



# MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

P. O. Box 1410, Mbarara, Tel: 256-485-420785, Fax: 256-485-420782,  
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## Job Opportunities

Applications are invited from suitably qualified persons to fill the following vacancies at MUST. Applicants, below the age of 55, are required to submit their applications accompanied by copies of all relevant academic documents (O' and A' level, degree and other certificates) plus three(03) names of referees (excluding social referees) and their postal/email addresses so as to reach the undersigned in two (2) calendar weeks time after publication of this advert.

Faculty of Medicine			
Department	No. of Posts	Level	Specialty and Qualifications
Physiotherapy (Re-advertised)	1	Lecturer M6	Qualifications: a) MSc in Physiotherapy b) Bachelors degree in Physiotherapy
Nursing (Re-advertised)	1	Lecturer M6	Qualifications: a) MSc in Nursing b) BNS or its equivalent
Pathology	1	Lecturer M6	Qualifications: a) M.Med in Pathology b) MBChB or its equivalent
	1	Teaching Assistant M8	Qualifications: MBCB or its equivalent
Anatomy	1	Assistant Lecturer M7	Qualifications: a) MSc in Anatomy b) MBChB/BVM or other related courses
Biochemistry	1	Assistant Lecturer M7	Qualifications: a) MSc in Molecular Biology/Biotechnology, Biochemistry or Clinical Chemistry b) MBChB, BNS, B. Pharmacy, B.MLS or BSC Pharmaceutical Sciences
Physiology	1	Assistant Lecturer M7	Qualifications: a) MSc in Physiology b) MBChB or its equivalent
Faculty of Science			
Chemistry	1	Assistant Lecturer M7	Qualifications: a) MSc in Chemistry b) BSc (at least upper 2nd class) and specialized in Chemistry
Institute of Computer science			
Health Information Technology	2	Assistant Lecturers M7	Qualifications: a) MSc in IT, Computing or Health related areas b) BSc (at least upper 2nd class) in IT, Computing or Health related areas
Computer Science	1	Assistant Lecturer M7	a) MSc in Computer Science or its equivalent b) BSc (at least upper 2nd class) in Computer Science
Computer Engineering	1	Assistant Lecturer M7	a) MSc in Computer Engineering, Embedded Systems Engineering or other related Engineering Fields b) BSc in the above fields (at least upper 2nd class)
Faculty of Applied Science & Technology			
Biomedical Engineering	1	Assistant Lecturer M7	Qualifications: a) Masters degree in Biomedical Engineering, Computer Engineering, Mechanical Engineering, Electrical and Electronics Engineering. b) Bachelors' degree in the fields above (at least upper 2nd class)
Electrical and Electronics Engineering	1	Assistant Lecturer M7	Qualifications: a) MSc in Electrical and Electronics Engineering b) BSc (at least upper 2nd class) in Electrical & Electronics Engineering

Graduate Studies			
1	Director of Research & Graduate Training	Qualifications: Must hold a PhD in any academic field a) Must be at least at the rank of Senior Lecturer b) Must have been in a senior managerial level in a university with experience of at least four (4) years at the rank of Dean, Director or Deputies or Head of department or their equivalent. Must have a demonstrated capacity of administration of research and ability to source research funding	5) Strengthen links with other universities and research institutions/organizations on graduate research activities 6) Promote and periodically review the university research agenda to reflect the priorities of the university and the community 7) Produce an annual update on completed and on-going research and publications in the university 8) Provide courses and organise workshops, seminars, symposia and provide support to conference on research activities 9) Responsible for the annual budget of the Directorate; develop, implement and regularly review financial strategy for the Directorate 10) Develop and nurture a culture of excellence in research at the Directorate and the university at large 11) Manage and develop the digital Academic Record for research students and related staff 12) Develop and maintain authors/researchers' intellectual property rights, copy rights, rights management and other legal issues especially as they apply to primary research
	M3 (Re-advertised)	Duties and responsibilities: 1) Reports to the Deputy Vice Chancellor (Academic Affairs) 2) Monitor the registration status and the progress of Graduate students at different levels and in different faculties/institutes 3) Identify sources of and solicit for funds to support research and Graduate programs 4) Coordinate research activities of the university and manage the research output (both electronic and print) in liaison with relevant university units to increase its visibility and dissemination.	in various forms in liaison with the university library as mandated by the Legal Deposit Act.
	Note: Those who applied earlier need not re-apply		

### Essential Skills/Competences

- High degree of integrity to safeguard the intellectual property of researchers/graduate students and research funds
- Proven experience in research, publication, teaching and supervision at graduate level
- High degree of collaboration and effective promotion of graduate training and research
- Competent in the use of information technologies to support teaching, learning, research and digitalization of research output
- Proven experience in grant writing and administration
- Proficient in short – term and long – term research planning, policy development, and assessment
- Proven experience in leadership in large organisations
- Highly developed oral and written communications skills

### Tenure

5 year contract, renewable subject to satisfactory performance

Salary Scales: M3 – 6,390,587/- pm M7 – 3,612,767/- p.m M8 – 3,173,705/- pm M6 – 4,595,808/- p.m

### 1.1 Position: Director, Human Resource (1 post) Reports to: University Secretary

Salary Scale: M3 Shs. 44,309,503/- p.a to Shs. 44,589,077/- p.a

#### Job Specification:

- An Honours Bachelors Degree in Human Resource Management or BBA (Human Resource option) or Social Sciences with course unit(s) in Human Resource / Personnel Management, and,
- A Masters degree in Human Resource Management from a recognized institution.

#### Experience:

- Should have at least 10 (ten) years experience in Human Resource / Personnel Management, 5 (five) of which at Head of Department level in a reputable organization.

#### Other attributes:

- Industrious & self driven;
- Ready to work long hours ;
- Track record of high integrity;
- Computer literacy;
- Strong interpersonal & communication skills;
- Must be results oriented;
- Strong Team player with leadership skills;
- Age 40-55 years;

Tenure: 5-year contract, renewable subject to satisfactory performance.

Job Purpose: To provide leadership and professional direction in the management of the Human Resource function at the university.

#### Duties & responsibilities:

- Participate in the recruitment of University staff
- Prepare annual departmental budgets and monitor their utilization

- Initiate and review HR policies in the University, and oversee their implementation
- Develop work targets for the HR Directorate
- Mentor and coach HR staff
- Design and implement performance management and control systems
- Advise staff and management on all human resource and staff welfare issues
- Implement and monitor pay structure and advise on salary reviews
- Supervise the Human Resource Directorate team including monitoring their performance
- Provide counseling and guidance to staff
- Any other related duties that may be assigned from time to time.

### 1.2 Position: Principal Procurement Officer (1 post) Reports to: University Secretary

Salary Scale: M4 Shs. 39,536,080/- p.a to Shs. 40,108,192/- p.a

#### Job Specification:

- An Honours Bachelors Degree in Procurement & supply chain management or BBA (Procurement option), or economics or Bachelor of Commerce;
- A Masters degree in Procurement or Finance and Accounting from a recognized institution;
- Fully qualified professional with CIPS.

#### Experience:

- Should have at least 8 (eight) years relevant experience in a reputable organization.

#### Other attributes:

- Industrious & self driven;
- Ready to work long hours ;
- Track record of high integrity;
- Computer literacy;
- Strong interpersonal & communication skills;
- Must be results oriented;
- Strong Team player with leadership skills;

- Age 35-55 years;

Tenure: Permanent appointment subject to six (6) months probation.

Job Purpose: To coordinate and manage the procurement of goods, works and services for the University.

#### Duties & responsibilities:

- Heads the Procurement & Disposal Unit (PDU) of the University;
- Procurement planning, budgeting and control of the resources of the University;
- Prepares periodic reports for the Contracts Committee, PPDA and others as may be required by the Accounting Officer;
- Ensures conformity with Government procurement laws and regulations;
- Provides timely advice the Accounting Officer, Contracts Committee and University staff matters pertaining to procurement;
- Evaluates all procurement requirements and recommends the most appropriate procurement procedure;
- Any other related duties that may be assigned from time to time.

#### Post: Legal Officer

Reports to: University Secretary

Salary Scale: M6

#### Job Specification:

- Bachelor of Laws;
- Post graduate Diploma in Legal Practice;
- Masters Degree in Law is an added advantage.

#### Other attributes:

- Must be proactive with ability to plan ahead to avoid work backlog;
- Must demonstrate a track record of high integrity;
- Must be a team player;
- Must have strong leadership and interpersonal skills;

- Must be computer literate.

#### Experience:

At least 3 years experience in legal practice.

#### Duties & responsibilities:

The Legal Officer will be the Head of the University Legal Section. In that regard, he / she will be responsible for:

- Providing legal advice to the University Council, management, and other organs of the university;
- Interpreting laws and other statutory instruments relating to the University;
- Ensuring University compliance with laws, policies, regulations, and guidelines governing the University, staff, and students;
- Representing the University in courts of law in cases involving the university;
- Prosecuting offenders / suspects who may have committed cases of misconduct / indiscipline or criminal offences against the University;
- Advising departments, staff and students on all matters relating to law;
- Taking minutes and writing reports for the University Council and its committees;
- Handling other legal matters assigned by the University Council and Management.

#### Tenure:

Permanent appointment subject to successful completion of 6 months probation period

The University Secretary,  
Mbarara University of Science  
and Technology (MUST)  
P.O. Box 1410  
MBARARA