. Should have One (1) year experience from a recognized hospital/health center.
3. Must be registered with the Registrar of the Nursing and Midwifery Council.
4. Should have a strong leadership, interpersonal skills and communication and counseling skills.
5. Demonstrated Computer Literacy.
6. High level of integrity

Job Reference:	Muni ADM RE-ADVERT 12/2014
JOB TITLE:	LABORATORY ASSISTANT –MEDICAL (1 Post)
Salary Scale:	(M13)
Responsible to:	Medical Officer
Terms of employment:	Permanent and subject to six (6) months probation

PURPOSE OF THE JOB:

To carry out basic laboratory diagnosis of diseases in the University Health Center.

KEY FUNCTIONS

1. Prepares Laboratory Facility for routine investigations.
2. Carries out basic laboratory tests and submit reports to the requesting Medical Officer.
3. Ensures quality assurance practices in laboratories in line with the Hospital Infection Control Policy Guideline.
4. Requisitions for the weekly Laboratory supplies and keeps a record of the stock.
5. Compiles and submits daily laboratory reports.
6. Timely reports damages on the Laboratory equipment.
7. Ensures routine maintenance of Laboratory equipment.
8. Carries out routine Hospital infection control procedure (sterilizing, disposal of medical waste, incineration and disinfection).

KEY OUTPUTS

1. Laboratory supplies records of stock are kept.
2. Laboratory Supplies requisitioned and accounted for.
3. Daily laboratory reports are kept.
4. Laboratory safety and quality assurance practices are observed.
5. Routine maintenance schedule of Laboratory equipment is prepared.

PERSON SPECIFICATIONS

1. A Certificate in Medical Laboratory Techniques from a recognized Training institution.
2. Must be registered with the Register of the Allied Health Professional Council.
3. Should have three (3) years' experience.
4. Should have a strong leadership, communication, counseling skills and interpersonal skills.
5. Demonstrated Computer Literacy.
6. High level of integrity.

